

Agenda



Performance Scrutiny Committee - Place and Corporate

Date: Monday, 14 January 2019

Time: 4.00 pm

Venue: Committee Room 1 - Civic Centre

To: Councillors C Evans (Chair), M Al-Nuaimi, G Berry, J Clarke, K Critchley, D Fouweather, I Hayat, J Richards and W Routley

Item

- 1 Agenda yn Gymraeg / Agenda in Welsh (Pages 3 - 4)
- 2 Apologies for Absence
- 3 Declarations of Interest
- 4 Minutes of the Meetings held on 19 November and 3 December 2018
(Pages 5 - 18)
- 5 2019/20 Budget and Medium Term Financial Plan (Pages 19 - 76)
- 6 Conclusion of Committee Reports
Following the completion of the Committee reports, the Committee will be asked to formalise its conclusions, recommendations and comments on previous items for actioning.
- 7 Scrutiny Adviser Reports (Pages 77 - 86)
 - a) Forward Work Programme Update (**Appendix 1**)
 - b) Actions Arising (**Appendix 2**)
 - c) Information Reports
 - d) Scrutiny Letters

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Date of Issue: 7 January 2019

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Agenda

Pwyllgor Craffu ar Berfformiad – Lleoedd a Materion Cofforaethol

Dyddiad: Dydd Llun, 14 Ionawr 2019

Amser: 4 y.p.

Lleoliad: Ystafell Bwyllgora 1 - Canolfan Dinesig

Y Cyngorwyr: C Evans (Cadeirydd), M Al-Nuaimi, G Berry, J Clarke, K Critchley,
D Fouweather, I Hayat, J Richards and W Routley

Eitem

1. Agenda yn Gymraeg
2. Ymddiheuriadau am Absenoldeb
3. Datganiadau o Fuddiant
4. Cofnodion y Cyfarfodydd a 19 Tachwedd a 3 Rhagfyr 2018
5. 2019/20 Cyllideb a Chynllun Ariannol Tymor Canolig
6. Casgliad Adroddiadau Pwyllgor
Yn dilyn cwblhau adroddiadau'r Pwyllgor, gofynnir i'r Pwyllgor ffurfioli ei gasgliadau, argymhellion a sylwadau ar eitemau blaenorol ar gyfer gweithredu.
7. Adroddiad Cyngorydd Craffu
 - a) Diweddariad o'r Flaenraglen Waith - **Atodiad 1**
 - b) Taflen Gweithredu - **Atodiad 2**
 - c) Adroddiadau Gwybodaeth
 - d) Llythyrau Craffu

Person cyswllt: Meryl Lawrence, Cyngorydd Craffu

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Minutes



Performance Scrutiny Committee - Place and Corporate

Date: 19 November 2018

Time: 4.00 pm

Present: Councillors C Evans (Chair), M Al-Nuaimi, G Berry, M Cornelious and J Richards

In Attendance: Councillor R Truman (Cabinet Member Licensing and Regulation)
Councillor D Mayer (Cabinet Member Community and Resources)

Gareth Price (Head of Law & Regulation), Meirion Rushworth (Head of Finance), Alastair Hopkins (Senior Finance Business Partner), Emma Johnson, Robert Squance (Audit Manager), Rhys Cornwall (Head of People and Business Change), Rachael Davies (HR Manager), Shaun Powell (Newport Intelligence Hub Manager), Paul Flint (Performance and Research Business Partner) and Meryl Lawrence (Scrutiny Adviser)

Apologies: Councillors J Clarke, K Critchley, D Fouweather and I Hayat

1 **Declarations of Interest**

None.

2 **Minutes of the Meeting held on 8 October 2018**

The Minutes of the meeting held on 8 October were approved as a true and accurate record.

3 **Service Plan Mid-Year Reviews**

Law & Regulation

Attendees:

- Councillor Ray Truman – Cabinet Member for Licensing and Regulation
- Gareth Price – Head of Law and Regulation

The Strategic Director – Place sent her apologies that she was unable to attend for this item.

The Head of Law & Regulation presented the Mid-Year Service Plan Update to the Committee. The Head of Service advised that there had been a sustained level of performance within the Service Area within the first six months of the period. This was commendable for the service area, as it continued with its substantial workload despite the financial constraints.

The Sickness Absence Performance Indicator was Red, which was unfortunate but was managed in accordance with the procedures. It did put an increased pressure on the remaining team members. This was a common problem as there was no resilience in teams anymore, those PIs that had dipped was as a result of direct correlation, as mentioned before

however, the overall performance was good. The Head of Service praised staff for their continued level of professionalism to meet the required targets.

In terms of budget, there were no major risks identified, the current year's budget was back on track as of the end of October 2018. There was an overspend of £15K anticipated in September but this had decreased to £8K, which meant that the service area was meeting all the requirements imposed upon them. There were a number of service area pressures however identifying these allowed future savings for the year, therefore the Head of Service was confident the budget would remain on track.

The Cabinet Member for Licensing and Regulation thanked the Head of Service for his report and reiterated that the long term sickness was difficult to manage, however the work was still being completed to a high standard. Other milestones included the Public Space Protection Order in the City Centre and the Gating Order in Maesglas. There had been national recognition for the Dog Service, along with successful prosecutions of Houses in Multiple Occupation and landlords. Premises inspection and prosecutions relating to the underage serving of alcohol was also at a high standard despite reductions in resources.

Members asked the following:

- Members asked whether there was a common theme to the sickness, the Head of Service advised that it was not work related stress. The long term absences were due to serious illness. Work related sickness absences were few and far between and nothing needed to be addressed from a work point of view. The Policies in place covered how the absences were overseen with return to work forms and reasonable adjustments recommended by occupational health put in place, such as car parking spaces or phased return to work.

Members felt that provision of car parking spaces for staff returning to work with access difficulties was to be commended.

- A Member referred to the Executive Summary regarding tourism in the area; visitor economy had doubled since 2006. Whilst these were excellent figures, it was asked whether tourism was viewed as a priority given the cuts. The Head of Service informed the Committee that Tourism was important, however the Council tended to facilitate more events rather than invest in projects. There were budget cuts in tourism but the team in the events section were able to liaise with external organisers and provide their expertise. This was good news and bigger events were coming to Newport which would have an effect on footfall.
- Members asked was there a chance for organisations such as the Rotary Club to get involved with the Council to promote the City? The Committee was advised that there was a strategy in place to work with external stakeholders and tourism ambassadors in Caerleon. Community engagement was also a theme in the Corporate Plan and contact with external bodies that could help on a voluntary basis was welcomed.
- A Member asked how Law and Regulation would obtain the views of those affected via consultation. This depended on the nature of the consultation that they were dealing with, for example there had been a statutory consultation process for Public Space Protection Orders, the Budget Consultation with Staff and the Public and Scrutiny can be the vehicle for public engagement. Any other service change deliveries would mean consulting with the staff and users of that service, for example, the registration service had questionnaires left on reception for the members of the public to complete.
- A Member asked what the service area did to increase voter engagement in diverse communities and Houses of Multiple Occupation. The Head of Service advised that it was difficult, as the Council would not target Housing in Multiple Occupation specifically

but canvass annually with postal forms for electoral registration, followed up where there were not returns of the Electoral Registration Office forms, by canvassers who knock doors, which was effective. In addition, the Electoral Registration Officer had visited schools to and citizenship ceremonies to promote electoral registration.

- Members enquired about the reorganisation of the Gwent Coroner's Service. It was explained that the Coroner was due to retire and the Council would be submitting proposals to the Ministry of Justice for the service to be operated from the Mansion House. The Coroner would remain independent of the Council, but support and recruitment of support staff would be provided by the Registration Service.
- Members asked whether there were any long term trends impacting on the service area. The Head of Service advised that there was a continuing trend of decreased resources and increased demand. An increase in new legislation also impacted upon the service area, as there were no additional resources for the resulting increase in work.
- Members welcomed the new Performance Update report layout and thanked the Scrutiny Team. The Scrutiny Adviser advised the Committee that the improvements had been delivered by colleagues in the Performance Team, following the feedback provided by Scrutiny Committees.

Finance

Attendees:

- Meirion Rushworth - Head of Finance
- Alastair Hopkins – Senior Finance Business Partner
- Rob Squance – Audit Manager (Social Services / Corporate)
- Emma Johnson – Income Collection Manager

The Head of Finance presented the Mid-Year Service Plan Update to the Committee. He advised that there was a small underspend, delivery of targets had been met this year and recruitment was ongoing. With regard to the Performance Indicators, there were only four Amber Indicators and they were 2% or less short of target.

With regard to the performance indicator: "**Management Information – return to Work within 7 calendar days %**", there had been instances of the completion of return to work interviews with staff not being done within 7 days of returning from a period of sickness absence, which resulted in the Quarter 2 result being 2% below the target, and Managers had been reminded.

The achievements over the last six months included producing the Council's Annual Accounts well within the deadline. The Head of Service was in talks with auditors about meeting the future year's targets. The audit assessments being undertaken this year were compliant, and the Head of Service praised the Audit Team.

The Head of Service advised that he was briefing the Cabinet Member upon the Welsh Government driven Draft Ethical Procurement Policy, with a view to the Policy being reported to Cabinet. The Council Tax and Income Collection Teams were also doing a good job in collecting outstanding payments from the public and were therefore on track.

Members asked the following:

- A Member asked for more detail upon the collection of Council Tax arrears. It was explained that staff were allocated to carry out this service with day to day administration and standard letters being sent out. There was a small team focussing on the problem

areas, working with the Magistrates Court and residents to pay their outstanding debts try to avoid getting into further arrears and provide solutions.

- A Member welcomed the innovation in the above response and asked how staff were involved in planning innovation and delivering it to improve the system. The Income Collection Manger advised that this was achieved through Clear Reviews with individual team members. The team involved were very collaborative but had to fit in with court timetables. It was a balancing act with staff having a degree of flexibility to deal with people in arrears in the most appropriate way and staff were completely involved in planning and achieving the best outcomes.
- Members asked for more detail upon the training sessions on financial management. The Head of Service advised that there had been initial training and he was confident that the vast majority within the services had been through the training, The training was now part of the Corporate training offer and the next session was fully booked.
- A Member enquired who the Chief Internal Auditor for the Council was. The Head of Service advised that Andrew Wathan was Chief Internal Auditor for Newport shared with Monmouthshire Council.
- A Member enquired what was the collection rate achieved for Council Tax year on year. Officers advised that a large proportion of arrears had been collected the previous year, and the percentage collection for that year had also been pretty steady, at just under 97%. Any outstanding arrears would be collected in the following year and each year, up to four or five years and in some rare cases and exceptional circumstances some arrears may eventually be written off by the Council. The collection was steady and 3.5% of £60M would not be collected, but would be over subsequent years.

A Member asked when planning the MTFP budget where did the Council tax non-collection figure come from. It was explained that the Council Tax Non collection amount was inbuilt in bad debt provision percentage.

- A Member enquired about the impact of Council Tax across the term of the Medium Term Financial Plan. The Head of Service advised that the City was growing so the Council Tax base grew by 1.5% each year because of additional housing, however the Council lost Revenue Support Grant so did not benefit from the rise. In addition, collecting council tax was difficult in Cities because of more transient population.
- A Member asked whether Finance would be collaborating in the near future and asked for assurance of the use of best practice in the service. The Head of Service advised that the Council shared the services of Chief Internal Auditor with Monmouthshire Council and had some discussions regarding the potential for Cardiff City Region Audit but progress was slow.

The Head of Service advised that collaboration on Transactional Services could be developed in the future with Gwent Senior Finance managers and that the G9 which was the Chiefs of the 5 Gwent Local Authorities, Health, Police, etc. had just reformed after a short break and a conversation could be started there. Newport was hoping to use the forum to discuss the potential for collaborative working.

People & Business Change

Attendees:

- Councillor David Mayer – Cabinet Member for Community and Resources
- Rhys Cornwall – Head of People and Business Change
- Rachael Davies – HR Manager

- Shaun Powell – Newport Intelligence Hub Manager
- Paul Flint – Performance and Research Business Partner

The Head of People & Business Change presented the Mid-Year Service Plan Update to the Committee and was pleased that the Committee liked the new format of the Performance Updates developed with Scrutiny and the Performance Team. There was a list of improvements within the service area. There were eight Red Performance Indicators which were expected to be Green by end of year, which included PREVENT training and Welsh Language Training, which had further courses programmed in Quarters 3 and 4.

The budget to date showed an underspend and the savings for the year had been achieved, within which was the removal or re-allocation of some resources. The Corporate Plan had included a commitment to set up the Newport Intelligence Hub, to provide one version of data. Funding had been provided for a Serious Organised Crime Co-ordinator to be located at the Civic Centre this year.

The Service Area was also working towards the digitalisation of services, with a plan to go paperless. Clear review was new electronic staff management performance system and online expenses claims, which also did not require paper. The outcome of a digitalised Newport would free up resources and make savings as set out in the Corporate Plan.

From a Human Resource perspective there was a drive to train staff and a recent Management in Action Training Programme had been provided for Managers, which intended to upskill and retain employees. An apprenticeship programme was in place to attract young people into the Council. Civil contingencies had moved from Streetscene to Human Resources with two extra staff delivering the service.

Additionally, as part of the Cardiff Capital Region City Deal the Council had been successful with a bid for local fibre network across all public buildings within Newport, there was £11M invested in this project which was a two year programme and this would be a game changer for Newport.

Lastly the Head of Service advised that despite being relatively new in post, the Performance and Research Business Partner was already developing and improving performance management.

Members asked the following:

- Members again were pleased with the layout of the new Performance Update and the Head of Service thanked Policy and Performance for their hard work.
- Members referred to the Action: Creating a healthy workforce and asked whether this would be an ongoing action. The Head of Service assured the Committee that Human Resources were doing everything they could to make sure that measures were being met. Part of the improved offer in the workforce was Care First, which gave staff access to additional support without going through Occupational health. Other examples included: the Staff Choir; Yoga lessons; a Staff Reward Scheme in place and the launch of a new Values Award. The streamlining of processes and enabling return to work in a way that met staff's needs also contributed toward this Action.
- Members enquired about the financial wellbeing tool that was available to the workforce referred to in the update on the Creating a Healthy Workforce Action. The Head of Service explained that the financial wellbeing tool provided staff with advice and guidance on responsible lending, savings and effective money management, to avoid pay day loans. Advice and resources were confidential, signposts would also be put in place to Newport Credit Union and a finance product would be available. In time, it was planned to sensitively and anonymously report some positive outcomes.

- In the Service Area's Finance Analysis, Members asked for an explanation of the statement: *"The September position continues to show a **robustly managed budget**, with a current projected underspend of £156k"*. The Head of Service advised that this was due to staff leaving and savings being made. The People and Business Change Service Area was made up of four elements managed by: the Human Resources Manager; Newport Intelligence Hub Manager; Digital Services Manager, and; Policy Partnerships and Involvement Manager. These elements had been restructured to be more resilient, with a fifth element which was Business Improvement.
- A Member referred to *".. a review being undertaken by GGT Associates on IT provision, due to report back in October"* within the Service Area's Finance Analysis and asked for some detail and whether the timescale was on track. The Head of Service advised that that the review of IT provision was being undertaken by the company that reviewed the move to SRS. They had been brought back to review IT provision and there was a need to free up some resources to deliver some digitalisation of services, e.g. the Committee Rooms within the Civic Centre were to be refitted with modern technology and tablets were being issued to Members. Further reduced costs would include replacing mobile phones to make savings by purchasing affordable mobile devices. It was confirmed that the report had been received on target and would be reported to Cabinet.
- A Member asked for more details upon the Action: *"To develop, support and implement commercial opportunities across the Council, maximising the use of its assets and expertise to generate significant income streams including options for collaborative working."* (Objective 4 page 56 refers.) Members were advised that the Head of Finance had developed a draft Commercialisation Strategy and was looking at opportunities. There was currently a draft based on what other Local Authorities had done, such as utilisation of assets, leasing buildings over provision of residential care. The Head of Services advised that Intelligence Hub brings in an income of 30 to 70k a year for street naming and numbering, and there was scope to develop these services to the public in the Hub.
- A Member asked what issues were facing this service area. The Head of Service advised that his service area's main service delivery was to staff in this Council, with each area under huge pressure they supported solutions. The main issues for the service areas were:
 - Restructuring Service Areas to deliver the right service for the next 5 to 10 years and be more resilient;
 - IT- the use of data and digital transference was more important and would become critical in next three years. The Council had transferred the worse funded IT service in Wales and needs to make the case for funding for what is needed.

A Member commented that some Members would require IT training. The Cabinet Member advised that if Members needed training it would be provided.

The Cabinet Member for Community and Resources informed the Committee, as an aside, that he attended the Software Academy Launch at the Information Station and had a brief tour, which was fascinating. This was the first cohort from Cardiff University to commence training at the Information Station.

Conclusions - Comments to the Cabinet

The Committee noted the Mid-Year Review and agreed to forward the Minutes to the Cabinet as a Summary of the issues raised and made the following comments to the Cabinet:

- The Committee was pleased with the new Performance Update layout. It was well structured, easy to read and digest and promoted focussed questioning. The professional back up assisted with co-ordination at Committee meetings. Members recognised that there had been a lot of work done to get the reports to the standard they were today.
- Members advised that whilst it was beneficial being informed of the current status, it would be helpful to clearly see the next steps of the service plans and looking ahead to the end of year and subsequent years, the format of Performance Updates would need further development to clearly demonstrate the status of actions and their scheduled deadlines for each year of the Service Plan.
- The Committee suggested that the development of the Performance Update format for future year's meetings could involve a Workshop / Training for Members of the Committee.
- Overall the Committee was happy with what had been presented but requested that there was a need to give consideration on how to report next time with a clear expression of timescales for Actions. The information from the Finance Service Area was vague and the Committee seeks more detailed reassurance on areas where they could move forward in the next Performance Update and beyond, in particular to provide a clearer understanding of: Collaboration and the Draft Commercialisation Strategy, as the information provided was minimal.
- Future Updates should also include information on public engagement carried out by Service Areas.

4 Scrutiny Adviser Reports

a) Forward Work Programme Update

The Scrutiny Adviser presented the Forward Work Programme Update to the Committee and outlined the Reports for the next two meetings and the Briefings to be arranged.

She advised that following the Briefing upon the Condition of the Highway Network held in September, the presentation had been circulated to all Members of the Committee.

The Committee agreed that the Housing Briefing that had been scheduled to be arranged in December be arranged for January 2019 but not until after the 14 January Committee meeting, when the Committee would be considering the Medium Term Financial Plan Budget Proposals for 2019-20.

b) Action Sheet

The Scrutiny Adviser presented the Action Sheet and advised the Committee that as indicated in the table, two items had been actioned and the information circulated to Members of the Committee accordingly and the outstanding three items would be chased and provided shortly and remain on the Action sheet until Members received the information.

c) Information Reports

There were no Information Reports to bring to the Committee's attention.

d) Scrutiny Letters

There were no scrutiny letters to report to the Committee.

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Minutes



Performance Scrutiny Committee - Place and Corporate

Date: 3 December 2018

Time: 4.00 pm

Present: Councillors C Evans (Chair), M Al-Nuaimi, J Clarke, J Richards and W Routley

In Attendance: Councillors R Jeavons (Cabinet Member – Streetscene) and J Mudd (Cabinet Member – Regeneration and Housing)

P Jones (Head of Streetscene and City Services), B Owen (Strategic Director (Place)) and Keir Duffin (Head of Regeneration, Investment and Housing) and M Lawrence (Scrutiny Adviser)

Apologies: Councillors G Berry, K Critchley, D Fouweather and I Hayat

1 **Declarations of Interest**

Councillor Clarke and Routley declared interests as Members of the Board of Newport Transport.

2 **Service Plan Mid-Year Reviews**

a) **City Services**

Attendees:

- Councillor Roger Jeavons (Cabinet Member for Streetscene)
- Bev Owen (Strategic Director – Place)
- Paul Jones (Head of Streetscene and City Services)

The Head of City Services presented a brief overview to the Committee and highlighted the key areas for consideration. He advised that most of the defined objectives were ongoing, none were currently behind but some had not commenced in the first half of the financial year. The service area's budget was marginally overspent by £100,000, but within the operational budget. He explained that different challenges arose on a daily basis.

With regard to Performance Indicators in the Service Area, 8 were on target (Green), 4 were Amber and 1 was Red: "**Management Information – Return to Work form completed within 7 calendar days**" which was an issue in other areas and the system was being looked at to improve flexibility to allocate a supervisor if the nominated supervisor was away from work. The Head of Service advised the Committee that for Performance Indicator **PAM /010** – Bi-monthly % cleanliness inspections of highways & relevant land – the challenge was delivering the same service to a widening City within the limited resources.

The Cabinet Member added that the permanent reversal of the flow of traffic within the household waste recycling transfer centre was planned to take place over the Christmas and New Year period.

Members asked the following:

- A Member enquired about the performance monitoring cycle, in particular what happened to the information reported following the meeting. The Head of Service advised that the update before the Committee demonstrated the Service Area's performance against its Service Plan at the Mid-Year stage and an update would be reported to the Committee on the Service Area's performance at the Year-End stage.

The Strategic Director added that the information was collated in the Management Information Hub and reported to Heads of Service and Directors on a monthly basis. Information was fed through to the Corporate Management Team, who discussed how the department should address the performance and what could be improved.

Objective 1 – Introduction of Civil Parking Enforcement within the City boundary

- A Member referred to the collaboration work with the other 4 Gwent authorities and Rhondda Cynon Taff upon the related back office function of processing fixed penalty notices. It was clarified that Civil Parking Enforcement Officers would be employed by the Council at the front end of the service. When the Council took over enforcement it was expected that over the 6-12 month period that a lot of tickets will be issued and it was hoped that that this would change people's behaviour. Work was taking place with private care parks, and there was a need to make the public aware of signs and lines, which if done too early could lose impact. The Press releases would begin in July and a dummy run of warning tickets was planned.
- The Cabinet Member advised that there had been fortnightly meetings with the team, alongside Managers and the Public Relations Team upon a Press Release Strategy.
- The importance of getting the technology working to display the correct information upon electronic car park notice boards was raised, as some screens displayed information intermittently. People needed to know how many spaces were available. Members were advised that work was taking place to rectify this.
- A Member thanked the team for the work that had taken place to plan for Civil Parking Enforcement.

Objective 2 – Continuous Improvement of Recycling Performance

- A Member asked whether there would be consultation on the location of the site for the new Household Waste Recycling Centre. Members were advised that this had been discussed in Scrutiny previously and that consultation would be undertaken as part of the planning application process.

Objective 4 – Improved Transport Links and Connectivity of the City

- Member asked when there would the City transport be improved with more effective links and commented that there did not appear to be much related work being undertaken on the ground. Members were advised that the Authority was one player in joining up transport links and that together with its partners in the City Deal this was being addressed regionally by the first stage of the South Wales Metro. Work underway

included the rebranding of trains, a new station in Llanwern and upgrades to other stations. The Council was also working with Cardiff for improved bus links and investing in bus lanes. The Council along with its partners and Welsh Government had invested to sign up to the Cardiff Capital Region City Deal. Some additional money had recently been received, and the Council was looking to see how we can join up connective transport. The Head of Service also advised that the Council was looking at Park and Ride areas, improving links in train stations and footbridge connectivity and that progress was being made. He added that the Council had also been encouraging Active Travel over the past two years and upgrading footpaths and routes, which relates to Objective 3 of this report: Comply with duties under Active travel Act (Wales) 2013.

- With regard to the following interventions the Authority would seek to influence: Local Network Improvements, and; Securing the expeditious movement of traffic on the authority's network:
 - A Member raised the recurring seasonal problems with drainage on the highway in the vicinity of the Admiral Building and the Head of Service advised that the Council is working with Admiral to resolve the issue.
 - A Member raised concern at the lack of decision on the M4 Relief Road which resulted in congestion on the existing road network. The Cabinet Member advised that had raised this issue at the M4 Relief Road Board on a number of occasions and an announcement was awaited.
- Members felt that more detail and examples needed regarding how the Council's policies within the Local Development Plan met the Long Term way of working requirement of the Wellbeing of Future Generations (Wales) Act.
- Members were concerned about bus transport in rural areas of Newport and stressed its importance for the elderly. A Member commented that social dividends seemed to have disappeared. It was explained that the Council had an operational relationship with the Bus Service and while there were a small number of Council run routes there was limited funding for such subsidies. There were also a number of Demand Response Transport routes in rural areas of Newport and these opportunities needed to be communicated and promoted.

Objective 5 – Supporting the Council's 'Digital by Design' approach, ensure that customers are at the centre of service delivery with provision of prompt and secure access to the services and information they need in order to provide them with a positive experience

- A Member enquired whether the Cloud-based platform to provide the Customer Relationship Management (CRM) function and opportunities to improve service provision had gone live in November as planned. Members were advised that the system had gone live with a soft launch on the Council Website. It replaced the previous platform that was prone to crashing. It had worked well, with 700 people using it up to yesterday and staff had been checking that the enquiries were flowing to the correct places. A hard launch would be arranged in February.
- Members queried the Action: "Ensure compliance with relevant regulations and legislation", asking would this action point always be in progress or ever be completed? Members were advised that this Action refers to a particular project, but would go onto to form part of ongoing work.

Objective 6 – Understand the continuing impacts of Welfare Reform and support residents and services to adapt to changes, which may affect them.

- Members queried when the following action would start: “Lead a cross-service working group to assess the impact of Welfare Reform on households in Newport and propose appropriate action to be taken to mitigate any negative effects”. Members were advised that work had already started with other areas of the Council, Homelessness Officers and more work to happen. Managing staffing had become a challenge as staff were aware that jobs would be cut as the system rolls out. In terms of impact upon residents there hadn’t been a significant impact on service areas, but it was constantly being monitored.

The Chair thanked the Cabinet Member and Officers for attending.

b) Regeneration Investment and Housing

Attendees:

- Jane Mudd (Cabinet Member for Regeneration Investment and Housing)
- Bev Owen (Strategic Director – Place)
- Keir Duffin (Head of Regeneration Investment and Housing)

The Cabinet Member presented a brief overview to the Committee and highlighted the key areas for consideration. Members were advised of the official launch of the National Software Academy which will offer opportunities to the people of Newport that provide higher level employment. The Cabinet Member also wished to highlight the support that had been provided to small businesses and paid tribute to Officers provided that support. Members were advised that there were only limited resources to support small businesses and it had been good to hear what those businesses had to say about the support they received from the Council. In the broader scheme, there had been a successful bid for Heritage funding for the Market Arcade.

Members were also updated that works on the Convention Centre and Chartist Tower were underway. The Cabinet Member had also visited an Aparthotel business being set up in Clarence House, which is an area that could be expanded upon, and met the Manchester owners whose view was that Newport had the potential to be a thriving city.

Members asked the following:

Objective 1 – Encourage and support continued economic growth within the City, with particular focus on sustainable development and regeneration in the City Centre.

- A Member commented that the Draft Master Plan was quite brief, that in the update the 5 Ways of Working were not recognised and asked when would it become the Master Plan.

The Cabinet Member advised this Plan had avoided zoning, to ensure that a mix of economic and residential areas to future proof the creation of diverse areas. The Council has collaborated and consulted with many people upon the Draft Master Plan and that feedback was being gathered and collated to listen to Partners and Employers across the City.

The Strategic Director reinforced that the Master Plan was high level and moving away from specific zones and that through phased development mapping out key buildings would develop a set of lower level plans.

- Invitees were asked whether they were confident that it was a satisfactory Master Plan. The Cabinet Member advised that it was important to note that the Master Plan was still in its draft form. It was a collaborative process with the Council being enablers and not providers, as it did not have the resources and it was important to get feedback from businesses. There was confidence that it was progressing in the right direction.

- With reference to the 360 new housing units that had been completed, Members questioned whether this scale of development and investment likely to continue in the future. The Cabinet Member advised that at a Regional level the Council was taking the lead in identifying sites for employment. She also explained that the focus upon the skills agenda and entrepreneurship was starting to come together, with provision of what was needed to support, develop and grow businesses in line with retail and consumption patterns changing. This would include working to try and retain the expertise of national software academy graduates within the area by discussions about a start-up space, support and employment.
- Member discussed the removal of the Bristol bridge tolls in two weeks' time and asked what the Council was doing to encourage technology businesses to invest in the city, and whether NCC Officers were attending business expositions in the Bristol area to capitalise upon the effect of the ending of the Bridge tolls. The Strategic Director advised that discussions have been ongoing through the Newport Economic Network with a city summit being held at the end of January with key individuals. Work was also taking place within the Marketing Team and on the Place website upon what to do in Newport, where to invest, new jobs development etc. and it was not constrained to Bristol with fairs and expositions. As part of the City Deal the Council will look to attract from further afield, and was sending press releases further afield and sending a representative to speak at Breakfast meetings. The importance of putting Newport forward in the Cardiff Capital Region City Deal Plan was stressed.

Members discussed Inward Investment and the City Region Deal and whether the Council was confident of securing such investments to Newport. The Strategic Director – Place advised the Committee that the Council was reaching the stage of consensus of the City Deal model and the plan to use on a commercial level. She further advised that 300 jobs had been secured by the siting of CAF Rail in Newport and the Semi-Conductor facility had also been located in Newport and as the strategic plan moves forward there was confidence that the whole team support to developers from Planning and Skills Teams provided had the necessary resources to support approached from companies. A Member commented that a good example of a team approach had been the Convention Centre.

Objective 3 – Develop a collaborative approach to modernise service delivery to residents across the city.

- A Member asked for more detail on the vision for Neighbourhood Hubs. The Head of Service explained that a review of neighbourhood services had been undertaken, and the results clearly found that better results could be achieved by providing core services in the area those services were most wanted / needed in Neighbourhood Hubs and reinvest in the services to make it better for the customer. All data was examined to see where the customers were, where the services were most needed. The first Neighbourhood Hub was being developed in Ringland and was planned to open in the next two months as a bespoke approach and also aimed to improve IT accessibility.

Objective 5 – Enhance community wellbeing through improved housing officer.

- Members referred to the Action: “Review information on private sector housing in Newport”, for which the status was: To be commenced and the End of Quarter 2 update was: to be initiated when work on the Local Housing Strategy concluded. The Cabinet Member advised that the Local Housing Strategy was the overarching document, upon which the Service was currently getting feedback from Housing Association partners.

Objective 6 – Promote the decarbonisation of our operations and support sustainable travel and clean air measures in housing programmes.

- A Member referred to the Action: “Review the Council’s Asset Management Plan and performance of the Norse Joint Venture”, which was in progress. It was felt that in the current economic climate the review of assets was important and it was questioned how long the review would take. The Cabinet Member advised Members that this Action was not within her Cabinet portfolio. Officers advised that the review will be ongoing and that the arrangement with Norse is halfway through its term so was being reviewed to ensure the best value for money.

The Chair thanked the Cabinet Member and the Officers for attending.

Conclusions - Comments to the Cabinet

The Committee noted the Mid-Year Review and agreed to forward the minutes to the Cabinet as a summary of the issues raised and made the following comments to the Cabinet:

General:

- The Committee asks that invited attendees work from the same Agenda pack as the Committee, so that the same page numbering can be cited for ease of reference.
- The Committee welcomed the explanation of the performance management cycle and the monthly Management Information reports to Senior Management Team for escalation to CMT for mitigation as and when required.
- The status of Actions needs to be developed for subsequent reports, from options of either: Complete; In progress or; To be commenced, to include projected deadline dates for Actions or stages of actions e.g. Review of Asset Management in progress but no detail on when it should be completed.

City Services:

- The Committee concluded that there was not enough supporting detail provided in End of Quarter 2 narrative upon Actions, and request that more detailed supporting information be included in future reports.

Regeneration Investment and Housing:

- The Committee asked to draw Cabinet’s attention to the discussions and concerns about:
 - slow progress upon the development of the Master Plan.
 - seeking assurance that the Council has sufficient resources to work with inward investors on potential large scale opportunities.
- The Committee expresses concern that opportunities presented by the imminent removal of the Severn Bridge tolls are not lost and suggests that appropriate representatives of Newport City Council could attend business breakfast meetings, fairs and expositions in the Bristol area.

The meeting terminated at 5.45 pm



Scrutiny Report

Performance Scrutiny Committee – Place and Corporate

Part 1

Date: 14 January 2019

Subject 2019/20 Budget and Medium Term Financial Plan

Author Scrutiny Adviser

The following people have been invited to attend for this item:

Role / Areas of responsibility	Lead Officer
Budget Overview and Process	Meirion Rushworth, Head of Finance
Overall Budget for Place Directorate	Bev Owen – Strategic Director - Place
Service Specific Proposals:	
City Services	Paul Jones, Head of Streetscene and City Services
People and Business Change	Rhys Cornwall, Head of People and Business Change

Section A – Committee Guidance and Recommendations

1 Recommendations to the Committee

The Committee is asked

- (i) Consider and the budget proposals relevant to the Place and Corporate Directorate;
- (ii) Determine if it wishes to make recommendations or comments to the Cabinet on the Proposals within the Place and Corporate Directorate;
- (iii) Determine if it wishes to make any comments on the budget process or the public engagement (to be forwarded to the Overview and Scrutiny Management Committee for consideration).

2 Context

- 2.1 In accordance with the constitution, the Cabinet is required to consult on the proposals before recommending an overall budget and required council tax to the Council for approval in March. Scrutiny Committees must be consulted as part of this process. The timetable for the consultation on the budget is as follows:

Cabinet agrees budget proposals as a basis for consultation	12 December 2018
Consultation period	13 December 2018 to 30 January 2019
Cabinet considers feedback from consultation and agrees final budget proposals for recommendation to Council	13 February 2019
Council approves the 2019/20 budget and council tax level	26 February 2019

Structure of Scrutiny of the Budget Proposals

- 2.2 Each Committee will meet to discuss the budget proposals in detail and formulate comments relating to their portfolio:

Committee	Date	Role
Performance Scrutiny Committee - Place and Corporate	14 January 2019	Savings proposals within the Place Directorate and Corporate.
Performance Scrutiny Committee - People	15 January 2019	Savings proposal within the People Directorate
Overview and Scrutiny Management Committee	31 January 2019	<ul style="list-style-type: none"> • Coordination of comments from all Scrutiny Committees • Comments on the budget process • Comments on public engagement

- 2.3 Recommendations will be agreed verbally at the Committee meetings, the final wording will be approved by the Chairperson after the meeting. These recommendations will then be sent to the Overview and Scrutiny Management Committee (OSMC) at its meeting on 31 January 2019 to confirm the list of comments that will be submitted from Scrutiny to the Cabinet. The Chair of this Committee will be invited to attend the meeting of the OSMC where the Committees recommendations are discussed.
- 2.4 The role of the Overview and Scrutiny is to coordinate the comments from Scrutiny to ensure that there are no overlaps in what is being recommended and ensure that scrutiny as a whole provides a cohesive and consistent response to Cabinet. It also has overall responsibility for comments on the budget process, and public engagement, which it will be focusing on at its meeting.
- 2.5 At its meeting on 12 December, the Cabinet agreed draft proposals for consultation. The full papers are available on the website ([Link](#)).

- Appendix 1 - Budget investments
Appendix 2 - New budget savings for consultation
Appendix 3 - New budget savings implemented under delegated authority (Cabinet Member and Head of Service)

- Appendix 4 - Budget savings previously approved
- Appendix 5 - Budget savings for consultation – proposals
- Appendix 6 - Demand models – social care and education
- Appendix 7 - Fees & charges for consultation
- Appendix 8 - Financial resilience ‘snapshot’
- Appendix 9 - Medium term financial projections
- Appendix 10 - Projected earmarked reserves

Cabinet Proposals – Business Cases

- 2.6 The proposals for consultation are contained within **Appendix 2** (Summary) and **Appendix 5** (detailed business cases). Proposals relevant to the Place and Corporate Directorates have been extracted and included as appendices to this report for the Committee’s consideration. *(The numbering of these appendices has remained the same as the Cabinet report for ease of reference.)*

Cabinet Member Decisions

- 2.7 **Appendix 3** is the proposals delegated to Cabinet Member and Head of Service Decision. The Cabinet member decisions will be subject to the usual democratic decision making process and all Member consultation. These proposals do not form part of the public consultation and as such are not attached to the agenda for this meeting. A hard copy is available on request.

The Head of Service decisions are operational and are taken under delegated authority by the relevant Head of Service.

Fees and Charges

- 2.8 Appendix 7 is the proposed fees and charges for consultation. A hard copy of this is available on request.

Previous Committee Consideration – Parking Charges – Tredegar Park and Fourteen Locks

- 2.9 At its meeting on 8 October, the Committee considered a report on the recommendations made in relation to last year’s budget proposal. As part of this discussion on the introduction of parking charges at city parks, the Committee were advised that at that time no decision had been taken in relation of Tredegar Park, and that specific proposals would be reported through scrutiny prior to a decision.
- 2.10 Within the 2019/20 Draft budget proposals, the decision to charge for parking in Tredegar Park and Fourteen locks is a decision that will be taken under delegated authority by the Cabinet Member (referenced in **Appendix 3** of the Cabinet Report).
- 2.11 Cabinet Member decisions listed in **Appendix 3** are subject to the normal Cabinet Member decision making process, and subject to the 5 working days All Member consultation period.
- 2.12 The Head of Streetscene and City Services has confirmed that the decision on charging for parking at Tredegar Park and Fourteen Locks will not be taken prior to the Committee meeting on 14 January 2019. Given the assurances previously given to the Committee that it would have opportunity to comment on the proposal prior to a decision, the Chair has agreed to include this business case as an additional attachment for the Committee to consider at this meeting. This is contained at **Appendix B**.

3 Information Submitted to the Committee

3.1 The following attachments are included for the Committee's consideration:

Appendix A – Cabinet Report 2019/20 Budget and Medium Term Financial Projections (MTFP)

Appendix 2 – Budget savings proposals (summary table).

Appendix 5 – Detailed business cases for Consultation.

Appendix B – Extract from the Business Cases for Cabinet Member Decision – Introduce Parking Charges within Tredegar Park and Fourteen Locks

(Note – the attachment numbers have been kept the same as the Cabinet Agenda for ease of reference)

Other information for reference (Hard copies available on request)

- i) Proposed fees and charges in **Appendix 7** ([Link](#))
- ii) The Cabinet Member and Head of Service decisions in **Appendix 3** will be implemented with immediate effect, following the usual Council decision making processes. The full list is included with the Cabinet Report ([Link](#)). The full business cases for these decisions is available on the Council's website ([Link](#))

3.2 The table below contains the proposals for consideration by the Committee and the page numbers of the proposals and the related business cases:

Cabinet Budget Proposals within Place and Corporate Directorates - Appendix 2 and 5:

	Service Group	Unique ID	Proposal Page Number	Business Case Page Numbers	Proposal Title	Invitees
1	City Services	CS1920/06	45	50 to 54	Refuse Collection – Review of Charging for Waste Special Collections	Bev Owen, Strategic Director-Place
2		CS1920/07	45	55 to 60	Off street parking – Changes to Council Parking Charges	Paul Jones, Head of Streetscene and City Services
3		CS1920/08	45	61 to 64	Customer Services – Reduction in Customer Services Operating Hours - Information Station only	
4	Corporate	PBC1920/02	45	65 to 67	Partnership – Reduction in Voluntary Sector Grants	Rhys Cornwall, Head of People and Business Change
5	Non Service	PBC1920/05	45	68 to 69	Additional 2.95% increase in Council Tax resulting on total increase of 6.95%	Meirion Rushworth, Head of Finance

Cabinet Member Proposal within Place and Corporate Directorates - Appendix B:

	Service Group	Unique ID	Proposal Page Number	Business Case Page Numbers	Proposal Title	Invitees
A	City Services	CS1920/10	73	73 to 76	Introduce Parking Charges within Tredegar Park and Fourteen Locks	Bev Owen, Strategic Director-Place Paul Jones, Head of Streetscene and City Services

4. Suggested Areas of Focus

Role of the Committee

The role of the Committee in considering the report is to:

- **Assess and make comment** on the proposals relevant to the People Directorate in terms of:
 - How **reliable** the savings forecasts are;
 - How **achievable** the proposals are;
 - Have **risks** / impact on service users been appropriately mitigated;
 - Is there sufficient and consistent information within the Business cases to enable Cabinet to make an informed decision;
 - How does it fit into the **longer term strategic planning** and vision of the Council;
 - Has the **FEIA** have been completed and used to develop the proposal;
 - The extent to which the **Wellbeing of Future Generations Act** has been considered.

- **Conclusions:**
 - Feedback the Committees assessments of the proposals and highlight what the Cabinet need to be mindful of when taking the decision on the proposals.
 - Feedback to Overview and Scrutiny Management Committee in the process and public engagement.

- 4.1 Councillors have a fundamental democratic right to commission financial information and provide challenge to executives and officers about finances. Scrutiny councillors are not expected to be financial experts, but they have a key role in ensuring **accountability** and **value for money** are demonstrated to the public.
- 4.2 The following has been adapted from Section 3.1-3.4: Source: Grant Thornton – Local Government Financial Resilience Review 2012 (“Towards a tipping point?”) to provide examples of the questioning and lines of enquiry that the Committee may wish to consider:

Individual Proposals	<ul style="list-style-type: none"> • How reliable are the proposed savings? • Is there sufficient evidence within the business cases to have confidence that the proposals are achievable? • Is it clear how this proposal will be delivered and how the savings will be achieved? • Timing of the implementation – will this achieve a full year’s savings? Will anything delay implementation (such as the consultation process for any redundancies)
Links to Strategic Planning	How does the proposal contribute to the achieving corporate priorities?
	How do these proposals fit into an overall budget strategy / what is the long term approach to budget at the Council?
Assessing Impact	<p>What is the anticipated impact of the budget proposal on:</p> <ul style="list-style-type: none"> ○ Services ○ Performance (including performance indicators and standards) ○ Clients / services users
	If there is a risk identified, has this been appropriately mitigated? Is this clear within the business case, and is it achievable?
	How will we measure the success / impact of this proposal?
Fairness and Equalities Impact Assessments	Have these been completed?
	Have any impact identified within the FEIA been considered within the business case?

Wellbeing of Future Generation (Wales) Act

- 4.3 The Committees consideration of the Draft budget proposals should consider how services are maximising their contribution to the five ways of working. Below are examples of the types of questions to consider:

5 Ways of Working	Types of Questions to consider:
<p>Long-term</p> <p>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</p>	<p>What consideration have you given to the long term trends that could affect your proposal or; how could your proposal impact these trends?</p>
	<p>How will the needs of your service users potentially change in the future?</p>
<p>Prevention</p> <p>Prevent problems occurring or getting worse.</p>	<p>What is the objective (or the desired outcome) of this proposal?</p>
	<p>How are you addressing these issues to prevent a future problem?</p>
	<p>How have the decisions, so far, come about? What alternatives were considered?</p>
<p>Integration</p> <p>Considering how public bodies' wellbeing objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.</p>	<p>Are there any other organisations providing similar / complementary services?</p>
	<p>Have you consulted with the health board, third sector, emergency services, businesses and anyone else you think might be impacted?</p>
	<p>What practical steps will you take to integrate your project with existing plans and strategies of other public organisations to help us all contribute fully to the seven national well-being goals?</p>
<p>Collaboration</p> <p>Acting in collaboration with any other person (or different parts of the organisation itself).</p>	<p>Who have you been working with? Why? Who have you collaborated with in finding out more about this problem and potential solutions?</p>
	<p>How are you co-working with other sectors?</p>
	<p>How are you using the knowledge / information / good practice of others to inform / influence the Council's work?</p>
<p>Involvement</p> <p>The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.</p>	<p>How have you involved the people who are being impacted by this decision?</p>
	<p>How have you taken into account the diverse communities in your decision making?</p>
	<p>How have you used different / alternative methods to reach people and involve them?</p>
	<p>How will you communicate the outcome of your decision?</p>

Section B – Supporting Information

5 Links to Council Policies and Priorities

Well-being Objectives	Promote economic growth and regeneration whilst protecting the environment	Improve skills, educational outcomes & employment opportunities	Enable people to be healthy, independent & resilient	Build cohesive & sustainable communities
Corporate Plan Commitments	Thriving City	Aspirational People		Resilient Communities
Supporting Function	Modernised Council			

6. Background Papers

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan](#)

Report Completed: 21 December 2018

APPENDIX A

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Report

Cabinet

Part 1

Date: 12 December 2018

Item No: 7

Subject 2019/20 Budget and Medium Term Financial Projections (MTFP)

Purpose To highlight key issues affecting the development of the 2019/20 budget and MTFP, and present the draft proposals for the 2019/20 budget. Cabinet are asked to agree the draft proposals to start the budget consultation process for this year. Consultation results will be reported back to Cabinet in February 2019, when Cabinet will recommend a final budget and council tax level to full Council.

Author Head of Finance

Ward All

Summary The 2019/20 budget and medium term projections have been developed within a challenging financial environment. Cost pressures affecting the Council finances come from both (i) pay related / other price increases and (ii) increasing demand and associated costs for services. Between both issues, cost pressures are very significant; £12,198k in 2019/20 alone. On the funding side, the Council's draft 'Revenue Support Grant', which funds over 75% of its revenue budget, has, in the draft settlement, increased by only £336k. Therefore, both savings and an increase in local council tax are required to produce a balanced budget for 2019/20 which both modernises and maintains key services as best as possible for the most vulnerable in our communities and implements other key priorities for the Council in its corporate plan ambition to 'Improve People's Lives'.

The draft grant settlement announced a number of specific grants which are significant in value. This is in addition to £550 million 'new' funding for the Welsh Government budget announced in the UK budget in November. Both of these issues will affect the final 'Revenue Support Grant', which will be known on 19 December 2018 as well as bring forward new specific grants for services. These are not included in the proposals of this report and the Head of Finance will update any known details on these at the Cabinet meeting on 12 December.

The draft 2019/20 budget proposals are explained and detailed within this report and its appendices.

Section:

- 1 Our financial challenge
- 2 Setting the budget
- 3 Financial planning assumptions
- 4 Budget savings
- 5 Schools funding
- 6 Budget process and consultation
- 7 Risk, financial resilience and performance
- 8 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 (Cabinet Member and Head of Service)
Appendix 4	Budget savings previously approved
Appendix 5	Budget savings for consultation – proposals
Appendix 6	Demand models – social care and education
Appendix 7	Fees & charges for consultation
Appendix 8	Financial resilience ‘snapshot’
Appendix 9	Medium term financial projections
Appendix 10	Projected earmarked reserves

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 5 (detailed business cases)
 - ii) Proposed fees and charges in Appendix 7
 - iii) The position regarding the proposed school funding for 2019/20 in paragraphs 5.1– 5.4
2. **Cabinet is asked to note:**
 - i) The position on developing a balanced budget for 2019/20, acknowledging that the position will be subject to ongoing review and updates
 - ii) The medium term financial projections, assumptions contained within and that projections contain investments required to implement the Corporate Plan promises
 - iii) That the Cabinet Member and Head of Service decisions in Appendix 3 will be implemented with immediate effect, after following the usual Council decision making processes
 - iv) That Fairness and Equality Impact Assessments have been completed for all proposals requiring one

Action by Directors / Heads of Service

Timetable Immediate:

1. Cabinet Member and Head of Service decisions in Appendix 3 will be implemented with immediate effect, in line with internal decision making protocols.
2. Cabinet 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

Signed

1 Our financial challenge

- 1.1 The Council provides over 800 services, for over 151,000 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.
- 1.2 The Council faces continuing financial challenges, namely:
- Increasing costs around pay / prices
 - Increasing demand for services and therefore costs
 - Local Government funding and Newport's City Council's own 'Revenue Support Grant (RSG)' which funds over 75% of its net budget
- 1.3 In addition, the Council is rightly ambitious in providing the best services it can and fulfilling its Corporate Plan ambition of 'Improving People's Lives'. The Council's Corporate Plan sets out 20 clear promises and, in some cases, these require financial investments which are included in the 2019/20 budget and medium term financial projections.
- 1.4 Over the last five years, the council has made savings of £45m. 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, coupled with continuing financial pressures and demands mean that, prior to the acceptance of the proposed savings, even more 'new' savings must still be found – at least £33m by 2023.

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 project our savings and investments across the next four years. For a number of years we have faced continued financial pressures together with 'cash flat' 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:
- budget commitments (both investments and savings) agreed in the MTFP previously
 - new areas in need of investment and growth
 - new proposals for savings and efficiencies
 - 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 UK Autumn budget was issued in October. Whilst this budget is subject to securing a Brexit deal, the announcement included the following headlines:
- The Chancellors budget provided over £550m additional funding to the Welsh Government budget through to 2020/21, £486m of which has been allocated as revenue funding.
 - Of the £550m, all but £59m has been allocated for the current 2018/19 year - £14m for social care, £3m for Disabled Facilities Grant (DFGs), £23m for schools, £17m for business rates, and £370m for the NHS
 - For 19/20 a further £24m has been allocated - £13m in the revenue support grant to provide local government with a cash flat settlement, £1.2m to raise the funding floor so that no local authority faces a reduction of more than 0.5%, a further £7.5m to help authorities meet the cost pressures of implementing teachers' pay award and £2.3m to help prevent children from being taken into care. Whilst this additional money has been allocated, Newport's share remains unknown at this time.
 - Whilst there will be a spending review next year – held every three years or so to allocate money to different parts of government - the Chancellor will set out a five year path for additional departmental spending.

Welsh Government funding settlement

- 2.6 Welsh Government funding accounts for the largest part of the council's overall funding, equating to over three quarters 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. Less than a quarter of our budget is raised through council tax.
- 2.7 As the RSG makes up such a large proportion of our budget, what happens to this grant is crucial as any reductions cannot be easily offset by an increase to council tax. For example, it would take a 4% increase in council tax to offset a 1% reduction in the RSG.

Chart 1: Newport Council funding sources – 2018/19



- 2.8 The council received its provisional [RSG Settlement from Welsh Government](#) (web link) on 9 October 2018. Overall, it confirmed that the council would receive £213,759k for 2019/20. After allowing for net specific grant transfers into the RSG, this is a 'cash increase' of +£336k (+0.16%) from current funding, compared to a Welsh average -0.3% reduction. There remain a number of

uncertainties around specific grants; however, these should be confirmed between this report and the final settlement from WG which is due on 19 December 2018.

- 2.9 The Councils 'final settlement' will be announced on 19th December. There are 2 issues, not yet reflected in figures contained in this report, that will change the indicative amount above:
- Additional revenue funding of £24m for the 2019/20 RSG across Wales, as a result of the UK autumn budget
 - an anticipated reduction in the Council's RSG coming from changes to 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.

The Head of Finance has set the tax-base for 2019/20 and it will increase by 1.2%, significantly higher than the all Wales average of 0.5%-0.8% over the last few years. This growth has the potential to affect the RSG significantly; however, the Head of Finance will provide an update once the final settlement is known.

Implementing the Corporate Plan

- 2.10 The Council's business and financial planning is underpinned by four priority outcomes, which provide a focus for decisions about spending and will direct activity across the council.
- Resilient communities
 - A thriving city
 - Aspirational people
 - A modernised council
- 2.11 These outcomes and themes are integral to the Council's Corporate Plan 2017-22 which sets out a clear set of aspirations and plans for the future under our mission of 'Improving Peoples Lives'.
- 2.12 The Council's future plans and its change/ savings programme will need to ensure a strategic approach is taken on the future direction of Council services. The current 'Medium Term Financial Projections' included in Appendix 9 already includes funding for the key priorities and promises set out in the plan. In light of the medium term financial sustainability challenge, further work is required to ensure the budget is balanced over the medium term whilst meeting our duties under the well-being objectives.

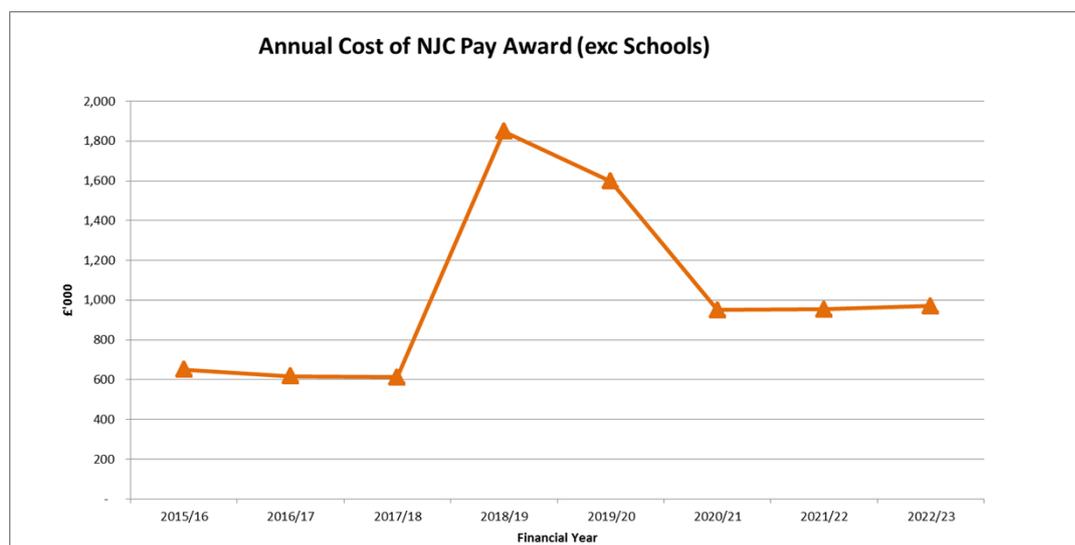
3 Financial planning assumptions

Increasing costs and demand

- 3.1 Financial pressures and demands on our services have increased over a number of years and this increase is projected to continue. Main issues include:
- Pay and inflationary cost increases
 - Significant increases in demand led services – children's social care, adult's social care and special educational needs
 - Cost of new schools
- 3.2 Unavoidable pay and inflationary cost increases, excluding schools, equate to £5,035k in 2019/20 and £15,224k over the four year period to 2022/23.
- 3.3 Since 2013 public sector pay has been capped at 1% and the Cabinet will be aware of the intense scrutiny and pressure across the UK public sector which has resulted in this cap being

lifted. The National pay award inflation has been included within current projections and represents an average increase of 3% (over £3m) in 2019/20. The following chart represents the costs associated with the National pay award since 2015/16. Current planning assumptions are based on National pay award inflation being in the region of 1.5% from 2020/21.

Chart 2: Costs associated with National Joint Council pay award



3.4 National minimum wage has too been an issue for the Council in the past for both our own staff and those employed by third party providers. In social care alone, investments of over £3.5m have been made since 2016/17 to fund increases in external provider fees as a result of the national minimum wage. Pay grades for 2019/20 will see the lowest grade in Newport being equivalent to the £9.00 per hour living wage set by the Living Wage Foundation in November 2018.

3.5 In addition to these cost increases, the Council has also seen a significant increase in demand led services since 2015/16 - some of the key demand pressures are outlined below.



3.6 In particular, the Council is currently forecasting overspends in this year's budget in the four key risk areas facing significant demand:

- Children's out of area placements £1,741k overspend
- Community care £1,239k overspend
- Special education needs £1,343k overspend
- Fostering £685k overspend

3.7 During 2018/19 these three areas alone have contributed over £5m to service area forecast overspend. This year, a one off, risk contingency of £2.2m was set aside to manage the anticipated overspending and then to re-focus and invest in these areas in 2019/20. Further investments in addition to this are proposed within 2019/20 to support the level of demand that is being experienced. However, based on current demand there is likely to be a shortfall in budget provision in these areas of approximately £1.3m as the demand has simply exceeded the estimates that were made at the beginning of this process. These unfunded pressures will need to be dealt with and/ or managed once the final settlement has been confirmed.

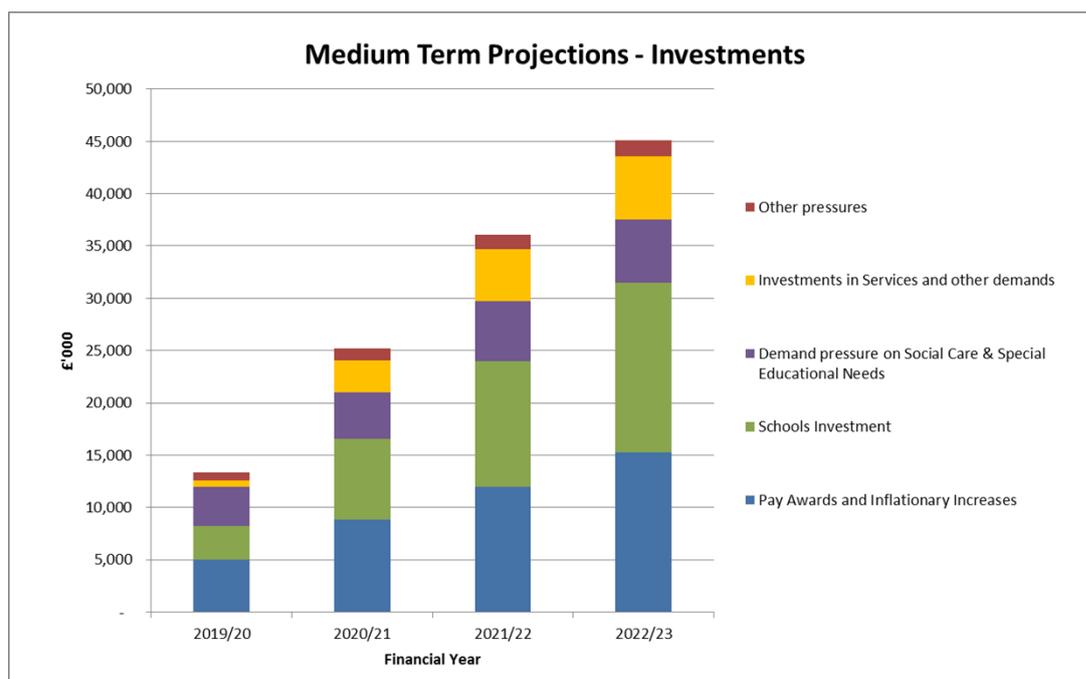
Detailed demand models for social care and education have been included within Appendix 6 and form the basis of the investments that have been put forward for inclusion within the medium term projections.

Investments

3.8 For 2019/20 specifically, the Council is currently planning on investing around £8.5m in the draft budget over and above an allowance for inflation on pay and pricing. More details on proposed investments are included in Appendix 1 and some of the key items include:

- £3,178k investment in school budgets
- £2,625k for increasing demand in social care demand for both children and adult services
- £1,170k due to increasing demand for special education needs provision
- £525k costs associated with increasing pressures placed on City services given the growth and development within the City
- £221k due to transfers into the RSG in respect of free school meals
- £220k investment to deliver the promises set out within the Corporate Plan.

Chart 3: Categorised investments included within medium term projections



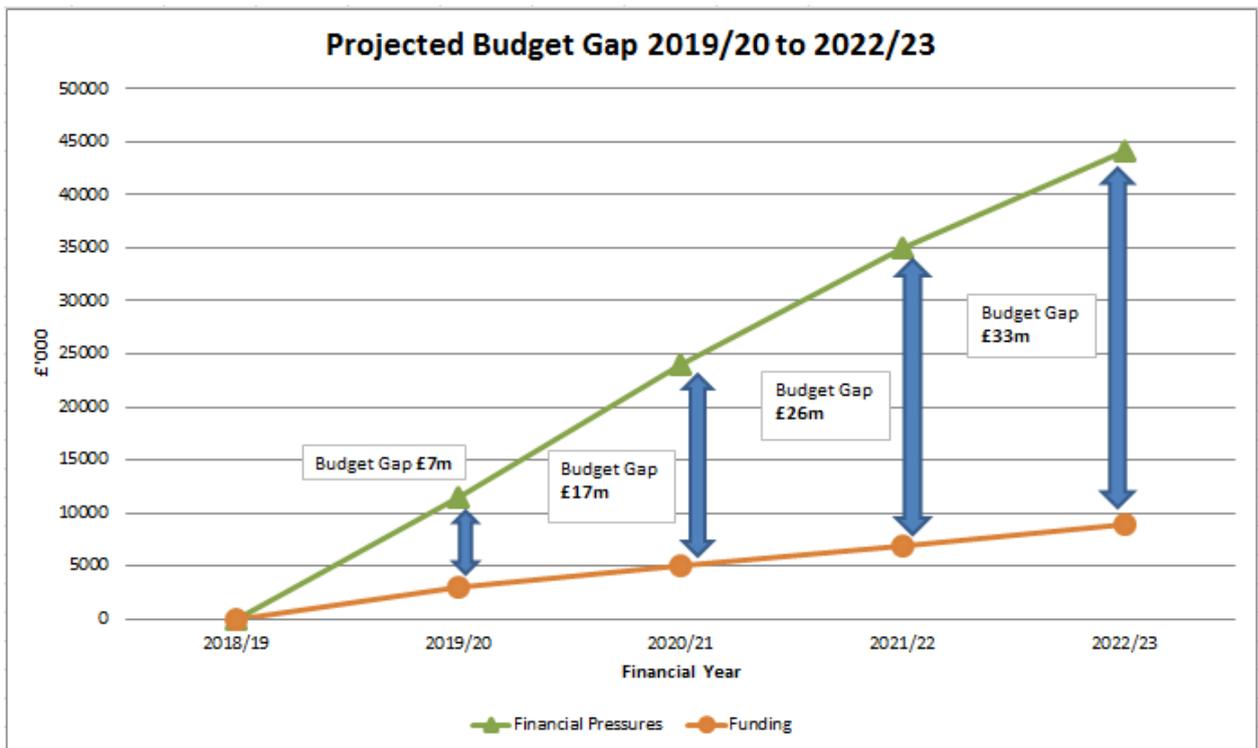
3.9 Although the financial pressures facing the Council continue to increase significantly over the four year period the funding received from Welsh Government (WG) and council tax remains relatively

static. Future year's investments beyond 2019/20 are therefore subject to review and confirmation at that time.

Council tax

- 3.10 It is well documented that Newport's council tax is low compared to others in Wales, generating approximately 23 per cent of our income, compared to around 25 per cent for most Welsh councils. This Council's current year budget is well below its 'standard spending assessment', a relative spending needs assessment between all Welsh councils, at £7.4m which is due to our low level of council tax funding.
- 3.11 A base 4% increase is already included in our MTFP each year. This year, the budget proposals include an additional 2.95% increase to council tax in 2019/20 (Appendix 2 & 5) bringing the proposed increase to 6.95%. This is subject to consultation and a final recommendation to Council on the council tax level and will be confirmed in the Cabinet's February meeting.
- 3.12 In summary, the following chart shows the impact that the cost increases and growth in demand is having on the Council when compared to assumed funding levels and its ability to balance the financial position over the medium term.

Chart 4: Projected budget gap 2019/20 to 2022/23



4 Budget savings

- 4.1 The savings identified for 2019/20 to date total £8,151k. The table below provides a summary of the savings over the 4 year planning horizon.

Table 1: Summary of projected savings

Savings Decision Type	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)	Staff Impact FTE
Cabinet Budget Savings (Appendix 2 & 6)	1,945	19	27	0	-8.1
Cabinet Member Budget Savings (Appendix 3)	1,157	44	0	0	0.0
Delegated Head of Service Budget Savings (Appendix 3)	3,067	455	8	0	-11.4
New Budget Savings	6,169	518	35	0	-19.5
Previously agreed budget savings (Appendix 4)	1,982	46	0	0	-69.4
TOTAL BUDGET SAVINGS	8,151	564	35	0	-88.9

Staff impact for previously agreed savings refers to the total FTE impact over the life of the project.

- 4.2 Under the constitution and our scheme of delegation, some budget decisions have to be taken by the Cabinet collectively. These proposals, totalling £1,945k for 2019/20 and £1,991k 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 Cabinet Members and Heads of Service for decision and implementation. These proposals, totalling £4,224k for 2019/20 and £4,731k over the life of the MTFP are listed in Appendix 3. These Cabinet Member and Head of Service decisions are listed for reference only and will be implemented separately from the public consultation. Some of these decisions have already been taken and implemented. 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 2019/20. No further details are shown for these savings, as they have already been approved.

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 Schools funding

- 5.1 The current position provides a cash increase for the overall school budget. It is proposed that schools receive investment of £3,178k in 2019/20. This represents a 3% growth in schools budget but will still require savings to be made, up to a similar amount, given the additional cost of new / growing schools in particular.
- 5.2 This is a challenge for schools. Cabinet are asked to consider the level of funding that will be delegated to schools for 2019/20. Assessed budget pressures for future year's amount to £13.2m and this will need further consideration at those times, given the uncertainty of future funding for the Council.

Table 2: School budget pressures 2019/20 to 2022/23

	2019-2020 £'000	2020-2021 £'000	2021-2022 £'000	2022-2023 £'000
Teachers - Pay award and increments	1,638	1,447	1,276	1,168
Non Teaching school staff - pay award and increments	1,540	628	547	522
Contract & Income Inflation	0	82	83	83
New Schools	0	1,931	1,688	1,446
Secondary School Transitions	0	432	738	1,024
Reduced Class Sizes	0	0	39	28
	3,178	4,520	4,370	4,272
Proposed growth as a % of net budget	3%	5%	5%	5%

- 5.3 Final allocations of grant are yet to be determined across the Education Achievement Service (EAS) region. Within the Welsh Governments draft budget report the Education Improvement Grant (EIG) is set to remain at 2018/2019 levels, although this has yet to be confirmed officially.
- 5.4 Whilst it is recognised that draft assumptions give significant challenge, school funding in overall terms is better than other parts of the Council, and has increased by 10% over the last 5 years. This included specific grants and is shown in table 3 below.

Table 3: School budgets by sector – 2013/14 to 2018/19

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
2018/19	561	57,250	47,410	4,766	109,986
Increase in funding over 5 year period (incl specific grants)					10.0%
Increase in funding (excl specific grants & delegations)					9.6%

6 Budget process and consultation

- 6.1 This report presents the draft proposals for the 2019/20 budget. The report asks Cabinet to note:
- The position on developing a balanced budget for 2019/20, acknowledging that the position will be subject to ongoing review and updates;
 - and agree that the Cabinet Member and 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 5 (detailed saving proposals);
 - The proposed fees and charges in Appendix 7;

- The position regarding the proposed school funding for 2019/20 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 11,000 responses from the public with over 5,600 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 to Cabinet on 13 February 2019. This will ask Cabinet to agree its final proposals for the 2019/20 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 26 February for approval and adoption.
- 6.7 Below is this year's timetable for consulting on and approving the 2019/20 budget:

Table 4: Budget consultation timetable 2019/20

Cabinet agrees budget proposals as a basis for consultation	12 December 2018
Consultation period	13 December 2018 to 30 January 2019
Cabinet considers feedback from consultation and agrees final budget proposals for recommendation to Council	13 February 2019
Council approves the 2019/20 budget and council tax level	26 February 2019

7 Risk, financial resilience and performance

- 7.1 A key driver in setting out our budget strategy and MTFP framework is the need to manage the Council's general and financial risks, its financial resilience and performance. This next section looks at these issues and identifies how they are dealt with currently and issues which need to be considered in setting out the Council's 2019/20 and medium term budgets.

Risk

- 7.2 The Council maintains a corporate risk register which is regularly reviewed by the Corporate Leadership Team and Cabinet, as well as the Audit Committee from a procedural/ risk management framework viewpoint. The Council's budget strategy and MTFP framework needs to reflect risks and incorporate appropriate financial mitigation, where required. The quarter 2 corporate risk register report will also be presented to Cabinet in December.
- 7.3 Key mitigation issues include the Council's (i) revenue contingency budget (ii) capacity provided by the 'Invest to Save' reserve to support and fund implementation costs of the current and future change programme, and (iii) capacity to develop the strategic and change programmes to meet the corporate plan within financial context.
- 7.4 At this point, the Council's finances and reserves provide the financial capacity to deal with the current risks identified. Appendix 6 also details other risks which have the potential to have financial impact for the Council.

Financial Resilience

- 7.5 A robust view is being taken in managing budget risks and protecting the financial health of the Council. In that respect, the Council's financial resilience is a key consideration and Appendix 8 shows the current 'snapshot' of the key data and information showing an overview of the health of the Council at this time. Key headlines include:
- The council maintains a good level of reserves. The contingency base budget and other risk reserves held by the Council are all taken into consideration when assessing the level of the general reserve, and help to mitigate the risk to the Council. A cautionary note should be made in respect of the decline in school reserves over the last few years. Schools are using reserves to manage spending and this is proving increasingly difficult to maintain. In future, schools will need to ensure that they manage within the approved annual budgets.
 - The Council has identified and continues to monitor budget reductions of £8.6 million in 2018/19. This is alongside delivering outturn within budget over recent years, despite the delivery of c£45m savings over the last 5 years. This needs to be viewed within the context of continued significant pressures within service areas, namely social care, education and schools into 2018/19, which have been highlighted as part of the budget monitoring process.
 - Although the 2018/19 forecast overspending across service areas is significant this has been offset by one off underspending/ better income in non-service budget areas. A forecast underspend of over £3 million allows Cabinet to assess the potential for one off investment to support Corporate plan priorities.
 - In light of the continuing financial pressures and demands placed on the Council further savings of at least £33m need to be found by 2023.
- 7.6 Overall, the Council's financial resilience remains strong and it has financial capacity to develop and change services in response to continuing pressure on funding and increased demand for services.

8 Report review and statutory comments

8.1 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	M	M	1 Use of contingency, where required 2 Use of reserves, where appropriate	Head of Finance SLT

inflation are incorrect				
Planning parameters around Welsh Government revenue grant are incorrect over medium term	H	M	<ol style="list-style-type: none"> 1. Use of contingency, where required 2. Keep the assumptions under constant review 3. Use of conservative assumptions 	Head of Finance
Increasing budget pressures over medium term	M	M	<ol style="list-style-type: none"> 1. Manage demand, where possible 2. Keep MTFP under constant review 3. SLT review of all budget pressures within MTFP 	SLT

* Taking account of proposed mitigation measures

8.2 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.

8.3 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.

8.4 Preferred Option and Why

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

8.5 Comments of Chief Financial Officer

The main financial issues are contained within the body of the report. The proposals here invest significantly in current areas experiencing growing demand and costs on services plus schools and will contribute towards a robust budget for 2019/20. The Council has good financial resilience, including financial capacity to develop and change services in response to pressure on future funding.

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.

8.6 Comments of Monitoring Officer

There are no specific legal issues arising from the Report at this stage. Cabinet is being asked to approve the draft savings proposals set out in the Report in order to deliver a balanced budget for 19/20 and as the basis for public consultation, where the relevant business cases are not delegated to Heads of Service and Cabinet Members in accordance with the Council's scheme of delegation. Cabinet 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 19/20. 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 19/20 is a matter for full Council as these are non-executive reserved matters under the Constitution.

8.7 Comments of Head of People and Business Change

The report outlines the proposals for Cabinet consideration in order to set a balanced budget for 2019/20 with consideration to the medium term financial plan. Proposals which have an impact on staff will be subject to the required consultation and consultation with trade unions will also take place on a more broad basis. As is the case each year when setting the budget, there is a conscious effort to minimise impacts on staff, whilst focusing on priority services and setting a robust and balanced budget. With the continued constriction of governmental funding and the increase in cost pressures, this becomes more and more difficult each year. Due to this the decisions presented for consideration and public consultation are often a series of 'trade-offs' between service priorities.

The business case development has further embedded the five ways of working expressed within the Well-being of Future Generations Act and the organisation has moved to the development of a broader equality impact process, which also includes these five ways of working, alongside protected characteristics and concepts of fairness (developed with the Newport Fairness Commission).

Public consultation on the proposals seeking Cabinet agreement will commence on December 13th and continue until January 30th. Alongside the traditional paper based consultation process and on-line questionnaires, public and bus WiFi will be used extensively and there will also be face to face consultation activity during this period. As usual the Fairness Commission will be asked to provide a response.

8.8 Comments of Cabinet Member

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

8.9 Scrutiny Committees

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

8.10 Equalities Impact Assessment and the Equalities Act 2010

This is referenced in paragraph 4.6 of the report.

8.11 Children and Families (Wales) Measure

All proposals will be consulted on widely, as required.

8.12 Wellbeing of Future Generations (Wales) Act 2015

The Act is referenced in the report.

8.13 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: 12 December 2018

APPENDIX 2

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APPENDIX 2 – New Budget Savings for Consultation (Cabinet)

Cabinet

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)	Staff Impact FTE
PEOPLE									
Education	Various	Various	EDU1920/01	Central Education Budget Savings Proposals 2019/20	250	0	0	0	-6.9
PLACE									
City Services	STR12	Refuse Collection	CS1920/06	Review of Charging for Waste Special Collections	66	0	0	0	0.0
City Services	STR20	Off street parking	CS1920/07	Changes to Council Parking Charges	86	0	0	0	0.0
City Services	STR26	Customer Services	CS1920/08	Reduction in Customer Services Operating Hours – Information Station only	31	0	0	0	-1.2
CORPORATE									
People and Business Change	PBC6	Partnership	PBC1920/02	Reduction in Voluntary Sector Grants	54	19	27	0	0.0
NON SERVICE									
Non-Service	n/a	n/a	NS1920/05	Additional 2.95% increase in council tax resulting on total increase of 6.95%	1,458	0	0	0	0.0
NEW BUDGET SAVINGS FOR CONSULTATION - Cabinet					1,945	19	27	0	-8.1

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APPENDIX 5

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Appendix 5 – Budget Savings for Consultation - Proposals

Proposal Number	Unique ID	Service Area	Proposal Title
2	CS1920/06	City Services	Review of Charging for Waste Special Collections
3	CS1920/07	City Services	Changes to Council Parking Charges
4	CS1920/08	City Services	Reduction in Customer Services Operating Hours – Information Station only
5	PBC1920/02	People and Business Change	Reduction in Voluntary Sector Grants
6	NS1920/05	Non-Service	Additional 2.95% Increase in Council Tax resulting in Total Increase of 6.95%

MTRP Budget Proposal – 2019/20 to 2022/23

Service Area	City Services					
Proposal Title	Review of Charging for Waste Special Collections					
Summary Description, Delivery Arrangements and Timescales	Review of charging for special collections - apply a new pricing mechanism, ensuring the cost of service to our citizens covers the operating and disposal costs of the service. Proposal is to apply new pricing with immediate effect following business case and decision from Cabinet, February 2019. Note that a full year impact has been included following implementation by the beginning of 19/20; any delay in the approval process would therefore affect the savings to be achieved during 19/20					
Decision Point (Please tick appropriate box)	Head of Service		Cabinet Member		Cabinet	✓

PART ONE

Net Savings (£000's)	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	66			
One-Off Implementation Costs (£000's)	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Revenue – Redundancy/Pension				
Revenue – Other				
Capital – Building related				
Capital – Other				
Implementation Cost - Total				

Impact on FTE Count	No impact on FTE count
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Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	✓	NO	
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MTRP Budget Proposal – 2019/20 to 2022/23

PART TWO

Options Considered

Option A - do nothing - continue charging at existing rates and operate the service subsidised by the council. This is not seen as a viable option as it is not financially acceptable to continue running the service at a loss.

Option B - apply new pricing mechanisms by introducing a flat rate for up to 3 items to maximise efficiency of collections and also ensure the minimum charge covers the operating and disposal costs of the service.

Option C – alternative pricing mechanism to reduce financial deficit of running the service but without introducing a flat rate for several items.

Option D - remove the service. This is not seen as a viable option as this is likely to have a direct impact on fly-tipping volumes and associated costs to Newport City Council (as opposed to service continuity in the previous options, where by providing a dedicated service for items difficult to get rid of chances of them being fly tipped are significantly reduced). It would also reduce the opportunity for recycling the special collections which contribute towards Newport's overall targets.

Recommended Option

Option B - ensuring sustainable service delivery by implementing a different price structure on a cost neutral basis.

The proposal would involve changing the current pricing structure (items are requested on an individual basis at an average price of £6 per item) to a minimum charge of £20 for up to 3 items, then £6 per additional item.

Benchmarking information has been collated and 19 out of 22 Welsh Local Authorities include an initial charge for more than 1 item, as indicated in the table below:

<u>Council</u>	<u>Minimum payment</u>	<u>Additional</u>
Blaenau Gwent	£6.00 per item	
Bridgend County Borough	£15.50 for 3 items	£5.20 per additional item
Caerphilly	£15.30 for 3 items	£20.40 for 6 items
Camarthenshire	£15.00 for 3 items	
Ceredigion	£42.00 for 6 items	
City and County of Swansea	£17.00 for 3 items	£34.00 for 6 items
City of Cardiff Council	£12.50 for 2 items	£25.00 for 4 items, £37.50

MTRP Budget Proposal – 2019/20 to 2022/23

			for 6 items
Conwy County Borough	£20.00 for 4 items		
Denbighshire	£5.00 per item		
Flintshire	£40.00 for 5 items	£5.00 for anything additional	
Gwynedd	£23.00 up to 5 items	£46.00 for up to 10 items, £69.00 for 15 items	
Isle of Anglesey	£28.00 for 4 items		
Merthyr Tydfil	£15.00 for 3 items		
Monmouthshire Council	£15.00 per 3 items		
Neath Port Talbot	£21.00 per call out		
Newport City Council	£6.00 per item		
Pembrokeshire	£20.00 per 10 items		
Powys	£25.00 for 3 items		
Rhondda Cynon Taff	£11.70 for 3 items		
Torfaen Council	£27.00 for 3 items.	£7.00 per additional item	
Vale of Glamorgan Council	£15.00 for 3 items		
Wrexham	£42.50 up to 8 items		

The proposal would mean services provided are aligned to what other local authorities provide and it would incentivise residents to dispose of their items in a single collection, which would have a positive impact on the efficiency of the service overall, and at the same time allow for the average cost per item to be maintained at current levels.

This proposal has been deemed as preferable to the alternative proposal to increase prices, based on the increase of the average price per item from £6 to £10 whilst involving an increase in cost for all users, the total income delivered by the service would be £157k, thus falling £5k short of covering the cost of delivering the service.

Some specific items such as bathroom suites or pianos will have a different price due to their volume or weight. However, these will be exceptions and the price to pay will be clearly stated before the residents place the collection request. Specific activities such as house clearances will also be priced individually after inspection, but the service will remain available upon request.

Also, it is proposed that the council stops giving refunds for cancelled collections. Up until now there is a £10 limit and the council will not give any refunds for

MTRP Budget Proposal – 2019/20 to 2022/23

collections booked under £10 due to the administrative cost of dealing with a refund. The refunds do have an impact on back office and therefore it is recommended there is a No Refund policy in place from 1st April 2019.

Basing collection volumes on a projection from 2018/19 data to date, the new pricing would realise a gross income of £162k, thus covering the cost of the service:

Forecast 2019/2020 - New Pricing	
Collections completed	8,220
Average charge per visit	£19.62
Cost of providing the service	£161,826
Income (current budget)	-£95,000
Income generated new pricing	-£161,304
Budget position	-£66,304

Specific Links with Wellbeing of Future Generations (WFG) Act

Integration – Links to greener city due to increased recycling and reduced flytipping; also ties in with channel shift and better use of new technologies for referrals – modernised council.

Long Term – Covering the cost of the service we ensure its long term viability to ensure we provide a good service to our residents.

Prevention – This service works towards a greener way of disposing bulky items, as reuse and recycling are prioritised and it also helps prevent and reduce fly-tipping by providing a simple option to dispose of items not collected in standard waste collections.

Collaboration - Link with working with communities - many items get reused through our reuse shop, where we work together with charities to provide an affordable resource to people in need.

Involvement – This is a very popular service by ensuring its continuity and making it more efficient we can address some of the complaints received from our residents

Fairness and Equality Impact Assessment

Equality Act 2010 and Welsh Language

This measure could have a potential negative impact on elderly and disabled people, who are more likely to make use of the service and on areas with higher percentage of people on low income/benefits. However, the proposal in itself does not represent an increase in the cost per item so minimum fee can be mitigated by having residents grouping them for collection.

On the other hand, the new pricing schedule ensures the service remains viable so all protected groups can keep benefiting from it.

Wellbeing of Future Generations (Wales) Act 2015

By ensuring service continuity by adjusting the pricing structure, we are helping to increase the reuse and recycling of municipal waste, as the service area will keep

MTRP Budget Proposal – 2019/20 to 2022/23

focusing on enhanced reuse of bulky items, hence contributing to a healthier Wales. Collaboration with third sector organisations also contributes to create cohesive, more resilient communities.

For internal use:

<i>Unique reference number</i>	CS1920/06
<i>Activity Code</i>	STR12

MTRP Budget Proposal – 2019/20 to 2022/23

Service Area	City Services					
Proposal Title	Changes to Council Parking Charges					
Summary Description, Delivery Arrangements and Timescales	<p>Increase in tariffs for off-street parking, business parking and resident parking zones.</p> <p>All changes to be implemented April 2019</p> <p>Civil Parking Enforcement (CPE) within the city will cover both on and off street parking enforcement. The take up of resident parking permits has declined in recent years due to resident dissatisfaction over the lack of enforcement delivered by the police. It is anticipated that this decline will continue until the introduction of CPE on the 1st July 2019.</p> <p>The maintenance of affordable parking within the city together with CPE, will ensure residents have their streets appropriately patrolled to maximise their opportunities to park outside their homes, business parking is not obstructed and visitors to our car parks benefit from a well-controlled parking environment.</p> <p>Newport has historically provided low cost off street parking in comparison to other city centres and this proposed increase ensures that parking in Newport remains excellent value.</p> <p>The proposed resident permit parking charge is again excellent value and combined with improved enforcement through CPE, presents an excellent offer and service to residents.</p>					
Decision Point (Please tick appropriate box)	Head of Service		Cabinet Member		Cabinet	✓

PART ONE

Net Savings (£000's)	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Parking	86			
One-Off Implementation Costs (£000's)				
Revenue – Redundancy/Pension				
Revenue – Traffic Order Legal Costs/ Tariff Board Changes	3			
Capital – Building related	4			
Capital – Signage /	1			

MTRP Budget Proposal – 2019/20 to 2022/23

Implementation Cost - Total	8			
Impact on FTE Count	No impact on FTE count			
Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

PART TWO

Options Considered
<p>Off Street Parking</p> <p>City Services operate 7 off street parking facilities, 6 within the city centre and 1 at Maindee. All are outdoor surface car parks with the exception of Park Square which is a multi-story.</p> <p>The core MTFP income projections assume a 4% annual increase in all fees and charges. However, it is impractical and costly to change parking tariffs so frequently. Tariffs have been maintained at reduced rates in recent years to encourage high turnover of vehicles and increased footfall within the city and Maindee centres.</p> <p>Various tariff bands were initially considered for this review but it was acknowledged that any increase must not present a barrier to maintaining or increasing footfall within the city and Maindee centres. Therefore a modest increase of 50p across all tariff bands is the only option within this business case.</p> <p>The following tables set out:</p> <ul style="list-style-type: none"> • The total income in 2017/18 • Forecasted income for 2019/20 based on full year 2017/18 usage with the proposed 50p increase on all tariff bands <p>Current Tariff</p> <p>Costings using full year 2017/18</p>

MTRP Budget Proposal – 2019/20 to 2022/23

City Centre	up to 3 hr	3hr - 5hr	over 5 hr	Full Year
Tariff	2.00	4.00	5.50	
Usage (2017/18)	134,151	14,094	14,713	
Income	£268,302	£56,376	£80,921	£405,599

Maindee	up to 3 hr	3hr - 5hr	over 5 hr	Full Year
Tariff	£0.50	£2.00	£2.50	
Usage (2017/18)	30,546	2,471	907	
Income	£15,273	£4,942	£2,267	£22,482

Total income across all off street parking in 2017/18 £428,082 less VAT repayable equates to £356,735

Proposed Tariff 2019/20

Forecast based on full year 2017/18 usage with the proposed 50p increase on all tariff bands

City Centre	up to 3 hr	3hr - 5hr	over 5 hr	Full Year Forecast
Tariff	£2.50	£4.50	£6.00	
Usage (2017/18)	134,151	14,094	14,713	
Income	£335,377	£63,423	£88,278	£487,078

Maindee	up to 3 hr	3hr - 5hr	over 5 hr	Full Year Forecast
Tariff	£1.00	£2.50	£3.00	

MTRP Budget Proposal – 2019/20 to 2022/23

Usage (2017/18)	30,546	2,471	907	
Income	£30,546.00	£6,177.50	£2,721.00	£39,444

Total forecasted income across all off street paid for parking £526,523, less VAT repayable equates to £438,769.

This equates to an increase of £82,034 against the base budget.

The implementation of these charges will require a one off spend of £8k in order to place the appropriate traffic orders, alter signage and update the machines.

Business Parking Permits

The current occupancy of business parking bays within the city centre stands at 43 which at the current tariff of £936 per annum generate £40,248 per annum, less VAT repayable equates to £33,540.

In previous years the rate was calculated using the cheapest all day parking tariff and an assumption on likely usage.

Using this assessment and the proposed new tariff of £6.00 against an assumed usage of 260 days, paid for parking would cost £1,560 per annum.

Given the need to support business in the City Centre, a much lower increase to £1,000 per annum is proposed. This would generate £43,000 per annum, less VAT repayable equates to £35,833 per annum.

This is an additional £2,293 per annum against the base budget

Residents Parking

Resident Parking's Zones are designated on street parking areas restricted for use by local residents, residents pay a small fee for a disc to display in the window of a vehicle Visitor permits are available in books of 10.

Newport currently charges £17 per permit. 12 other councils in Wales operate Resident Parking Zones, with an average charge of £40.08 and highest of £114. As such we propose an increase to £30, which is still 25% lower than the Welsh average

MTRP Budget Proposal – 2019/20 to 2022/23

2017/18 Actual

	Cost	Number	Income
Residents Permits	£17.00	1252	£21,284
Visitor Permits (book of 10)	£7.00	246	£1,722
Total income			£23,006

Forecast for 2019/20 applying the proposed tariff of £30 / £12.00

	Cost	Number	Income
Residents Permits	£30.00	1,252	£37,560
Visitor Permits (Book of 10)	£12.00	246	£2,952
Total income			£40,512

These changes would generate an additional £17,506 per annum which is £2,045 in excess of base budget

Recommended Option

To increase all off street parking charges by 50p (except for Bell Vue Park)
 To increase business parking permits by £65 per annum from £935 to £1,000
 To increase Resident Parking Permits from £17 to £30
 To increase Visitor Permits from £7 to £12 per book of 10

Specific Links with Wellbeing of Future Generations (WFG) Act

Long Term – These proposals ensure that a sustainable service is provided that meets both the short and long term needs of our residents, businesses and visitors to the city

Prevention – An effective and sustainable parking strategy within the city promotes social, economic and environmental wellbeing of the residents, businesses and

MTRP Budget Proposal – 2019/20 to 2022/23

visitors to the city.

Involvement – Stakeholders will be consulted on this MTFP proposal

Fairness and Equality Impact Assessment

Yes

For internal use:

<i>Unique reference number</i>	CS1920/07
<i>Activity Code</i>	STR20

MTRP Budget Proposal – 2019/20 to 2022/23

Service Area	City Services					
Proposal Title	Reduction in Customer Services Operating Hours					
Summary Description, Delivery Arrangements and Timescales	<p>To reduce the operating hours of the council's face-to-face customer services provision and encourage increased use of self-service facilities.</p> <p>There are a number of potential options, however the proposed option is to reduce the opening times of the Information Station from five days to four days a week. Opening days and times for the City Contact Centre (01633 656656) would remain unchanged (Mon-Fri 8am-6pm).</p> <p>Implementation timescales would need to take into consideration full consultation with service areas and a public awareness campaign.</p>					
Decision Point (Please tick appropriate box)	Head of Service		Cabinet Member		Cabinet	✓

PART ONE

Net Savings (£000's)	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	31			
One-Off Implementation Costs (£000's)				
	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Revenue – Redundancy/Pension				
Revenue – Other				
Capital – Building related				
Capital – Other				
Implementation Cost - Total				

Impact on FTE Count	1.2 full time equivalent posts reduction in the Customer Service Officer posts at Grade 4. This should be achievable through natural turnover and movement within the service without putting any officers at risk of redundancy.
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MTRP Budget Proposal – 2019/20 to 2022/23

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	✓	NO	
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PART TWO

Options Considered	
Option 1	Keep current service arrangements – This is a viable option but does not create any savings and does not support the Council’s aim of 80% of all transactions being dealt with by self-service by 2020.
Option 2	Close the main reception, Civic Centre at 6pm each evening. This would deliver a saving of up to £9.7k in the first full year of savings. This would have an impact on meetings that are held at the Civic Centre post 6pm e.g. Council and Cabinet meetings, charity meetings, sports and leisure meetings. Alternative arrangements would need to be made for visitors attending these meetings so they could access and egress the building, and so that ad-hoc changes to meeting rooms and arrangements could be managed.
Option 3	Reduce the operating hours for the Information Station service so that it is open 4 days a week instead of 5 days a week. This would deliver a saving of up to £31.6k in the first full year of savings. This is likely to create bottlenecks as although the overall demand would remain the same, the operating hours would be reduced. In effect this would cause longer queues and wait times during the remaining opening hours.
Option 4	Close the Main Reception, Civic Centre at 6pm each evening and reinvest the saving to create more Customer Service Officer posts. This would create additional frontline resource of between 0.4 FTE. This would reduce call wait times and complaints received about the wait time.
Recommended Option	
<p>Option 3 - Reduce the operating hours for the Information Station service so that it is open on Mondays, Tuesdays, Thursdays and Fridays but no longer open on Wednesdays. This would deliver a saving of up to £31.6k in the first full year of savings from PP 64571 C000.</p> <p>This would encourage residents to use automated services during this time such as webforms and automated payment lines, but would also increase the number of callers to the Council on the day the Information Station was closed.</p> <p>This is likely to create bottlenecks as although the overall demand for services would remain the same, the operating hours would be reduced. In effect this would cause longer queues and wait times during the remaining opening hours both on the phone and face to face. However, following implementation of My Newport in February 2019 there will be additional functionality to mitigate the impact e.g. pre-booked appointments for face to face services, online accounts for customers etc. Engagement with other service areas and partners is required to understand the impact of the change for them – for example emergency homeless cases would need to have clear alternative arrangements in place to get in touch with the Council on the day the Information Station was closed.</p> <p>As the Customer Service Officers are multi-skilled and cover the City Contact Centre, Main Reception, Information Station and administrative support, the reduction in FTE would mean there was less flexibility and resilience in the team to manage the impact of holidays, sickness absence and any exceptional circumstances.</p>	

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
Increase in complaints	5	3	15
Impact on NCC reputation	2	2	4

Specific Links with Wellbeing of Future Generations (WFG) Act

Integration - The proposal to support the council’s aim to carry out 80% of all transactions by self-service options by 2020 (Newport 2020). The Customer Services Strategy will be reviewed by April 2019 and will include the council’s approach to managing customer demand.

Long Term - The proposal balances meeting current demand for mediated services in the short term with supporting customers to carry out more transactions via self-service in accordance with the aspirations of Newport 2020. Focussing on the move from face to face / telephone contact onto digitally enabled channels this proposal supports the aims of the Digital City Strategy.

Prevention - This proposal takes steps towards reducing reliance on mediated channels for basic transactions and this first step towards ‘switching off’ channels can be developed further in the next few years. This in turn creates better opportunities to focus limited resources on complex, 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

MTRP Budget Proposal – 2019/20 to 2022/23

working in collaboration with Streetscene and IT to understand and refine the end to end process that the customer experiences. The impact of reduced opening hours on back offices and statutory obligations would need to be explored with all service areas, particularly Social Services and Housing. Consultation with service areas, residents and partners to identify the impact of this change will form part of the FEIA.

Involvement - Customer Services have been working with City Services, Finance and SRS for some time to understand customer drivers, and design better end to end processes supported by digital channels. Work will continue 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. Consultation has already taken place with customers to understand drivers for contact with the Council (see attached).



Involve Npt Panel
Results (Spring 2016)

A further survey is currently underway via public access Wi-Fi and will be rolled out to customers calling the City Contact Centre and the Information Station during 2018.



Public Wifi Survey
September 2018.jpg

Fairness and Equality Impact Assessment

Yes – FEIA completed however the full outcome will not be known until consultation is completed in November 2018.

For internal use:

<i>Unique reference number</i>	CS1920/08
<i>Activity Code</i>	STR26

MTRP Budget Proposal – 2019/20 to 2022/23

Service Area	People and Business Change					
Proposal Title	Reduction in voluntary sector grants					
Summary Description, Delivery Arrangements and Timescales	<p>The Council currently provides £286k per year through a series of operational and rent grants to a number of voluntary sector organisations operating within Newport. There is already a commitment to reduce this amount by £46k for 2019/20 following a Cabinet decision in 2016.</p> <p>This additional proposal would reduce the grant further over the next three years to £140k by 2021/22. This will mean an additional saving of £100k. Applying these savings over the next three years will allow for some adjustment time for the organisations involved.</p> <p>In line with Welsh Governments Code of Practice for Voluntary Sector Funding, an early discussion is required with the affected organisations.</p>					
Decision Point (Please tick appropriate box)	Head of Service		Cabinet Member		Cabinet	✓

PART ONE

Net Savings (£000's)	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	54	19	27	0
One-Off Implementation Costs (£000's)				
Revenue – Redundancy/Pension				
Revenue – Other				
Capital – Building related				
Capital – Other				
Implementation Cost - Total				

Impact on FTE Count	No impact on FTE count
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MTRP Budget Proposal – 2019/20 to 2022/23

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	✓	NO
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PART TWO

Options Considered

The options presented make the following assumptions:

- a. That the original saving allocated to these grants of £46k will be achieved in 2019/20
- b. That the previous internal audit report which called into question the process for allocating grants will be addressed
- c. SEWREC is in administration and will no longer be a grant recipient. This provides more flexibility in the distribution of funds however it is important to note that the voluntary sector is facing uncertainty due to the overall reduction in funding available from other sources.

Options as follows:

1. Total savings of £100k made over the next 3 years to be made up of £54k in 19/20, 19k in 20/21 and £27k in 21/22 reviewing the existing grants allocated to each organisation and removing smaller rent grants with immediate effect.
2. Give notice to all grant recipients and undertake a tendering process (mid 2019) to commission a service (approx. value £140k) to deliver against a contract set to the corporate plan priorities. Successful organisation(s) will be funded up to 2021/22
3. Maintain status quo and not make any additional reductions. The dissolution of SEWREC will provide a £44k saving for 2019/20 and removing the smaller rent grants will release a further £2k in total. All other grant recipients to receive same level of grant as 18/19.

Recommended Option

The option recommended in the summary is Option 2.

Specific Links with Wellbeing of Future Generations (WFG) Act

Integration – This proposal demonstrates a number of the integrated principles of the Well-being agenda, namely:

By delivering public services which are financially considered, Newport City Council is contributing to the delivery of sustainable and resilient public services for the future. We have also set out a model of ongoing partnership working which will ensure that much of the positive work already carried out by SLA recipients receives greater support from the authority in the future, consisting of a contribution to a Wales and a city which strives to be more equal, cohesive and vibrant in the future.

Long Term – The proposal should be understood within the wider context of budgetary constraints within the public sector. The cuts proposed will help the authority

MTRP Budget Proposal – 2019/20 to 2022/23

develop a sustainable and balanced budget moving forward. The proposal also sets out a new way of working with current grant recipients which it feels will allow it to work collaboratively and on a long term basis.

Prevention – While the grant reduction is unfortunate, the authority has set out what it feels is an on-going, collaborative and sustainable model of partnership working between itself and current grant recipients for the future.

Collaboration - This proposal sets out a new partnership for collaborative working which balances the immediate short-term challenges faced by the public sector and the longer term need for voluntary sector flexibility and involvement to resolve the diverse range of issues we face in the twenty-first century.

However, as was made clear in the SLA review forms, SLA recipients, particularly GAVO, make positive contributions to Newport’s Well-being Plan not only through their membership of the PSB, but also via their strong engagement and involvement of the third sector more broadly. Indeed GAVO have stated within their SLA sector review form that “Without the funding through this SLA with Newport City Council our ability to meet the demands of the sector will be further diminished to the detriment of Newport as a whole”.

Involvement – Current grant recipients were first consulted on the proposed changes to the SLA funding arrangements in 2016. On-going consultation is currently taking place to set out the details of a future partnership.

Fairness and Equality Impact Assessment

Yes

For internal use:

<i>Unique reference number</i>	PBC1920/02
<i>Activity Code</i>	PBC6

MTRP Budget Proposal – 2019/20 to 2022/23

Service Area	Non-Service																														
Proposal Title	Increase in Council Tax																														
Summary Description, Delivery Arrangements and Timescales	<p>A base 4% increase is already included in our medium term financial projections each year. This year, it is proposed that an additional 2.95% increase is applied to council tax in 2019/20 bringing the proposed increase to 6.95%.</p> <table border="1" data-bbox="958 395 1892 526"> <tr> <td>Percentage Increase</td> <td>6.95%</td> </tr> <tr> <td>Newport Band D Tax 2019/20</td> <td>£1,130.61</td> </tr> <tr> <td>Increase per annum</td> <td>£73.47</td> </tr> <tr> <td>Increase per week</td> <td>£1.41</td> </tr> </table> <p>It is well documented that Newport’s council tax is low compared to others in Wales, generating approximately 23% of our income, compared to around 25% for most Welsh councils. Newport continues to have the second lowest council tax levels in Wales.</p> <table border="1" data-bbox="855 679 1995 970"> <tr> <th colspan="2">Comparison with existing Band D Council Tax (rounded)</th> </tr> <tr> <th colspan="2">Current year (2018/19) before any increase</th> </tr> <tr> <td>NEWPORT</td> <td>£1,057</td> </tr> <tr> <td>Caerphilly</td> <td>£1,058</td> </tr> <tr> <td>Wrexham</td> <td>£1,093</td> </tr> <tr> <td>Cardiff</td> <td>£1,155</td> </tr> <tr> <td>Torfaen</td> <td>£1,242</td> </tr> <tr> <td>Monmouthshire</td> <td>£1,242</td> </tr> <tr> <td>Swansea</td> <td>£1,269</td> </tr> </table> <p>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 £7.4m in 2018/19), which is mainly due to our low level of council tax funding.</p>					Percentage Increase	6.95%	Newport Band D Tax 2019/20	£1,130.61	Increase per annum	£73.47	Increase per week	£1.41	Comparison with existing Band D Council Tax (rounded)		Current year (2018/19) before any increase		NEWPORT	£1,057	Caerphilly	£1,058	Wrexham	£1,093	Cardiff	£1,155	Torfaen	£1,242	Monmouthshire	£1,242	Swansea	£1,269
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Torfaen	£1,242																														
Monmouthshire	£1,242																														
Swansea	£1,269																														
Decision Point (Please tick appropriate box)	Head of Service		Cabinet Member		Cabinet	✓																									

MTRP Budget Proposal – 2019/20 to 2022/23

PART ONE

Net Savings (£000's)	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	1,458			
One-Off Implementation Costs (£000's)				
2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)	
Revenue – Redundancy/Pension				
Revenue – Other				
Capital – Building related				
Capital – Other				
Implementation Cost - Total				

Impact on FTE Count	n/a
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Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES		NO	✓
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For internal use:

Unique reference number	NS1920/05
Activity Code	n/a

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APPENDIX B

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MTRP Budget Proposal – 2019/20 to 2022/23

Extract from Cabinet Member Decisions - Business Cases -
Car Parking Charges within Tredegar Park and Fourteen Locks

Service Area	Place and Corporate				
Proposal Title	Introduce Parking Charges within Tredegar Park and Fourteen Locks				
Summary Description, Delivery Arrangements and Timescales	To install meters for visitor parking in Tredegar Park and Fourteen Locks. Will be undertaken as a second phase following the installation in Belle Vue park in 2018/19.				
Decision Point (Please tick appropriate box)	Head of Service		Cabinet Member	✓	Cabinet

PART ONE

Net Savings (£000's)	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	31			
One-Off Implementation Costs (£000's)				
	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Revenue – Redundancy/Pension				
Revenue – Other				
Capital – Building related – change the layout of the car park, legal orders and adverts	6			
Capital – Parking Meter installation x3	6			
Implementation Cost - Total	12			

Impact on FTE Count	No impact on FTE however income generation would be used to support the annual costs associated with static ranger provision and overall park budget.
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Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	✓	NO	
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PART TWO (For completion of proposals which have an impact on front-line services)

Options Considered

This proposal includes capital measures for installation of parking meters, access control measures, surface repairs and re-lining of bays. The use of both of these sites is extremely variable and on an average day has limited use. When there is a major event and school holidays with good weather we will see a high usage of the site. Based on numbers of spaces and observational evidence in the parks, we estimate that the 120 (Tredegar) plus 40 (14 Locks) bays in the car park will, on average, be utilised 50% of the time so we will base this proposal on 80 spaces used throughout the day and distributed as follows:

101A	£1 for 2 hours	65 x £1 = £65 per day
101B	£3 up to 5 hours	10 x £3 = £30 per day
101C	£5 for over 5 hours	5 x £5 = £25 per day

Number of spaces used once x charge. Total income for the two car parks would be £120 per day
 £120 per day x 360 (days when facilities may be closed -5) = £43,200 assuming that majority of visitors pay to park.

Estimate would need two machines at Tredegar Park and one at Fourteen Locks £6k in total. This would be an initial one off cost funded as a capital cost. Running costs per site this year will include the costs of running machines, processing card payments and also collection coin payments. Approximately £1k per site. These activities would be added to the existing car parking collection contracts from Belle Vue and would be ongoing. Prior to installation the council will put in place legal orders to ensure that the parking tariff is enforceable. The legal costs and advertisements required will be in the region of £2k per site. Tredegar Park is also on a long lease and the agreement for this proposal will have to be sought from the landlord.

Total cost of implementation would be £12k.

Total income, once operating costs are subtracted would therefore be £31k. As this is a new initiative, we will monitor the outcomes and issues carefully. This figure would be used as an offset saving against Tredegar Park management costs. Any income above the £31k would be used to improve and update facilities within the park. All income generated at Fourteen Locks that was over and above the scheme running costs would be used at the site to match funding, make essential repairs to the building and surrounding facilities etc.

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

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 and burger van 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 cafés.

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.

Option 4 - would be to have free parking at the weekend. This could be a consideration however weekend parking is arguably when the greatest income would be achieved.

Recommended Option

Option 1 - improved income generation for local authority. Improve and increase security of car park areas. However, we must consider the requirements of the landowner and consultation and there may be a requirement to look at a 'free' hour.

CCTV facilities are located at the car park area and will be used to monitor the sites and the scheme will essentially follow the lessons learned from the first phase of measures that have been installed in Belle Vue Park.

This proposal will influence the following performance indicator and be used to provide data for the following -
Number of visitors to city parks, open spaces and coastal path.

Specific Links with Wellbeing of Future Generations (WFG) Act

Integration – This proposal will increase opportunities and savings for the service area and potentially enable funds to be reinvested within the parks assets. The income generation will allow us to continually improve, conserve and protect this and other parks and open spaces within the city, providing a site and activity area that are available for everyone in the city.

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 and serving a wide range of residents.

Income generation that can be used to offset on going future maintenance costs.

Prevention - Renovating and updating facilities and old buildings prevents vandalism and theft protecting assets located in very public areas. Limits the council liabilities if buildings are removed. Facilities that are not maintained can become potential venues for antisocial behaviour. Improving them benefits other park users.

<p>Collaboration - Parks friends groups, Canal Trust and user groups will be fully included in the development of the proposal as will the owners of the park, Newbridge Estates.</p> <p>Involvement - Parks friends groups, Canal Trust and user groups will be supportive of a proposal to protect the historic fabric of the Newport Parks, Canal and cemeteries.</p>
Fairness and Equality Impact Assessment
Yes

For internal use:

<i>Unique reference number</i>	CS1920/10
<i>Activity Code</i>	STR1



Scrutiny Report

Performance Scrutiny Committee – Place and Corporate

Part 1

Date: 14 January 2019

Subject Scrutiny Adviser Report

Author Scrutiny Adviser

The following people have been invited to attend for this item:

Invitee:	Role
Meryl Lawrence (Scrutiny Adviser)	Present the Committee with the Scrutiny Adviser Report for discussion and update the Committee on any changes.

Section A – Committee Guidance and Recommendations

Recommendations to the Committee

The Committee is asked to:

1. Committee’s Work Programme

Consider the Committee’s Forward Work Programme Update (**Appendix 1**):

- *Are there any amendments to the topics scheduled to be considered at the next two Committee meetings?*
- *Are there any additional invitees that the Committee requires to fully consider the topics?*
- *Is there any additional information that the Committee would like to request?*

2. Action Sheet

Consider the Actions from the meeting on 19 November and 3 December 2018 (**Appendix 2**):

- *Note the responses for the actions;*
- *Determine if any further information / action is required;*
- *Agree to receive an update on outstanding issues at the next meeting.*

3. Information Reports

Note any information reports that have been circulated to the Committee this month.
(None)

4. Scrutiny Letters

Note any Scrutiny Letters that have been sent, and any responses received. (None)

2 Context

Background

- 2.1 The purpose of a forward work programme is to help ensure Councillors achieve organisation and focus in the undertaking of enquiries through the Overview and Scrutiny function. Effective work programming is essential to ensure that the work of Overview and Scrutiny makes a positive impact upon the Council's delivery of services.
- 2.2 Further information about the work programming process, including the procedures for referring new business to the programme, can be found in our Scrutiny Handbook on the Council's Scrutiny webpages (www.newport.gov.uk/scrutiny).
- 2.3 The Centre for Public Scrutiny's Good Scrutiny Guide recognises the importance of the forward work programme. In order to 'lead and own the process', it states that Councillors should have ownership of their Committee's work programme, and be involved in developing, monitoring and evaluating it. The Good Scrutiny Guide also states that, in order to make an impact, the scrutiny workload should be co-ordinated and integrated into corporate processes, to ensure that it contributes to the delivery of corporate objectives, and that work can be undertaken in a timely and well-planned manner.

Forward Work Programme Update

- 2.4 The Committee's work programme was set in June 2018, including estimated timescales for when the reports will be considered by the Committee. This programme is then managed and implemented by the designated Scrutiny Adviser for this Committee under the direction of the Committee Chairperson.
- 2.5 Attached as **Appendix 1** is the Committee's Forward Work Programme Update: The Committee is asked to consider
- *Any amendments to the topics scheduled to be considered at the next two Committee meetings?*
 - *Are there any additional invitees that the Committee requires to fully consider the topics?*
 - *Is there any additional information that the Committee would like to request?*

The Committee agreed to keep a degree of flexibility within its work programme to enable the Committee to respond to urgent / emerging issues. This item is an opportunity for the Committee members to raise any suggested amendments to the Work Programme.

Action Sheet – 19 November and 3 December 2018

- 2.6 Attached at **Appendix 2** is the action sheet from the Committee meeting on 19 November and 3 December 2018. The responses to completed actions are included in the table.
- 2.7 The actions that do not have a response will be included on the Action Sheet at the next meeting to ensure that the Committee can keep track of outstanding actions.

Information Reports

- 2.8 No information reports have been circulated to Committee this month.

Scrutiny Letters

- 2.9 None.

3 Information Submitted to the Committee

3.1 The following information is attached:

Appendix 1: The Committee's Forward Work Programme Update;

Appendix 2: Action Sheet – 19 November and 3 December 2018 Committee meetings

4. Suggested Areas of Focus

Role of the Committee

The role of the Committee in considering the report is to:

- **Forward Work Programme Update**

Consider:

- Are there any amendments to the topics scheduled to be considered at the next two Committee meetings?
- Are there any additional invitees that the Committee requires to fully consider the topics?
- Is there any additional information that the Committee would like to request?

- **Action Sheet – 19 November and 3 December Committee Meetings**

- Consider the responses to the actions from the meeting;
- Are you satisfied that you have received the necessary information?
- Are there any further issues arising from the responses that you would like to raise?
- For the actions that do not have responses – these actions will be rolled over to the next meeting and reported back to the Committee.

Section B – Supporting Information

5 Supporting Information

5.1 The Corporate Assessment, and the subsequent [follow up assessment](#) provide background information on the importance of good work programming. Specific reference is made to the need to align the Cabinet and Scrutiny work programmes to ensure the value of the Scrutiny Function is maximised.

5.2 The latest Cabinet work programme was approved by the Cabinet on a monthly basis for the next 12 months and includes the list of reports scheduled for consideration. Effective forward planning by both Cabinet and Scrutiny needs to be coordinated and integrated in relation to certain reports to ensure proper consultation takes place before a decision is taken. A link to the Cabinet work programme is provided [here](#) to the Committee as part of this report, to enable the Committee to ensure that the work programmes continue to reflect key decisions being made by the Cabinet.

6 Links to Council Policies and Priorities

6.1 Having proper work programming procedures in place ensures that the work of Overview and Scrutiny makes a positive impact upon the Council's delivery of services, contributes to the delivery

of corporate objectives, and ensures that work can be undertaken in a timely and well-planned manner.

6.2 This report relates to the Committee’s Work Programme, Actions from Committee’s and Information Reports that support the achievement of the Scrutiny Committee, in accordance with the Law and Regulation Service Plan, Objectives, Actions and Measures and the Wellbeing objectives:

Well-being Objectives	Promote economic growth and regeneration whilst protecting the environment	Improve skills, educational outcomes & employment opportunities	Enable people to be healthy, independent & resilient	Build cohesive & sustainable communities
Corporate Plan Commitments	Thriving City	Aspirational People		Resilient Communities
Supporting Function	Modernised Council			

7 Wellbeing of Future Generation (Wales) Act

7.1 The Wellbeing of Future Generations Act 2015 which came into force in April 2016 sets the context for the move towards long term planning of services.

7.2 General questions

- How is this area / policy affected by the new legislation?
- How will this decision / policy / proposal impact upon future generations? What is the long term impact?
- What evidence is provided to demonstrate WFGA has been / is being considered?
- Evidence from Community Profiles / other data?
- Evidence of links to Wellbeing Assessment / Objectives / Plan?

7.3 Wellbeing Goals

- How are the Wellbeing goals reflected in the policy / proposal / action?
 - *A prosperous Wales*
 - *A resilient Wales*
 - *A healthier Wales*
 - *A more equal Wales*
 - *A Wales of cohesive communities*
 - *A Wales of vibrant culture and thriving Welsh language*
 - *A globally responsible Wales*

7.4 Sustainable Development Principles

- Does the report / proposal demonstrate how as an authority we are working in accordance with the sustainable development principles from the act when planning services?
 - **Long Term**
The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs
 - **Prevention**
How acting to prevent problems occurring or getting worse may help public bodies meet their objectives
 - **Integration**

Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies

- **Collaboration**

Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives

- **Involvement**

The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

8 Background Papers

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan 2017 - 2022](#)
- The Corporate Assessment and [follow up assessment](#).

Report Completed: 3 January 2019

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Appendix 1

**Performance Scrutiny Committee – Place and Corporate
– Forward Work Programme Update**

Monday, 18 February 2019 at 4pm		
Topic	Information Required / Committee's Role	Invitees
To be discussed at the Committee Meeting on 14 January		

Monday, 8 April 2019 at 4pm		
Topic	Information Required / Committee's Role	Invitees
To be discussed at the Committee Meeting on 14 January		

Scrutiny Committee Briefings	
Topic:	Timescale:
Housing - to include an overview of the different types of landlord and tenancies, current schemes and initiatives, and the advice and services available.	To be arranged after the January Committee
Quality of Road Network	Held on 24 September 2018 <i>(Copy of Presentation circulated by email to Committee Members following October Committee meeting)</i>
Service Plans – to include Analysis of Mid-Year Service Review (Performance and Budget)	Held on Wed 14 November 2018 <i>(Copy of Presentation circulated by email to all Committee Members)</i>

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Performance Scrutiny Committee – Place and Corporate

ACTION SHEET – 8 October 2018

	Agenda Item	Service Area	Action	Responsibility	Outcome
1	Recommendations Monitoring – Budget Proposals 2018-19	City Services	<i>WS181904 - Reducing telephone and face to face services within Customer Services</i> – Information to be provided by the Head of Service upon the work undertaken to date.	Head of Streetscene and City Services	ACTIONED - Information requested emailed to Committee Members.
2	Recommendations Monitoring – Budget Proposals 2018-19	City Services	<i>SS181905 - Introduce parking Charges within city parks</i> – Members sought confirmation and reassurance of the ring-fencing of car parking income for each park be provided from Officers.	Head of Streetscene and City Services	ACTIONED - Information requested emailed to Committee Members.
3	All Wales Performance Analysis 2017-18 Year-End Summary	Regeneration, Investment and Housing	<i>PAM/016: Number of visits to public libraries during the year per 1,000 population</i> – Information on how Libraries engage, including more detail upon the variety of methods used to be provided.	Head of Regeneration, Investment and Housing	ACTIONED - Information requested emailed to Committee Members.

ACTION SHEET – 19 November 2018

	Agenda Item	Service Area	Action	Responsibility	Outcome
1	Service Plan Mid-Year Reviews	Law & Regulation; Finance; People and Business Change.	Conclusions and Comments	Scrutiny / Performance	ACTIONED - Minutes emailed to Performance for Committee's comments to be included in the Cabinet report
2	Scrutiny Advisor report	Forward Work Programme	The Committee agreed the Housing Briefing to be arranged after the January Committee Meeting.	Scrutiny Team / Head of Regeneration Investment and Housing	Scheduling to be discussed within Forward Work Programme Update at Committee on 14 January.

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ACTION SHEET – 3 December 2018

	Agenda Item	Service Area	Action	Responsibility	Outcome
1	Service Plan Mid-Year Reviews	City Services; Regeneration, Investment and Housing.	Conclusions and Comments	Scrutiny / Performance	ACTIONED - Minutes emailed to Performance for Committee's comments to be included in the Cabinet Report.