

Agenda



Performance Scrutiny Committee - Place and Corporate

Date: Monday, 8 April 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 Meeting held on 14 January 2019 (Pages 5 - 16)
- 5 Draft Highway Asset Management Plan 2019 - 2024 (Pages 17 - 42)
- 6 Draft Annual Forward Work Programme 2019-20 (Pages 43 - 54)
- 7 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.
- 8 Scrutiny Adviser Reports (Pages 55 - 58)
 - a) Action Sheet (**Appendix 1**)

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Date of Issue: 1 April 2019

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Agenda

Pwyllgor Craffu ar Berfformiad – Lleoedd a Materion Cofforaethol

Dyddiad: Dydd Llun, 8 Ebrill 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 14 Ionawr 2019
5. Cynllun Rheoli Asedau Priffyrdd Drafft 2019-24
6. Blaenraglen Waith Flynyddol Ddrafft 2019-20
7. 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.
8. Adroddiad Cynghorydd Craffu
 - a) Taflen Gweithredu - **Atodiad 1**

Person cyswllt: Meryl Lawrence, Cynghorydd Craffu

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Dyddiad cyhoeddi: Dydd Llun, 1 Ebrill 2019

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Minutes



Performance Scrutiny Committee - Place and Corporate

Date: 14 January 2019

Time: 4.00 pm

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

In Attendance: Meryl Lawrence (Scrutiny Adviser), Rhys Cornwall (Head of People and Business Change), Keir Duffin (Head of Regeneration, Investment and Housing), Alastair Hopkins (Senior Finance Business Partner), Paul Jones (Head of Streetscene and City Services), Meirion Rushworth (Head of Finance) and Gareth Price (Head of Law & Regulation)

Apologies: Councillors G Berry and I Hayat

1 **Declarations of Interest**

Councillor C Evans (Chair) declared an interest as Ward Member and Community Councillor for Rogerstone in relation to Item 3, Budget Proposal (CS1920/10 – City Services – Introduce Parking Charges within Tredegar Park and Fourteen Locks) and also declared that he was an employee of Newsquest, but had no influence on what was written editorially.

2 **Minutes of the Meetings held on 19 November and 3 December 2018**

A Councillor referred to the Minutes of the meeting held on 19 November on page 9 where Digitalisation of Services was mentioned, a comment upon the need for Member training had been omitted.

The Scrutiny Adviser clarified that the Member's comment regarding the requirement of IT Training for Members was included over the page, in the 3rd paragraph from the end of page 10 of the Minutes.

The minutes of the meetings held on 19 November and 3 December were **approved** as a true and accurate record.

3 **2019/20 Budget and Medium Term Financial Plan**

Attendees:

- Paul Jones (Head of Streetscene and City Services)
- Rhys Cornwall (Head of People and Business Change)
- Meirion Rushworth (Head of Finance)
- Keir Duffin (Head of Regeneration Investment and Housing)
- Alastair Hopkins (Senior Finance Business Partner)

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

CS1920/06 – Refuse Collection – Review of Charging for Waste Special Collections

The Head of Streetscene and City Services presented a brief overview of the proposal to the Committee. The Authority currently charged £6 per item and the proposal would change the price to a minimum charge of £20 for up to 3 items which would recover the full costs of the service. Other Councils' charges had been benchmarked and most Councils recovered their costs by charging an initial payment for 2 or 3 items of bulky waste collected. Based on the Council's current take up for the service it was expected that the Council would break even based upon the proposed charge of £20 for collecting up to 3 items.

Members asked the following:

- Was the Head of Streetscene and City Services in post the previous time this revised charge was proposed as a budget proposal. The Officer advised that he was not in post at the time. A Member explained that that this proposal was made 2 years ago but that as a result of consultation and comments made it was not implemented, partly due to fly tipping and the costs of a potential increase in fly tipping.
- A Member expressed concern that the introduction of a minimum charge for up to three items could increase fly tipping in Newport and make the problem worse. The Officer advised that the proposal was not asking for a minimum of 3 items to be collected, it is for a minimum charge of £20. The Officer agreed that fly tipping was a real problem however he did not accept that Newport was massively different from other authorities in this area.
- Members voiced concerns that when payments rose, some people fly tip and get away with it whilst those who follow the rules picked up the costs. Members asked if there were any plans to implement an enforcement regime to deal with people who fly tip. The Head of Streetscene and City Services sympathised and agreed that it was frustrating that there were a small number of people who fly tip, unfortunately a lot of the time items were dumped on private land. There were interactions with Newport City Homes to work together, and work was ongoing between the Waste and Street Cleansing Teams. Cameras had been installed in known hotspots and the possibility of more surveillance cameras was being explored, and was hoped that these would make an impact.
- Members were told that the team were looking into recycling bulky waste however some bulky waste could not be recycled.
- Members discussed CCTV and cameras, it was then advised that the Council needed to be smarter in known problem areas, and there needs to be an investment in advanced equipment to overcome fly tipping. The Officer agreed that a small number of areas need to be monitored more however the challenge is that some areas are private land.
- Members understood the need to cover costs but were concerned that the public would face this increased charge and items would be stored in gardens until they could afford £20 or had 3 items. It was suggested that a scheme could be brought forward where neighbourhoods could group together to collect 3 items at the same time and share the charge. The Head of Streetscene and City Services advised that he would take this comment back to discuss with the Team about how this could happen operationally.
- A Member suggested that Residents would be more accepting if crews could attend an area twice a week if one collection day was missed, they could have another day in the

week to have items collected. It was also queried if vans were always filled. Members were advised that broadly it worked by each zone having a designated collection day. The City was a more densely populated area than most, so in terms of making services cost effective, fees were benchmarked and Newport had been in the bottom quartile. In regards to vans always being filled, the Head of Service advised that demand broadly meets supply and that he would need to get the latest figures to share.

- A Member queried whether the Service would break even. The Head of Streetscene and City Services advised that this would be reviewed the following year to ensure to the best of ability everything had been done.
- A Member suggested that consideration be given to a discount for those on low income / Universal Credit to partake in the service.
- It was queried how the proposal for the Council to stop giving refunds for cancelled collections would fit with Consumer Law. The Head of Service clarified that refunds would not be offered if a person booked a collection, the crew turned up and then the person changed their mind.
- With regard to the statements made under the Wellbeing of Future Generations (Wales) Act Five Ways of Working Section of the Business Case (Page 53) a Member made the following comments:
 - Integration - there was a blanket statement that fly tipping would be reduced, but it had not stated how.
 - Prevention / Involvement - It was not made clear how this proposal would address complaints (about fly tipping).
- A Member made the comment that that telling people that CCTV was operating in the area would probably deter fly tipping there.

CS1920/07 – Off street parking – Changes to Council Parking Charges

The Head of Streetscene and City Services presented a brief overview of the proposal to the Committee, which included an increase in tariffs for off-street parking, business parking and resident parking zones.

Members asked the following:

- A Member enquired what was the purpose of the charge currently levied for issuing parking permits. The Head of Streetscene and City Services clarified that it was to cover the costs of administration of permits, remarking of road markings and signage of residents parking bays. He explained that the increase of the charge to £30 was to offset the cost of delivering the function, which it previously had not.
- A Member advised that Residents were more concerned that the residents parking would be well enforced to enable them to park in the permitted area, especially those in the suburbs of the city centre. The timing was unfortunate as there may be a view that the increase in Resident's Parking Permit Charge was to cover cost of enforcement. The Head of Streetscene and City Services advised that the Council's charge was for admin, road markings and signage and the Council had yet to take over enforcement, it would happen in a few months' time and he was confident that this would improve dramatically.
- It was suggested that consideration should be given to the increased charge for Residents Parking not commencing until enforcement was properly in place. This

would give Residents confidence and value for money. The Head of Streetscene and City Services advised this comment would be taken back.

- A Member queried the Business Case where it stated there was no impact on footfall in the city centre, as the proposal was protecting businesses and increasing charges for footfall, while there was only a small increase for businesses that was not proportionate. The Head of Streetscene and City Services advised that the advice given to the team was that it would not make an impact. Businesses were not impacting on their costs, if however they have a charge they have to pay for staff that would have an effect on their costs.
- A Member requested to see a breakdown of costs of administration before the increase for residents parking and spoke of the importance of being open and transparent with costs before the increase. He added that the proposal for residents parking asked people to pay more for something that could not yet be enforced, so that until enforcement is in place an increase should not be implemented. The Head of Streetscene and City Services advised he would take this comment back for consideration and would look into the breakdown of costs.
- A Member commented that the proposal for a general increase in charges for off street parking was regrettable as the City Centre needed all the help it could get, with empty shops there was a need to encourage footfall. The Council pays VAT on income from off street parking and helps businesses, but was proposing to increase charges on those visiting the City Centre, which may be not negatively impact in the short term, but a long term approach was needed. The Head of Streetscene and City Services clarified that with all proposals the Council had to set a balanced budget.
- A Member asked whether compared to private sector parking in Newport, was the Council competitive. The Head of Streetscene and City Services advised that it varied as Friars Walk car park charges had increased and costs changed all the time.
- A Member asked whether there would be an investment in new technology in car park ticket machines in the City Centre. It was advised that there will be an upgrade on machines to allow debit card payments, and also looking for an App option for payment to be made via mobile phone in order to modernise the service.
- A comment was made that there was a really low number of 43 business spaces provided and the Council could be missing the potential to generate income e.g. hotels, well known businesses thinking of moving to city centre, etc. The Council could increase the number of business spaces offered and generate more income. After enforcement begins, some of the current car parking in no parking / no waiting zones in the City Centre should cease and Businesses may need more Business spaces. It was also suggested that free parking could be offered on Sundays to encourage footfall.

CS1920/08 – Customer Services – Reduction in Customer Services Operating Hours – Information Station only

The Head of Streetscene and City Services presented a brief overview of the proposal to the Committee, which was to reduce the operation of the Council's face to face customer services provision from 5 days to 4 days a week.

Members asked the following:

- A Member referring to Recommended Option 3 on page 62 where it stated:
“Engagement with other service areas and partners is required to understand the

impact of the change for them” asked whether there was a guarantee and solution in place that this would not be rushed, not just a tick box exercise and would be done correctly and stressed the importance of getting this right. The Head of Streetscene and City Services advised that when the proposal was written it was in the future tense, some engagement had happened and some was ongoing. In essence the proposal asked for groups to condense their services to 4 days. For some services that should not be a problem but there would still be need for services to vulnerable groups, which may have the option to visit the Civic Centre on the proposed closing day for the Information Station

- It was asked how Customers would be redirected. The Head of Service advised that customers would be redirected to the Civic Centre via signs on the door of the Information Station.
- A Member referred to the Risk table on page 63 which already identified Risk: Probability and Impact on users which already identified a high impact upon Services for vulnerable customers e.g. homelessness and benefits assistance. The Head of Service advised that unfortunately it was a reduction of services. In terms of looking at contact and what is the worst option, it was felt that while condensing the services into 4 days of use was not perfect, it was better than reducing people on the phones. Looking at the profile of demand, there was a surge in numbers in the morning, which reduced and then a surge later in the afternoon. The risk was that people may need to wait a little longer.
- A Member asked why go ahead with the proposal to close the Information Station one day a week given the risks identified and it would be better to wait on the phone rather than the most vulnerable face to face visitors having to walk to the Civic Centre on the closed day. He added that not everyone has access to computers or phones and prefer a human interface. The Head of Streetscene and City Services advised that there were already complaints about wait times and the direction of travel was toward online services and Apps, and although they were not for everyone, they were more cost effective.
- With regard to the Wellbeing of Future Generations (Wales) Act Five Ways of Working – Collaboration, a Member suggested collaborating with Newport City Homes in the city centre, Newport LIVE or the Library rather than reducing a service. The Officer advised that they did talk to partners, and this could be something to look into for the future.

CS1920/10 – Introduce Parking Charges within Tredegar Park and Fourteen Locks

The Head of Streetscene and City Services presented a brief overview of the proposal to the Committee, which was to introduce parking charges within Tredegar Park and Fourteen Locks, following on from the proposal in last year’s Budget to charge for car parking in city parks in principal and specifically in Belle Vue Park. He advised it was worth noting that the charges in parks proposed were less than the charges discussed earlier in the meeting starting at £1 for 2 hours and that this was proposed to be held for a long period.

Members asked the following:

- A Member asked for the figures on use since parking had been implemented in Belle Vue Park in September 2018. The Head of Streetscene and City Services that in line with the budget per month it was approximately £2,200.

- A Member commented that the work was still awaited to complete the car parking works at Belle Vue Park.
- A Member expressed concern that Tredegar Park was used as inexpensive recreation for people and that the introduction of charges could potentially impact upon ceasing healthy activity and charging those who can least afford it.
- A Member referring to Recommended Option 1 which stated: “there may be a requirement to look at a ‘free’ hour option, asked when would this be decided. The Head of Streetscene and City Services advised that this had been written in the past, looked at and considered and the general conclusion was there would be quite a lot of turnover which would not make it viable.
- A Member asked what had consultation with service users of Tredegar Park and Fourteen Locks shown, for example local sports teams might decide to not use the facilities or dog walkers may decide not to visit the park. The Head of Streetscene and City Services advised that they were consulted last year when the overarching proposals were agreed, one consultation event was held last week, Service Managers would be meeting representatives of groups of both of the parks in the coming week and comments will be taken on board.
- Comment was made that each park are different areas and what may suit one group would not be applicable to another. The Head of Streetscene and City Services clarified that discussions would be taking place with groups between now and February.
- A Member stressed the need for consultation to be sensitive to individual sites as each was very different and asked whether there a meaningful consultation and would there be any concessions to user groups. The Head of Streetscene and City Services advised that all points and opinions were considered and clarified that concessions for user groups were included in the base model including for voluntary groups e.g. the café in Belle Vue Park had a couple of allocated spaces. He clarified that the assumption was based upon only 50% usage of the car park.
- A Member queried whether the consultation was happening late and whether the Head of Service was happy progress had been made. Members were advised that consultation was discussed last year, which was the process that the Council had set.
- A Member commented that it was great that people were coming forward which showed that consultation was happening. Last year the Committee fed back that all parks were different, and had different uses. He queried whether this year’s engagement was meaningful, and when it had happened. The Head of Streetscene and City Service advised that Officers had spoken to residents on Thursday and Friday last week, and that conversations were still ongoing, and discussions with the Canal Trust, volunteer groups, Café owner and all parties would be undertaken.
- A Member raised the potential issue that the Canal Trust and volunteers may not be able to use the car park which could lead them to park on the road on Brunel Avenue, so residents of Brunel Avenue should be involved in discussions. The Head of Streetscene and City Services advised that it was something which was being considered, but people are legally allowed to park there.
- A Member referring to Charities putting on events 2 to 3 times a year asked would they look to not charging for car parking on event days. The Head of Streetscene and City Services advised that not charging charity events was in the original proposal. It was

clarified that two spaces had been offered to in Belle Vue Café, however staff would need to pay for their own parking.

- Member also asked for clarification of whether fees would be charged at night time, and if there would be enforcement at night time to combat anti-social activity. In terms of night time charges, the Head of Service did not believe there would be charges at night and advised that anti-social activity could be reported and addressed.
- A Member referred to the statement: “income generation would be used to support the annual costs associated with static ranger provision and overall park budget” on page 73 of the report, and asked for clarification on whether all income generated would be ring fenced for use on each park., The Head of Streetscene and City Services clarified that income generated would go into the Countryside and Parks budget, and that Belle Vue had a covenant which states not allowed profit from the park.

PSB1920/02 – Partnership – Reduction in Voluntary Sector Grants

The Head of People and Business Change presented a brief overview of the proposal to the Committee to reduce Voluntary Sector Grants including withdrawing grants to Citizens Advice Bureau, Shop Mobility, Alzheimer’s Society, GAVO and the recently collapsed SEWREC.

Members asked the following:

- A Member voiced concern at the possibility that the Council may have to pick up some of the services that the previously funded voluntary groups could no longer provide. This coupled with the proposal to reduce the services in the Information Station could have an adverse impact upon service users.
- A Member expressed concern that the Citizens Advice Bureau fulfils a meaningful role for citizens, and a reduction in funding could damage the success of defending cases and impact upon customers’ lives and reduce their living affairs.
- The Head of People and Business Change advised that CAB and Shopmobility both received a grant. He explained that CAB provided telephone advice and delivered a unique service outside of Council statutory services. If that provision was removed, users of that service would go elsewhere and the Council was not the legal provider for that support. He also explained that Shopmobility provide a service of mobility scooters to public free of charge and the Council had no capacity to pick this up as a business model. Both have had conversations with the Authority, the big risk is the CAB Service; however the service was not within the remit of the Authority.
- A Member suggested that Shop Mobility, could generate income from increasing charges for using their equipment.
- A Member commented that the report did not give enough information about the services being impacted upon. CAB services were invaluable, would have been useful to have more details to take a view, so currently have difficulty in supporting Option 2 proposal to remove funding. The Head of People and Business Change advised that the report was a secondary report and the original report had contained more detail. There had also been was an internal audit report looking into voluntary sector grants, and there had not been a procurement process for it. He clarified that Option 2 could mean still making a saving but procuring a service. This would be dependent on providers; so could be the provider the Council currently has, while the current situation had those companies on our service agreement.

- A Member referred to WFGA long term impacts upon people who have low income and vulnerable and asked whether we could signpost Shop Mobility to Newport Now to discuss any funding that is available, or possibly introduce Shopmobility to the other city centre providers like Kingsway or Friars Walk.

NS1920/05 – Additional 2.95% increase in Council Tax resulting on total increase of 6.95%

The Head of Finance presented a brief overview of the proposal to the Committee. It was advised that this is decision for the Council, and would be debated by Members at the Council Meeting on 26 February 2019.

Members asked the following:

- Members suggested that it may be clearer for residents if the 2.95% was hypothecated to Social Services or Education. The Head of Finance advised that this would be fed back, however the funds could not be hypothecated in Wales.
- Members commented that an increase of 6.95% sounded high, plus the changes to Community Councils, Fire and Police Precepts was a lot higher than the past ten years. It was questioned whether other Local Authorities and in England were doing this, and whether there was a cap. The Head of Finance advised that County Councils in England had been rising by 6.95% or 6%, more flexibility had allowed them to get to that level, and had been for the last couple of years. He explained that the demand on services outstripped the funding available and the debate was around balancing Council Tax and savings. He also advised that Newport had the 2nd lowest council tax area in Wales, and one of the lowest in the UK.
- The Head of Finance explained that all across the UK the councils' budgets were being spent on less of the population and going towards education and social care. Even in those areas the money was going to the most needy, Special Education Needs and looked after children. Those are a very small number in the social care area. It was then advised that the budget was increasingly being focussed on the high need individuals. Council Tax was going up generally more than inflation. It's UK wide, although it did not make things any easier.
- Concern was expressed that high increases can cause resentment. The Head of Finance explained that it was important that people understood why this was happening and he hoped it was clear in the report that cost and demand increases have been up significantly.
- A Member commented that this was an emotive subject and the Council must produce a balanced budget. The increase was unfortunate, the points made were sympathised with and the proposal would be debated at Council.

The Chair thanked the Officers for attending.

Conclusions:

Comments to the Cabinet on the following proposals:

- a) The Committee noted the budget proposals relevant to the Place and Corporate Directorates and agreed to forward the minutes to the Cabinet as a summary of the issues raised.
- b) The Committee wished to make the following comments to the Cabinet on the Proposals within the Place and Corporate Directorate:

CS1920/06 – Refuse Collection – Review of Charging for Waste Special Collections

- The Committee felt that ways of making the Service more efficient and cost effective without increasing charges could be explored.
- The Committee expressed concern that the proposal to increase the minimum charge to £20 for up to three items may result in an increase in fly tipping.
- The Committee was concerned about the impact of the charge upon low income families and that consideration should be given to a discount.
- There was a need for greater monitoring and enforcement of fly tipping alongside this proposal and investment in cameras / CCTV and publicity about cameras to better prevent fly tipping.
- More detail and explanation is needed in the Business Case e.g. the Wellbeing of Future Generations (Wales) Act Five Ways of Working Section of the Business Case: Integration – makes a statement that fly tipping would be reduced, but it does not provide any details to substantiate how.

CS1920/07 – Off street parking – Changes to Council Parking Charges

- The Committee requested a breakdown of the administration costs of the service from the Head of Streetscene and City Services before a decision upon the proposal to increase the charge for Residents Parking.
- The Committee recommended that the increased resident parking permit charge should not be introduced until parking enforcement is in place.
- The Committee proposed the increase of the number of business parking spaces be explored, which could increase revenue and could reduce illegal business parking.

CS1920/08 – Customer Services – Reduction in Customer Services Operating Hours – Information Station only

- The Committee expressed concern about the closure of the Information Station for a whole day and effect that this would have upon the most vulnerable service users.
- Having regard to the Wellbeing of Future Generations (Wales) Act Five Ways of Working – Collaboration, the Committee recommended exploring collaboration with Newport City Homes and other partners on the provision of joint city centre customer services thereby reducing and sharing costs rather than closing services.

CS1920/10 – Introduce Parking Charges within Tredegar Park and Fourteen Locks

- The Committee stressed the need for consultation and engagement to be sensitive and focussed on the individual sites and their uses, as each park was different in nature, in different locations and had different user groups e.g. water park, sporting activities, historic, and what is suitable for one may not be applicable to the others.

PSB1920/02 – Partnership – Reduction in Voluntary Sector Grants

- The Committee commented that the Business Case for this proposal did not contain sufficient information about which organisations the removal of grants would effect and the services being impacted upon.
- The Committee took assurance that Recommended Option 2 - to commission a service to deliver against a contract set to the corporate priorities would fund successful organisations up to 2021/22.
- The Committee recommended signposting Shop Mobility to Newport Now and other city centre providers e.g. Kingsway and Friars Walk to discuss any alternative funding available for the Shopmobility service.

NS1920/05 – Additional 2.95% increase in Council Tax resulting on total increase of 6.95%

- The Committee noted that this proposal would be debated at Council.

4 Scrutiny Adviser Reports

Attendee:

- Meryl Lawrence (Scrutiny Adviser)

a) **Forward Work Programme Update**

The Scrutiny Adviser presented the Forward Work Programme, and advised the Committee upon the proposed topics for the next two committee meetings, as follows:

- Monday 18th February 2019:
Change from a Committee meeting to the outstanding Committee Briefing upon Housing from the Committee's Forward Work Programme to be held in February 2019.
- Monday 8th April 2019:
Draft Highway Asset Management Plan (following the presentation requested by the Committee upon the Quality of Road Network delivered on 24 September 2018, the Committee were asked if they wished to be consulted upon the Draft Highways Asset Management Plan).

The Committee **agreed** the topics, as above.

b) Action Sheet

The Scrutiny Adviser presented the Action Sheet and advised the Committee that as indicated in the table, all items had been actioned and the information circulated to Members of the Committee accordingly and the Housing Briefing had been discussed as part of the report upon the Forward Work Programme update in a) above and scheduled accordingly.

c) Information Reports

The Scrutiny Adviser informed the Committee that there were no Information Reports to bring to the Committee's attention.

d) Scrutiny Letters

The Scrutiny Adviser informed the Committee that there were no Scrutiny letters to report to the Committee.

The meeting terminated at 6.45 pm

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Scrutiny Report

Performance Scrutiny Committee – Place and Corporate

Part 1

Date: 8 April 2019

Subject: Draft Highway Asset Management Plan 2019- 2024

Author Scrutiny Adviser

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

Invitee:	Designation:
Bev Owen	Strategic Director - Place
Paul Jones	Head of City Services
Steve Davies	Senior Strategy Manager, City Services
Joanne Turner	Senior Technical Officer, City Services

Section A – Committee Guidance and Recommendations

Recommendations to the Committee

- 1.1 The Committee is asked to consider the Draft Highway Asset Management Plan 2019 - 2024 (**Appendix 1**) and determine if it wishes to make any comments to the Cabinet Member for consideration with the Draft Plan.

2 Context

Background

- 2.1 The Committee agreed at its meeting on 4 June 2018 that a Scrutiny Briefing upon: *Quality of the Road Network* should be included in its Annual Forward Work Programme, following which the Committee could consider whether it wished to scrutinise an aspect of the topic. *(A link to the Performance Scrutiny Committee - Place and Corporate held on 4 June 2018 Report and Minutes is included in the Background Papers in Section 6 of this Report.)*
- 2.2 Members may recall that a Briefing upon the *Quality of the Road Network* was presented to Members of the Committee on 24 September 2018 by the Head of Streetscene and City Services and his Officers and copies of the presentation subsequently circulated by email.
- 2.3 Subsequently, the Committee at its meeting held on 14 January 2019 added the Draft Highway Asset Management Plan to its Forward Work Programme for consultation to make any comments to the Cabinet Member Pre-Decision. *(A link to the Performance Scrutiny Committee - Place and Corporate held on 14 January 2019 Report and Minutes is included in the Background Papers in Section 6 of this Report.)*
- 2.4 The Draft Highway Asset Management Plan is attached as Appendix 1 and comprises the following Sections:
- Foreword
 - 1. Introduction
 - 2. Highway Assets
 - 3. Demands and Expectations
 - 4. Financial
 - 5. Monitoring Performance
 - 6. Service Standards and Current Investment
 - 7. Risks to the Plan
 - Appendix A - Anticipated Five Year Funding
- 2.4 The Committee is asked to consider the Draft Highway Asset Management Plan in **Appendix 1** and make any comments to the Cabinet Member for consideration with the Draft Plan.

3 Information Submitted to the Committee

- 3.1 The following is attached for the Committee's consideration:

Appendix 1 - Newport City Council Draft Highway Asset Management Plan 2019-2024

Appendix A - Anticipated Five Year Funding

4 Suggested Areas of Focus

4.1 Role of the Committee

<p>The role of the Committee in considering the report is to:</p> <ul style="list-style-type: none"> • Consider the content of the Draft Highway Asset Management Plan • Assess and make comment on: <ul style="list-style-type: none"> - How achievable the plan is; - How measureable the plan is; - Whether sufficient resources for implementation have been identified; - How have the barriers / risks have been identified and mitigated; - How the plan will be monitored and success measured; • Conclusions: <ul style="list-style-type: none"> - What was the overall conclusion on the report? - Does the Committee wish to make any comments to the Cabinet Member? - Is the Committee satisfied that it has had all of the relevant information to base a conclusion on the Draft Plan?

4.2 Wellbeing of Future Generation (Wales) Act

The Committees consideration of the Draft Highway Asset Management Plan should consider how the Plan is maximising its 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>	What consideration has been given to the long term trends that could affect the Draft Plan or; how could the Draft Plan impact these trends?
	How will the needs of service users potentially change in the future?
	How will progress against the Plan be monitored?
<p>Prevention</p> <p>Prevent problems occurring or getting worse.</p>	What is the objective (or the desired outcome) of this Draft Plan?
	How does the plan assist in preventing future problems, or exacerbating current problems?
	How are identified risks being mitigated?
<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</p>	Are there any other organisations providing similar / complementary services?
	Have you consulted with other public bodies, third sector, emergency services, businesses and anyone else you think might be impacted?

5 Ways of Working	Types of Questions to consider:
public bodies.	What practical steps will you take to integrate your Plan with existing plans and strategies of other public organisations to help us all contribute fully to the seven national well-being goals?
Collaboration Acting in collaboration with any other person (or different parts of the organisation itself).	Who have you been working with? Why? Who have you collaborated with in preparing the Draft Plan?
	How are you co-working with other sectors?
	How are you using the knowledge / information / good practice of others to inform / influence the Draft Plan?
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.	How have you involved the people who will be impacted by the Draft Plan?
	How have you taken into account diverse communities in your Draft Plan?
	How have you used different / alternative methods to reach people and involve them?
	How will you communicate the Draft Plan?

Section B – Supporting Information

5 Links to Council Policies and Priorities

5.1 Newport City Council's Corporate Plan and Well-being 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. Background Papers

- Performance Scrutiny Committee - Place and Corporate – [14 January 2019 \(Item 7 refers\) and Minutes](#)
- Performance Scrutiny Committee - Place and Corporate – [4 June 2018 \(Item 5 refers\) and Minutes](#)
- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan 2017 - 2022](#)

APPENDIX 1

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Newport City Council
Highway
Asset Management Plan
2019-2024



Document Control & Council Approval

Version Number/Date	Approved by Cabinet Member
Next Update Due	date

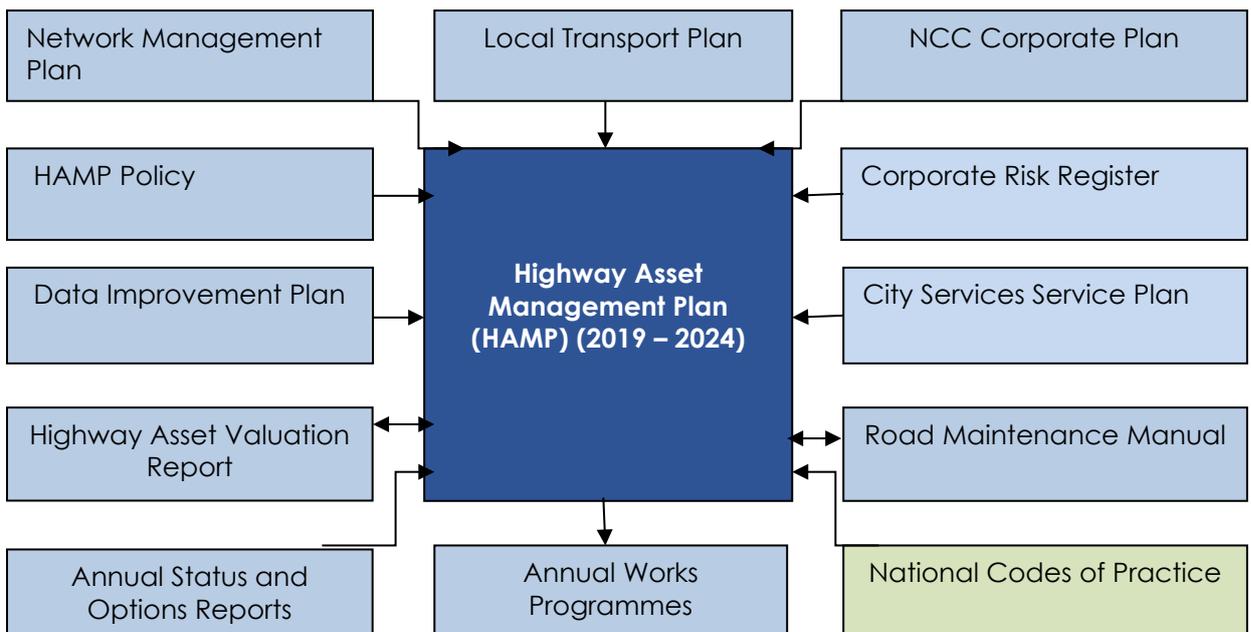
Responsibility for the Plan

The responsibility for the delivery of and updating of this plan are shown below

Council Officer	Responsible for
Senior Technical Officer	Delivering and updating the HAMP

HAMP and Other Plans

The Highway Asset Management Plan (HAMP) relates to other Council plans as illustrated below:



Foreword

This plan sets out Newport City Council's plans for the management of the Council's highway asset for the next 5 years. It has been produced in accordance with County Surveyors Society Wales (CSSW) national guidance and recommended good practices.

It is widely recognised that the application of modern highway asset management practices can enable improved value for money. In these challenging times it is essential that the Council embraces these methods and strives to ensure that funding is invested as wisely as possible. This plan forms an important part of the Council's commitment to apply good asset management practice to the highway network.

The plan recognises the expectations and needs of highway users and in particular the importance that is placed upon our highway assets. The recent harsh winter has shown that our highways are susceptible to damage when bad weather occurs. The plan is designed to ensure that all highway funding is used in the most efficient and cost effective way. This plan is based upon the choices made by the Council in terms of the level of investment in the highway asset, what specific asset(s) the investment is to be directed at and the standards that highway users can expect as a result of the works undertaken on the asset and its effect on asset condition.

Cabinet Member for Streetscene

Head of City Services

1 Introduction

Overview

This HAMP sets out the Council's plan for the management of the local highway network for the next 5 years and is based upon the anticipated condition at current rates of deterioration. Of equal importance is the recognition of the increase in demand on the highway asset as a result of a projected rise in traffic levels across the city.

Scope

NCC's Highway Asset Management Policy requires a HAMP to be produced together with a Highway Maintenance Manual (HMM) and an Annual Status and Options Report (ASOR). The plan covers the period 2019-2024 and records the Council's plans for the maintenance of the "Highway asset", i.e., carriageways, footways, structures, street lighting, traffic management systems and drainage. These are the main assets that form the adopted highway network.

Purpose

The purpose of the HAMP is to

- Define the service standards that users can expect and
- Formalise the Council's strategies for how these standards will be achieved/maintained?

The plan is based upon anticipated funding levels. If these change significantly, then the plan will be amended accordingly annually.

Highway Asset Management

The Council is committed to the use of asset management planning as an appropriate way to manage the City's highway infrastructure. As noted above, a series of complementary documents guide how asset management is applied. Collectively these are designed to ensure that:-

- The highway asset continues to be maintained at an agreed level of service
- Legislative requirements are satisfied
- Exposure to risk is managed and monitored within acceptable levels
- The benefits of available funding are maximised for each asset group
- There are clear allocations of responsibility for the management of each asset group

2 Highway Assets

Highway Assets

The Council's Highway assets covered by this plan are:-

- 655km of Carriageway (consisting of 8% of A roads, 7% of B roads, 22% of C roads and 63% of U roads)
- 923km of Footway
- 741 Structures (89 Bridges, 44 Footbridges, 328 Retaining walls, 264 Culverts, 15 Subways and 1 Signal Gantry)
- 18,200 Street Lights
- 89 Traffic Signal Installations (37 Signalised Junctions and 52 Pedestrian Crossings)
- 30,679 Highway Gullies (plus associated highway drainage infrastructure)

Assets Not Covered

City Services assets not covered in this HAMP are:

- Multi storey and surface car parks
- Trees and soft estate (grassed and verge areas)
- Land appropriated to Highways but not public highway
- Public Rights of Way not on the adopted highway
- Street Furniture (signs, road markings, etc)

Asset Data

This plan is based upon current inventory data for highway assets. For some highway assets full inventory data is not currently held, therefore the data within this plan is based upon best estimates and sample surveys where actual data is not available. The Data Improvement Plan sets out how asset data is to be improved during the period covered by this plan.

Asset Value

The public highway is the only Council asset used by all residents, visitors and businesses within the city. The contribution of the local highway network extends far wider than facilitating transportation. It is fundamental to the economic, social and environmental wellbeing of the city and its management and maintenance should seek to maximise this wider contribution. In March 2017 the (gross) replacement value of the highway asset was calculated to be £1.1bn. (This is the cost of replacing the asset as new).

Highway Asset Valuation

The valuation figures below illustrate the financial value of the highway asset. The **Gross Replacement Cost (GRC)** represents how much it would cost to replace the existing asset, the **Depreciated Replacement Cost (DRC)** illustrates the extent to which the asset has been consumed (depreciated) and the **Annualised Depreciation Cost (ADC)** represents the average annual investment required in planned maintenance (renewal of the asset) required to maintain the asset. Comparing the annual capital investment against this figure provides an indication of whether long term funding needs are being met.

Asset Type	Gross Replacement Cost (GRC)	Depreciated Replacement Cost (DRC)	Annualised Depreciation Cost (ADC)
Carriageways	£652,364,000	£561,605,000	£7,732,000
Footways & Cycleways	£89,874,000	£57,301,000	£1,573,000
Structures	£336,129,643	£306,447,151	£996,916
Street Lighting	£26,040,000	£9,138,000	£972,000
Traffic Management	£6,240,000	£3,360,958	£298,000
Total	£1,110,647,643	£937,852,109	£11,571,916

3 Demands and Expectations

User Expectations

Users expect the city's highway network to be safe, available and fit for purpose. Between April 2017 and March 2018 the Council received more than 2,800 customer enquiries relating to highways. Although not all enquiries related to asset condition, the level of enquiries is indicative of the importance placed on the highway asset.

Asset Growth

The asset grows each year due to the adoption of new developments and the construction of new highway links. Over the last 5 years, 5km of carriageway has been added to the highway asset via adoption by the Council along with other associated assets such as footways, structures, street lighting, etc. New assets create the need for future maintenance and associated additional funding.

Traffic Growth



Traffic growth over the last 10 years has placed increasing pressure on the highway network. Many of the Council's highways were not designed to accommodate this level of traffic. This has created a growing need for investment in maintenance of the network.

The M4 Severn Bridge tolls were abolished for all vehicles at the end of 2018. As a result of this traffic flows in Newport are predicted to increase for all vehicles and particularly for heavy vehicles by up to 20%. The increases will impact on the whole life of our highway assets and result in the need for increased maintenance and associated revenue and capital investment. In the long term the delivery of the proposed M4 relief road will help mitigate increased traffic levels and relieve pressure on the highway network in and around Newport.

Environmental Pressures

The Council should consider how various climate change variables such as intense or prolonged rainfall; hotter temperatures and higher wind speed will impact on the highway assets that they manage and the likelihood of these events occurring. By doing this the greatest generic risks to network closure or restriction can be identified. These are likely to be

- Flooding (pluvial, fluvial, groundwater and coastal)
- Snow
- Landslips
- Scour

- Wind damage
- Heat/ water and frost damage

The latest UK Climate Projections, as developed by the Met Office and Environment Agency are used when assessing future risk and vulnerability. These projections for future changes to both average climatic conditions and also the frequency of extreme weather events, allow for an understanding of where risk levels may change, and the identification of new risks which may emerge as the climate changes. When applied alongside records of past incidents, and other information sources (such as flood maps), climate projections may also help to identify when and what action should be taken to adapt to the risks.

4 Financial

Five Year Capital and Revenue Funding Projection

Anticipated Capital Budget £k				
2019/20	2020/21	2021/22	2022/23	2023/24
£3.13m	£903k	£200k	£200k	£200k

Anticipated Revenue Budget £k				
2019/20	2020/21	2021/22	2022/23	2023/24
£1.86m	£1.86m	£1.86m	£1.86m	£1.86m

Future investment is planned to be at similar levels to current funding with the following exceptions:

- Carriageways: the level of investment will be higher if further grant funding is received from Welsh Government
- Structures: specific capital funding has been allocated for an assessment of George Street Bridge to establish current condition in order to ascertain the likely future maintenance funding requirements
- Street Lighting: Salix funding has been acquired for a “spend to save” energy efficiency LED initiative

The funding levels are stated to allow predictions of condition to be made and strategies to be developed. Significant variance to these funding predictions in the future will require an update of this HAMP. A breakdown of the funding assumptions by asset group is include in Appendix A.

5 Monitoring Performance

Management of the highway asset will be monitored using the following performance measures:

Safety	The number of Category 1 defects identified. (Cat 1 defects are assessed as requiring an immediate response within 24-hours to make safe).
Condition	The percentage of the asset in a "poor" condition
	The percentage of the asset that should be "considered for maintenance treatment"
	The number of Cat 2 (High) maintenance defects requiring a 5 day response for repair
	The number of Cat 2 (Medium) maintenance defects requiring a 21-day response for repair

In addition to these targets the Council measures and monitors performance in relation to inspections and compliance with reactive and routine repair standards in accordance with the methods set out in the Council's highway maintenance manual.

6 Service Standards and Current Investment

Carriageways

Service Standards

Safety	Measure	Target Standard	
		2019	2024
	Make safe or repair of Category 1 "safety" defects within the specified 24-hour response time. (% when response time met).	100%	100%
Condition	Repair Category 2 (High) within the specified 5-day response time. (% when response time met)	100%	100%
	Repair Category 2 (Medium) within the specified 21-day response time. (% when response time met)	100%	100%
	% in poor condition (red condition)		
	– A-Roads	2.9%	4.8%
	– B-Roads:	4.9%	3.7%
	– C-Roads	7.6%	10.4%
	– U-Roads	6.4%	9.0%
	The percentage of roads that should be considered for maintenance treatment (red/amber condition) by road class		
	– A-Roads	45.4%	54.4%
	– B-Roads:	36.1%	43.7%
	– C-Roads	40.8%	53.1%
– U-Roads	35.6%	47.4%	

Current Maintenance Regime

Routine and Reactive Repair: Repair of defects to current intervention standards & response times.

Planned Maintenance: Programme of surface treatment and resurfacing of roads requiring treatment in sections or their entire length (as opposed to repair of defects) comprising of:-

Preventative (Surface Treatment), Low cost surface treatment of roads in the initial stage of deterioration.

Corrective (Resurfacing), resurfacing roads that have deteriorated beyond the point where a preventative treatment can be applied.

Funding Allocation

The maintenance regime for 2019/20 is currently funded as follows:

Routine and Reactive Repair: £ 440k

Planned Maintenance: £1.47m

Footways

Service Standards

Safety	Measure	Target Standard	
		2019	2024
	Make safe or repair of Category 1 “safety” defects within the specified 24-hour response time. (% when response time met).	100%	100%
Condition	Repair Category 2 (High) within the specified 5-day response time. (% when response time met)	100%	100%
	Repair Category 2 (Medium) within the specified 21-day response time. (% when response time met)	100%	100%
	% in poor condition (red condition)	1%	5%
	The percentage of footways that should be considered for maintenance treatment (red/amber condition) by footway type	22%	30%

Current Maintenance Regime

Routine and Reactive Repair: Repair of defects to current intervention standards & response times

Planned Maintenance: Programme of resurfacing of footways requiring treatment in sections or their entire length (as opposed to repair of defects) comprising of:-

Preventative (Preservation Treatment), low cost surface treatment of footways in the initial stages of deterioration

Corrective (Resurfacing), resurfacing footways by replacing the bituminous surface or replacing the concrete slabs with a bituminous surface.

Funding Allocation

The maintenance regime for 2019/20 is currently funded as follows:

Routine and Reactive Repair: £ 455k

Planned Maintenance: £0k

Street Lighting

Standards

	Measure	Target Standard	
		2019	2024
Safety	Make safe or repair of emergency response Cat 1 defects/incidents within specified 2-hour response time. (% when response time met).	100%	100%
	Make safe or repair of Category 1 "safety" defects within the specified 24-hour response time. (% when response time met).	100%	100%
Condition	Repair maintenance defects within the specified 5-day response time. (% when response time met)	97.62%	98%
	% columns in poor condition (for immediate removal)	2%	3%
	The percentage of columns that should be considered for retest and inspection (Near the end of their service life)	22%	30%

Current Maintenance Regime

Routine and Reactive Repair: Repair of defects to current intervention standards & response times.

Planned Maintenance: Examples of programmed maintenance works are:-

Programme of replacing existing high/low pressure sodium luminaires with LED alternatives.

Structural Renewal (column replacement).

Funding Allocation The maintenance regime for 2019/20 is currently funded as follows:

Routine and Reactive Repair: £722k

Planned Maintenance: £1.5m

Structures

Service Standards

	Measure	Target Standard	
		2019	2024
Safety	Make safe or repair of emergency response defects/incidents within specified 2-hour response time. (% when response time met).	100%	100%
Condition	Bridge Stock Condition Indicator – average BSCLav	85	90
	Bridge Stock Condition Indicator – critical BSCcrit	85	90
	No of Council owned bridges failing assessment	1	0
	% of Council owned bridges failing European standards	1	0
	% of Council road bridges with unacceptable weight, height or width restriction	2%	1%

Current Maintenance Regime

Routine and Reactive Repair: most structures require ongoing routine maintenance that typically includes minor structural repairs, cleaning drainage and removing vegetation

Planned Maintenance: Programmes of maintenance comprising:-

Strengthening: (Council structures), structures assessed as being weak will require strengthening

Refurbishment: structures that have deteriorated into a poor or very poor condition require a level of refurbishment that is beyond that of routine maintenance

Parapet works: the strengthening or replacement of parapets.

Scour Protection: scour protection works.

Funding Allocation

The maintenance regime for 2019/20 is currently funded as follows:

Routine and Reactive Repair: £135k

Planned Maintenance: £0k

Traffic Signals

Service Standards

	Measure	Target Standard	
		2019	2024
Safety	Make safe or repair of Category 1 “safety” defects within the specified 24-hour response time. (% when response time met).	100%	100%
Condition	% of installations that exceed their average expected service life (signalised junctions)	10%	14%
	% of installations that exceed their average expected service life (pedestrian crossings)	5%	25%

Current Maintenance Regime

Routine and Reactive Repair: Repair of defects to current intervention standards and response times comprising of:-

Routine Repair: Routine cyclic maintenance, bulk lamp changes and cleaning.

Reactive Repair: Emergency repairs, vandalism, RTC damage and dangerous or faulty equipment reported as a result of routine inspection.

Planned Maintenance:-

Refurbishment of signalised junctions: The planned renewal of signalised junctions.

Funding Allocation

The maintenance regime for 2019/20 is currently funded as follows:

Routine and Reactive Repair: £114k

Planned Maintenance: £0k

7 Risks to the Plan

The risks that could prevent achievement of the standards specified in this plan (section 6) are:

Plan Assumption	Risk	Risk Management Action
The plan is based upon weather conditions being normal	Adverse weather will potentially create higher levels of defects and deterioration than have been allowed for.	Budgets and predictions will be revised and this plan updated if adverse weather causes a decline in highway network condition.
Available budgets have been assumed as shown in Appendix A	External pressures mean that Welsh Government reduces the funding available for highway maintenance	Target service standards will need to be revised to affordable levels.
Construction inflation will remain at level similar to the last 5 years.	Construction inflation will increase the cost of works (particularly oil costs as they affect the cost of highway surfacing materials)	Target service standards will need to be revised to affordable levels.
Levels of defect and deterioration are based on current data which is limited for some assets (e.g. footways and structures)	Assets deteriorate more rapidly than predicted and the investment required to meet targets is insufficient.	Reactive maintenance budgets will need to be revised.
Resources are available to deliver any improvement actions.	Pressures on resources mean that staff are not allocated to service improvement tasks such that the predicted benefits cannot be fully achieved.	Target dates will need to be revised and subsequently reported.
This plan is based upon a reactive maintenance regime across most of the highway asset groups.	This level of investment means that highway asset condition will decline and the level of defects will increase across the network. The highway asset maintenance backlog will continue to increase.	A robust regime of highway inspection will need to be maintained in order to mitigate the risk of increased 3 rd party claims on highway assets.
The M4 Severn Bridge tolls were abolished for all vehicles at the end of 2018. The predicted increase in traffic volumes of up to 20% on the M4	An increase in traffic volume on NCC's highway network will result in an increase in the rate of deterioration of the carriageway asset.	Consideration must be given to the need for additional resources for maintenance of the network. In the long term the successful delivery of the proposed M4 Relief Road will potentially mitigate the effects of the

will impact on NCC's highway network.		toll removal through Newport.
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The risk has been evaluated in accordance with the Council's corporate risk management strategy. In addition to the risks above a Highway Asset Risk Register will be maintained recording the risks associated with each asset type. A review of this register is used annually when programmes of works are developed.

Appendix A: Anticipated Five Year Funding

Asset	Works	Anticipated Funding £k				
		2019/20	2020/21	2021/22	2022/23	2023/24
Carriageways	Revenue	£438k	£438k	£438k	£438k	£438k
	Capital	£1.43m	£903k	£200k	£200k	£200k
Footways	Revenue	£455k	£455k	£455k	£455k	£455k
	Capital	£0k	£0k	£0k	£0k	£0k
Structures	Revenue	£135k	£135k	£135k	£135k	£135k
	Capital	£200k	£0	£0	£0	£0
Street Lighting	Energy Costs	£540k	£594k	£653k	£719k	£791k
	Revenue	£722k	£722k	£722k	£722k	£72k
	Capital	£1.5m	£0k	£0k	£0k	£0k
Traffic Signals	Energy/Comms Costs	<i>Included in Street Lighting energy costs</i>				
	Revenue	£114k	£114k	£114k	£114k	£114k
	Capital	£0k	£0k	£0k	£0k	£0k

Historical Expenditure

Historical expenditure invested in works on the highway asset over the last five years is being compiled and will form part of the completed plan

References

- 1) Local Transport Plan
- 2) NCC Corporate Plan
- 3) Corporate Risk Register
- 4) Network Management Plan
- 5) City Services Service Plan
- 6) City Services Highway Asset Management Policy
- 7) City Services Data Improvement Plan
- 8) Highway Maintenance Manual
- 9) Annual Status and Options Reports
- 10) Highway Asset Valuation Report



Scrutiny Report

Performance Scrutiny Committee – Place and Corporate

Part 1

Date: 8 April 2019

Subject **Draft 2019-20 Annual Forward Work Programme**

Author Scrutiny Advisor

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

Invitee:	Role
Meryl Lawrence	Scrutiny Adviser

Section A – Committee Guidance and Recommendations

1 Recommendations to the Committee

The Committee is asked to:

1. Consider the draft Annual Forward Work Programme (**Appendix 1**) and determine if it wishes to make any amendments to the programme or if further information is required;
2. Agree the start time for the Committee meetings, and approve the proposed schedule of meetings for 2019-20 (**Appendix 2**).

2 Context

Background

- 2.1 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.
- 2.2 Scrutiny Committees have limited time and resources and therefore work plans need to be manageable. It is not possible to include every topic suggested by Members, Heads of Service or the Public – successful Scrutiny is about looking at the right topic in the right way and

Members need to be selective, whilst also being able to demonstrate clear arguments for including or excluding topics.

- 2.3 The Centre for Public Scrutiny (CfPS) guide to work effective work programming 'A Cunning Plan?' makes the following reference to the importance of good work programming:

'Effective work programming is the bedrock of an effective scrutiny function. Done well it can help lay the foundations for targeted, incisive and timely work on issues of local importance, where scrutiny can add value. Done badly, scrutiny can end up wasting time and resources on issues where the impact of any work done is likely to be minimal.'

3 Information Submitted to the Committee

- 3.1 The following information is provided to the Committee:

Appendix 1 – Draft Annual Forward Work Programme

Appendix 2 – Draft Schedule of meetings

Draft Annual Work Programme

- 3.2 The draft work programme is being presented to the Committee for consideration following consultation with the Scrutiny Chairs, and Service Areas, and detailed research by the Scrutiny team. It is designed to be a starting point for Members to develop, the work programme for Scrutiny should be Member led.
- 3.3 The attached draft work programme has been drafted using a number of difference sources, including:
- The Committees suggestions;
 - Cabinet Work Programme;
 - Corporate Risk Register;
 - Previous Scrutiny Committee Forward Work Programmes, Agendas and minutes (available online);
 - Policy Framework;
 - Discussions with the Performance Team (Performance Information) and relevant Heads of Service.
- 3.4 There are also items where there is a Statutory duty for Policy Framework documents to be considered by Scrutiny, for this Committee this covers the draft budget proposals in January 2019. The Committee will be consulted on proposals relevant to the Committees terms of reference in January 2019, and provide comments / recommendations to the Cabinet prior to a final decision being made on the proposals by the Cabinet at its meeting in February 2019. The Overview and Scrutiny Management Committee will coordinate comments from all of the Scrutiny Committee, and will make comment on the budget process and public engagement.
- 3.5 Once the Committee is happy with the content of its Annual Work Programme, it will be published to the website to allow members of the public to view. The Committee may wish to consider if it wishes to seek the feedback of any stakeholders on the work programme.
- 3.6 The Committee will then have a standing item on each of its Committee meeting agendas for a Forward Work Programme Update, with a breakdown of which items will be coming to each meeting. It will also clarify what information has been requested for the Committees consideration, what the role of the Committee is for each item and a list of invitees. The Committee will need to approve this information at each meeting.

- 3.7 Under the Committee restructure in May 2017, performance monitoring role should now have a more prominent position within the Scrutiny function, with this Committee focusing its work programme on fulfilling this role within its remit.
- 3.8 The work programme attached has been developed to focus the Committee's limited resources on routinely scrutinising performance to provide a more in-depth monitoring and challenge for clearly defined service areas.
- 3.9 Detailed performance monitoring information will be provided quarterly, comprising of an overview of the performance position within the service area, and for any red / amber measures identified, the background data to give a more detailed picture of the measure in question.
- 3.10 To focus the discussion, the Head of Service will brief the related Cabinet Member(s) to the report prior to the Committee meeting.
- 3.11 Where the Committee identifies the need for more detailed scrutiny in a specific issue / area, the Committee can request more information back to the next committee meeting. It is intended that this approach will allow Members to gain an overall picture of performance in the service area, and allow space on the work programme to undertake 'deep dives' and request more detailed information where they see an area of concern.
- 3.12 As the Committee identified some areas that they would like to be provided with additional information before committing to a 'deep dive' or Policy Review Group. Head of Service briefings have been set up in September in lieu of the meeting. These briefings are for the Committee to receive additional information before committing to undertaking resource heavy additional work.

4. Suggested Areas of Focus

- 4.1 The draft work programme contains suggested items for the work programme – Member input to the work programme is essential to the success of Scrutiny.
- 4.2 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.

Role of the Committee

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

In considering what items should be included in the Committees forward work programme, the Committee should consider how each item fits within the following selection criteria:

Criteria for Selecting Scrutiny Topics

PUBLIC INTEREST:	The concerns of local people should influence the issues chosen for scrutiny;
ABILITY TO CHANGE:	Priority should be given to issues that the Committee can realistically influence, and which will result in a Cabinet decision being taken;
PERFORMANCE:	Priority should be given to the areas in which the Council, and other agencies, are not performing well;
EXTENT:	Priority should be given to issues that are relevant to all or large parts of the city;
REPLICATION:	Work programmes must take account of what else is happening in the areas being considered to avoid duplication or wasted effort.

Reasons to Reject Scrutiny Topics

- The issue is already being addressed / being examined elsewhere and change is imminent
- The top would be better addressed elsewhere (and will be referred there)
- Scrutiny involvement would have limited / no impact upon outcomes
- The topic may be sub-judice or prejudicial to the Council's interest
- The topic is too broad to make a review realistic
- New legislation or guidance relating to the topic is expected within the next year
- The top area is currently subject to inspection or has recently undergone substantial change

- 4.3 For each item on the agreed work programme, the Committee should consider if they are well defined to ensure the Committee can effectively fulfil its role for each item.

Defining Scrutiny Topics

For every item on the work programme / new referral, it should be clear:

- **What is the issue / activity / project under consideration?**
 - *A brief outline of the matter being referred / the question being asked*
- **What is Scrutiny being asked to do?**
 - *e.g. undertake a full review of the subject? Investigate / interrogate different policy options? Be consulted of final proposals before decision making? Monitor outcomes / implementation?*
- **What are the reasons for / expected benefits of involving Scrutiny in this matter?**
- **Is there a specific deadline for this piece of work?**

Section B – Supporting Information

5 Links to Council Policies and Priorities

- 5.1 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. All undertakings of the Committee should impact on the Corporate Plan Commitments and the Well-being 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			

6 Risks

- 6.1 If proper work programming procedures are not put in place, the organisation and prioritisation of the work programme is put at risk. The work of Overview and Scrutiny could become disjointed from the work of the rest of the Council, which could undermine the positive contribution Overview and Scrutiny makes to service improvement through policy development.
- 6.2 A report is presented to each Committee every month in order to mitigate that risk. The specific risks associated with individual topics on the work programme will need to be addressed as part of the Committee’s investigations.

7 Financial Implications

- 7.1 The preparing and monitoring of the work programme is done by existing staff for which budget provision is available. There will be financial consequences for some of the reviews undertaken. These will be commented upon by the Head of Finance as the reports are presented.

8 Wellbeing of Future Generation (Wales) Act

- 8.1 The Annual Forward Work Programme does not directly address any aspects of the Wellbeing of Future Generation (Wales) Act. Each topic outlined in the Forward Annual Work Programme should be measured against the Act’s seven Wellbeing Goals and delivered in line with its Sustainable Development Principles;

Wellbeing Goals

- **A Prosperous Wales**
- **A Resilient Wales**
- **A Healthier Wales**
- **A More Equal Wales**
- **A Wales of Cohesive Communities**
- **A Wales of Vibrant Culture and Welsh Language**
- **A Globally Responsible Wales**

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.

9. Background Papers

[Good Scrutiny? Good Question! Wales Audit Office Improvement Study in Local Government. 'A Cunning Plan?' Devising a Scrutiny Work Programme' – CfPS Guide Corporate Assessment , Follow up in 2015 and Progress Report August 2016 Council Report – Scrutiny Committee Structures – May 2017](#)

Report Completed: 26 March 2019

Topic	Role	Why is the Committee looking at this report?
<p>Service Plan Review Year End 2018-19 and Mid-Year 2019-20 for:</p> <ul style="list-style-type: none"> • Law and Regulation; • People and Business Change; • Finance; • City Services; • Regeneration Investment and Housing. 	<p>Performance Monitoring - holding the Executive to account for the Council's performance.</p>	<p>Aligns with the focus of the Committee in considering the performance of the Council within its terms of reference: Holding the Executive to Account for its performance:</p> <p>Monitoring of performance:</p> <ul style="list-style-type: none"> • Achievement of outcomes and actions within service plans; • Scrutinising progress in improvements to areas of poor performance; • Assessing the extent to which performance objectives are contributing to the overall objectives and priorities of the Council including an update upon Corporate Objectives and how linked to Well-being Objectives and the Corporate Plan; • Assessing the extent to which performance is in keeping with the Performance Management Strategy; <p>Budget Monitoring:</p> <ul style="list-style-type: none"> • Scrutinising variances in budget; • Assessing the extent to which performance is being achieved within budget; • Reviewing the outcomes and the delivery of agreed savings plans. <p>The Committee will receive an overview of the performance of the service area including a list of the all of the service plan measures and an indicator of whether the targets have been achieved (red, amber and green status). This will also include a summary of the common measures, which include complaints answered in timeframes, staff sickness rates, and the use of agency staff and overtime. For any red and amber measure, the Committee will also receive more detailed information on these measures.</p> <p>Year End 2018-19 and Mid-Year 2019-20 (10 & 24 June 2019 and 4 & 18 November 2019)</p>

Topic	Role	Why is the Committee looking at this report?
<p>Waste Strategy Action Plan Monitoring</p>	<p>Monitoring Council’s performance against agreed action plan.</p>	<p>Item referred from the Overview and Scrutiny Management Committee.</p> <p>To monitor progress of the Waste Strategy Action Plan to address findings of the Wales Audit Office Report.</p> <p>2 September 2019</p>
<p>Recommendations Monitoring upon the Implementation of the 2019-20 Cabinet Budget Proposals</p>	<p>Recommendations Monitoring - to monitor the implementation of the Cabinet Decisions and how the concerns raised by the Committee are being addressed.</p>	<p>To evaluate the impact of the Cabinet Decision upon the Budget for 2019-20 on services, performance, service users, partnerships and staffing levels and the risk and mitigations in place to address the concerns raised by the Committee in January 2019.</p> <p>2 September 2019</p>
<p>2020-21 Cabinet Draft Budget Proposals</p>	<p>Pre decision – to receive and comment on the Cabinet draft proposals as part of the Budget Consultation Process, prior to a final decision being taken by the Cabinet</p>	<p>Aligns with the focus of the Committee in considering the performance of the Council with its terms of reference:</p> <p>Draft Budget Proposals</p> <ul style="list-style-type: none"> • Scrutinising of Service specific proposals a part of the budget consultation process; • Assessing the anticipated impact of the budget proposals on services, performance, service users, partnerships and staffing levels. <p>13 January 2020</p>

Topic	Role	Why is the Committee looking at this report?
Housing Topic	Service Specific Focussed Review	To be confirmed after Housing Seminar. The Committee requested this item be included on the Annual Forward Work Programme. Exact issue and scope to be determined. 2 March 2020

Information Reports

Topic	Information	Timescale
Performance Analysis 2018-19 (All Wales Comparative Data)	To consider comparative performance data for a set of measures across the 22 Local Authorities in Wales from data compiled by the Local Government Data Unit	The purpose of these reports is to give the Scrutiny Committees an overall picture of the Council's performance compared with other Local Authorities at Year-End 2019-20 to provide a context to the Committee's consideration of the more service specific reports on its work programme. Autumn 2019
Streetscene and City Services Service Plan	To provide the Committee with background information in considering the performance of the service area	This years' Service Plans (2019-20) will be adopted by the Cabinet Members in the Autumn and circulated to Members of the Committee as Information Reports. The Committee will monitor performance at the Mid-Year and Year End points as scheduled in the Annual Forward Work Programme. Spring 2019
Regeneration Investment and Housing Service Plan		
Law and Regulation Service Plan		
People and Business Change Service Plan		
Finance Service Plan		

Scrutiny Committee Briefings	
Topic	Timescale
Performance Management / Risk Management in Service Plans	June 2019 <i>(prior to Service Plan Mid-Year Reviews)</i>
Budget Analysis (TBC)	

Performance Scrutiny Committee – Place and Corporate – Draft Schedule of Meetings

Date		Time	Venue
Monday	10 June 2019	4pm (TBC)	Committee Room 1
Monday	24 June 2019	4pm (TBC)	Committee Room 1
Monday	2 September 2019	4pm (TBC)	Committee Room 1
Monday	4 November 2019	4pm (TBC)	Committee Room 1
Monday	18 November 2019	4pm (TBC)	Committee Room 1
Monday	13 January 2020	4pm (TBC)	Committee Room 1
Monday	2 March 2020	4pm (TBC)	Committee Room 1

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Scrutiny Report

Performance Scrutiny Committee – Place and Corporate

Part 1

Date: 8 April 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. Action Sheet

Consider the Actions from the meeting on 14 January 2019 (**Appendix 1**);

- *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.*

2 Context

Action Sheet – 14 January 2019

- 2.1 Attached at **Appendix 1** is the action sheet from the Committee meeting on 14 January 2019. The responses to completed actions are included in the table.
- 2.2 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.

3 Information Submitted to the Committee

- 3.1 The following information is attached:

Appendix 1: Action Sheet – 14 January 2019 Committee meeting

4. Suggested Areas of Focus

4.1 Role of the Committee

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

- **Action Sheet – 14 January 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 Links to Council Policies and Priorities

- 5.1 This report relates to Actions from Committee’s 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			

6 Background Papers

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

Report Completed: 26 March 2019

Performance Scrutiny Committee – Place and Corporate

ACTION SHEET – 14 January 2019

Agenda Item		Service Area	Action	Responsibility	Outcome
1	2019/20 Budget Proposals	City Services	CS1920/06 – Refuse Collection – Review of Charging for Waste Special Collections With regard to vans being filled, the Head of Service advised that demand broadly meets supply and that he would need to get the latest figures to share.	Head of Streetscene and City Services	ACTIONED – Information requested emailed to Committee Members.
2	2019/20 Budget Proposals	City Services	CS1920/07 – Off street parking – Changes to Council Parking Charges The Committee requested a breakdown of the administration costs of the service from the Head of Streetscene and City Services before a decision upon the proposal to increase the charge for Residents Parking.	Head of Streetscene and City Services	ACTIONED – Information requested emailed to Committee Members.
3	2019/20 Budget Proposals	City Services, People and Business Change, Finance.	Conclusions and Comments	Scrutiny Team / Finance	ACTIONED - Scrutiny Committee's comments reported to Cabinet.
4	Scrutiny Advisor report	Law and Regulation	Forward Work Programme The Committee agreed: <u>18th Feb</u> - Meeting to be changed to Housing Briefing to be arranged in February. <u>8th April</u> - to schedule the Draft Highway Asset Management Plan (following the Quality of the Road Network presentation to Committee on 24 Sep 2018)	Scrutiny Team	ACTIONED - Forward Work Programme updated accordingly. - All Member Housing Briefing held 12 March 2019

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