

Agenda



Newport City Council

Date: Tuesday, 26 November 2019
Time: 5.00 pm
Venue: Council Chambers - Civic Centre
To: **All Members of the City Council**

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Item	Wards Affected
1. <u>Preliminaries</u> <ul style="list-style-type: none">i. To receive any apologies for absence.ii. To receive any declarations of interest.iii. To receive any announcements by the Mayor.	
2. <u>Minutes (Pages 5 - 16)</u> To confirm and sign the minutes of the last meeting.	
3. <u>Appointments</u>	
a <u>Appointment of the Leader</u>	
b <u>To Consider any consequential appointments</u>	
c <u>To consider the proposed appointments as set out in the report (Pages 17 - 20)</u>	
d <u>To note the decisions of the Appointments Sub-Committee in relation to the appointment of interim statutory officers (Pages 21 - 22)</u>	

Contact: Anne Jenkins, Governance Team Leader
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E-mail: democratic.services@newport.gov.uk
Date of Issue: Tuesday, 19 November 2019

4. Police Issues
30 minutes is allocated for questions to the Gwent Police representative.
5. Strategic Equality Plan Annual Report - 2018/19 (Pages 23 - 72)
6. Democratic Services Committee Annual Report - 2018/19 (Pages 73 - 86)
7. Standards Committee Annual Report - 2018/19 (Pages 87 - 104)
8. Questions to the Leader of the Council
To provide an opportunity for Councillors to ask questions to the Leader of the Council in accordance with the Council's Standing Orders.

Process:

No more than 15 minutes will be allocated at the Council meeting for questions to the Leader of the Council.

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

9. Questions to the Cabinet Members
To provide an opportunity to pose questions to Cabinet Members in line with Standing Orders.

Process:

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

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

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

Questions will be posed to Cabinet Members in the following order:

- i. Cabinet Member for Education and Skills
- ii. Cabinet Member for Social Services
- iii. Cabinet Member for Regeneration and Housing
- iv. Cabinet Member for Community and Resources
- v. Cabinet Member for City Services
- vi. Cabinet Member for Licensing and Regulation
- vii. Cabinet Member for Culture and Leisure

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

10. Questions to the Chairs of Committees
To provide an opportunity to pose questions to the Chairs of the Committees in line with Standing Orders.

Process:

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

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

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

Questions will be posed to Committee Chairs in the following order:

- i. Scrutiny Committees
 - a. Overview and Scrutiny Management Committee
 - b. Performance Scrutiny Committee – People
 - c. Performance Scrutiny Committee – Place and Corporate
 - d. Performance Scrutiny Committee – Partnerships
- ii. Planning Committee
- iii. Licensing Committee
- iv. Democratic Services Committee

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

11. Standards Committee Minutes (Pages 105 - 112)
To note the Minutes of the Standards Committee Meeting on 11 April and 11 July 2019.

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Minutes

Council

Date: 10 September 2019

Time: 5.00 pm

Present: Councillors J Cleverly, P Cockeram, D Davies, M Al-Nuaimi, C Evans, M Evans, C Ferris, D Fouweather, G Giles, D Harvey, I Hayat, R Jeavons, M Kellaway, D Mayer, R Mogford, A Morris, J Mudd, J Richards, M Spencer, T Suller, H Thomas, K Thomas, C Townsend, R Truman, T Watkins, M Whitcutt, R White, K Whitehead, D Wilcox, D Williams, J Clarke, V Dudley, Y Forsey, R Hayat, P Hourahine, J Hughes, J Jordan, L Lacey, S Marshall, W Routley, H Townsend and J Watkins

In Attendance: Superintendent M Roberts

Apologies: Councillors M Cornelious, K Critchley, J Guy, M Linton, M Rahman, G Berry and T Holyoake

1. Preliminaries

i. To receive any apologies for absence

Apologies for absence were received from the following Councillors: Majid Rahman, Graham Berry, Tracey Holyoake, Margaret Cornelious, John Guy and Malcolm Linton.

ii. To receive any declarations of interest

There were no declarations of interest.

iii. To receive any announcements by the Mayor.

Ron Jones

The Mayor referred to the sad news concerning the death of Ron Jones who passed away at 102 years. Ron was a war veteran and was known for selling badges during the poppy appeal. The Mayor asked members to be upstanding for a minute's silence.

The Leader added that Ron was an outstanding Newport citizen and was the first recipient of the Spirit of Newport award. The Council joined in extending their sympathy to family and friends, saying that Ron had occupied a special place in the hearts of the residents of Newport and wider area.

Leader of the Council

On behalf of the Council, the Mayor congratulated the Leader of the Council on her elevation to the House of Lords following the former Prime Minister Theresa May's

Resignation Honours List. The Leader was made a life peer for her outstanding contribution to education and local government.

This was not only an incredible achievement for Councillor Wilcox but for the City of Newport.

The Mayor added that he was sure all those present would agree that this was a proud moment for Newport City Council, Wales and beyond.

All those present gave a round of applause for the Leader.

The Leader acknowledged the accolade and said that it was a great honour for local government politicians to be valued in this way. The Leader stated that she had loved the role and that she would serve the Council in any way she could but sadly she would have to step down as Leader. The Leader thanked the Councillors for the professional way in which they operated.

The Mayor invited opposition Leaders to also pass on their messages to the Leader.

Councillor M Evans congratulated the Leader endorsing the Mayor's comments and mentioned that being Leader of the Council was a difficult and challenging job as well as being WLGA Leader, especially in the current political climate and on behalf of the conservative group wished the Leader all the best.

Councillor M Whitcutt commented that as Deputy Leader and a ward colleague for almost 17 years that not only was it deserved but in a short time, the Leader had transformed the relationship between Welsh Government, national government and local government into a more cooperative relationship. The Leader had been outstanding in her roles as Leader and ward member and her elevation to the House of Lords was well deserved. It was also a positive recognition of the fact that the Leader wore education on her sleeve and cared about the public realm.

Councillor K Whitehead added that there had been joyous debates with the Leader and could only endorse what others had said and wished her all the best.

Councillor C Townsend mirrored the comments of those that had already spoken, adding that Councillor Wilcox was a very good leader, very approachable and always answered any queries raised.

Will Godfrey

The Mayor informed the Council that Will Godfrey, Chief Executive would be leaving Newport City Council later this month. Will Godfrey, who joined Newport City Council in January 2013, had been accepted as the new Chief Executive of Bath and North East Somerset Council. On behalf of the Council, the Mayor wished Will all the very best for the future.

The Leader also congratulated Will and mentioned that he had been committed to serving the Council for more than six years. When faced with austerity and challenging times Will worked well with the Councillors and senior officers and had contributed his resources on a regional level.

All those present gave a round of applause for the Chief Executive in light of the news.

Councillor Evans wished Will the best on behalf of the conservative party and mentioned that Will was always courteous and professional and wished him every success in his new career.

Councillor K Whitehead also wished Will all the best, as did Councillor C Townsend, as well as thanking him for attending St Julians Ward meetings..

Will Godfrey said it had been a huge privilege working for Newport City Council and that he could not have done the job without the support of the fantastic staff, who did not receive enough credit for the work they did. Will said that he would not be far away and would visit from time to time as Newport was close to his heart and hoped that the city would go from strength to strength.

Transplant Games Trophy

The Transplant Games Trophy was the first award given to a city in Wales and second in the UK. The trophy was on display in the Council Chamber for all to see and then would be moved back to the Mayor's Parlour

Bomber Pearce Charity

There would be a BBC documentary shown later in the week, which would feature David 'Bomber' Pearce. A book would also be released over the Christmas period and the Mayor suggested that the late David Pearce should be nominated for the Spirit of Newport Award.

2. Minutes

The minutes of the Council meeting held on 23 July 2019 were approved as a true and accurate record save for one typing error pointed out by Councillor V Dudley.

Item 8 Questions to the Leader of the Council, page 12: Under the Anti-Harassment Guide paragraph, a correction needs to be made to refer to the word Intimidation (and not Intimation).

3. Appointments

There were no appointments to announce at Council on this occasion.

4. Police Issues (30 minutes)

Superintendent Mike Richards gave a brief update on activity across three policing sectors within Newport.

Some general updates, included Superintendent Mike Roberts welcoming 19 Community Safety Wardens to Newport East, many of those have started and were out and about on independent control.

On a similar theme, the police force was advertising for local constables, which meant that this financial year would see the recruitment of 62 new officers. Finally there would also be a new intake of special constables joining the Police in October who would be patrolling the streets after Christmas.

There was a new inspector for Newport East, Martin Cawley, who would be addressing the issue of boy racers particularly around Spytty Retail Park. Inspector Cawley had been overseeing a lot of enforcement activity and over two weekends in July and August over 300 speeding fines were handed out to drivers across Wales and beyond.

Tesco Stores in Spytty would be installing ANPR cameras which would restrict the amount of time that cars spent in the premises out of hours.

In addition, there had been reports of drug dealing in Black Ash Park and Pont Faen, search warrants executed and patrols increased in those areas. This was also taking place in St Julians and the Old Barn Estate where arrests been made, with close partnership work with Newport Live around Youth Service Provision and diversionary activities. Newport Live was thanked for their support.

In relation to Alway and Ringland there had been a reduction in calls following diversionary work within those wards. An investment was also made in a Mobile Police Station, where Play Station consoles had been installed for the youth in that area and there had been some positive results from this. There was an increase in theft of motor vehicles and burning out of motor cycles within Ringland, which was being treated as a priority.

Issues within Newport West were being overseen by Inspector Griffiths. In Maesglas, there were issues of anti-social behaviour and drug use. Police patrols had been put in place and there had been several arrests for drug offences. There will be a walkabout in this area.

With regards to the Frances Drive area of Pill, there was positive feedback in reduction of anti-social behaviour over the summer which was good news.

There was a successful execution of a search warrant in Pill on 1 August along with a Multi-Agency Action Day planned for later in the month.

There was a three-day operation in Bettws recently, targeting anti-social issues, drug related issues and use of vehicles and an arrest was made for possession with intent to supply.

Finally, in relation to Newport Central, which was overseen by Inspector Nigel Lewis, St Pauls Walk, which continued to be a crime hot spot had been targeted by the Police. The Superintendent had been updated by the neighbourhood sergeant that there had been a reduction in calls over the past four to six weeks.

Neighbourhood policing team in the city centre recently met up with the Council regarding issues of taxi congestion and anti-social behaviour caused by large gatherings in the city centre on weekends or late in the night and allocated waiting areas have agreed and enforced.

There would be a targeted operation and in the city centre relating to bicycle theft as there have been a number of incidents reported.

Questions from Councillors:

Cllr A Morris passed on his thanks to Inspector Cawley for the update. Calls from the Pontfaen did not appear to corroborate with police calls, as many residents would not use the 101 contact number as they felt there was a cost. Could the police confirm how much these calls would cost residents. *In the meantime, Councillor Mogford had searched online and informed councillors that 101 calls were 15p per call on landline and mobile.*

In relation the Old Barn Estate, Cllr Hourahine asked for an update on Operation Harvey and advised that off road biking and non-registered bikes seemed to be on the increase in Glebelands and Durham Road. This would be looked into, as it was a priority for the three sectors across Newport.

Councillor Jeavons advised Superintendent Richards that there had been a spate of fires within the Lliswerry Ward. This would be looked into and reported back.

Cllr J Watkins referred to View Point, in Christchurch, where there were serious concerns by residents. Apparently a decision was made to close the gates at 10pm at night, as there was an incident involving a ranger. In the meantime, that decision was revoked. Cllr Watkins had contacted Inspector Cawley, however, he was not aware of the revocation of the decision. Residents were subjected to groups congregating and motorbikes circling, there was also drug activity in night carrying through the morning. The noise could be heard from over a mile away. Superintendent Richards had not been briefed on this matter but informed the Councillor that Inspector Cawley was aware. The Police would welcome and encourage residents to report these incidents.

Councillor Fouweather requested additional police and special officers to be allocated to the Allt-yr-yn ward as they were a valuable asset. This would be looked into by the Superintendent.

Cllr J Hughes mentioned that over the weekend residents had found a lot of laughing gas canisters and requested that officers increased their patrols in the area. Superintendent Richards agreed to this.

Councillor Forsey thanked officers for attending the Rogerstone festival. Officers were busy meeting with residents and enjoyed the community support. Superintendent Richards would feed this back to the officers.

Councillor Al-Nuaimi thanked the Police for their work in the City Centre. There was an improvement on York Place with the recently appointed Civil Parking Enforcement officers, however, it presented an opportunity for dealers to use the empty spaces, councillor witnessed this on one occasion. Superintendent Richards would look.

Councillor Suller asked if there was any information on 'boy racers' in the Marshfield ward, near Blacksmith Way. In addition were gas cylinders regulated. Superintendent Richards would look into the first query. With reference to gas cylinders, a shop in the Caerphilly area was taken to court by local authority.

Councillor H Thomas observed that the drug activity within Newport had increased, referring to an Armed Police raid in Hoskins Street and asked was insufficient resources a concern. Superintendent Richards mentioned that Newport was a cheap place to buy drugs, hence the increase of incidents. However drug related crime would always be a priority. Fortunately, there was not the serious issues of County Lines drug dealing.

Councillor S Marshall referred to Cyber crime and telephone scams. There was an HMRC scam which led to arrests, however vulnerable residents thought these kind of cold calls were real. This was being addressed and with the investment in Community Support officers it was hoped to raise awareness of the problem. These officers would do the best they could.

Councillor R Hayat asked was Gwent Police offering internships or other recruitment. There were open events, however there was nothing in place with regard to internships.

5. Notice of Motion: #IPledge2Talk - Male Suicide Prevention Campaign

The Council considered a motion for which the necessary notice had been provided. The motion was moved by Councillor Debbie Wilcox and seconded by Councillor Mark Whitcutt.

'This authority supports the #IPledge2Talk Male Suicide Prevention Campaign and will work to support positive mental health in the Newport communities in local schools, neighbourhoods and workplaces.'

As a local authority, we acknowledge our crucial role in promoting awareness of this issue.

Encouraging mental well-being should be a priority across all the local authority's areas of responsibility, including housing, community safety and planning.

The authority will champion mental health on an individual strategic basis and will appoint an elected member as its 'mental health champion' within the Council.'

In moving the Motion, the Leader stated that she had left yellow pledge cards to be distributed to all members after the Council meeting and which could be picked up through normal channels for members of staff.

Also , Cllr K Thomas was appointed to be a Mental Health Champion.

The Leader moved the motion and Cllr Whitcutt moved to second the motion.

Councillor G Giles fully supported this motion for families affected by suicide. Providing appropriate care was crucial, in education in particular. It was imperative to recognise early intervention to prevent occurrences happening. All Welsh pupils had access to counselling, with support recently introduced to children in nursery to age five, which was unique. The Educational Psychology Service promoted self-help and a number of initiatives were being trialled including the introduction of a mental health first aid trainer from October. Ongoing training included applied suicide intervention skills along with significant work undertaken by the Gwent Action Plan. There was increased support for staff and pupils. Referrals were also being made and there was sadly a recognised increase in incidents, therefore Councillor Giles fully supported the motion.

A number of members spoke in favour of the motion and some shared personal experiences relevant to the debate.

The Mayor adjourned the meeting for a short break and reconvened the meeting after ten minutes.

Resolved

It was unanimously resolved to support the motion.

6. Appointment of Interim Chief Executive/Head of Paid Service

The Leader presented the report, outlining that the current Chief Executive had given notice to leave in early October. Within the Council, the Chief Executive was the designated Head of Paid Service in line with the Local Government and Housing Act 1989 and discharged the relevant statutory responsibilities. Appointing an Interim Chief Executive would allow the continued discharge of these responsibilities and ensure appropriate strategic leadership. Should there be an election during this time then the Interim Chief Executive would also fulfil the role of Returning Officer, therefore the Council was under legal obligation to appoint an Interim Chief Executive as soon as possible.

The report proposed the delegated power to appoint an Interim Chief Executive should be granted to a politically balanced appointment panel of seven members in accordance with standard procedures. As this would be a fixed term appointment, there was no requirement to advertise the vacancy. The WLGA had been tasked to provide suitably qualified candidates who could start work immediately. The appointment would be for a period of six months with the discretion to extend for 12 months.

The report originally stated that the decision to extend to 12 months be taken by the Leader in consultation with the Head of Law and Regulation, Head of People and Business Change. The Leader had since spoken with her colleague Councillor M Evans, Leader of the

Opposition and was happy to amend the report to read that should there be a 12 month extension, the Leader, Deputy Leader and Leader of the Opposition take this decision jointly, in order to have a politically balanced panel. The Leader therefore requested that the Chief Legal Officer present at Council note the changes.

Councillor M Evans, thanked the Leader for this and fully supported the report.

The report was seconded by Councillor M Whitcutt.

Resolved

It was unanimously resolved to note the report and delegate authority to an Appointments Committee to appoint an Interim Chief Executive/Head of Paid Service for six months, with an option to extend to 12 months. Delegated power to agree an extension beyond six months be granted to the Leader, Deputy Leader and Leader of the Opposition in consultation with the Heads of Law and Regulation and People and Business Change.

7. Newport City Centre Market Arcade: Public Spaces Protection Order

The Cabinet Member for Licensing and Regulation presented the report, to inform Council of the result of the public consultations on the proposed Public Spaces Protection Order (PSPO) for Market Arcade in Newport City Centre and

to ask Council to consider the proposal that a Public Spaces Protection Order be made following a recommendation from the Cabinet Member for Licensing & Regulation to Council to make the Order.

Due to the anti-social behaviour experienced in the Arcade, it was timely for the Council to implement a PSPO to close the Arcade at night to the public. There was a public right of way, running through the Arcade and therefore the Arcade owners could not simply close the Arcade whenever they wished. The Cabinet Member for Licensing and Regulation advised Council that this would be referred to as a 'Gating Order' for the Arcade.

Public consultation had taken place and there was general support for a Gating Order to allow the closure of the Arcade at night. Approval was reserved for full Council, therefore the report asked for Council to make a Gating Order to close the Market Arcade to the public during 20:00 hours to 07:00 hours, seven days a week, following a recommendation to do so by Cabinet Member for Licensing and Regulation.

Councillor Fouweather gave support for the implementation of a Gating Order, to allow the local businesses to run freely without fear of anti-social Behaviour.

Councillor Cleverly fully supported the report.

The report was seconded by the Leader.

Resolved

That Council make a Public Spaces Protection Order for Market Arcade.

8. Scrutiny Annual Report 2018/2019

Councillor Lacey presented the report outlining that the Scrutiny Committees were required by the constitution to submit an Annual Report each year to Council, to review how Scrutiny had operated in the last 12 months.

It was difficult to measure the impact of Scrutiny using traditional performance measures, which counted the outputs from the Scrutiny Committees but did not measure the outcomes of their work, or show whether improvements had been made as a result. The Annual Report was a more useful tool in reviewing the effectiveness of Scrutiny, providing an opportunity to reflect properly on how Scrutiny had operated in the last year, and to identify upcoming challenges against which future performance could be judged.

Councillor M Evans referred to the summary on page 44 of the Annual Report, outlining the major developments and achievements that year and suggested that there was room for improvement. The page in question was not descriptive enough and provided no evidence of what was being done. It was felt that there was a need to be more succinct and focus on what had been achieved. Councillor M Evans therefore advised that he would support the report but felt there was room for improvement and that in future there should be a list of achievements included

The report was seconded by Councillor Al-Nuaimi.

Resolved

That Council unanimously agreed the content of the annual report as a basis for the work of the Scrutiny Committees in the coming year.

9. Questions to Leader of the Council

The Leader gave the following announcements, before proceeding with questions:

The recent announcement regarding ORB Steelworks. This was very sad news for workers and their family, it was frustrating when our ability to influence such matters was limited.

The Council was to receive an employer recognition Gold Award from the Armed Forces. This supported individuals transferring from Armed Forces and Special Reserves.

The British Transplant Games was an outstanding success. Residents showed their support. It was reiterated by the Leader that Newport was only the second city in Britain to be a Donor City and receive an Award.

The annual Food Festival would take place on 5 October. The Council was grateful for the support of the businesses. The highlights would include chef demonstrations and street entertainers and the Leader was looking forward to judging the Teenage Chef competition.

Leaders Questions

Orb Steelworks

Councillor M Evans referred to the announcement that hundreds of jobs were under threat at TATA Orb Factory which was disappointing news for the workforce, family and wider community and thoughts were with them at this difficult time. Support was offered from AMs and MPs and a statement was given by Ken Skates, Wales Economy Minister who said that the Welsh Government would do everything it could to support individuals, the community and supply chain affected by the news.

Councillor M Evans did not recall anything being mentioned sooner by the Leader and asked what had the Council therefore done over the past few years and since the announcement to address their concerns.

The Leader agreed it was a blow for the city, however there was no prior warning from TATA steel about the decision or the challenges facing the business. The Council would now be

working with TATA and the Welsh Government to provide as much support as possible to those affected by the announcement.

In addition, Councillor M Evans asked the Leader to address what the Council had done over the past few years. The Council had an economic development department that would be expected to be involved in such matters, in addition, could the Leader also be more specific on what assistance would be offered to the employees now and in the past.

The Leader advised that the list of measures would be clearly ascertained and a response would be provided for the opposition Leader.

Councillor K Whitehead referred to the appointment of an interim Chief Executive which was a highly paid appointment and asked if a job sharing arrangement could be agreed in times of austerity.

The Leader advised that a Chief Education officer post had been shared once between two authorities but did not consider that the sharing of a Chief Executive post would be practical at this current time as the Council already had one of the lowest amount of staff in a senior position.

Councillor Carmel Townsend asked whether there would be a road safety strategy in place for Newport in view of the increasing traffic.

The Leader met with the G10 group to discuss traffic issues. As a result it was hoped that there would be increased spending in road safety for the M4. Consultation engagement would be in place to get plans and policies up to speed.

Councillor S Marshall asked the Leader how school attendance in Newport compares to attendance in other schools in Wales at Secondary School level.

The Leader was pleased to announce that Newport was at the top of rankings, seven out of 22 during 2018/19 which was above the Welsh Average which demonstrated a commitment from schools.

10. Questions to Cabinet Members

i. Cabinet Member for Regeneration and Housing

Councillor Ray Mogford asked the following question that had been submitted:

'From the 1st April 2016 to 31st March 2019, how much money has been given to Newport Council from the Welsh Government as part of the Homelessness Prevention Grant - and - what has this money been spent on?'

The Cabinet Member for Regeneration and Housing responded:

'The Council has been provided with funding under the Welsh Government's Homeless Prevention Grant programme which was linked to the introduction of the Housing (Wales) Act 2014, recognising the additional pressures and burdens placed upon all Local Authorities in delivering the requirements of the act. The funding allocated and the scheme/services this was spent on is as follows:

2016/17 - £149,400

*Staffing – NCC – Accommodation Officer roles – Working with the private rented sector
Homeless Prevention fund – NCC – Funding used to prevent homelessness and help to access alternative accommodation
Mediation Service – Llamau*

2017/18 - £139,440

Homeless Prevention fund – NCC – Funding used to prevent homelessness and help to access alternative accommodation

Mediation Service – Llamau

Young Person's Pathway Project – POBL Group – Staffing costs

Gwent Homeless Strategy Officer – Torfaen CBC – Funding across Gwent LA's to employ an officer to undertake the review of homelessness in each area and to develop the Gwent Homeless Strategy

Civica Housing System – Civica UK – IT system

Night Shelter – Eden Gate

2018/19

Young Persons Shared Accommodation – Llamau – Staffing costs

Supported Lodgings Project – Llamau – Staffing and running costs

Night Shelter – Eden Gate

Intensive Outreach Service – Wallich

The funding is the awarded sum from the Homelessness Prevention Grant and does not include funding that the Council has applied for under separate cover for other interim schemes and initiatives.'

As a supplementary question, Councillor Mogford asked if a breakdown of the figures could be provided to councillors.

ii. Joint Question to the Cabinet Member for Education and Skills and City Services

Councillor Joan Watkins asked the following question that had been submitted:

'Does the Cabinet Member for Education communicate with Gwent Police in respect of safe walking routes to and from Newport Schools.'

The Cabinet Member for Education and Skills responded:

'Safe Walking Routes to school is led, managed and mapped by City Services. Naturally where Service Areas and Cabinet Member portfolio's cross (as in this circumstance) joint Cabinet Member briefings occur. This ensures that I am consistently informed of any issues and project work linked to safe routes and encouraging active travel. I will pass on to Cllr Jeavons to give you further details on the question you present.'

The Cabinet Member for City Services responded:

'When assessing School Walking Routes, the Council has historically contacted the Police to establish any areas of concern through which the proposed route passes. The surveyor now utilises the Police.uk website, which holds a map based database of all Incidents recorded by street.

If the assessment identifies any areas of concern, the surveyor contacts the local policing teams to discuss the implications on the proposed route.'

Councillor Watkins asked a supplementary question with regard to a Freedom of Information Request submitted in August, The response received was that there had been no emails or discussions on safety for children walking to school received from this Council by the Police.

This would be investigated and a written response would be circulated.

iii. **Cabinet Member for City Services**

Councillor Ray Mogford asked the following question that had been submitted:

'Councils have power over local speed limits while the Government has control over the national limit.

Can the Cabinet member update this council on any initiatives with regard to reducing traffic speeds locally that that his department is involved in. Does the council plan at any stage to follow the lead set by Cardiff and Swansea in reducing traffic speeds limits in some residential areas? If so could the Cabinet Member give some examples?'

The Cabinet Member for City Services responded:

'Newport City Council, as Local Traffic Authority, have powers to vary speed limits on the local road network, including the introduction of 20mph speed limits where considered appropriate. Potential introduction or variation of speed limits in Wales are at present assessed in line with current standards set by Welsh Government Circular 24/2009 "Setting Local Speed Limits in Wales".

The Member will be aware that the First Minister confirmed on 7 May 2019 that the Welsh Government believe that 20 mph should be the default speed limit for residential areas. The Deputy Minister for Economy and Transport, together with the Welsh Local Government Association, have taken forward work to identify the practical actions needed to implement such a default 20 mph speed limit across Wales.

The Council therefore awaits the outcome of Welsh Governments deliberation on the reduction of the national default residential speed limit and until such time will continue to manage the network within current Welsh Government standards.'

As a Supplementary Question, Councillor Mogford asked if the Cabinet Member would be attending the RGS Road Safety Conference at the Celtic Manor on 11 October. The Cabinet Member had been invited the previous year and would therefore look into whether he would be invited this year.

11. **Questions to the Chairs of Committees**

There were no questions to the Chairs of Committees.

12. **Standards Committee Minutes**

The Minutes would be agreed at a future meeting.

13. **Date of Next Meeting**

Tuesday 26 November at 5pm in the Council Chambers.

The meeting terminated at 7.00 pm

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Report

Council

Part 1

Date: 26 November 2019

Subject **Appointments**

Purpose To agree the appointment of Council nominees to committees and outside bodies.

Author Governance Team Leader

Ward General

Summary In accordance with its terms of reference within the Constitution, Council is responsible for appointing the members of Council Committees, and the Council's representatives on outside bodies. The current vacancies and nominations received are set out in the attached report.

Proposal **Council is asked to receive and approve the nominations for representatives, as listed in the report**

Action by Governance Team Leader

Timetable Immediate

This report was prepared after consultation with:

- Council Business Managers
- Head of Law and Regulation

Background

In accordance with its terms of reference within the Constitution, Council is responsible for appointing the members of Council Committees, and the Council's representatives on outside bodies. The current vacancies and nominations received are set out below.

Any vacant appointments / nominations received after the publication of this report, will be announced at the Council meeting by the appropriate Business Manager or Group Leader.

Internal Appointments

Committee	No. of Vacancies / Replacements	Nominations Received
To be confirmed at Council		

Appointments to External Organisations

Organisation	No. of Vacancies / Replacements	Nominations Received
Norse Joint Partnership Board	1	Councillor Miqdad Al-Nuaimi

Governing Body Appointments

Governing Body	No. of Vacancies / Re-appointments	Nominations Received
Glan Lyn Primary School	LA Governor LA Governor Officer	Councillor M Kellaway Neil Davies Howard Mason
Gaer Primary School	LA Governor	Councillor I Hayat
Ysgol Gyfun Gwent Is Coed	Councillor I Hayat	
Pillgwenny Primary School	LA Governor	Councillor I Hayat
John Frost High School	LA Governor	Kay Price
Glasllwch Primary School	LA Governor	Mr Allan Hyland
Rogerstone Primary School	LA Governor	Keith Martin
Newport High School	LA Governor	Richard Shuttleworth
Caerleon High School	LA Governor	Owen James
Federated School of Eveswell & Somerton Primary School	LA Governors	Councillor G Berry (Eveswell Primary) Councillor J Guy (Somerton Primary) Alan Speight (Currently Chair of Governors at Somerton Primary) Ben Adams (Currently on the Governing Body at Somerton Primary)
Maindee Primary School	LA Governor	Anne Drewett
Tredegar Park Primary School	Remove Councillor I Hayat	1 Vacancy
Ysgol Gyfun Gwent Is Coed	Remove Councillor I Hayat	1 Vacancy

Proposal

Council is asked to receive and approve the nominations for representatives, as listed in the report.

Comments of Chief Financial Officer

There are no financial implications directly arising from this report.

Comments of Monitoring Officer

The appointment of individuals to serve on outside bodies is a Local Choice function under the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007. The Council has determined that responsibility for this function shall rest with Full Council unless delegated by the Council.

Background Papers

Newport City Council Constitution

Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007

Dated: 26 November 2019

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Minutes

Interim Chief Executive Selection Process

Date: 1st October 2019

Time: 10.30am

Present: Leader, Cllr G. Giles, Cllr R. Jeavons, Cllr J. Mudd, Cllr D. Williams, Cllr J. Cleverly, Cllr C. Townsend

In Attendance: Chris Llewellyn, WLGA; Rachael Davies, HR&OD Manager

Apologies: None

Part 1

1 Apologies for Absence

Noted above.

2 Minutes

No previous minutes.

3 Declarations of Interest

No declarations were received.

4 Presentation from Chris Llewellyn regarding shortlisting process

Chris Llewellyn provided the panel with information relating to the shortlisting process undertaken by WLGA for the appointment to the Interim Chief Executive and recommended that Sheila Davies be interviewed.

Agreed:

The panel acknowledged the information provided and agreed to interview Sheila Davies.

5 Interview with Sheila Davies followed by guidance from Chris Llewellyn

Panel members agreed the questions and order, with each panel member being involved in the questioning process.

Sheila Davies was interviewed by all members of the panel. Chris Llewellyn provided further guidance to the panel following the interview in support of the decision to appoint.

Agreed:

To appoint Sheila Davies to the role of Interim Chief Executive for a period of 6 months (with the option to extend to 12 months) on the third point of the Chief Executive salary scale. Ms Davies will be employed under a contract of employment for 37 hours per week to be worked on a condensed week basis. Any extension to the 6-month contract will be a decision for the Leader, Deputy Leader and Leader of the Opposition as per Council's decision on 10th September 2019 (report [here](#)).

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Report

Council

Part 1

Date: 26 November 2019

Subject Annual Report: Strategic Equality Plan 2018-19

Purpose This Annual Report details Newport City Council's progress on delivering its 2016-2020 Strategic Equality Plan (SEP), whilst also reporting on the essential equalities employment information that the authority is required to publish under the Equality Act 2010.

The Annual Report is required to be published on the Council's website in accordance with statutory deadlines (March 31st 2020).

Author Connected Communities Manager

Ward All

Summary Under the Equality Act (2010) the Council is required to report annually on the progress it has made against the 9 Strategic Equality Objectives contained within its Strategic Equality Plan. The Equality Act also requires Local Authorities to publish staff equalities data, which this report also contains.

This report, previously received by Cabinet is the third Annual Report on the progress Newport City Council has made towards meeting the Equality Objectives set out in the authority's second four year Strategic Equality Plan (SEP), as approved by Council 3rd March 2016.

Proposal To approve the attached final monitoring report for publication on the Council's website, in accordance with statutory deadlines.

Action by Head of People and Business Change, Heads of Service

Timetable Immediate

This report was prepared after consultation with:

Cabinet Member for Equalities
 The Council's Strategic Equalities Group
 HR Manager
 Cabinet

Background

The Equality Act 2010 (Wales) states that a listed body in Wales, including Local Authorities, must produce an Annual Report by 31st March each year.

The Act requires that the report must specifically outline progress towards fulfilling each of the authority's Equality Objectives, a statement on the effectiveness of the steps that the authority has taken to fulfil each of these, and specified employment information, including information on training and pay (unless it has already published this information elsewhere).

The report should also set out the steps the authority has taken to identify and collect relevant information and how we have used this information in meeting the three aims of the Public Sector General Equality Duty, which are to:

1. Foster positive relationships between those who share Protected Characteristics and those who don't
2. Eliminate unlawful discrimination
3. Advance equality of opportunity between those who share a Protected Characteristic and those who don't

If relevant information has not been collected, a statement on the effectiveness of the Authority's arrangements for identifying and collecting relevant information must also be included.

The report demonstrates both the positive progress Newport City Council has made over the past year towards meeting the 9 Equality Objectives laid out in the SEP, and areas for development. As we approach the final year of delivery, we are also assessing the effectiveness of our current Strategic Equality Plan and associated delivery arrangements, and ensuring that opportunities for improvement are maximised through the development of our new Plan, due to be published by the 31st of March 2020.

Progress against the authority's Equality Objectives is reported on a quarterly basis to the Council's Strategic Equality Group, chaired by the Cabinet Member for Equalities.

Financial Summary

The cost of implementing the Strategic Equality Plan and the Equality Objectives is met out of existing budgets by each relevant service area. The majority of our actions relate to work already identified in Service Plans, for example workforce monitoring, or which occurs in projects that have already been approved and prioritised, such as domestic abuse and hate crime.

	Year 1 (Current) £	Year 2 £	Year 3 £	Ongoing £	Notes including budgets heads affected
Costs (Income)					Not applicable
Net Costs (Savings)					
Net Impact on Budget					

Risks

Risk	Impact of Risk if it occurs*	Probability of risk	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?
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	(H/M/L)	occurring (H/M/L)		
That the Plan is not implemented	M	M	Governance arrangements relating to delivery of the Strategic Equality Plan are being reviewed to ensure that actions are effectively progressed throughout the year at an operational level	Heads of Service
That equality commitments are not understood by employees	M	M	Equality training for staff continues to be rolled out across the organisation, and further development of our Fairness and Equality Impact Assessment process has further embedded equalities considerations as part of the Authority's decision making process.	Head of People and Business Change and Elected Members
That Equality Objectives are not implemented and reviewed	M	M	Progress against equalities objectives are reported on regularly to the Strategic Equality Group, however there is further work necessary to ensure that objectives are routinely monitored and reviewed at an operational level	Connected Communities Manager

Links to Council Policies and Priorities

The Council's commitments under the Equality Act and the Strategic Equality Plan are aligned to the Wellbeing Goals, in particular, working towards a more equal Wales, and a Wales of cohesive communities.

Equality Objective 9 relates to Welsh language. The Council also has a responsibility to publish a separate annual report in relation to our compliance with statutory Welsh Language Standards. Our Welsh Language Annual Report 2018-19 has been published online here:

<http://www.newport.gov.uk/documents/Council-and-Democracy/Equalities-and-Welsh-language-/Welsh/Welsh-Language-Annual-Report-2018-2019.pdf>

Options Available

- a) To approve the attached report for publication on the council's website
- b) To not approve the attached report and redraft

Preferred Option and Why

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

Comments of Chief Financial Officer

There are no financial implications associated with the proposal to approve and then publish the Strategic Equality Plan Annual Report on the Council's website. The cost of implementing the SEP is met from existing budgets in service areas. Fairness & Equality Impact Assessments are included in business cases during the Medium Term Financial Plan process when applicable.

Comments of Monitoring Officer

There are no specific legal issues arising from the Report.

In accordance with the Equality Act 2010 the Council is required to publish an annual report setting out progress made and the effectiveness of the actions taken to meet its public sector equality duty and specific objectives. The annual report is also required to set out equalities data in relation to staffing information. The general public sector equality duty requires the Council to have due regard in the exercise of its functions, to the need to eliminate discrimination, harassment, victimisation and other prohibited conduct and to advance equality of opportunity and to foster good relations. Regulations made by the Welsh Ministers impose specific duties on local authorities in Wales for the purpose of enabling better performance of these general duties. These include the duty to publish objectives designed to enable the authority to perform the statutory duty, to publish a statement setting out steps taken or intended steps in order to fulfil each objective and how long the authority will take in order to fulfil each objective.

This report provides an update on the third and final year of delivery against the Strategic Equalities Plan 2016-2019 and confirms that good progress has been made in meeting the 9 equalities objectives set out in the Plan, but also identifying those areas where further work is required.

Comments of Head of People and Business Change

There are no direct HR implications arising from this report.

This Annual Report reflects the positive progress made towards implementing our Strategic Equality Plan while also highlighting areas of work that we will need to focus our efforts on in the coming year, or carry over into the 2020 Strategic Equality Plan. The publication of the report also meets the requirements to annually publish staff equalities data for the Local Authority, The work delivered over the last 12 months contributes to the delivery of the Council's well-being objectives and the national well-being goals. Any challenges identified in this report will be addressed through the Strategic Equalities Group.

The report outlines how Strategic Equality Plan 2018-19 is in line with the sustainable development principle.

Local issues

Not applicable.

Scrutiny Committees

Not applicable.

Equalities Impact Assessment and the Equalities Act 2010

No Fairness & Equalities Impact Assessment (F&EIA) is necessary for the Annual Report. By design, the Strategic Equality Plan and associated Annual Report are the mechanism by which the authority's Equality Duties are discharged, and therefore have a positive impact on all Protected Characteristics.

Children and Families (Wales) Measure

No consultation was needed for this report.

Wellbeing of Future Generations (Wales) Act 2015

The Wellbeing of Future Generations Act 2015, which came into force in April 2016, places an obligation on Local Authorities to improve the social, economic, environmental and cultural well-being of Wales. The Strategic Equality Plan represents much of the work that the authority undertakes to fulfil our Wellbeing objectives to work towards 'a more Equal Wales' and a 'Wales of Cohesive Communities', drawing on much of the research undertaken by the Equality and Human Rights Commission into fairness and inequalities in Wales.

The Strategic Equality Plan and its objectives aim to influence the way that the Council makes decisions that have a long term impact on communities, and engages and consults with diverse and seldom heard groups to ensure they are able to influence the design of service delivery. Early intervention to address issues such as hate crime and the risk of radicalisation prevent escalation of issues which may threaten community cohesion and collaboration with key partners in the delivery of our Equality Plan ensures an effective, holistic approach. The Strategic Equality Plan is influenced by national research, local data, and engagement with people in Newport that share Protected Characteristics.

Crime and Disorder Act 1998

Not applicable.

Background Papers

Strategic Equality Plan 2016-2020

Equalities Annual Report 2017/18

Welsh Language Annual Report 2018/19

NCC Well-being Objectives and Well-being Statement

Wellbeing Plan

Dated: 26 November 2019

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Newport City Council Strategic Equality Plan and Equality Objectives

Annual Report 2018 – 19

Policy, Partnership and Involvement

Mae'r ddogfen hon ar gael yn Gymraeg. Mae fformatau eraill ar gael ar gais.
This document is available in Welsh. Other formats are available on request.

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Foreword by Cabinet Member for Equalities and Assets

As portfolio holder for the Equalities agenda within Newport City Council, I look forward to Annual Reports as an opportunity for council officers and I to reflect on our achievements to date, and to evaluate ways in which we can maintain momentum over the next twelve months. Something which is particularly pertinent as we prepare to draft our next Strategic Equality Plan for 2020.

The past few years have been some of the most challenging for the public sector in Wales, continued austerity, our preparations to leave the EU, as well as the ever-quicken pace of the global economy, all mean that Local Government is being tasked to do more with less.

With that said, this year's Annual Report has continued to demonstrate the progress we are making against the Equality Objectives we identified in 2016. From our award winning Apprenticeship scheme that is helping diversify our workforce, our efforts in getting young people into employment and training, or our city's participation in the Home Office's refugee resettlement scheme, which demonstrates Newport's continued commitment to compassion, inclusion, and respect.

Indeed, whatever the challenges that might arise in the year to come, we should keep in mind that diversity is one of Newport's greatest strengths. As Cabinet Member for this vital area of work, I look forward to another year ahead where we will continue to strengthen Newport's reputation as a city where people feel welcomed, listened to, and able to contribute to their communities.

Introduction

In March 2016 Newport City Council published its Strategic Equality Plan (SEP), identifying 9 Equality Objectives that the authority would measure itself against over the next four years. The objectives built on the work that had been delivered in earlier Equality Plans and Welsh Language Schemes, and were updated to incorporate new ways of working, outlined in the Well-being of Future Generations Act.

As stipulated within the Welsh specific duties of the Equality Act (2010), Local Authorities are required to produce an Annual Report and publish it within 12 months of the end of the financial year. These reports outline the progress the authority has made, over a 12 month period, against the Strategic Equality Objectives identified in our Strategic Equality Plan. As well as providing this summary, the report includes equalities data pertaining to Newport City Council staff, enabling us to gauge the extent to which we are representative of the community we serve. This Annual Report relates to the third year of delivery.

Progress on the SEP is monitored throughout the year by the authority's internal Strategic Equalities Group (SEG). This group is chaired by the Cabinet Member with responsibility for Equalities and Assets, and membership includes representation from the Fairness Commission, Trade Unions, Elected Members (including representation from the official opposition), Heads of Service and lead officers to ensure an appropriate breadth of representation.

Equality Objectives 2016-20

Well-being goals and Newport City Council Equality Objectives	
A more equal Wales	
1	Diversity in the workplace – Engaging Employees The Council’s workforce will be representative of the population we service and the workforce are involved in decisions that affect them
2	Engagement and democratic participation We will involve people in the development of Council services that affect them and base Council decisions on what people need
3	Improving Access to Services People can access all the Council services and activities that they need in terms of physical access and communication access etc.
4	Tackling Poverty We will work to reduce poverty, especially persistent poverty amongst some of our poorest people and communities, and reducing the likelihood that people will become poor
A Wales of cohesive communities	
5	Cohesive Communities and tackling hate crime People feel they are a part of Newport society and live their lives free from abuse and harassment.
6	Domestic Abuse and Sexual Violence People who are subject or witness to domestic abuse are supported by the Council and its partners in their current situation, and through any changes they wish to make.
7	Homelessness To provide a safe, supporting, empowering and non-judgemental environment for homeless and marginalised people so that they can achieve their potential
A Wales of vibrant culture and thriving Welsh language	
8	Compliance with the Welsh Language Standards We will promote our bilingual public services and increase the use of Welsh in Newport
9	Corporate Compliance Strategic leadership, governance arrangements, ensuring standards are high and consistent across all the Council and areas of responsibility.

Equality Objective 1: Workplace Diversity

Diversity in the Workplace- Engaging Employees	
<i>A more Equal Wales</i>	
The Council's workforce will be representative of the population we service and the workforce are involved in decisions that affect them	
Action 1	Develop a Workforce Planning Template
Action 2	Create a workforce data dashboard to compare workforce with Newport's population and develop a strategy to address areas of difference
Action 3	Identify partner organisations to work with on representation of different people
Action 4	Engage staff on matters that affect them

Summary

Over the past 12 months the authority has improved on the way it understands and engages with all of its employees. The Chief Executive has held personal roadshows with the workforce from each service area to talk to them about the progress of the corporate plan, and has invited them to contribute to key organisational matters. The Council's new values, 'Courageous, Positive and Responsible' were co-written by the organisation's Senior Leadership Team and the wider workforce, ensuring employee voice has on a direct impact on organisational culture.

The authority's People and Culture Strategy outlines the Council's aims and objectives in developing and supporting the workforce, and contains a dedicated theme for employee engagement. This will help ensure that the authority not only effectively engages with its staff, but also actively improves on the ways in which it supports professional development. Work is ongoing to better understand these opportunities and how they are accessed by people that share Protected Characteristics in order to identify any disadvantage or gaps in provision.

Our HR Department is redesigning the provision offered to service area managers and is positioning itself to encourage areas to focus on workforce design for the future, this includes considerations around workforce representation. Workforce planning and change management will be crucial in helping managers understand the services that will be provided in the next 3-5 years, and how the workforce should be shaped to achieve future goals.

Action 1

The Workforce Planning Template has now been established as an integral part of service area planning and utilises workforce data collated over the year. An increased emphasis on workforce planning will form the key activity of HR & OD Business Partners in working with their allocated service area. InPhase contains a dashboard for managers to have quick and easy access to the most up to date workforce information, and this is currently being developed to ensure demographic information is readily available for consideration.

Action 2

The workforce Data Dashboard is now established and is reviewed annually along with the Workforce Planning Template as part of annual service area planning.

The data allows service areas to identify targeted interventions if under representation is evident, ensuring that the workforce continues to be representative of the population we serve.

The Apprenticeship scheme that was developed to increase the proportion of younger people within the organisation continues to grow, and NCC was awarded the ACT Employer of the Year 2018 award for our work in this area. In September 2019 we will introduce a Graduate Scheme and plans are in place to create a Corporate Social Responsibility Programme to provide meaningful work experience placements for members of our community. The first step will be to offer work experience placements for our children in care in summer 2019.

Action 3

The utilisation of partner organisations to improve workforce diversity is already featured within our workforce plan, and positive relationships with partner organisations, such as t ACT, have been built to ensure additional representation from underrepresented groups.

However, the authority is seeking to expand its network of partners to improve its ability to attract and recruit from more diverse community groups. This will be a key feature of our new Corporate Social Responsibility Programme and will likely feature in the authority's next Strategic Equality Plan.

Action 4

As per workforce planning, the People and Culture Strategy 2018-2022 has a dedicated theme for employee engagement and we intend to:

1. Improve engagement by creating a listening culture that welcomes feedback throughout the organisation
2. Help managers to develop engaged teams
3. Contribute to employees feeling better engaged and informed
4. Help employees see the connection between their job and the organisation's vision
5. Improve levels of trust across the organisation

Electronic publishing of newsletters is embedded and features that are both organisational and social are included each fortnight. This communication is available to all staff irrespective of place of work or access to work based technology. The Chief Executive has committed to delivering annual roadshows with each service area out at their place of work and we are in the third year of maintaining this commitment.

Our 2018 Staff Conference was a success, and the workforce enjoyed the opportunity to travel to different workplaces and see the reality of the work that colleagues do across the city. We engaged with Welsh medium schools and hosted a Welsh language session which had positive feedback from attendees. Monthly focus groups have been taking place with staff to improve our 2019 Staff Conference further, and we are investigating even more ways to widen the employee voice, with a specific emphasis on ensuring improved representation for staff members from underrepresented backgrounds.

We are also reviewing the way in which staff surveys are conducted and intend to hold more regular, less lengthy, surveys that can give more meaningful insight into the opinions of staff than an annual survey. We want to have more regular touch points with the views of the workforce and hope to increase shorter survey types by theme throughout 2019.

Looking to the future

Over the coming 12 months, in the last year of the delivery of our SEP, we will be focusing on:

- Improving the workforce demographic information that is available to us through internal staff campaigns and extended analysis of data (for example, access to training and development)
- Raising the profile of equality and diversity matters with service area and middle managers, including equality in decision making and the benefits of a diverse workforce
- Carrying out workforce engagement specifically with staff that share Protected Characteristics and scoping the appetite for dedicated staff support networks
- Examining data in relation to grievances in the workplace and how these relate to Protected Characteristics
- Ensuring any staff engagement surveys are monitored by Protected Characteristics to identify any disparity in views/experience

Equality Objective 2: Engagement

Engagement and democratic participation	
<i>A more equal Wales</i>	
We will involve people in the development of Council services that affect them and base Council decisions on what people need	
Action 1	Build on the foundations established in the Well-being assessment to develop and consult on a Well-being Plan for Newport.
Action 2	Gather data and intelligence through a range of methods to support the Situation Analysis required under the Well-being of Future Generations Act
Action 3	Fairness and Equality Impact Assessments undertaken on policy changes, projects etc. and published on the Council's website.
Action 4	Ensure effective engaged Youth Council in Newport who have access to decision makers
Action 5	Work with Newport's Welsh Language Forum / Fforwm Iaith Casnewydd to develop a strategy to increase the use of Welsh in Newport

Summary

Meaningful engagement with the public is central to the equalities agenda, and over the past year the Policy, Partnership and Involvement Team has continued to take a corporate lead on consultation and engagement. Over the course of the 2018/19 financial year the authority has consulted with significant number of people through a mix of face-to-face and online consultation exercises.

Over the duration of this Strategic Equality Plan the team has conducted large engagement exercises on key policies including the Newport Wellbeing Assessment, Budgetary Consultations, and the 5 Year Welsh Language Strategy.

Action 1

Under the Well-being of Future Generations (Wales) Act 2015 we have a statutory duty to involve people with an interest in achieving the well-being goals and ensuring that those persons reflect the diversity of the population. The Local Well-being Assessment was completed and signed off by the Public Services Board in April 2017 and published in May 2017.

Following the work carried within the Well-being Assessment, the Public Services Board (PSB) developed the Well-being Plan for Newport, which full Council agreed in April 2018 and was published in May 2018.

This plan has not only been informed by the work carried out in the Well-being Assessment, but also via extensive engagement with partners and stakeholders during the development of the response analysis and through an additional 12 week statutory consultation which ran from November 2017 through to February 2018.

Action 2

As described in Action 1 the Local Well-being Assessment (Situation analysis) was completed and signed off by the PSB in April 2017 and published in May 2017.

This analysis includes a range of quantitative and qualitative data analysing the economic, social, cultural and environmental well-being of the population and the area.

This process was supported by an significant public engagement programme that took place over a 6 month period in 2016. During this programme, NCC engaged with residents via partner agencies and community events, and targeted specific groups with Protected Characteristics through positive outreach and utilising community languages.

This information was used to inform the Well-being Plan, which was published in May 2018.

Action 3

Over the duration of the SEP the authority has moved to an integrated model of equality impact assessment. Newport City Council's Fairness and Equality Impact Assessment (FEIA) combines considerations on Equalities, Welsh Language, Well-being of Future Generations and the parameters of fairness set out by our Fairness Commission, and places them within a single process. Guidance on completing FEIAs has been issued to staff reflecting this combined approach. The release of this guidance was promoted extensively to staff, communicating both our statutory obligations and wider commitment to transparency. Staff feedback suggests that further staff engagement is required to ensure that these obligations are widely understood. This excursive will take place over the coming financial year and will likely be continued within the 2020 SEP.

Action 4

Newport Youth Council (NYC) is a youth-led forum that involves young people aged 11- 25 years old. The NYC takes a participative approach to facilitate, empower and provide a platform for young people's voice, enabling them to influence decisions that affect their lives. It also focusses on building skills – personal life and vocational, confidence, and friendships as part of building personal resilience and tackling social inclusion for young people.

The delivery of the Youth Council is one way Newport City Council meets its duty under the Welsh Government's Young Person's (Wales) Measure 2011. The measure embeds Article 12 of the United Nations Convention on the Rights of the Child (UNCRC), and sets out the responsibility that public sector bodies have to consider the voices of young people in their decision-making processes.

The NYC membership is for young people from all areas and backgrounds and has on-going recruitment. It is youth-led, and works towards an inclusive, socially supportive and fun environment. Media Academy Cardiff, a third sector organisation based in Cardiff, have secured a five-year contract to deliver Newport Youth Council on behalf of Newport City Council. They are the winners of Welsh Government Youth Work Excellence Award 2014, 2015, 2016 and 2017 and have worked with over 1,500 young people who are risk of offending and anti-social behavior.

The NYC is in the process of rebuilding its membership and capacity for 2019- 2020, Newport Youth Council have developed their own vision, values, are working to establish elected roles, and have created an Action plan outlining their key themes. The emerging priority themes have so far included:

1. Crime – perceived crime, in particular safety in Newport , hate crime and knife crime
2. Mental Health and Well-being
3. Transport
4. Climate change
5. Homelessness

Work throughout the year has been undertaken to help build upon these themes and members of NYC have been involved with meeting key figures across Wales to ensure that their voices are heard at a national level. This includes taking part in a Gwent wide forum to ask the Police and Crime Commissioner for Gwent questions concerning crime in the city centre and support available to victims of hate crime.

NYC have also been involved in a public consultation relating to accessible transport for young people, and have met the Assembly Member for Newport to share their concerns, which have been passed to the Minister of Economy and Transport.

As well as working to develop their key themes, NYC have been at the forefront of delivering a Children's Charter. The Council's Corporate Plan 'Improving People's Lives' states the intention to have in place a Children's Charter which will set out commitments to children and young people and their families, including specific commitments to children in care and care leavers. The Charter sets out the rights of children and young people when they use Newport City Council's services but also in what they can expect the Council to be doing for them.

NYC have co-ordinated the development of the charter, including planning and delivering a youth engagement event with key partners, facilitating a workshop to obtain feedback of the charter and visiting underrepresented groups to ensure their voices are heard. The charter has been renamed Newport's Youth Promise, to reflect the opinion of young people engaged in its development. NYC will continue to report on the progress of the Youth Promise via the Strategic Equality Plan Annual Report.

Action 5

In March 2017, Newport City Council published its 5 Year Welsh Language Strategy. This strategy sets an overarching target of increasing the number of pupils in Welsh medium education in the City, and contains a broad range of commitments from the authority to promote the Welsh language, both within the workforce and within the wider community. These commitments include a number of outcomes, including increasing the number of Welsh medium childcare places within the city, promoting engagement with the language amongst minority communities, and working with the private sector to promote the visibility of Welsh in the city.

Details relating to the progress of this action plan can be found within our Welsh Language Annual Report 2018/19.

Looking to the future

Over the coming 12 months, in the last year of the delivery of our SEP, we will be focusing on:

- Developing a corporate approach to external demographic monitoring, ensuring our public consultations effectively monitor the Protected Characteristics of participants, and where necessary, supplementing consultation with targeted engagement
- Providing training/awareness to officers and Elected Members on the Fairness and Equality Impact Assessment process, and associated issues, including unconscious bias
- Improving representation within our Youth Council across Protected Characteristics, particularly young people who do not speak English as a first language

Equality Objective 3: Improving access

Improving access to services	
<i>A more equal Wales</i>	
People can access all the Council services and activities that they need in terms of physical access and communication access etc.	
Action 1	Audit Council buildings for accessibility
Action 2	Develop an Accessibility Strategy in relation to schools
Action 3	Develop and maintain an English - Welsh translation and interpretation service for the Council and arrangements for other languages and formats
Action 4	Develop guidance on standards of accessible and bilingual materials in relation to marketing, publicity and customer information
Action 5	Monitor satisfaction levels/ number of complaints regarding accessibility including physical, communication and Welsh language
Action 6	Front line staff in the contact centre and Information Station trained in accessible communications, customer service, disability awareness, conflict management etc.
Action 7	Digital Inclusion Council web site adheres to W3 standard at AA level and is bilingual

Summary

Newport City Council has an important role to play in improving access to public services across the City. Over 73,000 people visit the Civic Centre and Information Station annually, accessing a huge number of services including housing advice, Council tax and licensing.

In addition to our physical locations, we also have an increasingly significant digital and remote presence, with the Contact Centre managing over 300,000 calls annually, and the NCC website receiving 1.6 million hits per year. As we move to further develop these services, we will need to ensure that access to Council services remains inclusive and accessible.

Over the past 12 months we also finished our statutory consultation on our Schools Accessibility Strategy, which aims to improve and upgrade the physical access to schools in Newport.

Action 1

An internal Capital Strategy and Assets Management group has been set up to carry out a review of the use of NCC-owned buildings. As the review is on-going, it is anticipated that the work programme around accessibility will be taken at a later stage, and we will carry this action over into our 2019-20 work.

Action 2

In 2018-19 Newport City Council, in partnership with Gwent Association of Voluntary Organisations (GAVO) and the Serennu Children's Centre, have engaged with key stakeholders to co-produce a draft Accessibility Strategy for Schools. This draft strategy has been subject to public consultation and the updated draft document is currently pending Cabinet Member approval to formally adopt the strategy.

Workshops were conducted with senior leaders within all Newport schools to provide guidance and assistance with the development of school accessibility plans.

It is anticipated that within the next reporting period the Accessibility Strategy for Schools will have been adopted and the strategy updates and progress against the action plan will be reported within future SEP Annual Reports.

In addition to this, over the course of the 2018/19 financial year, the authority established a new, fully accessible school at Caerleon Lodge Hill, and a new 7 classroom extension has been provided at Maes Ebbw School, representing significant improvements to accessibility at those schools.

Action 3

In the 2018/19 financial year, the authority established a formal Service Level Agreement (SLA) with Cardiff Council's translation unit, Bilingual Cardiff. This SLA has successfully streamlined the authority's translation process, improving the ease of access of translation for NCC staff. This SLA has helped the us move towards a more sustainable translation solution, with the responsibility for translation now decentralised.

The cost of translation will remain in a centrally held budget, easing budgetary pressures within individual Departments.

Action 4

Over the course of the SEP delivery, the authority commissioned a series of internal promotional and guidance materials which highlight how staff members should use the Welsh language in any marketing and promotion work done on behalf of the Council.

While the materials commissioned have been successful, they will require some renewal in the coming year, this will likely include a redesign and updated messaging to reflect our improved position and current priorities in relation to Welsh language.

Action 5

A. Welsh Language

In the 2018/19 financial year, Newport City Council received 0 complaints via our Customer Relationship Management (CRM) system relating to non-compliance with our Welsh Language Standards.

NCC has dealt with 1 complaint from the Welsh Language Commissioner's office regarding non-compliance with standards. This complaint related to the failure to comply with the following standard:

Standard 52: Not maintaining bilingual websites

Whilst the authority recognises the need to improve how it records complaints which relate to compliance with standards, particularly within the CRM, we are confident that we have taken an approach to resolving complaints that has allowed for organisational learning and change. We continue to work positively with the Welsh Language Commissioner and look forward to this continuing into the forthcoming year.

B. Equalities

- There have been 7 complaints relating to alleged instances of discrimination
- 3 complaints were from one individual and raised issues in Housing, Education and Social Services. The complaints were thoroughly investigated and not upheld.
- 1 complaint related to a decision made to decline a Blue Badge application.
- There were 3 complaints for Education regarding a decision about changes to a Gwent wide service funded in part by Newport City Council.

Action 6

Frontline staff have been provided with the following training:-

Training Course	Attendees
Equalities – An Introduction	34
Autism Awareness	23
Dementia Friends Awareness	3
Welsh Awareness	10
Welsh Taster Sessions	8

We have also engaged with our Deaf Community to improve the way we support this community by providing staff with Deaf Awareness Training and Basic British Sign Language.

Action 7

Over the past 12 months the authority has improved the processes it has in place for maintaining a website that is compliant with Welsh Language Standards. The authority has also implemented improved processes to ensure that when non-compliant systems are renewed, replacement systems will have bilingual functionality that will ensure compliance.

Looking to the future

Over the coming 12 months, in the last year of the delivery of our SEP, we will be focusing on:

- Undertaking an FEIA on our complaints process to identify potential improvements and methods to improve its inclusivity
- Ensuring that when complaints are received regarding equality or Welsh language there is a clear route for action, including engagement with our Equalities and Welsh language team
- Improving our monitoring of complaints by Protected Characteristic so that we can report on this, and identify any areas of disparity
- Better engagement with disability groups to understand barriers to access as part of our work towards the development of our next SEP

Equality Objective 4: Tackling Poverty

Tackling Poverty	
<i>A more equal Wales</i>	
We will work to reduce poverty, especially persistent poverty amongst some of our poorest people and communities, and reducing the likelihood that people will become poor	
Action 1	Ensuring children have the best start in life through the delivery of Flying Start, good quality, affordable childcare and supported transition to education and through other educational transition points.
Action 2	Focus on the early indications of need so that children and young people are able to achieve their potential (achievement of children entitled to Free School Meals, Looked After Children, act.)
Action 3	Implementing the Youth Engagement and Progression Framework so that young people are offered appropriate support when leaving school.
Action 4	Delivery of the Work Based Learning Academy, Community First, Communities 4 Work and Families First (Family Skills Project) to improve people’s skills, remove barriers to employment and raise aspirations.
Action 5	Targeted work in our most deprived communities.

Summary

Poverty in Newport is not uniform across the city, and we have pockets of both deprivation and wealth. 24% of children within Newport live in households that earn below the average income and needs to be considered when developing tackling poverty initiatives.

Newport has also seen both a decrease in worklessness as well as a decrease in the number of people who are economically active. The weekly pay in Newport is below the Wales average, with Newport Lower Super Output Areas (LSOAs) over-represented in the most deprived areas.

Action 1

Flying Start in Newport currently receives funding to work with over 2500 children and their families each year. In addition to this, 650 children receive 12.5 hours free part time childcare across Flying Start areas in 19 childcare settings.

The programme also offers support to vulnerable families through the Flying Start midwives initiative and the Perinatal Mental Health Programme. These projects have been successful in engaging underrepresented groups in Newport and in increasing the level of supervision available to staff through the creation of a new Safeguarding lead post.

Action 2

There are currently a number of skills and learning programmes being delivered to help multiple groups, including those with complex barriers to learning. This work has been supported through close working relationships between schools, the Education Service and Flying Start as well as education providers. NCC continues to be the lead authority for person centred practise, in line with wider education reforms.

Schools in Newport monitor pupils who access Free School Meal (FSM) entitlements and secondary schools specifically invest resources to support this group.

The authority is pioneering the 'One Child, One Plan' approach which consolidates numerous individual development plans into a single comprehensive plan that takes into consideration all their learning needs. It advocates a flexible approach that is capable of quickly responding to the changing needs that go along with pockets of deprivation.

Action 3

Newport has made a significant impact on the numbers of young people who are NEET (Not in Education, Employment and Training) over the past five years. In 2014 the figure was 4.7%, by 2015 it was 3.1%, by 2016 it was 1.7%, 2017 was 1.3% and this has fallen in 2018 to a record low of 1.1%.

Newport now stands joint 6th out the 22 Local Authorities and below the Welsh average for the third consecutive year. These results are believed to be a result of the following work:

- A clear, challenging, strategic focus at the highest level within Newport City Council.
- A strong partnership approach from Local Authority service areas and external partners
- Resource for the Youth Engagement and Progression Framework Co-ordinator seconded under an SLA from Careers Wales for 3 days a week, to focus on reducing the numbers of young people not in education, employment or training.
- The continued support of a Pre-16 NEET Partnership to focus on prevention; this has undertaken pupil analysis to support early identification at year 7 and has fostered significantly better working relationships between educational institutions and other agencies
- The training of learning coaches by the EPC to support early identification and put in place support packages at the earliest opportunity
- The Post 16 NEET Partnership which has a focus on information sharing, provision and developing specific employment/learning opportunities and events. This facilitates the engagement of Careers Wales with the Youth Service and other Youth Support provision within Newport
- The continuation of the 16-18 Practitioner group whereby young people are allocated a Lead Worker
- The development of a Learning Provider Network that ensures that the supply of learning opportunities meets the needs and that placements are available at the correct times
- The development of an alternative provision quality assurance process coordinated by the EPC

Action 4

During the 2018/19 financial year, the Work Based Learning Academy continued to deliver its two European Social Fund programmes creating pathways to employment, education and training to reduce the number of disengaged young people. These are:

1. Inspire 2 Work – targeting young people transitioning from school to further learning or employment.
2. Inspire 2 Achieve – targeting young people in full time education aged 7 – 11 who have been identified as at risk of becoming NEET

NCC is the lead organisation managing the programme for the South East Wales region, working in partnership with other Local Authorities, Further Education providers and Registered Social Landlords.

The Work Based Learning Academy has created job clubs, training courses and bespoke 13 week training provisions to meet the needs of young people who are seeking employment. These programmes have specifically targeted young people aged 16–24 years.

The Families First provision delivered by NCC Youth Services works in partnership with the European Social Fund's Inspire 2 Achieve programme to offer a range of provision that seeks to reduce the impact of poverty on education outcome. This includes interventions with young people to improve attendance and attainment and interventions with the wider families to ensure young people are supported to achieve.

Action 5

Since the start of the Supporting People Programme's Financial Inclusion Support Project in 2016, over 100 people have been supported by support workers to maximise their income, reduce debt and obtain specific grants. At the end of 2018/19 over £700,000 has been obtained in increased annualised benefits, debt write-off and other grants received. In addition this has meant that many families and vulnerable single people have been prevented from becoming homeless, have accessed other support services and have improved their well-being.

Equality Objective 5: Cohesive Communities

Cohesive Communities and Tackling Hate Crime	
<i>A Wales of cohesive communities</i>	
People have a sense of belonging to the city and feel safe	
Action 1	We will encourage and support initiatives which provide opportunities to increase awareness and understanding of diverse cultures in Newport.
Action 2	To continue our support of the Hate Crime Forum in order to raise awareness of Hate Crime, increase reporting and deliver a multi-agency response to high risk cases.
Action 3	We will co-ordinate a partnership approach to reporting and tackling prejudice based bullying in schools and look to play a proactive role in challenging prejudice.
Action 4	We will encourage opportunities to increase the public's awareness of immigration and the inclusion of asylum seekers, refugees and migrants focusing on shared experiences of all residents in Newport regardless of migration status or ethnicity.

Summary

NCC continues to deliver the Welsh Government's Community Cohesion programme priorities. Community cohesion involves us all, and how we relate to others who are different. The focus of the programme is on 'upstream' preventative work to foster tolerance and good relations, tackle deep-rooted inequality and support people to break down any feelings of fear and distrust. Working effectively on prevention is essential in order to prevent 'downstream' problems of community tensions, discrimination, hate crime and vulnerability to radicalisation.

Action 1

Newport is home to a diverse population and as an authority we believe it is important to encourage and support initiatives which provide opportunities to increase awareness and understanding. This includes being visible at, and publicly recognising, local and national events such as Pride Cymru, Refugee Week, Black History Month, and Gypsy Roma Traveller Month celebrations. We have also engaged our local schools in cohesion initiatives, including delivery of the 'Solutions not Sides' workshop in a number of our schools, focussing on the need for critical thinking when forming views or opinions regarding specific groups.

Welsh Government have provided the authority with additional funding until 2021 to recruit a Community Cohesion Officer during 2019. The role will specifically address risks to cohesion posed as a result of Britain preparing to leave the EU, and will focus on establishing commonality across communities, supporting EU citizens to apply for the settled status scheme, and identifying and dealing with community tensions at an early stage.

Action 2

The East Gwent Hate Crime Forum is attended by representatives from key stakeholders across Newport and Monmouthshire. The role of the forum is to discuss Hate Crime statistics and trends as well as raise awareness of Hate Crime and increase reporting. An associated multi-agency case handling group coordinated by Gwent Police continues to manage high risk cases on an individual basis.

Over the last few years we have seen spikes in recorded hate crime in response to national and international events, including the EU referendum. The following table demonstrates continued growth in the number of hate crimes that have been reported in Newport during 2017/18 and 18/19:

	17/18 No of incidents	18/19 No of incidents	Increase/Decrease
Racial	184	226	+22%
Homophobic	54	54	-
Disability	39	22	-43%
Religious	10	12	+20%
Transphobic	3	10	+233%

We are pleased that more people are reporting incidents to the Police which may have previously gone unreported, however we recognise that hate crime is still significantly under reported and will continue to work with our partners to ensure a consistent message that hate will not be tolerated in Newport is reinforced across the City.

This year we have also established a dedicated email address for agencies and communities to report concerns relating to community tensions, and have arrangements in place for Gwent Police to share details of reported hate crime on a weekly basis in order to better monitor and intervene.

Action 3

The Education Well-Being Group continues to meet on a termly basis. The role of the group is to review data on incidents related to Protected Characteristics as well as progress of schools through Healthy Schools Awards, participation and development of initiatives to support well-being across the whole school.

The Protected Characteristics with the highest numbers of incidents continue to be those relating to race, gender and sexual orientation. Schools are provided with support to tackle these issues, including support from GEMS, Stonewall, Show Racism the Red Card and restorative justice.

Action 4

As one of 4 asylum dispersal areas in Wales, and with a significant migrant and refugee population, Newport continues to prioritise both the delivery of services to these groups, as well as ensuring successful integration within our local communities.

NCC hosts bi-monthly Migration Forum meetings, attended by a mix of statutory, voluntary and private sector organisations and continues to lead on local cases that require effective management of vulnerable individuals.

We have also reviewed our approach to agreeing asylum accommodation in the City, and continue to undertake regular assessments of the social and financial impact of dispersal on areas in Newport.

Newport is also taking part in the Home Office Vulnerable Persons Relocation programme (fully funded by the Home Office) and has committed to relocating 50 households over the life of the 5

year programme. To date, we have settled 21 families, equating to 105 people, in Newport and will continue to work towards our pledge of 50 families whilst providing a support service which focusses on successful integration and opportunities to contribute to local communities.

Looking to the future

Over the coming 12 months, in the last year of the delivery of our SEP, we will be focusing on:

- Better using the hate crime data that we have access to inform interventions
- Monitoring tensions across our communities and establishing easily accessible mechanisms for people to report these
- Reviewing the role and remit of the Attendance and Wellbeing forum to maximise effectiveness
- Improving data recording in schools to better understand patterns of hate related incidents
- Engaging with the Welsh Government's Nation of Sanctuary plan, exploring innovative approaches to migration in the City
- Undertaking an attitudinal survey in relation to migration in Newport, and designing an appropriate communications strategy around findings

Equality Objective 6: Domestic Abuse and Sexual Violence

Domestic Abuse and Sexual Violence	
<i>A Wales of cohesive communities</i>	
People who are subject or witness to domestic abuse are supported by the Council and its partners in their current situation and through any changes they wish to make	
Action 1	Further develop the multi-agency Domestic Abuse (DA) Unit
Action 2	Roll out training on 'Ask and Act'
Action 3	Support the development and delivery of the VAWDASV Strategy for Gwent

Summary

Domestic abuse is a major challenge for public services. It places significant, costly and increasing day to day demands on Local Authorities, police, health, housing and other support services.

In addition to the financial costs of domestic abuse, it has long term implications for people that experience, witness or perpetrate it. Following a number of local reviews regarding strategic and operational planning and delivery of domestic abuse services across Gwent, it was identified that the development of a clear, accountable regional approach was a priority. Over the last 12 months, we have continued to work in partnership with the Gwent Violence Against Women, Domestic Abuse and Sexual Violence (VAWDSV) team and focused our efforts on ensuring victims and their families receive or are signposted to the most appropriate service to support their well-being.

Action 1

The Domestic Abuse Unit continues to function as a multi-agency hub providing a 'one stop shop' for victims. In addition to providing a base for the fortnightly Multi-Agency Risk Assessment Conferences (MARACs), the unit has continued to develop relationships with other agencies including Victim Support and Cyfannol Counselling Services to ensure that victims of domestic abuse can also benefit from the use of partner services.

Organisations operating from the multi-agency Domestic Abuse Unit include Newport Women's Aid, Llamau, BAWSO (which provides specific support to BAME victims) and the VAWDASV Newport Independent Domestic Violence Advisor (IDVA) Service.

Over the course of the financial year there were 5583 recorded incidents of domestic abuse recorded in Newport (an increase of 1059 based on 2017/18 figures of 4215 in 2017/18). This equates to 31.85% of all incidents (17,530) across Gwent. Of these cases, 443 (7.93%) were deemed high risk cases and were referred to MARAC. NCC coordinated and hosted all fortnightly MARAC meetings at the Unit.

Action 2

Over the past 12 months, we have continued to work closely with the VAWDASV 'Ask and Act' Training implementation group to support the rollout of 'Ask and Act' training.

The e-learning package has now been rolled out across all the relevant Authorities in Gwent, however, there were initially significant system access issues reported which had hampered progress. Access issues have now been resolved and numbers of staff completing the e-learning continues to grow. A face to face resource has been commissioned and will also be available for staff

without computer access. During the 2018/19 financial year 803 staff members completed online VAWDASV training.

Action 3

The development of the Regional VAWDASV strategy has been informed through:

1. Commissioning of a Welsh Women's Aid Needs Assessment
2. Linking to the Population Needs Assessment of the Social Services and Wellbeing Act
3. 5 Well Being Plans across Gwent as part of the Wellbeing of Future Generations Act
4. Safer Gwent Strategic Assessment

The strategy has 6 priorities and the team will provide an annual update to the SEG.

1. Increase awareness of and challenge attitudes towards violence Against Women, Domestic abuse and Sexual violence ACROSS Gwent
2. Increase awareness in children and young people of the importance of safe, equal and healthy relationships and that abusive behavior is always wrong
3. Increase focus on holding perpetrators to account and provide opportunities to change their behaviour based around victim safety
4. Make early intervention and prevention a priority
5. Relevant professionals are trained to provide effective, timely and appropriate responses to victims and survivors
6. Provide victims with equal access to appropriately resourced, high quality, needs led, strengths based, gender responsive services throughout the region

Equality Objective 7: Homelessness

Homelessness	
<i>A Wales of cohesive communities</i>	
To provide a safe, supporting, empowering and non-judgemental environment for homeless and marginalised people so that they can achieve their potential	
Action 1	To implement the Supporting People grant program funded by the Welsh Government to assist and support potentially vulnerable and marginalized people to live independently within the community
Action 2	To prevent homelessness where possible
Action 3	To build people's resilience to deal with shocks, stresses and uncertainty in their lives
Action 4	To support people develop skills for life to flourish independently

Summary

Newport City Council has continued to work to combat homelessness in the City in the face of challenging economic circumstances and increasing demand. The landscape surrounding homelessness is constantly changing and the authority is in the process of implementing a number of new services in response to this reality.

Over the past 12 months the authority, in cooperation with partners across Gwent, published a regional Homelessness Strategy that will run from 2018-2022. As outlined in previous Annual Reports, adopting a regional approach to tackle homelessness was a key priority for the authority, and has laid strong foundations for greater co-operation in the future.

Action 1

In the past 12 months the Social Services Supporting People (SP) Team has continued its program of remodelling existing schemes and working on new projects. The team commissioned services that supported over 5,880 people in its accommodation-based and floating support services, a marked increase on the previous year's figure. Notable activities include:

1. The Financial Inclusion Support scheme secured over £201,000 additional annualised welfare benefits and grants for referrals in 2018/19 as well as providing many more vouchers for food banks than in the previous year.
2. The cross-authority (Newport, Torfaen and Blaenau-Gwent) Gypsy and Traveller Project continues to provide a valuable support service for Gwent's Gypsy and Traveller communities, especially as new and improved sites are developed. As a result of a successful review, the project was put on a firmer footing and awarded a full Supporting People contract.
3. The unfortunate and rapid demise of South East Wales Regional Equality Council (SEWREC) late in 2018 meant that the Supporting People Team had to act quickly to secure new hosts for two commissioned services located in the organisation. A quick and robust commissioning process resulted in two well-established local organisations, Newport Mind

and Taff Housing Association, being awarded the contracts for the EU Migrant Support Service and Refugee Support Service respectively.

4. The budget for interpretation and translation services with Language Line was increased further as people with less common languages/dialects were supported.
5. Support was also provided at the new Tŷ Dewi Sant development of five self-contained flats for people with learning disabilities who have moved into this more independent living from shared houses.
6. Care and Repair's Specialist Older Persons Support scheme now provides additional support for people with progressive sight loss. Closer working with the Council's First Contact Team's Rehabilitation Officer for Visual Impairment (ROVI worker has also improved services for people with sight impairment.
7. The new Lighthouse 55+ scheme for older people began in 2018 and now supports people from all tenures with housing support issues, consolidating a more equitable approach to service provision across the county.
8. Lastly, the team were able to commission additional services for rough sleepers and people with no fixed abode in the City with Eden Gate (Night Shelter and Day Centre) and The Wallich (Assertive Outreach Team).

During 2018/19 officers in the SP team have been preparing for major changes to the Supporting People Programme in 2019/20 when funding will be subsumed into the new Housing Support Grant. This offers the opportunity to be more creative in service provision, work more collaboratively with internal and external partners to target support for some of our most vulnerable citizens thus reducing the inequality of access to services further.

Action 2

Operational work continues towards preventing homelessness with the Council now preventing 54% of instances where individuals present as being at risk of being made homeless in 56 days.

A total of 1814 Individuals have presented to the Council seeking assistance due to either being homeless or at risk of being made homeless within 56 days during the whole financial year. Service demands continue to remain relatively constant and whilst they show a reduction on last year's overall figures, demand remains high. In part this is due to earlier interventions that effectively address housing issues before they become a potential homelessness issue. Whilst this is difficult to wholly quantify, there is a clear and distinct link to services being more pro-active and joined up at an earlier stage with a downward trend in formal presentations.

Operational work will continue to be delivered, and alongside this the following actions are being undertaken to address homelessness:

1. The Gwent Homelessness Strategy has been adopted and published together with a regional and local action plan

2. The Home Options Newport Policy is being reviewed and should be completed in September 2019
3. Eden Gate have completed the refurbishment of their premises and have the ability to deliver an all year round night shelter
4. Additional capacity via Welsh Government Grant Funding provided to Rough Sleeper Outreach Services
5. Youth Pathway Project successful in delivering education on housing/homelessness within schools
6. Youth Pathway Project secured funding for additional youth homelessness services
7. Youth Pathway Project developed links with Youth Service provision and developing further work around youth homelessness
8. Additional accommodation options developed within the private rented sector for homeless households
9. Continuing to deliver operational services pro-actively with partners in order to seek to prevent homelessness
10. Additional emergency accommodation options developed for individuals with physical disabilities

Action 3 and 4

In addition to the developments above, Tenancy Support services provided from within the Council have been refocused in order to provide crisis intervention work for households at risk of homelessness, working alongside other staff within the Council's Housing Needs Unit in order to prevent homelessness as well as linking to other support services available.

Core funding from Supporting People helps to enabled a number of local third sector agencies to fundraise for additional services including Llamau's Learning 4 Life (pre-vocational skills), Solas Cymru's CRE8 project (work preparation skills) and Newport Women's Aid's Freedom Programme (resilience building).

Referrals to the Council's Lighthouse Project are now prioritised to ensure crisis/emergency referrals are dealt with as quickly and efficiently as possible.

Equality Objective 8: Welsh Language

Compliance with the Welsh Language Standards	
<i>A Wales of vibrant culture and thriving Welsh language</i>	
Objective and outcome	A Wales of vibrant culture and thriving Welsh language We will promote our bilingual public services and increase the use of Welsh in Newport
Action 1	Run a publicity campaign to promote the Welsh Language Standards, and roles and responsibilities for staff, Members and the public
Action 2	Make the best use of Council systems to facilitate language choice
Action 3	Engage partners in facilitating people's use of the Welsh language in Newport
Action 4	Develop a translation service for Newport City Council employees, and facilitate employees' development of their Welsh language skills in the workplace

Summary

Under the Welsh Language Measure (Wales) 2011, Newport City Council is required to comply with the [Welsh Language Standards](#) issued by the Welsh Language Commissioner. At present, the authority is subject to 174 standards which set out the Welsh language services needed to be offered. Most of the standards came into force on the 30th of March 2016, and the majority of the remaining from the 30th of September 2016.

In the 2018/19 financial year the authority has continued to make good progress towards compliance with Welsh Language Standards. The agenda continues to benefit from the budget that was allocated in the 2015/16 financial year and project management and governance has evolved to better reflect the progress that has been made to date.

The authority has also made positive steps to achieving the goals set out in its 5 Year Welsh Strategy, with notable achievements such as the development of an improved "[Benefits of Bilingualism](#)" leaflet and the collaborative partnership work on promoting Welsh language within minority communities across Newport.

Further information on the implementation of Welsh Language Standards, and of the promotion of Welsh more generally, can be found within the authority's [Welsh Language Annual Report 2018-2019](#).

Action 1

The Welsh Language Communication Strategy was developed at the end of 2015 to inform employees, elected members and the public of NCC's roles and responsibilities under the new Welsh language standards. Materials relating to the strategy such as corporate promotional videos, posters, desktop images, 'tent signs' with bilingual greetings, guidance documents on service delivery and intranet pages have proved successful, but now require updating.

In addition to these materials, a total of 175 local authority staff have attended Welsh language awareness training since 2015. In the coming year, the authority will be looking to increase the number of sessions offered and ensure that all staff are able to complete an initial session.

Representatives of every service area have a formal role to play in driving the Welsh language agenda through the Council's Welsh Language Implementation Group, responsible for monitoring compliance with the standards, working to remove blockers, and raise awareness of Welsh language responsibilities across the organisation.

Work towards external promotion of the Welsh language is set out in our Welsh Language 5 Year Strategy, which has already made some significant progress towards achieving key goals. Notable achievements over the past financial year include the development of an improved "[Benefits of Bilingualism](#)" leaflet, which will help the authority promote the Welsh language throughout the City.

This year, the authority was also highlighted by the Welsh Language Commissioner as good practice in its collaborative project with Menter Iaith Casnewydd, Cymraeg i oedolion and SEWREC.

Action 2

The authority is responsible for 250,000 separate data entries containing sensitive customer information, these exist across multiple systems and relate to a diverse range of services.

Where we can record language choice we have amended these systems and continue to ask people their choice of language, however, in many instances data entry exists on legacy systems on which we cannot record language choice. Where we can we deliver services in people's choice of language we do so, although in many instances we continue to correspond bilingually and this has been improved through the implementation of the new CRM.

Action 3

The Council continues to work with key Welsh language stakeholders in Newport through the Welsh Language Forum, which is led by Menter Iaith Casnewydd.

Gŵyl Newydd, the Welsh language festival, will be entering its second year, and due to last year's success has changed location to accommodate and hopefully reach a wider audience. It will ensure Welsh is seen and heard as a thriving language on the streets of Newport.

We are starting to develop our working relationship with Menter Iaith Casnewydd and discussion will focus around developing the Welsh Language Forum as a potential vehicle to drive a change agenda and facilitate the chances for the people of Newport to use Welsh by reaching out to new audiences.

The Council will also go out to consultation on the creation of a fourth Welsh medium primary school and creation of a seedling school to help create the Welsh speakers of the future. Due to the proposed geographical location under consideration this will create opportunities to continue the Welsh language/BAME project through a variety of channels.

The next few years will see a number of Community Hubs created across the city, with the first scheduled to open in September 2019. As well as increasing the visibility of the Welsh language through signage, the Hubs will increase the accessibility of standard compliant public services.

Action 4

Over the 2018/19 financial year the authority radically altered the way it has given its staff access to translation. By entering into a single comprehensive SLA with Cardiff Council each member of staff

can now independently order their own translation and be sure that this will be delivered by qualified translators based at Cardiff Council.

Staff engagement with Welsh language classes has dropped slightly from the 2017/18 financial year. Over the course of the next 12 months, the authority will look to improve on the number of staff enrolled on Welsh language courses in order to meet the need for more Welsh speakers in specific areas of the Council.

Looking to the future

Over the coming 12 months, in the last year of the delivery of our SEP, we will be focusing on:

- Work on developing and promoting the update Fairness and Equality Impact Assessment (FEIA) process
- Greater promotion of the Council's Welsh language services
- Development and delivery of suitable Welsh language awareness training across the organisation
- Enhancing partnership working across Welsh Language Forum members in line with the Welsh Language Strategy
- Developing the intranet to include Welsh language guidance around compliance with the Welsh Language Standards

Equality Objective 9: Corporate compliance

Corporate Compliance	
<i>A Wales of vibrant culture and thriving Welsh language</i>	
Strategic leadership, governance arrangements, ensuring standards are high and consistent across all the Council and its areas	
Action 1	Monitor performance, including customer satisfaction, through the Strategic Equality Group
Action 2	Report annually on equalities and the Welsh language to Cabinet and the Senior Leadership Team, and publish relevant reports on the Council's website
Action 3	Webpages hold relevant equality information: <ul style="list-style-type: none"> • Fairness and Equality Impact Assessments • Annual Equality and Welsh Language Reports • Equalities and Welsh language population and employment data
Action 4	Council employees offered all the relevant training and guidance to facilitate compliance with the equalities, human rights and Welsh language legislation
Action 5	Review procedures on procurement, grants and sponsorships to mainstream equalities and Welsh language requirements

Summary

Over the past financial year the authority has continued to demonstrate its commitment to transparency by publishing relevant equalities information online, and accountability by systematically reporting progress on the Strategic Equality Plan to the to the SEG. In line with the new [Equality Act 2010 \(Specific Duties and Public Authorities\) Regulations 2017](#), the authority also published its first '[Gender Pay Gap Report](#)', which is the measure of the difference in the average pay of men and women, regardless of the nature of their work, across the entire organisation.

Moving forward, the authority will look to develop the support it offers to staff, facilitating continued comprehensive compliance around public sector equality duties, the Welsh language and the Well-being of Future Generations Act.

Action 1

In 2018/19 the SEG delivered on its commitment to meet more regularly, and give greater scrutiny to each Equality Objective. This has proved a successful approach and will be carried forward into the upcoming 2019/20 financial year. In addition, we will be reviewing the role of our Elected Member Equality Champions, with the aim of giving them greater influence and visibility.

Action 2

The authority will continue to publish all annual reports relating to Welsh language and equalities on the 'Equalities and Welsh Language' page of Newport City Council's [website](#). These reports are approved by Cabinet and the Senior Leadership Team.

In response to the additional obligations laid out under the new [Equality Act 2010 \(Specific Duties and Public Authorities\) Regulations 2017](#), the authority also published its first '[Gender Pay Gap Report](#)', which measures the difference in the average pay of men and women, regardless of the nature of their work, across the entire organisation. This data is included in the annex of this report.

Action 3

Over the course of the 2018/19 financial year the authority took a number of steps to improve its FEIA processes. Assessments are now submitted centrally to one email address, from which certain staff will be able to review and forward for publishing.

Within the Equalities Annual Report, there is a section on staff data relating to Welsh language and equalities, this data provides a comparison between the diversity of our staff and the diversity of the city more generally.

Action 4

Currently, the authority offers 'An Introduction to Equalities' and 'Welsh Awareness Training' to staff. These sessions are intended to promote a general awareness of the authority's Welsh language and equalities obligations, whilst also providing staff with information about where they can go to get further advice on compliance.

Over the past financial year the authority moved to deliver both of these training programmes in-house, increasing the accessibility and profile of both the Welsh language and Equalities officers. Quarterly training sessions have been arranged for the 2019/20 financial year, with additional sessions being organised if needed or requested by various team managers.

Action 5

The 2018/19 financial year saw the authority take on increased obligations within its procurement process. Procedures around procurement, grants and sponsorship will need to be continuously reviewed to ensure that we continue to pass on the public sector duties we have under Welsh language, Equalities and the Well-being of Future Generations Act, as well as new obligations under Section 54 of the Modern Slavery Act (2015).

In [February 2019](#) Cabinet officially adopted Welsh Government's Code of Practice on Ethical Employment in Supply chains, and developed a provisional action plan to monitor progress against implementing the Code of Practice. It was agreed that governance of this progress will be reported to the SEG and annual updates will appear within the future Equalities Annual Report. This reporting process will begin in the 2020/21 annual report. The Cabinet Member for Equalities and Assets has also been nominated as Anti-Slavery and Ethical Employment champion.

Looking to the future

Over the coming 12 months, in the last year of the delivery of our SEP, we will be focusing on:

- Working to develop our new Strategic Equality Plan, and making arrangements to ensure effective governance continues, both at a strategic and operational level
- Offering targeted training interventions to relevant frontline staff and managers around key equalities issues including equality impact assessments and unconscious bias
- Digitalising our FEIA process to enable us to assess the cumulative equality impact of our decisions
- Provide equalities and Welsh language training to Elected Members
- Fully implement the Welsh Government's Code of Practice on Ethical Employment in Supply Chains

Equalities Data: Collection

Newport City Council uses relevant equality data to inform every step of its decision making processes and sees data as a vital tool in the fulfilment of its public sector duties. This section will look at the role of our equalities data in two stages:

- Collecting data; how the authority collects data on Protected Characteristics, the Welsh language and Well-being of Future Generations
- Evaluating data; how the authority uses data through our internal processes, for example, our Fairness and Equality Impact Assessments

Collecting Data: building a picture

Collecting accurate information on our customers is key to delivering great services. Newport City Council collects equalities data in various ways which goes on to inform the services we deliver. As an authority we have developed robust systems which collect a huge volume of data through our CRM systems and the other databases linked to individual services. We also collect qualitative data through our outreach and consultation exercises, which provide us with the insight into how individuals from different groups use the services we offer.

Systems/Collecting data

The authority uses a number of different systems to allow its various services to build a picture and profile of its customers. This data is then utilised in developing service area plans and work programmes, and when service areas are required to amending existing services.

However, as has been highlighted under Equality Objective 8, Action 2, the utilisation of multiple databases when recording customer information often means that there are inconsistencies relating to the data fields that are recorded. The authority will be prioritising improvements in this area through the introduction of standardised equalities monitoring questions and updated internal staff guidance.

Consultations

This year Newport City Council's Policy, Partnership and Involvement Team coordinated the gathering of at least 37,628 consultation responses on a range of issues from recycling/waste management to how the public interacts with the Council. The amount of feedback received continues to be boosted through the utilisation of public surveys linked to Wi-Fi access on Newport buses, which is proving to be a method of consultation which attracts a wide range of responses from a diverse cross section of our communities. The authority also promoted advice and support available to staff who wish to consult or engage with the public, including access to the Citizens Panel, Bus Wi-Fi, Online Surveys and Newport Youth Council.

Community Well-being profiles

In line with the Well-being of Future Generations Act (2015) the authority has completed and published our Community Well-being Profiles. These profiles provide a rich source of data across a number of different areas, including data on ethnicity, and are intended to be a resource for members of the public and officers within the authority. These profiles will also act as an additional resource for staff when considering FEIAs.

Evaluating data: developing good practice

In response to the importance of the analytical evaluation of equalities data, Newport City Council has developed a series of systematic processes which ensure that statutory obligations are appropriately considered.

Fairness and Equality Impact Assessments

Fairness and Equality Impact Assessments evidence consideration of relevant equalities information and are essential to ensure that Local Authorities meet their Equality Duties when they create new policies, amend services or make decisions that affect the public or staff.

Newport City Council is in an ongoing process of reviewing and improving the quality and the process behind our impact assessments. As well as improving the usability of the form and strengthening the presence of the authority's statutory obligations under both the Welsh language measure (2011) and the Well-being for Future Generations Act (2015), we will also look to issue improved guidance designed to help our staff navigate the FEIA process.

Service Area Plans

Service Area plans, covering each local authority Department, are a key reporting mechanism that are reported to Cabinet Members and various scrutiny committees. These plans outline priorities for delivery and business change, as well as key performance indicators, these indicators include risk measures relating to non-compliance with the Equality Act.

Employment Data

Analysis

The Council currently employs 5842 people (including staff employed in schools). This represents a 1.8% drop on the number of employees employed from the previous year when we employed 5949 employees.

The workforce planning template has now been established as an integral part of service area planning, utilising workforce data collated over the year. Actions are then set to ensure service areas address and engage with issues which relate to service area objectives and budgetary targets.

Key statistics:

- Female employees make up approximately 77% of the workforce
- Male employees (3.3%) are over twice as likely to earn over £55,000 compared to female employees (1.6%).
- Over the 2018/19 financial year, the authority saw the gap between men and women employed in permanent posts grow to around 4%. With 74.2% of the male workforce being employed on a permanent basis compared to 70.3% of female staff.
- There is a significant difference in working patterns. Approximately 67.8% of men work full time compared to only 31.8% of women. Both genders have seen a slight increase in the percentage of full time employees.
- The percentage of employees peaks within the 35-44 age band, currently 26.1% of employees fall within this group.
- The highest number of job applicants by age group are 25-34 (33.2%), 35-44 (29.1%) and 16-24 (22.4%) age categories, however our workforce is made up of only 4.1% of individuals in the 16-24 age category
- The percentage of leavers identifying as disabled (2.5%) is higher than the number of employees that identify as disabled (1.8%)
- The percentage of disabled employees and disabled job applicants is low (1.8% and 5.8%) compared with the 2011 census which indicates that 10.6% of the Newport population are disabled
- The proportion of BAME employees is lower than that of the population of Newport. BAME employees make up 3.9% of the Council's workforce, but BAME people make up at least 10.1% of the population of Newport
- A high proportion of records relating to employee sexual orientation and religion are left blank (over 60%) are left blank

Actions to address these issues, and seek to improve the quality of our workforce data are included in the section of this Report that relates to Equality Objective 1.

Pay band by Sex

Pay Band (£)	2017/18				2018/19			
	Male	%	Female	%	Male	%	Female	%
10,000-14,999	20	1.4	28	0.6	13	0.9	38	0.8
15,000-19,999	475	33.8	2230	44.3	476	34.0	2130	42.9
20,000-24,999	322	22.9	1022	20.3	266	19.0	909	18.3
25,000-29,999	120	8.5	362	7.2	175	12.5	462	9.3
30,000-34,999	96	6.8	311	6.2	60	4.3	163	3.3
35,000-39,999	253	18.0	822	16.3	293	20.9	1020	20.5
40,000-44,999	29	2.1	64	1.3	24	1.7	41	0.8
45,000-49,999	8	0.6	29	0.6	14	1.0	53	1.1
50,000-54,999	17	1.2	37	0.7	17	1.2	32	0.6
55,000-59,999	10	0.7	22	0.4	12	0.9	25	0.5
60,000-64,999	6	0.4	16	0.3	9	0.6	13	0.3
65,000-69,999	7	0.5	8	0.2	6	0.4	14	0.3
70,000+	19	1.4	18	0.4	19	1.4	24	0.5
Not known	25	1.8	60	1.2	17	1.2	42	0.8
Total	1407	100	5029	100	1401	100	4966	100

Contract type by sex

Contract Type	2017/18				2018/19			
	Male	%	Female	%	Male	%	Female	%
Permanent	993	70.6	3486	69.3	1040	74.2	3493	70.3
Acting Up	14	1.0	53	1.1	11	0.8	42	0.8
Casual	184	13.1	459	9.1	148	10.6	400	8.1
Fixed Term	199	14.1	959	19.1	186	13.3	985	19.8
LTS Cover	1	0.1	1	0.0	2	0.1	3	0.1
Mat. Cover	0	0.0	3	0.1	3	0.2	5	0.1
Seasonal	12	0.9	62	1.2	6	0.4	30	0.6
Secondment	0	0.0	1	0.0	0	0.0	5	0.1
Sessional	4	0.3	3	0.1	5	0.4	3	0.1
Supply	0	0.0	0	0.0	0	0.0	0	0.0
Temporary	0	0.0	2	0.0	0	0.0	0	0.0
Total	1407	100	5029	100	1401	100	4966	100

Working pattern by sex

Working Pattern	2017/18				2018/19			
	Male	%	Female	%	Male	%	Female	%
Full Time	932	66.2	1527	30.4	950	67.8	1579	31.8
Part Time	469	33.3	3426	68.1	442	31.5	3319	66.8
Job Share	6	0.4	76	1.5	9	0.6	68	1.4
Total	1407	100	5029	100	1401	100	4966	100

Age profile

Age Group	2017/18						2018/19					
	Employees	%	Job Applicants	%	Leavers	%	Employees	%	Job Applicants	%	Leavers	%
16-24	321	5.4	937	22.4	14	5.8	242	4.1	862	18.6	20	5.6
25-34	1341	22.5	1423	34.0	62	25.7	1301	22.3	1539	33.2	73	20.3
35-44	1551	26.1	845	20.2	59	24.5	1527	26.1	1016	21.9	77	21.4
45-49	802	13.5	346	8.3	24	10.0	809	13.8	415	8.9	45	12.5
50-54	824	13.8	280	6.7	18	7.5	800	13.7	391	8.4	49	13.6
55-59	606	10.2	215	5.1	30	12.4	609	10.4	235	5.1	45	12.5
60-64	346	5.8	94	2.2	18	7.5	390	6.7	105	2.3	33	9.2
65-69	95	1.6	6	0.1	15	6.2	100	1.7	8	0.2	17	4.7
70-74	44	0.7	2	0.0	1	0.4	43	0.7	3	0.1	1	0.3
75+	21	0.4	0	0.0	0	0.0	21	0.4	0	0.0	0	0.0
Prefer not to say	0	0.0	40	1.0	0	0.0	0	0.0	68	1.5	0	0.0
Total	5951	100	4188	100	241	100	5842	100	4642	100	360	100

Sex profile

Sex	2017/18						2018/19					
	Employees	%	Job Applicants	%	Leavers	%	Employees	%	Job Applicants	%	Leavers	%
Female	4586	77.1	3062	73.1	168	69.7	4492	76.9	6377	76.1	284	78.9
Male	1365	22.9	1100	26.3	73	30.3	1350	23.1	1956	23.3	76	21.1
Unknown	0	0.0	26	0.6	0	0.0	0	0.0	47	0.6	0	0.0
Total	5951	100	4188	100	241	100	5842	100	8380	100	360	100

Marital Status profile

Marital Status	2017/18						2018/19					
	Employees	%	Job Applicants	%	Leavers	%	Employees	%	Job Applicants	%	Leavers	%
Civil Partnership	8	0.1	35	0.8	0	0.0	8	0.1	39	0.8	1	0.3
Divorced	253	4.3	191	4.6	14	5.8	252	4.3	228	4.9	19	5.3
Living w/ Partner	509	8.6	675	16.1	26	10.8	532	9.1	737	15.9	36	10.0
Married	2788	46.8	1279	30.5	117	48.5	2792	47.8	1463	31.5	182	50.6
Separated	87	1.5	85	2.0	2	0.8	80	1.4	100	2.2	3	0.8
Single	1883	31.6	1833	43.8	69	28.6	1774	30.4	1940	41.8	107	29.7
Widowed	47	0.8	6	0.1	4	1.7	49	0.8	16	0.3	1	0.3
Prefer not to say	39	0.7	47	1.1	2	0.8	37	0.6	63	1.4	3	0.8
Left blank	337	5.7	37	0.9	7	2.9	318	5.4	56	1.2	8	2.2
Total	5951	100	4188	100	241	100	5842	100	4642	100	360	100

Disability profile

Disability	2017/18						2018/19					
	Employees	%	Job Applicants	%	Leavers	%	Employees	%	Job Applicants	%	Leavers	%
Disabled	104	1.7	181	4.3	7	2.9	108	1.8	269	5.8	9	2.5
Not disabled	5648	94.9	3712	88.6	221	91.7	5526	94.6	4023	86.7	336	93.3
Unknown	41	0.7	67	1.6	5	2.1	46	0.8	109	2.3	8	2.2
Left blank	158	2.7	228	5.4	8	3.3	162	2.8	241	5.2	7	1.9
Total	5951	100	4188	100	241	100	5842	100	4642	100	360	100

Sexual Orientation profile

Sexual Orientation	2017/18						2018/19					
	Employees	%	Job Applicants	%	Leavers	%	Employees	%	Job Applicants	%	Leavers	%
Heterosexual	1929	32.4	3749	89.5	129	53.5	2241	38.4	4023	86.7	184	51.1
Homosexual	27	0.5	57	1.4	3	1.2	30	0.5	81	1.7	3	0.8
Bisexual	12	0.2	43	1.0	3	1.2	11	0.2	77	1.7	2	0.6
Lesbian	17	0.3	46	1.1	3	1.2	22	0.4	60	1.3	4	1.1
Prefer not to say	284	4.8	182	4.3	4	1.7	280	4.8	272	5.9	16	4.4
Left blank	3682	61.9	111	2.7	99	41.1	3258	55.8	129	2.8	151	41.9
Total	5951	100	4188	100	241	100	5842	100	4642	100	360	100

Religion/Belief profile

Religion/Belief	2017/18						2018/19					
	Employees	%	Job Applicants	%	Leavers	%	Employees	%	Job Applicants	%	Leavers	%
Agnostic	170	2.9	361	8.6	11	4.6	193	3.3	404	8.7	14	3.9
Atheist	275	4.6	786	18.8	32	13.3	348	6.0	899	19.4	27	7.5
Buddhist – Hinayana	3	0.1	1	0.0	0	0.0	2	0.0	1	0.0	1	0.3
Buddhist – Mahayana	4	0.1	2	0.0	0	0.0	4	0.1	2	0.0	0	0.0
Christian - Orthodox	217	3.6	300	7.2	16	6.6	243	4.2	348	7.5	26	7.2
Christian - Protestant	477	8.0	619	14.8	20	8.3	579	9.9	726	15.6	26	7.2
Christian - Roman Catholic	270	4.5	546	13.0	12	5.0	299	5.1	540	11.6	24	6.7
Confucianism	0	0.0	0	0.0	0	0.0	0	0.0	1	0.0	0	0.0
Hinduism	4	0.1	11	0.3	1	0.4	2	0.0	17	0.4	2	0.6
Islam - Shiite	3	0.1	17	0.4	0	0.0	2	0.0	29	0.6	0	0.0
Islam - Sunni	41	0.7	131	3.1	2	0.8	49	0.8	188	4.0	7	1.9
Judaism – Orthodox	1	0.0	1	0.0	0	0.0	0	0.0	3	0.1	1	0.3
Judaism - Reformed	0	0.0	3	0.1	0	0.0	0	0.0	0	0.0	0	0.0
Prefer not to say	575	9.7	712	17.0	30	12.4	600	10.3	783	16.9	56	15.6
Other	160	2.7	447	10.7	15	6.2	177	3.0	424	9.1	20	5.6
Sikhism	1	0.0	6	0.1	1	0.4	1	0.0	9	0.2	0	0.0
Taoism	0	0.0	1	0.0	1	0.4	0	0.0	2	0.0	0	0.0
Left blank	3750	63.0	244	5.8	100	41.5	3343	57.2	266	5.7	156	43.3
Total	5951	100	4188	100	241	100	5842	100	4642	100	360	100

Ethnic Origin profile

Ethnic Origin	2017/18			2018/19		
	Employees %	Job Applicants %	Leavers %	Employees %	Job Applicants %	Leavers %
Asian or Asian British – Bangladeshi	0.4	0.9	0.4	0.4	1.1	0.0
Asian or Asian British – Indian	0.4	1.3	1.2	0.3	0.8	0.6
Asian or Asian British – Other	0.4	0.8	0.0	0.4	0.6	1.7
Asian or Asian British – Pakistani	0.5	1.2	0.4	0.5	2.1	0.3
Black or Black British – African	0.4	1.7	0.4	0.4	2.2	1.1
Black or Black British – Caribbean	0.4	0.6	0.4	0.3	0.5	1.4
Black or Black British – Other	0.1	0.4	0.4	0.1	0.3	0.0
Chinese or Other – Chinese	0.1	0.1	0.4	0.1	0.2	0.0
Chinese or Other – Gypsy Traveller	0.0	0.0	0.4	0.0	0.0	0.0
Chinese or Other – Other	0.1	0.0	0.0	0.1	0.2	0.6
Mixed - Black African	0.0	0.0	0.0	0.0	0.1	0.0
Mixed – Other	0.4	0.5	0.4	0.4	0.9	0.8
Mixed – White & Asian	0.2	0.4	0.4	0.2	0.3	0.0
Mixed – White & Black African	0.2	0.1	0.0	0.2	0.5	0.3
Mixed - White & Black Caribbean	0.5	1.6	0.8	0.5	1.3	1.4
White – British	67.9	59.7	66.8	67.6	54.8	65.3
White – English	1.8	1.9	0.8	1.7	2.2	1.4
White – Irish	0.7	0.5	1.2	0.6	0.6	0.8
White – Other	1.9	1.9	3.3	1.8	1.5	2.2
White – Other European	0.7	2.1	1.2	0.5	2.0	2.2
White – Scottish	0.2	0.1	0.4	0.1	0.4	0.3
White – Welsh	20.7	22.2	17.4	21.2	24.8	17.5
Not stated	0.3	0.5	0.4	0.3	0.6	1.1
Prefer not to say	0.1	0.4	0.8	0.2	0.6	0.3
Unknown	0.1	0.1	0.4	0.0	0.1	0.3
Left blank	1.8	0.9	1.2	2.0	1.4	0.6
Total	98	100	100	100	100	100

Ethnic Origin Totals

	2011	2017/18			2018/19		
	Census	Newport City Council			Newport City Council		
Ethnic Origin	Newport %	Employees %	Job Applicants %	Leavers %	Employees %	Job Applicants %	Leavers %
Total Asian	5.4	1.7	4.2	2.0	1.6	4.6	2.6
Total Black	1.7	0.9	2.7	1.2	0.8	3	2.5
Total Other	1.0	0.2	0.1	0.8	0.2	0.4	0.6
Total Mixed	1.9	1.3	2.6	1.6	1.3	3.1	2.5
Total White	89.9	93.7	88.4	91.1	93.5	86.3	72.2
Total Unknown	0.1	2.3	2.0	3.2	2.5	2.7	2.3
Total	100	100	100	100	100	100	100

N.B. 'Total Unknown' includes 'Not stated', 'Prefer not to say', 'Unknown', and 'Left blank' categories.

Equalities Training Offered

Course Title	2017/18	2018/19
All Wales Anti-Slavery and Human Trafficking	18	0
Anti-Semitism Workshop	0	20
Autism Awareness	23	6
Deaf Awareness	3	0
Dementia Friends Awareness	22	3
VAWDASV e-Learning	1068	803
VAWDASV face-to-face training	39	47
Equalities: An Introduction	34	29
Hate Crime Awareness Training	24	0
Hate Crime: Train the Trainer	0	4
Preventing Violent Extremism	680	30

N.B. VAWDASV: Violence Against Women, Domestic Abuse and Sexual Violence

Supporting Documents

Fairness Commission <http://www.newport.gov.uk/fairnessCommission/en/Full-Report/Full-Report.aspx>

Newport City Council: Welsh Language: 5 Year Strategy (2016). Available at:
<http://www.newport.gov.uk/documents/Council-and-Democracy/Equalities-and-Welsh-language-/Welsh/NCC-Welsh-Language-Strategy-2017-2022.pdf>

Newport City Council: Strategic Equality Plan and Equality Objectives 2016-2020 (2016). Available at:
<http://www.newport.gov.uk/documents/Council-and-Democracy/Equalities-and-Welsh-language-/NCC-Strategic-Equality-Plan-and-Equality-Objectives-2016-1.1-Eng.pdf>

Newport City Council Strategic Equality Plan: Annual Report 2016-17 (2017). Available at:
<http://newport.gov.uk/documents/Council-and-Democracy/Equalities-and-Welsh-language-/Equalities-annual-report-2016-17.pdf>

Newport City Council Strategic Equality Plan: Annual Report 2017-18 (2018). Available at:
<http://newport.gov.uk/documents/Council-and-Democracy/Equalities-and-Welsh-language-/Equality-Plan-Annual-Report-2017-2018.pdf>

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Report

Council

Part 1

Date: 26th November 2019

Subject Annual Report of the Democratic Services Committee

Purpose To submit the Annual Report of the Democratic Services Committee to Council.

Author Head of Law and Regulation

Ward All wards

Summary The Local Government (Wales) Measure 2011 requires each council to establish a Democratic Services Committee. The Measure prescribes the functions of the committee and requires the committee to make a report at least annually to the Council.

The annual report attached at Appendix A was agreed by the Democratic Services Committee on 24th October 2019.

Also attached at Appendix B is the annual report of the Head of Law and Regulation, on behalf of the Head of Democratic Services, presented to the Democratic Services Committee on 24th October 2019 in order to review the adequacy of staff to support members.

Proposal To receive the Committee's annual report to the Council in order to meet the requirements of the Local Government Measure.

To note the content of the Head of Democratic Services Annual Report, as supporting evidence that the Committee has carried out its responsibility to review the adequacy of staff to support members

Action by Head of Law and Regulation

Timetable Immediate

This report was prepared after consultation with:

- Interim Chief Executive
- Head of Finance
- Head of People and Business Change

1. Background

- 1.1 The Local Government (Wales) Measure 2011 (“the Measure”) requires each council to establish a Democratic Services Committee. The Measure prescribes the functions of the Committee and requires the Committee to make a report at least annually to the Council.
- 1.2 The Measure prescribes the functions of the Democratic Service Committee as:
 - Designating the Head of Democratic Services
 - Keeping under review the provision of staff, accommodation and other resources made available to the head of democratic services in order that it is adequate for the responsibilities of the post;
 - Making reports, at least annually, to the Council in relation to these matters.
- 1.3 The Democratic Services cannot discharge and other functions or perform any dual role (for example doubling-up as a Scrutiny committee).
- 1.4 The Council agreed to widen the role of the Democratic Services Committee to include the consideration of any proposed amendments to the Council’s constitution for recommendation to the executive where appropriate and to the Council.
- 1.5 The Measure was subsequently amended by the Local Government Democracy (Wales) Act 2013, to specifically provide for a wider range of functions for Democratic Services Committees, along the lines adopted in Newport. The full terms of reference of the Committee, as set out in the Constitution, are contained in the draft Annual Report.
- 1.6 The annual report attached at Appendix A was agreed by the Democratic Services Committee on 24th October 2019.
- 1.7 Under the Measure, the Democratic Services Committee is required to keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, to ensure that adequate resources are provided for the responsibilities of the post. To that end, also attached at Appendix B is the report by the Head of Law and Regulation on behalf of the Head of Democratic Services for 2018-19, also presented to the Democratic Services Committee on 24th October 2019. This report provides an outline of the resources made available in support of these functions, so that the Committee can fulfil its responsibilities under the Measure to review the adequacy of staff to support members.
- 1.8 The Report confirms that the provision of staff, accommodation and other resources by the Council is adequate to discharge the statutory requirements in relation to decision making, democratic administration and Scrutiny as they currently exist. However, the impact of any changes in statutory requirements, or the needs of members will need to be kept under review by the Committee. Although the staffing resources within the Democratic Services team remains adequate to discharge the democratic functions under the Measure, the Head of Democratic Services Annual Report identifies the need to revise the current management structure to provide more effective leadership and supervision, with greater focus on the statutory role of the Head of Democratic Services.

Financial Summary

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

Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Non-compliance with the requirements of the Local Government Measure	M	L	This report suggests the content of an annual report in line with the requirements of the Measure.	Democracy and Communication Manager / Head of Law and Regulation.
Inadequate resources to discharge the statutory requirements of the Measure	M	L	The Annual Report confirms the adequacy of existing resources and the proposals for a more effective management structure. The arrangements are the subject of review by the Committee in the event of any changes in functions or requirements	Democracy and Communication Manager / Head of Law and Regulation

* Taking account of proposed mitigation measures

Options Available

- (a) To receive the Committee's annual report to the Council in order to meet the requirements of the Local Government Measure and to note the content of the Head of Democratic Services Annual Report, as supporting evidence that the Committee has carried out its responsibility to review the adequacy of staff to support members.
- (b) To take no action

Preferred Option and Why

- (a) To receive the Committee's annual report to the Council in order to meet the requirements of the Local Government Measure and to note the content of the Head of Democratic Services Annual Report, as supporting evidence that the Committee has carried out its responsibility to review the adequacy of staff to support members

Comments of Chief Financial Officer

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

Comments of Monitoring Officer

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

Comments of Head of People and Business Change

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

Wellbeing of Future Generations (Wales) Act 2015

The Democratic Services Annual Report outlines how the Committee has discharged its responsibilities in terms of the democratic services function in accordance with the Local Government (Wales) Measure 2011. Part of its role is to review and monitor the effectiveness of the Council's corporate governance and decision-making processes and the terms of the Council's Constitution.

Through ensuring the effectiveness of the Council's corporate governance and decision-making processes, the Council will ensure that requirements of the Wellbeing of Future Generations (Wales) Act 2015 act are met and the following principles of the act are able to be properly embedded within the Council's governance and decision making structures:

- 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 us meet our objectives
- Integration: Consider how the proposals will impact on our wellbeing objectives, our wellbeing goals, other objectives or those of other public bodies
- Collaboration: have you considered how acting in collaboration with any other person or any other part of our organisation could help meet our wellbeing objective
- Involvement: The importance of involving people with an interest in achieving the wellbeing goals, and ensuring that those people reflect the diversity of the City.

Background Papers

The Local Government (Wales) Measure 2011
Newport City Council Constitution

Dated: 15th November 2019



Democratic Services Committee Annual Report 2018-19

1. Introduction

The Local Government (Wales) Measure 2011 requires each council to establish a Democratic Services Committee. The Measure prescribes the functions of the committee and requires the committee to make a report at least annually to the Council.

2. Terms of reference

The terms of reference for the committee are set out in the constitution, and meet the requirements of the prescribed functions within the Measure.

The Committee's terms of reference are:

- a) To designate the Head of Democratic Services
- b) To consider reports by the Head of Democratic Services in accordance with Section 9(1)(h) of the Local Government (Wales) Measure 2011 (adequacy of resources to discharge democratic services functions) within 3 months and make recommendations to Council, as appropriate
- c) To ensure that all reports of Democratic Services Committee under Section 11 of the Local Government (Wales) Measure 2011 (recommendations regarding the adequacy of resources to discharge democratic services functions) are circulated to all Members and considered within 3 months
- d) To require the attendance of any Members or officers of the Council to answer questions and invite other persons to attend meetings, as required
- e) To require any Member or officer attending meetings to answer any questions (unless they are to refuse on legal grounds)
- f) To appoint one or more sub-committees and to arrange for the discharge of any of its functions by such a sub-committee
- g) To review and monitor the effectiveness of the Council's democratic services functions, including:
 - the provision of support and advice to meetings of the Council, committees, sub-committees and joint-committees
 - promoting the role of Overview and Scrutiny
 - the provision of support and advice to Overview and Scrutiny
 - the provision of support and advice to individual Councillors in carrying out their roles as Members
 - such other democratic services functions as may be prescribed from time to time by Regulations made by the Welsh Ministers
 - make recommendation to Cabinet and Council, as appropriate.
- h) To review the adequacy of the Council's democratic services resources and to make recommendations, where necessary
- i) To review and monitor the effectiveness of the Council's corporate governance and decision-making processes and the terms of the Council's Constitution and make recommendations, as necessary, to Cabinet and/or the Council.

3. Structure and Membership

The Committee comprises

- [Councillor Charles Ferris \(Chair\) \(until May 2019\) - Councillor David Fouweather \(post May 2019\)](#)
- [Councillor Chris Evans](#)
- [Councillor Matthew Evans](#)
- [Councillor Yvonne Forsey](#)
- [Councillor Rehmaan Hayat](#)
- [Councillor Laura Lacey](#)
- [Councillor Kate Thomas](#)
- [Councillor Trevor Watkins](#)
- [Councillor Herbie Thomas \(replaced Councillor Ibrahim Hyatt as from May 2019\)](#)

This is a politically balanced group comprising members with various roles in the Council and varying levels of experience. This group works well together and shares a joint aim of seeking to improve the way the Council works.

Councillors from the various groups work together in a non-partisan way to consider various aspects of the Constitution and other matters that impact on the governance of the Council. The apolitical stance taken by members of the committee has encouraged interesting discussions on the topics presented to the Committee.

4. Activities in 2018-19

This Annual report covers the period from November 2018 to November 2019. In the preceding 12 months, the Democratic Services Committee has considered the following:

(i) Boundary Commission Review of Communities

The Committee received a verbal update on this work at its July 2018 meeting. The Head of Law and Regulation reported that the Boundary Commission had recently issued advice not to proceed with the review as any changes would not have time to be actioned before the Boundary Commission's review commenced. The Committee therefore agreed to remove it from the Work Programme for 2018/19.

(ii) Support for Councillors in their Ward Work

The Committee received a report which had resulted in their agreement to review 'Support for Councillors in their Ward Work' as part of the Committee's Work Programme for 2018/19.

The Committee understood the last in-depth research was undertaken in 2011 and that review had led to the current system of ward meeting support.

During the meeting the Head of Law and Regulation commented that report was to discuss help for Councillors not engagement which would be covered in the Communication Policy; the two areas do overlap but are two distinctive issue.

The Committee agreed to proceed with the review as outlined in the report with progress to be reported back to Committee.

(iii) Independent Remuneration Panel Wales: Draft Annual Report

The Committee received the draft Independent Remuneration Panel for Wales (IRPW) Annual Report and were invited to discuss the response from Newport City Council as part of the consultation process.

In accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011 ('the Measure'), the Panel's draft Annual Report, including proposals which would have effect for the municipal year 2019/20, was published on its website.

The final IRPW report would be published in February 2019.

The Chair of DSC and the Head of Democratic Services met with the panel in Cardiff and the HoDS outlined the proposed uplift for salaries discussed in that meeting.

The Committee debated the function of the Mayor; adequate telephone access and that all councillors should be provided this facility; provision of broadband was also briefly discussed but was felt this was not a requirement for many councillors.

The Committee agreed the proposed response from Newport City Council as part of the consultation process.

(iv) Minor Property Transactions or Council Property Assets

The Committee was asked to consider recommending to Council the adoption of a policy to determine Minor Property Transactions by delegating authority of officers.

The Committee agreed:

- to recommend to Council adoption of the policy for Minor Property Transactions set out in the report to speed up and simply minor property transactions and reduce management costs, with the following conditions:
- £1000 was the annual value;
- £10,000 would be a suggested cap value;
- Ward members to be consulted on all minor property transactions under the scheme of delegation;
- An update to be presented at a future meeting on how the information would be circulated to ward members.

(v) Members' IT Update

The Head of People and Business Change provided an update on IT to the Committee. Issues covered were:

- Modernised Council which included changes on how we work, engage with communities, equipping staff and access to work; ensuring appropriate wifi access with the building and having the right IT equipment;
- Brief overview on the new Windows Office 365 rollout;
- Secure access to email using Multi-Factor Authentication (MFA);
- Demonstration of a 4G tablet;

Committee raised questions around cost; technical issues that may arise with the rollout of Windows Office 365; the use of Skype; modernisation of the Council Chambers IT infrastructure; issues around

personal security and whether adequate officer support would be in place to assist with any technical issues.

The Committee welcomed the update from the Head of People and Business Change.

(vi) Boundary Commission Review

The Local Democracy and Boundary Commission for Wales is reviewing the electoral arrangements for Newport with a view to considering and formulating proposals for future arrangements. This is part of the Commission's programme to review all principal councils in Wales, in time for new arrangements to be introduced for the next local government elections in 2022. Newport is the 17th council to be reviewed.

The Commission published initial consultation documents, showing the current elector to Councillor ratios in the City and how these compare to their Council Size Policy and ideal ratios. The Commission invited comments on these documents and the potential changes required to future electoral arrangements in Newport. The 12-week consultation period began on 30 January 2019 and closed on 3 May 2019.

Following a report to Democratic Services Committee on 14 February 2019, a cross party working group was set up to review the available evidence, invite submissions from stakeholders, and devise options for a proposed new scheme of electoral arrangements.

The Group's proposals were reported to full Council on 30th April 2019 and the preferred options were submitted to the Boundary Commission for consideration. The Commission will now prepare its draft proposals for Newport's electoral arrangements, followed by a further statutory period of consultation before the Commission's final recommendations are made to Welsh Government.

(vii) Councillor Support – Online Toolkit

The Scrutiny and Governance Team had mapped out how to put together a new Members' Page on the Intranet and this was shared with the Committee.

The Committee's observations and comments were recorded and the Scrutiny and Governance Team agreed to make changes to enable councillors to access information easily.

(viii) Proposal for Revising Member Oversight of Residential Homes Rota Visit Arrangements

The Committee received a report from the Responsible Individual (RI) within Social Services. The report confirmed the Registration and Inspection of Social Care Act 2016 (RISCA) introduced changes to the accountability of regulated services such as adult and children's residential homes; the changes came into force in 2018. RISCA enhances the legal duty on the Responsible Individual (RI) and requires them to undertake frequent visits to each service and submit an annual Quality of Care Review highlighting any issues and areas where improvements can be made.

In light of RISCA the following discussion with the Cabinet Member for Social Services a new approach to Members' oversight was being proposed which enables Members to receive and consider the annual Quality of Care Review and provides an opportunity for Members to visit homes on a planned, announced RI visit.

The report proposed:

- Ensuring that there is accountability and oversight of our regulated services is essential for public confidence and RISCA provides an opportunity to consider how Members can have effective oversight of our regulated services in this new context;

- Following discussion with the Cabinet Member for Social Services, the following approach is considered an appropriate way forward:
- That members of the appropriate scrutiny committee receive the annual Quality of Care Review and have the opportunity to scrutinise the findings of the RI at a scrutiny meeting;
- Three members nominated by normal Council appointment process to be invited to visit individual homes for pre-arranged visits such as a coffee morning to provide them with the opportunity to engage with the residents and hear their views about life in the home. This would take place on an annual basis.

The Committee noted the content and agreed bullet point 4 above.

5. Work Planned for 2018-19

The work programme was agreed at the Democratic Services Committee held on the 24 October 2019. We will need to continue our work in reviewing any proposals for amendments to the Council's constitution for recommendation to the executive where appropriate and to the Council. Issues relating to the constitution and any proposed amendments arising from the Corporate Assessment will need to be considered by this committee.

In addition, we will continue to provide consultation responses to the IRP draft report and keep under review the adequacy of the Council's democratic services resources and to make recommendations, where necessary.

There may be a requirement to reconvene the cross-party working group to consider any response the Boundary Commission draft electoral arrangement proposals, when they are published.

We will also be considering the options for creating a Chair of Council/ Presiding Officer role with a view to making recommendations to Council.

6. Democratic Services Annual Reports

Both the Committee and the Head of Democratic Services are required to produce an annual report to Council each year, and this be built into the work programme.

Councillor David Fouweather
Chair of the Democratic Services Committee

Gareth Price
Head of Law and Regulation

Head of Democratic Services Annual Report 2019

1. Introduction

Following the introduction of the Local Government (Wales) Measure 2011, the Council is required to designate one of its officers to the statutory post of Head of Democratic Services, and provide that officer with sufficient staff and support to discharge the role. The Head of Democratic Services is a politically restricted post and the Democratic Services Committee is responsible for designating this role.

At its meeting held on 26 July 2012, the Democratic Services Committee agreed to designate the Chief Democratic Services Officer post as the statutory post of Head of Democratic Services. Following the restructure merging the Democratic Services team with the Communications and Marketing team, these responsibilities were transferred to the new Democracy and Communication Manager.

Under the Measure, the Democratic Services Committee is required to keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, to ensure that adequate resources are provided for the responsibilities of the post.

2. Functions and requirements of the statutory role

The functions of the Head of Democratic Services are set out in the Measure and relate to the provision of advice and support to non-executive members as part of the democratic process, and all councillors when carrying out their representational role. In effect this covers Committee services, scrutiny and general member support services.

The Measure specifically provides that the Head of Democratic Services should not be providing advice and support directly to executive members, although there is no issue with him or her providing administrative support.

It is clear from the Measure and the statutory guidance that a complete split between executive and non-executive is unnecessary and that the Council can designate an existing officer to discharge this role rather than create an entirely new post. This recognises that creating a new Chief Officer post would be an unacceptable burden on the Council's budget at a time when funding must be prioritised for front line services.

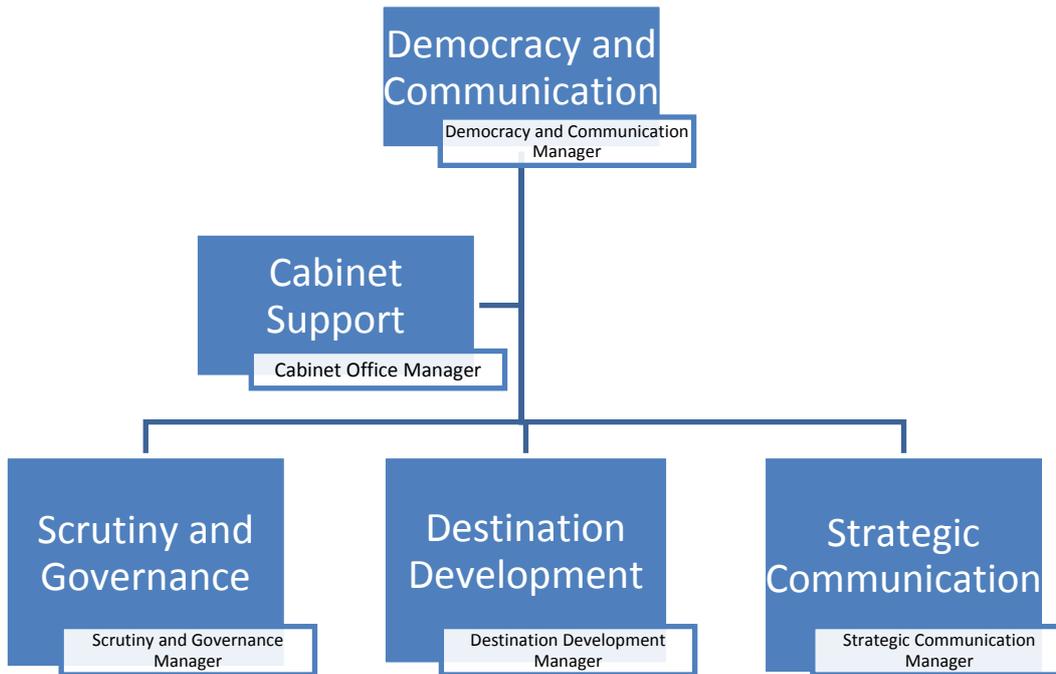
The Guidance specifically provides that the Head of Democratic Services can perform other roles apart from the statutory non-executive support functions prescribed by the Measure (as with the Monitoring Officer). Therefore, there is nothing to prevent the Head of Democratic Services having line management responsibility for the staff that support or advise the Cabinet, provided that this part of the service is separate and distinct from the statutory functions.

3. Provision of staff

As a result of the restructure combining the Democratic Services team with the Communications and Marketing team, support for elected members was managed by the Democracy and Communication Manager. This post was designated as the Head of Democratic Services and oversees an integrated structure within the Law and Regulation service area.

The staff restructure was finalised and in May 2018, following a full review of the resources needed for the effective discharge of these functions.

The following management structure is now in place:



The Democracy and Communication Manager retains all Head of Democratic Services responsibilities previously within the Chief Democratic Services Officer post, but certain management responsibilities assigned to that post were delegated to the scrutiny and Governance Manager, to allow the senior role to take on the additional responsibilities for Strategic Communication and Destination Development.

The new Cabinet Office Manager coordinates all support for the Executive, providing a clearer division between support for the executive and non-executive functions.

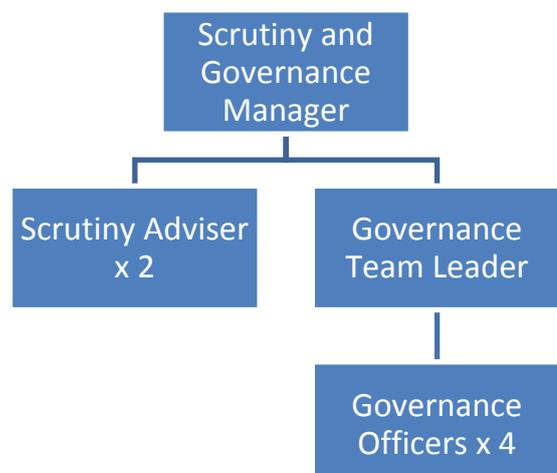
4. Scrutiny and Governance

The Scrutiny and Governance team provides all committee administration, scrutiny, and general member support services.

The Scrutiny and Governance Manager provides overall management for the scrutiny and governance functions.

The Scrutiny Advisers continue to provide advice, guidance and research to the scrutiny committees and members.

The Governance Officers, under the direction and supervision of the Governance Team Leader, will provide all administrative support to committees and general support to members. The more simplified structure under a single team leader has been designed to allow more resilient, flexible support for the democratic process, and additional capacity for general member support and development activities.



5. Adequacy of staffing

As mentioned above, the new structure was designed following a full review of the resources needed for the effective discharge of these functions. This is a relatively small team and, therefore, it is important that the available resources are directed in the most efficient way. The pooling of committee and member support within a five-strong team of generic administrators has allowed for more flexible support to be provided, and greater resilience within the team. As well as giving clearer lines of delineation, separating general member support from the executive function has helped to ensure that both executive and non-executive members are provided the dedicated support they require.

The provision staff, accommodation and other resources under this structure is considered to be adequate to discharge democratic services functions, as they currently exist.

However, in accordance with the requirements of the Measure the staffing and resources available to discharge these democratic functions need to be kept under regular review, to ensure that they remain adequate and effective.

The resignation of the previous Democratic Services and Communications Manager and the Scrutiny and Governance Manager in September 2019, provides an opportunity to review the senior management structure within the Governance Team. Although the staffing resources within the Democratic Services team remains adequate to discharge the democratic functions under the Measure, it is considered that the management structure should be revised to provide more effective leadership and supervision, with greater focus on the statutory role of the Head of Democratic Services. The previous integrated management structure has diluted this role because of the additional responsibilities of overseeing the Strategic Communication and Destination Development functions. It has become apparent that there is a need for more intensive management within the Governance Team and, therefore, it is intended to revert back to the previous management structure with a dedicated Democratic Services Manager.

Therefore, the existing posts of Democracy and Communications Manager and Scrutiny and Governance Manager will be deleted and replaced by a new combined post of Democratic Services Manager. The new post will be designated as the statutory Head of Democratic Services and the vacancy will be advertised externally with a view to recruiting the best possible candidate as soon as possible.

In the meantime, interim arrangements have been put in place to cover the management of the Governance and Scrutiny Team, with the Head of Law and Regulation and Chief Legal Officer assuming a more direct management role.

In due course, a single third tier manager will be appointed to manage the Strategic Communication and Destination Development functions, reporting directly to the Head of Law and Regulation, but this will require a more detailed in-depth review of the service.

Any changes in statutory requirements and/or the needs of members will also need to be kept under review and will be reported to the Democratic Services Committee. Potential pressures could include:

- Any changes to the demands and needs of elected members
- Any changes in statutory requirements, e.g. Welsh Language Standards; Wellbeing of Future Generations Act / PSB Scrutiny.
- Increased day to day demands
- Any further demands from regulatory bodies
- Any impact of Welsh government proposals for local government

Head of Law & Regulation



Report

Council

Part 1

Date: 26th November 2018

Subject Standards Committee Annual Report 2017/18

Purpose To present the Standards Committee Annual Report for 2017/18

Author Head of Law and Regulation
Chair of Standards Committee

Ward All wards

Summary This Report presents to Council the fifth Annual Report of the Standards Committee for 2017/18. The Annual Report provides information to the Council about the work carried out by the Committee during the previous 12 months and identifies any specific issues that have arisen.

This fifth Annual Report covers the period from November 2017 to November 2018 and follows on from the last report presented to Council in November 2017

Proposal To receive the Standards Committee Annual Report for 2017/18 and to note the forward work programme

Action by Head of Law and Regulation

Timetable Immediate

This report was prepared after consultation with:

- Standards Committee
- Head of Finance
- Head of People and Business Change

Signed

Background

1. The Local Government Act 2000 Part III requires the Council to establish a Standards Committee to promote and maintain high standards of ethical conduct by Councillors, co-opted members and Community Councillors. This role involves advising and training Members on the Code of Conduct, determining any complaints of misconduct, the imposition of sanctions, where appropriate, and considering any applications for dispensation under the Code.
2. The composition and membership of the Standards Committee is prescribed by the Standards Committees (Wales) Regulations 2001 (as amended) and comprises:-
 - 5 independent members (including an independent chair and vice-Chair)
 - 3 Councillors
 - 1 community council representative.
3. The Standards Committee is required to meet at least once annually in accordance with the Local Government Act 2000. In practice, the Committee meets on a scheduled quarterly basis and additional special meetings are arranged, as necessary, to deal with specific matters such as misconduct hearings and requests for dispensation.
4. The Annual Report provides information to the Council about the work carried out by the Committee during the last 12 months and identifies any specific issues that have arisen.
5. This fifth Annual Report covers the period from November 2017 to November 2018 and follows on from the last report presented to Council in November 2017.

The Committee's work in 2017/18

6. The Annual Report summarises the work carried out by the Standards Committee during the past 12 months. The Committee has met on 4 occasions during this period.
7. The Report contains reference to the new Protocol for Member Officer Relations which was recommended by Committee and adopted by Council in September.
8. The Committee was pleased to note that 47 out of 50 City Councillors had now attended the mandatory Code of Conduct training and the presentation slides and documents have been provided to those who have not attended. Many community councillors have also received appropriate training and good feedback was received about the quality of this training as part of our ethical standards review of community councils
9. There have been changes to the membership of the Standards Committee during the past year. John Davies from Bishton Community Council was confirmed as the community council representative by the Council on 28th November 2017. Councillor Val Dudley replaced Councillor Fouweather as the elected representative from the Conservative Group, following the Council AGM in May 2018. Dr Paul Worthington was appointed to the vacancy for the final independent member position and this was ratified by Council in July 2018.
10. The Report highlights the fact that there were no formal findings of misconduct against any local Councillors during the past 12 months. Three complaints have been made to the Ombudsman but none have been accepted for investigation. Three complaints were also made about local community councillors but, again, they were not investigated. No formal complaints were dealt with under the Local Resolution Protocol.

Forward Work Programme

11. The Annual Report also sets out the priorities for the future work programme.

Financial Summary

12 There are no financial implications as the costs of operating and supporting the Standards Committee are covered within existing budgets. Independent members of Standards Committee receive a fixed fee for attendance at and preparation for meetings in accordance with the half daily rates prescribed by the IRP for Wales.

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?
An ineffective Standards Committee would undermine public confidence in local government and would lead to poor quality decision-making, with the risk of legal challenge, reputational harm to the Council and sanctions imposed on individual Members	H	L	By proactively promoting high standards of ethical conduct among elected Members and officers and delivering effective training, there have been no findings of misconduct and no serious complaints of breaches of the Code.	Standards Committee Monitoring Officer Deputy Monitoring Officer
Failure to agree key priorities and a structured forward work programme could lead to a reduction in standards and behaviour and undermine the effectiveness of the Committee	M	L	The forward work programme sets out a structured basis for reviewing all ethical standards policies and procedures and reviewing training needs and development.	Standards Committee Monitoring Officer Deputy Monitoring Officer

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

The promotion of high standards of ethical conduct among elected Members and officers maintains public confidence in local government and helps to make Newport a Fairer City

Options Available

- (a) To receive the Standards Committee Annual Report and note the forward work programme
- (b) To reject the report and/or ask for further work to be undertaken

Preferred Option and Why

To receive the Standards Committee Annual Report and note the forward work programme

Comments of Chief Financial Officer

There are no financial implications.

Comments of Monitoring Officer

Set out in the Report.

Staffing Implications: Comments of Head of People and Business Change

There are no staffing implications.

Background Papers

Committee reports and background papers November 2017 to November 2018

Dated: 12th November 2018.



Standards Committee Annual Report 2018-19

Foreword by the Chair

I am pleased to present the sixth Annual Report of the Standards Committee for 2018/19. The Annual Report provides information to the Council about the work carried out by the Committee during the past 12 months and identifies particular issues that have arisen.

This sixth Annual Report covers the period from November 2018 to November 2019 and follows on from the last report presented to Council in November 2018.

The Standards Committee is committed to promoting high standards of ethical conduct among elected Members and officers in order to maintain public confidence in local government.

We are pleased to report that, once again, no serious complaints of misconduct were referred to the Standards Committee by the Ombudsman during the past 12 months and no complaints were referred for determination by the Committee under Stage 3 of the Local Resolution Protocol. The Council's proud record of never having any complaints upheld and sanctions imposed against individual Members has again been upheld, and long may this continue.

Two complaints were successfully resolved under the Local Resolution Protocol. The resolution of these complaints demonstrates that the Protocol has been successful in dealing with these types of issues locally, without the need for any referral to the Ombudsman or the Standards Committee. We are grateful to the officers and members concerned for their co-operation in resolving these complaints amicably

However, as I have mentioned previously, there is no room for complacency and it is essential that these standards are maintained. The Standards Committee will continue to proactively review all ethical standards policies and procedures as part of the forward work programme.

The training requirements for City Councillors, community councils and their clerks will continue to be monitored and reviewed as part of the Committee's forward work programme.

There have been no changes to the membership of the Standards Committee during the past year.

Finally, I would like to thank all Members of the Committee and Council officers for their advice and support throughout the last 12 months.

Phillip Westwood

Chair of Standards Committee

1. **Introduction**

1.1 **Terms of Reference**

The Local Government Act 2000 Part III requires the Council to establish a Standards Committee to carry out the following statutory functions:-

- (a) Promoting and maintaining high standards of conduct by councillors, co-opted members and church and parent governor representatives;
- (b) Assisting the councillors, co-opted members and church and parent governor representatives to observe the Members' Code of Conduct;
- (c) Advising the Council on the adoption or revision of the Members' Code of Conduct;
- (d) Monitoring the operation of the Members' Code of Conduct;
- (e) Advising, training or arranging to train councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct;
- (f) Granting dispensations to councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members' Code of Conduct;
- (g) Dealing with any reports from the Monitoring Officer and hearing any complaints of misconduct or breaches of the Members' Code of Conduct referred by the Public Services Ombudsman for Wales and determining appropriate action, including the imposition of any sanctions;
- (h) The exercise of (a) to (g) above in relation to the community councils and the members of those community councils.

Standards Committee also carries out the following additional functions, making recommendations to the Council, as appropriate:-

- (i) The hearing and determination of "low level" complaints of misconduct at Stage 3 of the Local Resolution Protocol;
- (ii) Providing advice to the Council on the Council's Codes of Practice, including the Officers' Code of Conduct and the Whistle Blowing policy;
- (iii) Monitoring and updating the Codes of Practice as required; and
- (iv) Overseeing the Council's confidential complaints procedure;

1.2 **Structure and Membership**

The composition and membership of the Standards Committee is prescribed by the Standards Committees (Wales) Regulations 2001 (as amended).

The Standards Committee comprises:-

5 Independent Members (persons who have no connection with the local authority)

- Phillip Westwood (Chair)
- Andrew Mitchell (Vice Chair)
- Tracey Britton
- Kerry Watkins
- Dr Paul Worthington

3 councillor representatives:-

- Councillor Herbie Thomas
- Councillor Phil Hourahine
- Councillor Val Dudley

1 community council representative:-

- John Davies (Bishton Community Council)

The independent members serve a term of office of 4 years, although they are eligible to serve two consecutive terms of office. The Councillors are appointed annually by the Council at the AGM and replacement members can be appointed, as necessary, at any time. The community council representative continues as a member of the Committee until his term of office ends or he ceases to be a community councillor, or until he is replaced by another nominee.

1.3 Enforcement of the Members Code of Conduct

The Council's Monitoring Officer is Gareth Price, the Head of Law & Standards, and the Deputy Monitoring Officer is Juliet Owen, the Chief Legal Officer.

The Monitoring Officer and Deputy Monitoring Officer are responsible for:-

- advising Standards Committee on law and procedure,
- ensuring compliance with statutory requirements (Registers of Members interest etc.)
- resolution of "low-level" complaints under Stage 2 of the Local Resolution Protocol
- investigation of complaints referred by the Ombudsman

The Public Services Ombudsman for Wales ("Ombudsman") is responsible for:-

- considering all formal complaints of breaches of the Members Code of Conduct and applying a two stage test of (1) prima facie evidence of misconduct and (2) whether the breach is so serious as to warrant any sanction
- investigating and reporting (where appropriate) any serious breaches of the Code to the Standards Committee or a Case Tribunal of the Adjudication Panel for Wales

The Adjudication Panel for Wales:-

- Case Tribunals hear serious misconduct cases referred by the Ombudsman

- Interim Case Tribunals can suspend Councillors for up to 6 months pending investigation of serious complaints
- Determine appeals against Standards Committee decisions or sanctions
- Can suspend Councillors for up to 1 year or disqualify for up to 5 years

The Standards Committee

- Conduct hearings and determine complaints referred to them by the Ombudsman and the Monitoring Officer
- Can censure or suspend Councillors for up to 6 months

2. The Committee's work in 2018/19

The Standards Committee is required to meet at least once annually in accordance with the Local Government Act 2000. In practice, the Committee meets on a scheduled quarterly basis and additional special meetings are arranged, as necessary, to deal with specific matters such as misconduct hearings and requests for dispensation.

Three members are required to attend for a quorum at meetings (including the independent Chair or Vice Chair) and at least half of those present must be independent. The community council representative is not "independent" for this purpose.

The Standards Committee met on 4 occasions during the past 12 months:-

- 17th January 2019
- 11th April 2019
- 11th July 2019
- 7th November 2019

2.1 Dispensation Applications

There have been no applications for dispensations during the past year in accordance with the Standards Committees (Grant of Dispensation) (Wales) Regulations 2001 and Section 81(4) of the Local Government Act 2000.

Previously, most of the work of the Committee had been taken up with determining applications regarding the use of Neighbourhood Allowances. These Neighbourhood Allowances were discontinued in April 2016 as part of Council budget savings.

2.2 Training

The Standards Committee has always stressed the importance of regular Member training, to ensure that Councillors keep up to date with the requirements of the Code of Conduct and any changes in the law or procedures.

It is the responsibility of each individual Councillor to ensure that they fully understand the requirements of the Code and that they comply fully with their obligations. As always,

“ignorance of the law is no excuse” and a lack of understanding or training would be no mitigation if there is any breach of the Code.

The Committee has previously recommended to the Council that it should be compulsory for all City Councillors to attend training on the Code of Conduct. A training programme for Councillors was delivered as part of the induction arrangements following the May 2017 elections, in the light of the legislative changes to the ethical standards framework and the new Members Code of Conduct adopted by the Council in May 2016. The Committee was pleased that 40 City Councillors and many community councillors attended these training sessions, and the training appeared to be well-received.

In July 2017, a letter was sent by the Chair of the Committee to the remaining 10 Councillors, with a copy to the group Business Managers, urging them to arrange a further training session as soon as possible. The Monitoring officer and Deputy Monitoring Officer then delivered a further training session on 18th January 2018, when 7 of the 10 Councillors attended. The Committee was pleased to note that 47 out of 50 City Councillors had attended the mandatory Code of Conduct training. It was agreed that no further additional training sessions were required and that no further action was necessary to compel the remaining 3 Councillors to undertake the mandatory training. However, they have been provided with electronic copies of the training presentation slides and documents and a link to the Ombudsman training video.

The Standards Committee has continued to proactively review all ethical standards policies and procedures as part of the forward work programme.

The training requirements of the community councils and their compliance arrangements has continued to be monitored and reviewed as part of the Committee’s forward work programme.

As part of this on-going review, the Committee has identified a need for refresher training, particularly for new community councillors and Clerks. This has also been identified at Liaison meetings with the community councils. Only some of the community councils subscribe to training from One Voice Wales and others are entirely dependent on Standards Committee and the Monitoring Officer to provide advice and assistance in relation to Code of Conduct compliance. Community council clerks have raised a number of procedural issues regarding maintenance of statutory registers and declarations of interest at meetings and have requested specific training on these matters. Therefore, as part of the forward work-programme for 2019/20, we will be arranging further training sessions for community councillors and their Clerks. This will be specific to community councillors as the rules relating to the register of members interests and exemptions are different to the City Council.

We will review the need for any refresher training for City Councillors in the light of responses to the Ethical Standards questionnaire. We are conscious that some Members were last trained in 2017 and there have been some changes to protocols and guidance since that time.

2.3 Local Resolution Protocol

In accordance with the recommendations of the Minister for Local Government and the Ombudsman, the Council has adopted an internal procedure for dealing with “low-level”

member/member and officer/member complaints that are not sufficiently serious as to warrant formal investigation and sanction.

It was agreed that the Monitoring Officer would periodically update the Committee on the numbers and types of complaints determined at officer level under Stages 1 and 2 of the Protocol, but maintaining the anonymity of both the complainant and the Councillor concerned.

Two complaints were received under the Local Resolution Protocol in 2018/19. The first complaint concerned the behaviour of a Councillor at a Licensing Panel hearing and a lack of respect for the Chair. Following a mediation meeting between the Chair and the Councillor, facilitated by the Monitoring Officer under Stage 2 of the Protocol, the member apologised for his behaviour. It was acknowledged that this was due to frustration about other members not understanding licensing protocols. Therefore, it was agreed by the Chair that further licensing training should be arranged for panel members. The complaint was resolved amicably, without the need for any referral to Standards Committee.

The second complaint concerned allegations of lack of respect and consideration for IT support officers dealing with telephone requests regarding computer problems. Again the matter was resolved by the Monitoring Officer following a Stage 2 mediation meeting, when the Councillor apologised unreservedly for any upset caused to the staff. The Councillor was frustrated by a perceived lack of response to her IT problems and this was impacting on her ability to discharge her role. The service manager agreed an escalation process for dealing with any future concerns about IT support.

The resolution of these complaints demonstrates that the Protocol has been successful in dealing with these types of issues locally, without the need for any referral to the Ombudsman or the Standards Committee. We are grateful to the officers and members concerned for their co-operation in resolving these complaints amicably.

One Voice Wales has developed a similar Local Resolution Protocol for community councils, in conjunction with the Ombudsman, and further guidance has been provided. Those local community councils who are members of One Voice Wales have adopted this protocol within their councils. The responsibility for resolving these minor complaints rests with the community council clerk, the Chair and Vice-Chair. Other community councils have expressed an interest in their local complaints being resolved under the Council's Local Resolution Protocol and this is something that we are considering.

2.4 Revised Ethical Standards Framework and Procedures.

The Local Authorities (Model Code of Conduct) (Wales) Amendment Order 2016 was made on 27th January 2016 and came into force on 1st April 2016. The Order amended the Model Code of Conduct for elected members of the Council and co-opted members with voting rights. Newport City Council formally adopted the new Code at its Annual General Meeting held on 17th May 2016.

The Local Government Democracy (Wales) Act 2013 transferred responsibility for maintaining the register of members' interests for community councils from the Council's

Monitoring Officer to the “Proper Officer” of the community council as from 1st May 2016. However, Standards Committee still has the responsibility for ensuring that community councils continue to comply with these requirements.

As part of the ethical standards review of community councils carried out in 2018, 12 out of the 14 community councils responded to the questionnaire and confirmed their compliance with the requirements of the legislation. Standards Committee was pleased to note that all of the councils who responded had formally adopted the new Model Code within the prescribed timescale, all their members had signed an undertaking to abide by the Code and the community council clerks (as designated “Proper Officers”) has made satisfactory arrangements for publishing the register of members’ interests. The community councils were also publishing electronic copies of agendas and minutes on their website, in accordance with sections 55-57 of the 2013 Act.

Standards Committee will continue to monitor compliance as part of its on-going review of the community councils. As part of the forward work-programme, we will also be reviewing the Council’s practices and procedures for declarations and registration of interests.

2.5 Succession Planning

There have been no changes to the membership of the Standards Committee during last year.

John Davies from Bishton Community Council was confirmed as the community council representative by the Council on 28th November 2017.

2.6 General work

The Committee has continued to carry out review of Council policies and procedures relating to ethical standards.

The Committee considered the Welsh Local Government Association Social Media Guidelines for Councillors. This provided comprehensive guidance and advice on both the pitfalls and the positive impact of using social media. It detailed how members could communicate and engage better with the public through the use of social media. However, Councillors need to be mindful that anything that they publish on social media is also subject to the Code of Conduct, particularly the duty to show respect and consideration for others. Members at other Welsh local authorities have been found guilty of breaches of the Code and have been sanctioned by the Adjudication Panel for comments that they have posted on social media.

There is also a Council policy that all members have to adhere to regarding the use of IT and data security.

We were referred to a particular complaint to the Ombudsman about the use of a Facebook site by a ward Councillor as a means of communicating with his constituents. There was concern that the Councillor was using social media for political purposes and was blocking

some local residents from responding. However, the Ombudsman took the view that this was a private Facebook account being used by the Councillor in a private capacity and he was not improperly using the Council's IT systems as part of his role as an elected member.

The Committee considered that the use of social media should be covered in more detail at future ethical standards training.

We were advised that an Ethical Standards Questionnaire had been sent to members and senior officers in 2011 to assess the culture within the organisation and the relationship between officers and members, to identify any areas of concern and need for improvement. The response had been limited, with only 18 completed questionnaires being returned out of the 68 people canvassed. The responses had indicated that there was a general understanding of the members and officer codes of conduct and satisfaction with the level of training provided. However, some of the comments suggested that there were concerns regarding relationships between officers and members, particularly in relation to behaviour and criticism at Council and Planning Committee meetings.

We felt that there was a need to carry out a further Ethical Standards audit, particularly in the light of the revised Protocol for Officer/Members relations which we issued last year. It was felt that the general behaviour in meetings had improved since 2011 but, in view of the time that had elapsed since the last review, it was opportune to repeat the exercise. Therefore, the Committee agreed a form of simple questionnaire with a free text section at the end for comments, which was circulated to all Councillors, Strategic Directors and Heads of Service and also those other staff who came into regular contact with elected members, such as planning and licensing staff. In an effort to generate a better response than last time, the Chair of Standards Committee met with the Group Leaders of the main political Groups to get their support for this initiative and to encourage their members to respond to the questionnaire.

The questionnaires were distributed in July but, at the time of writing this report, only 13 responses had been received, which is extremely disappointing. We are currently reviewing the responses to try to identify any issues and any follow-up actions will be picked up as part of our forward work programme.

The Committee also considered the Local Government Ethical Standards Report for England – as review by the Committee on Standards in Public Life of the ethical standards framework in England. It was interesting to note the general conclusion that the changes in England have been detrimental to good standards in public life and the recommendation that they move to a similar system to Wales, with the Ombudsman having statutory powers of enforcement. The deregulation of the framework in England and the move to self-regulation by councils, with no effective powers of sanction, did not have the necessary transparency and independence to maintain public confidence.

The Committee again wrote to all of the community council clerks to ensure that proper arrangements are in place to maintain and publish the registers of members' interests. Sections 55-57 of the Local Government (Democracy) (Wales) Act 2013 Act require Community Councils to publish certain information electronically (i.e. on a website). This includes the public register of members' interests, information about the council's clerk and Members, Minutes of council meetings and any audited statement of the council's accounts.

Community Councils are also required to publish public notices electronically, and to make certain information about their meetings and proceedings available electronically.

Responses were received from 12 out of the 14 local community councils and each council confirmed that proper arrangements were in place to publish the registers and other information, to meet the requirements of the legislation.

The Committee has also considered reports on revised Sanctions Guidance issued by the Adjudication Panel for Wales and the Ombudsman's Annual letter for 18/19. The Guidance sets out the approach taken by case, appeal and interim case tribunals of the Adjudication Panel for Wales in order to reach fair, proportionate and consistent decisions on the sanctions that should be applied in relation to an individual's breach of the local Code of Conduct. As such, it provides useful guidance to Standards Committee on the approach it should take in relation to any misconduct hearings, following the referral of a complaint by the Ombudsman, and the principles to be followed when considering the proportionality of any sanction.

With regard to the Ombudsman's report for 18/19, the Committee noted that nationally the number of Code of Conduct complaints had increased by 4% in the past year, although there was a 14% increase in Code of Conduct complaints involving Town and Community Councils. As in previous years, the majority of Code of Conduct complaints received during 2018/19 related to matters of 'promotion of equality and respect'. These accounted for 51% of complaints. 'Disclosure and registration of interests' (17%), 'Integrity' (13%), 'Duty to uphold the law' (9%) and 'Accountability and openness' (7%) were the other common subjects of complaints.

However, it was pleasing to note that none of these complaints related to Newport City Councillors or local Community Councils.

2.7 Ombudsman complaints

The Ombudsman advises the Monitoring Officer of complaints made against elected members of Newport City Council and community councillors and the outcome. The Monitoring Officer updates the Committee at each meeting about the numbers of on-going complaints being referred to and considered by the Ombudsman's office. This information is provided on a general basis, without disclosing precise details of individual complaints, to avoid any issues about pre-determination in case the complaints are reported to the Standards Committee for determination.

The Committee was advised that 3 complaints were referred to the Ombudsman about City Councillors in 2018/19. However, none of these complaints was accepted for investigation on the basis that there was no evidence of any serious breaches of the Code. It was a common theme that these complaints concerned the way in which Councillors dealt with their constituents and alleged failures to respond to communications received from their constituents. Provided that there is nothing unethical in their behaviour, the manner in which elected members discharge their representational role and how they respond to their constituents is not a matter for the Ombudsman or Standards Committee.

No complaints were referred to the Ombudsman regarding alleged breaches of the Code by local community councillors in 18/19.

No complaints were referred to Standards Committee in 2018/19 for hearing and determination.

3. Forward Work Programme for 2019/20

Date	Topic	Information
November 2019	Annual Report to Council	<p>Review of work undertaken in the past 12 months, identifying any specific ethical standards issues facing the Council and priorities for the forthcoming year.</p> <p>Summary of numbers of complaints received and outcomes.</p>
<p>As and when applications received</p> <p>Review annually</p>	Dispensations	<p>Granting individual and blanket dispensations to Councillors.</p> <p>Reviewing decisions annually to identify common issues and consistency of approach.</p> <p>Produce guidance to Members on any issues arising.</p>
As and when required	Local Resolution Protocol complaints	Conducting hearings into any Stage 3 complaints by Members or Officers
Quarterly	Complaints of Misconduct	<p>Update of numbers of complaints received and outcomes.</p> <p>Update on complaints resolved through Local Resolution Protocol.</p>
By January 2020	Member training and development	Carry out review of community council training, re-assessing the need for training for new councillors and refresher training for existing members. Arrange training sessions for community councillors and Clerks, as necessary.

By January 2020	Ethical standards survey.	Complete the ethical standards survey of Councillors and senior officers and identify any areas of concern and any need for further training or guidance.
By March 2020	Ethical standards audit	Check that statutory registers are being properly maintained procedures for declarations are being followed Review Gifts and Hospitality Protocol and Protocols for hearings and recommend amendments, as necessary.
Annually	Review of community councils	Check that statutory registers are being properly maintained procedures for declarations are being followed Engage with community councils to ensure compliance and to identify any training and development needs. Review adoption of Local Resolution Protocols by community councils.
By September 2020	Review of Council Policies, Protocols and procedures relating to ethical standards	(a) Gifts and Hospitality (b) Planning Protocol How they are implemented, communicated to staff, training and compliance monitoring.

4. Helpful Information

4.1 Can I attend Meetings of the Standards Committee?

Yes, all of our meetings are open to the public, except for specific items where personal or confidential information is likely to be disclosed and the public interest requires that these meetings are conducted in private, for example hearings into misconduct complaints

Dates of forthcoming meetings, agendas, reports and minutes are available on our own webpage on the Council website which can be accessed by clicking here: [Standards Committee Webpage](#)

4.2 Who do I contact if I want to know more?

If you wish to find out more about the Standards Committee or make a comment or suggestion, please visit our website: [Standards Committee Webpage](#) where you will find an online contact form or email us at info@newport.gov.uk

Phillip Westwood
Chair of the Standards Committee;

Gareth Price
Head of Law & Regulation and Monitoring Officer

Juliet Owen
Chief Legal Officer and Deputy Monitoring Officer

Pamela Tasker
Governance Officer

Minutes



Standards Committee

Date: 11 April 2019

Time: 5.30 pm

Present:

P Westwood (Chair), J David, T Britton, A Mitchell, K Watkins and P Worthington, J Owen, Councillor P Hourahine, G Price, (Head of Law & Regulation) Pamela Tasker (Governance Support Officer)

1 Apologies for Absence

None

2 Declarations of Interest

None

3 Minutes of the Previous Meeting 17 January 2019

The Minutes of the meeting of 17 January 2019 were submitted.

It was noted that on page 7 of the minutes it should read Councillor rather than Counsellor.

Meetings have taken place on the matters discussed at the previous meeting which were discussed further under Matters Arising.

Agreed:

That the Minutes of the meeting were accepted as a true record.

4 Matters Arising

The Ethical Standards Questionnaire

The Chair confirmed that they had met with the Leader and the Leader of the Opposition to discuss the Ethical Standards Questionnaire. Both Leaders felt that the questionnaire should be circulated again.

Discussion:

It was discussed as to whether the questionnaire should be amended and that one or two new items could be suggested. It was noted that 18 questionnaires have been sent to Heads of Services and 50 were sent to Councillors and only a few responses were received.

- It was noted that Dr Worthington can look at examples of questionnaires completed elsewhere. The Head of Law and Regulation agreed for the open ended questions on the previous questionnaire to be amended.

- During the discussions with the Chair both Leaders agreed that the questionnaire should be resent again due to the current climate. It was discussed as to whether training that Members received was adequate. New Councillors are trained as that was mandatory but ethical standards training must also be attended. This was not a choice and it had to be attended.
- It was reiterated that repeat Councillors appointed must repeat this training every time they are elected. Refresher training must also be attended which was compulsory and was 2-3 sessions. Copies of the slides were sent to Councillors who did not attend.
- It was noted that for the next elections the process will be the same. For those Councillors on a 5 year term it was asked whether there was any benefit of refreshing?
- The training package has been modified due to different case law as the guidance had changed.

It was questioned as to whether any additional questions could be sent to Cabinet members? Also it was discussed as to whether senior officers and members should also be sent questions but maybe further than this such as 3rd and 4th tier?

It was conferred as to whether preferred partners such as Norse should be included but it was stated that procurement was a different process with different issues and was service related and too extensive.

It was noted that when 'ethical standards' was entered into the Cardiff City Council search engine no result was found when searching. Newport.gov.uk is to be redesigned as not fit for purpose at the moment and it would be made more user friendly. The Standards committee has its own section where profiles of standard committee members can be displayed there and this could also be seen on the website.

Out of a possible 68 responses last time the Ethical Standards Questionnaire was circulated, only 18 responses were received. It was now hoped that Members would be encouraged to respond more actively. As it was circulated cold previously, it was hoped for a better response this time.

It was agreed that a composite questionnaire would be formulated and by July 2019 there should be a better response so then the revised questionnaire could then be circulated.

Agreed:

- For members of the Standards Committee to forward questions for the Ethical Standards Questionnaire to the Governance Support Officer, for the attention of the Chair.
- It was agreed that a composite questionnaire would be formulated and by July 2019 a revised questionnaire could then be circulated.
- Questions could also be requested from the 8 Heads of Service and also the 11 members of the senior management team.
- It was commented that the Questionnaire could also be sent to different committees such as Planning and Licensing.

5 Chair's Announcements

None

6 Social Media For Councillors Guidelines

Social Media Guidelines for Councillors was raised at the last committee meeting. Members of the Committee were asked to view the Social Media for Councillors Guidelines document. This was a comprehensive guide showing the pitfalls and the positives of using social media.

It detailed how members could possibly communicate better through social media. It was noted how some closed websites around Newport could cause problems to an individual but that a private Facebook account was a different matter and at the discretion of the individual.

Councillors adhere to a code of conduct and there is a Newport City Council IT policy as to how members and staff should use the Councils IT system etc.

However the guidance is for how to use mobile phones and it was not council policy to advise on social media. The promotion on good behaviour is in the code of conduct and behaviour on social media comes back to the code of conduct.

It was agreed that the Social Media Guidelines was quite a comprehensive document.

It was questioned as to whether social media use was being covered in training. It was confirmed that Members induction training pointed towards it.

It was announced that Ms Britton intended to attend Council on the 30th April 2019 to make Council aware of what the Standards Committee undertakes. The Democracy and Communication Manager would be sending a letter to the Mayor to inform the meeting of Ms Britton's attendance.

7 Complaints

The Head of Law & Regulation informed the committee that there had been four complaints- two complaints which have not been accepted for formal investigation and two pending complaints.

It was stated that a common theme of complaints was the way members dealt with issues raised by constituents and members not replying to constituents. It was noted that how they conduct themselves is not the Ombudsman's function.

One particular complaint was received today and was a complaint on how members dealt with issues raised by constituents.

It will reported to the Committee in July on the outcome of these complaints.

It was explained that the constituent who made the complaint thought that their particular point was correct and that it was a case of the particular Councillor not agreeing with them. The Councillor may have been bombarded by texts, calls etc from the constituent and then the constituent made a complaint which was a difficult situation.

8 Date of Next Meeting

Thursday 11 July 2019 at 5.30pm in Committee Room 1, Civic Centre.

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Minutes

Standards Committee

Date: 11 July 2019

Time: 5.30 pm

Present: P Westwood (Chair),

Councillors H Thomas and P Hourahine,
H Britton, A Mitchell, K Watkins, J Davies and Worthington

Pamela Tasker (Governance Officers) and Gareth Price (Head of Law &
Regulation)

1 Apologies for Absence

Cllr V Dudley

2 Declarations of Interest

None

3 Minutes of the Previous Meeting

A member of the Committee advised that on page 5 Item 6; Social Media for Councillors Guidelines, there should be a full stop after the sentence "It was announced that Ms Britton intended to attend Council on the 30th April 2019" and it was requested that the rest of the sentence be removed.

Agreed: That the minutes from the 11 April 2019 was a true record.

4 Matters Arising

The Chair commented on the Response to the Ethical Standards Questionnaire and that the completed revised questionnaire would be circulated to the eight heads of service and the eleven members of the senior management team. It was also requested that the Questionnaire be sent to planning and licensing officers.

5 Chair's Announcements

There were no announcements from the Chair.

6 Complaints

The Head of Law and Regulation confirmed that there were no further complaints and no further action regarding the pending complaints. These complaints were regarding Councillors, however, were not a code of conduct issue.

A Member of the Committee referred to questions from Ward constituents that Councillors had received over the years. Some ward constituents had lost their temper if they did not feel they received the appropriate response and as a result they wanted to complain about councillors.

It was confirmed that if a complaint was made to the Ombudsman regarding a Councillor then that Councillor would be informed as to whether the Ombudsman accepted the complaint to be investigated or not.

The Head of Law and Regulation confirmed that Newport City Council would advise the complainant to refer to the Ombudsman as the Council could not deal with any complaints about Councillors. Therefore, complaints from members of the public were referred to the Ombudsman and it was up to the individual if they wanted to pursue it.

It was mentioned that there had been an increase in members of the public that wanted to complain

Discussion took place regarding the Ombudsman's input should councillors breach the Code of Conduct. It was clarified that the Ombudsman would not investigate how Councillors discharged their duty to a constituent.

A Member referred to complaints in relation to a Councillor that was a Chair of Governor. It was explained that any complaints relating to Schools would be dealt with by a panel of Governors.

7 Draft Ethical Standards Questionnaire

Members of the Committee were requested to view The Ethical Standards Questionnaire. It was reported that it was a redraft of the same questionnaire that was previously circulated which made reference to the Code of Conduct etc.

The Chair commented that it was a nice piece of work. Dr Worthington stated that they had been studying other Councils and that training was certainly an issue.

A Member of the Committee recommended that there should be a third option to neither agree or disagree.

It was agreed that the option of entering in free text at the end where people could make comments was really useful for providing feedback.

The Chair commented that maybe there should be further training on the Code of Conduct but as this covered a lot of issues maybe the question should be expanded? In response, it was stated that expanding questions would make the questionnaire too lengthy.

Agreed: It was agreed that the Governance Officer would circulate the Ethical Standards Questionnaire to all Members, Heads of Service, Directors and all senior managers as well as planning and licensing Junior Officers to be returned by the 26 September 2019.

8 Local Government Ethical Standards Report (England)

The Chair requested for the Members of the Committee to view the Local Government Ethical Standards Report (England) which they might find of interest.

It was noted in the recommendations that clerks should hold some form of qualification. This would be dependent however on the size of a Community Council and its budget.

The Chair referred to page 20 and 21 of the report in relation to the Localism Act 2011 and whether the Community Councils in Wales must adapt the Code of Conduct.

The Head of Law and Regulation confirmed that the Community Councils in Wales adhered to the same Code of Conduct as Newport City Council.

This particular point was mentioned as during a previous Community Council Liaison Meeting it had been discussed as to whether a Member should leave the room when declaring an interest and clerks were not aware at that time that a declaration form should be filled completed at the meeting.

As a result of the Liaison meeting, information regarding Declarations of Interest was circulated to all Community Council Clerks for consistency.

One Voice Wales advised that a register should be taken of a member's interest and the Member also had to sign a form which was interlinked.

In relation to the register, it was noted that some Community Councils had declared an interest however during the Review, the model code only referred to city councillors. When a Community Councillor had refused to sign a declaration form, One Voice Wales declared it as unlawful.

It was confirmed that in relation to Community Councillors it was not unlawful, however at a Community Council meeting, a Declaration of Interest had to be declared verbally and then the Councillor could leave the room, this would then need to be declared in writing for the public register.

The Chair asked whether Community Councils required any further training to assist them to follow guidelines. It was also noted that a questionnaire had been sent out to Community Councils but none had been returned.

It was questioned by the Chair as to whether a follow up training was needed on the code of conduct.

It was confirmed by Head of Law and Regulation that all the Community Councillors had received the appropriate forms on the Code of Conduct and that they had also been supplied with the appropriate Declaration of Interest forms.

The Chair referred back to the Ethical Standards report on page 42 and in particular to Best Practice 3: Principal authorities should regularly seek the views of the public and community organisations. The Chair noted that there could be a lot of misunderstanding amongst the public at times and the role of the Standards Committee should be further promoted, for example more information online on the Council Website might be helpful.

It was discussed how health councils could be abolished in the future. Dr Worthington confirmed that they were involved in the legislation and that the scheduled stage 1 and 2 would be in October with the health councils becoming abolished in the next couple of years. In relation to Licensing a Member stated that when someone gave an objection to a venue, that person was wise to object but when they realised what it involved then it was accepted. The problem was that people sometimes objected to something before they accepted it.

It was discussed by the Committee how Councillors had their own code in England. Consulting the people in Wales would just be ascertaining how effective it was in practice.

Some Councils wanted to change local codes by consulting the public but this could be quite vague but in England it was increasing.

Dr Worthington referred to Recommendation 25 on page 99 of the report which stated that Councillors should be required to attend formal induction training by their political groups, it was felt that it was implied that the role of political groups was to arrange the training.

It was noted that if there was a non-attendance of Councillors at training then Business Heads were informed and it was then circulated but the Council could not impose it. Councillors who attend Planning or Licensing must attend training. The Party Group discipline enforces member engagement and sanctions this.

It was commented that Political groups should enforce this and not assign Councillors who have not had the proper training. Those Councillors who did not attend training which had been 3 Councillors in total, the training was circulated to them. A Member noted that there were huge disadvantages in not receiving the training especially in relation to Licensing and Planning etc as this was very important training.

9 **Date of Next Meeting**

7 November 2019

The meeting terminated at Time Not Specified