

# Agenda



## Cabinet

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Date: Wednesday, 16 September 2020

Time: 4.00 pm

Venue: Virtual Meeting

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

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Item	Wards Affected
1	<u>Apologies for Absence</u>
2	<u>Declarations of Interest</u>
3	<u>Draft Minutes from August Cabinet</u> (Pages 3 - 6)
4	<u>Revenue Budget Monitor July 2020</u> (Pages 7 - 28)
5	<u>Capital Programme Monitor July 2020</u> (Pages 29 - 50)
6	<u>Risk Report Quarter 4 (2019/20)</u> (Pages 51 - 88)
7	<u>End of Year Performance Review 2019/20</u> (Pages 89 - 106)
8	<u>Welsh Language Annual Report</u> (Pages 107 - 124)
9	<u>Sustainable Travel</u> (Pages 125 - 138)
10	<u>COVID-19 Recovery - Update</u> (Pages 139 - 154)
11	<u>Cabinet Work Programme</u> (Pages 155 - 162)
12	<u>PSB Summary Document (for information/awareness</u> (Pages 163 - 164)

Date of Next Meeting: Wednesday 14<sup>th</sup> October 2020, 4 pm

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Date of Issue: Wednesday 9 September 2020

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# Minutes

## Cabinet

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Date: 19 August 2020

Time: 3.00 pm

Present: Cllrs Jane Mudd (Chair); P Cockeram, D Davies, G Giles, D Harvey, R Jeavons; D Mayer, M Rahman, R Truman

In attendance: Mrs B Owen, Mr G Price, Mr M Rushworth.

### Part 1

#### 1 Apologies for Absence

No apologies received.

#### 2 Declarations of Interest

There were no declarations of Interest.

#### 3 Congratulations and Welcome

The Leader welcomed Beverly Owen to the meeting in her capacity as the newly appointed Chief Executive of the Council and congratulated Mrs Owen on her appointment.

#### 4 Minutes

The minutes of the meeting held on 22 July 2020 were confirmed as a true record.

#### 5 Business case for the Test, Trace Protect Service

The Leader presented the report which provided an update on the Gwent Contact Tracing Service and sought Cabinet approval on the operational delivery structure, governance and finance arrangements for the service.

The Leader confirmed that in June, Cabinet received an interim report on the work that had been undertaken to establish a Local Contact Tracing Team in Newport and Cabinet endorsed the urgent action and approach taken by officers to develop and implement that temporary service.

The report endorsed by Cabinet in June recognised that the actions were just interim arrangements for the first few months, to get the service operational in an extremely short timescale. It was recognised that a future strategy would need to be agreed in conjunction with other partners, to develop a delivery model and governance structure for the longer-term. Welsh Government funding for the service was critical, as this could not be delivered within existing resources.

The Leader confirmed the report before Cabinet today provided an update on developments with the Gwent Contact Tracing Service and sought Cabinet approval of the proposed operational delivery structure, governance and finance arrangements for the Service.

The Leader also confirmed the Welsh Government's Test, Trace, Protect Strategy forms a central part of their Covid-19 recovery plan. Community contact tracing is a key element of the Strategy and Welsh Government have asked Local Authorities and Health Boards jointly to put in place contact tracing services based on health board footprints.

The Leader explained that contact tracing is carried out on receipt of a confirmed Covid-19 diagnosis, i.e., a positive test result. The purpose is to contact someone who has tested positive to confirm that they must isolate for seven days and that their household also needs to isolate for 14 days; the contact tracer will also ask the case to share information about their recent contacts. These contacts are traced and informed that they must isolate for 14 days; during this time daily contact will be established to monitor if they develop any symptoms. If they do they are asked to get tested and enter the system as a new case if positive, and so on.

The report confirmed that contact tracing has been undertaken in Gwent since the beginning of June by redeployed staff within the five Local Authorities and Aneurin Bevan University Health Board (ABUHB). All five local authorities have set up contact tracing services, which are operating in a coordinated way to ensure coverage across the region.

The service operates seven days a week and the Council's contact tracing team is supported by local authority Environmental Health Officers across the region and by Clinical Leads, Consultants in Health Protection, and Consultants in Communicable Disease from ABUHB and Public Health Wales.

The Leader was pleased to report that Welsh Government have now confirmed funding arrangements for contact tracing. The Cabinet Report sets out proposals for the next phase for the Gwent Contact Tracing Service moving from a redeployed workforce to a fully employed model to ensure that there is capacity for successful delivery. Total grant funding of up to £9.6 million has been allocated for the costs of the service up to 31<sup>st</sup> March 2021 and an additional £200k has been allocated for the capital costs of IT equipment.

A costed workforce model has been developed for Newport, submitted and agreed by the Welsh Government and should numbers of employees be recruited as set out in the model (circa 90 full time equivalents), the cost to Newport covered by the funding would be circa £1.7m by the end of March 2021. The available grant allocation also includes funding for an additional Environmental Health Officer, to bolster the Environmental Health resources to respond to Covid-19 incidents, clusters and outbreaks in accordance with existing statutory duties regarding contagious and infectious diseases.

The report proposes a partnership model to deliver the Gwent Contact Tracing Service. Each organisation will have clear roles and responsibilities as outlined in the Business Case, which forms the Appendix to the Cabinet Report, and will be formalised through a Memorandum of Understanding. The Business Case contains the Terms of Reference of the various tiers of the Service. The Strategic Board will be the G10 partners.

It is proposed that Torfaen County Borough Council become the host and lead organisation for the Programme Management Office (PMO) which will support and ensure the effective delivery of the Service across the organisations involved in the partnership. The role of the PMO is set out in full in the Cabinet Report. ABUHB will act as the financial lead and will discharge the "banker" role as the recipients of the grant money, and they will distribute the funding to each local authority to reimburse them for the costs of the local teams, similar to the current ICF arrangements.

The Leader confirmed that a great deal has been achieved to establish the Gwent Contact Tracing Service in a short period of time. The Cabinet Report sets out proposals for the next phase of the service and demonstrates the central role local authorities have in responding to the Covid-19 pandemic. As we move out of lockdown, contact tracing is integral to managing and providing intelligence and data on cases and outbreaks within our communities.

It is essential that Newport City Council plays its part in delivering the Gwent Service, as that will assist Newport, the Gwent region and Wales to stay out of 'lockdown' and in time recover from the impact of

the pandemic. The G10 agreed to the proposals at their meeting on 29 June 2020 and those Gwent local authorities that have decided that a formal decision is required have now given their approval; Newport City Council's Cabinet is now asked to formally agree the proposals.

The Leader strongly emphasised the importance of having this system in place going forward which will help protect all residents, not only in Newport but across the Gwent-wide area. If Cabinet are minded to agree to the principles set out in the draft Business Case, then the report recommends that the final sign-off of the MoU should be delegated to officers, together with any minor changes to the final Business Case, provided that this is in accordance with the terms approved today by Cabinet.

The Leader invited the Cabinet Member for Licensing and Regulation to comment:

The Cabinet Member confirmed that the interim Contact Tracing Service had been agreed by Cabinet in June following which staff were redeployed and together with volunteers ensured the system was operational very quickly. He gave thanks to all staff involved in the project with special thanks in particular to Trading Standards' and Environmental Health Officers who have gone above and beyond their normal day jobs to ensure the system was successful and fully operational at an early stage. He confirmed that local authorities now need to scale up to employ and train new staff to take forward the next phase for the Gwent Contact Tracing Service, moving from a redeployed workforce to a fully employed model to ensure there is capacity for its successful delivery. Good communications are vital for the continuing success of this system and a protocol has been developed in liaison with networks in the community which utilises local knowledge, for example, in providing translation services for those residents whose first language is not English. The Cabinet Member commended the report.

The Leader fully supported the Cabinet Member in his comments and thanked him for his diligence and leadership on this issue.

The Cabinet Member for Culture and Leisure reiterated the comments made and thanked all staff for a job well done; she also confirmed that it is essential for this service to continue and go forward as a fully employed model.

The Cabinet Member for Assets gave his thanks to the Cabinet Member and Leader for their leadership on this project and for supporting not only Newport and its residents but all Welsh citizens; he confirmed that in Wales 90% of COVID contacts have been reached.

The Cabinet Member for Education and Skills commended the Cabinet Member for Licensing and Regulation and officers for the sterling work done in getting this service up and running so quickly and efficiently which has been a very intense time and is ongoing. She stressed the importance of test, trace and contact in identifying and controlling early outbreaks is vital and agreed that good communication is key for early identification of local COVID-19 related issues particularly as it can be asymptomatic as well as symptomatic.

The Cabinet Member for Community and Resources echoed the comments from his Cabinet Member colleagues and also confirmed the work being undertaken in respect of geo-mapping and data sharing.

The Deputy Leader/Cabinet Member for City Services commended the Leader, Cabinet Member for Licensing and Regulation and staff for their hard work in ensuring the initial phase of this service worked well from the beginning and reiterated the importance of the council maintaining control over communications going forward which will assist in avoiding as much as possible any future local lockdowns. He asked who would be responsible for the training of the new workforce; Mr Price, Head of Law and Regulation, confirmed that each local authority will be responsible for its own training which will be consistent across all Gwent local authorities and the Health Board (with a joint working arrangement in place to support this). Mr Price confirmed that over 300 applications had been received for the new posts advertised and the Council is also liaising with partners in order to utilise any staff that may still be furloughed.

The Leader thanked everyone for their comments and asked Cabinet to vote on the report.

**Decision:**

Cabinet agreed unanimously to endorse the report.

**6 Cabinet Work Programme**

The Leader presented the Cabinet Work Programme.

**Decision:**

Cabinet agreed the updated programme.

**7 Date of Next Meeting**

Wednesday 16 September 2020 at 4pm.

# Report

## Cabinet

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### Part 1

**Date:** 16 September 2020

**Subject** **July Revenue Budget Monitor**

**Purpose** To highlight the current forecast position on the Council's revenue budget and the risks and opportunities that present themselves within the July position. This update builds on the May forecast given that there is further information and clarity on the recovery of the Covid-19 pandemic and the funding that has been made available for this.

**Author** Head of Finance (HoF)

**Ward** All

### Summary

The July 2020 revenue position forecasts an overspend of £683k. This is a significant improvement on the May forecast of £5.4m overspend, and reflects the changes and clarification of funding made available from Welsh Government (WG) in relation to Covid related lost income and increased expenditure, in particular the availability of funding for this purpose for the remainder of this current financial year.

Since the May forecast there has been confirmation on a number of areas of funding provided by WG. Whilst this has provided some clarity and allowed officers to 'firm up' on a number of projections, there does remain a level of unavoidable uncertainty on the forecasts, given the unknown future of the pandemic and clarification on how recently announced funding for the remainder of the financial year will be administered.

While a significant amount of the previously reported overspends relating to Covid-19 have been addressed through proposed funding provided by WG, budget issues remain in a number of areas. The key areas contributing to the forecast overspend are:

(i)	Undelivered 2020/21 and prior year budget savings	£1,540k
(ii)	Increased demand for independent fostering agencies	£446k
(iii)	Impact of on-going school budget overspending	£305k
(iv)	Staffing and other service area underspends	(£1,608k)

An area of significant concern is the level of forecast overspending across schools. Schools are currently forecasting an overspend of £1,417k and given the rate at which the schools reserves have reduced over the last 2-3 years these reserves are now insufficient to cover this level of forecast overspend in full. While an improvement on the figure reported in May, this still causes problems for the Council in that a net £305k overspend and a forecast negative reserve at the end of the financial year will need to be funded by other Council budgets or from other Council reserves. This will have on-going negative consequences as set out within the report.

Appendix 1	Overall budget dashboard – July 2020
Appendix 2	Revenue summary monitor – July 2020
Appendix 3	Schools funding and balances

## Appendix 4    Planned movement in reserves

### **Proposal**

Cabinet is asked to:

- Note the overall budget forecast position and the significant overspending within service areas which is predominately resulting from undelivered MTFP savings impacted by the on-going pandemic, the risks associated with this and recommend that HoS focus on and implement agreed savings as soon as is possible;
- Note the planning assumptions within the forecast position and in particular, the uncertainty around (i) the ongoing impact that Covid will have upon service areas and (ii) funding support available from Welsh Government (WG) for the remainder of the financial year;
- Note the forecast movements in reserves;
- Note the very significant financial challenges facing schools and the serious impact it will likely have on the Councils other revenue budgets and reserves. Note action currently in progress and the HoF comments on the seriousness of this position.

### **Action by**

Cabinet Members / Head of Finance/ Senior Leadership Team / Corporate Management Team to:

- HoS complete their review of some of the key costs areas, which contribute to the overspending and maximising, where possible, available Housing Benefit funding for homelessness costs currently being incurred;
- HoS deliver agreed 2020/21 budget savings as soon as practically possible under the current situation but by end of the financial year at latest;
- Promote and ensure robust forecasting throughout all service areas.

### **Timetable**

On going

This report was prepared after consultation with:

Chief Executive  
Heads of Service  
Budget Holders  
Accountancy Staff

### **Signed**

## 1 Background

- 1.1 The May revenue budget monitor reported at July Cabinet provided an early indication of the risks and the potential financial consequences given the response and recovery actions in place for the Covid-19 pandemic. Since then there has been confirmation from Welsh Government (WG) of financial support for the whole of the financial year which has assisted in funding a number of the overspends previously reported as a risk. Therefore, the July forecast, shows a much-improved position of £683k overspend (£5.4m in May).
- 1.2 Financial support confirmed by WG includes:
- **Lost income (quarter 1)** - Confirmation that the original £78m funding across Wales previously announced would be attributed to loss of income fully. Tranche 1 funding of loss of income for quarter 1 (Q1) has been confirmed and this covered the main areas of lost income including car parking, waste and cultural services. This improved forecasts by £900k. Tranche 2, of this funding, which looks at the other areas of the Council income in Q1, is in the process of being claimed. The amount the Council is claiming for is in the region of £1m and forecasts assume that this income will be reimbursed in full in line with WG guidelines. This position will continue to be closely monitored.
  - **Adult Social Care and homelessness (quarter 1 & 2)** - costs relating to residential, domiciliary and supported living will continue to be funded in Q2 as will the provision of facilities to isolate homeless individuals. Forecasts have been adjusted and improved for this. Recent announcements have confirmed that support in respect of adult social care support includes the Council's own homes. This latter element is not yet reflected within current forecasts, and will improve the forecast position further once the position is assessed.
  - **Lost Income / Increased expenditure (full year)** - In addition to the above, recent announcements from WG have confirmed that £264m of funding will be added to the hardship fund, to cover pandemic related lost income / increased costs for the remainder of the financial year, over and above the existing support shown above. WG Ministers are, however, clear that there will be no further funds available after this. Although further detail on this additional funding has yet to be received from WG it does confirm, at this time:
    - (i) Additional funds for the 'protect' element of Test, Trace and Protect (TTP);
    - (ii) Additional funds for extra cleaning in schools;
    - (iii) Additional support for income losses for the remainder of the financial year but at a reduced rate as the impact gradually reduces. On this basis, the forecast currently assumes that all lost income related to the pandemic will be reimbursed in full although this will continue to be reviewed;
    - (iv) Additional funds allocated to the general fund to cover additional staffing costs to cover overtime or sickness absence, social distancing measures and enhanced infection control for the remainder of the financial year.
- 1.3 It is evident that across Wales, the Covid-19 virus and associated lockdown measures have had significant financial implications for the Council, both in terms of additional costs and loss of income. The Council is incurring substantial costs in supporting vulnerable households and individuals in the community during this period as outlined in the July Cabinet. Whilst financial support from WG has been earmarked for specific groups these issues are in addition to the 'usual' challenges placed upon the Council budget:
- Demand led service areas and delivering agreed savings, which have also been directly or indirectly affected by the current situation to some extent;
  - Impact of on-going school budget overspending.

## 2 Key areas contributing to position

2.1 The following highlights the key areas that contribute to the overall Council position, with the report providing further details below:

(i)	Loss of income resulting from Covid-19 (para 2.4)	£2,933k
(ii)	Offset by WG funding	(£2,933k)
(iii)	Increased demand across key social care areas (para 2.7)	£205k
(iv)	Undelivered 2020/21 budget savings (para 2.14)	£1,097k
(v)	Impact of on-going school budget overspending (section 3)	£ 305k

2.2 The key 'downsides' to this forecast, which will worsen the position, are

- Collection of council tax and costs of the 'council tax reduction scheme' will be worse / higher than forecast – a possible scenario if there is an economic downturn:
  - Council tax income collection is on average 0.5% down per month as at July, below previous year collection by about £1m after adjusting for the rate increase in 2020/21. If this average rate continues for rest of the year, this will mean a 6% reduction in council tax collection, equating to around £4m reduced income. It is important to note that the budget in this area is usually exceeded mainly due to tax base and this acts as important mitigation against service area overspends. There will be a greater understanding on this position mid-way through the year and in readiness for the September monitor. There is clearly a risk that this position will deteriorate rapidly from the currently 'on budget' position forecast if arrears collection, which has resumed only recently, does not produce an improvement:
  - Furthermore, although the council tax reduction scheme does not seem to be increasing rapidly to date, the impact of the furlough scheme ending and the potential economic downturn could increase the risk of this happening as the year progresses.
- Within children's services, inevitably given the particular challenges presented by Covid some unforeseen issues have arisen. There is a risk that the demand in this area could increase in the near future:
- Finally, specific costs of 'service recovery actions' which were highlighted, in broad terms, in the July Cabinet report, are not reflected in detail in these forecasts as services continue to work these through. Where not eligible for reimbursement, they will worsen forecasts and services are therefore recommended to minimise these wherever possible.

2.3 The forecast is unavoidably subject to some potentially significant changes as we progress through the financial year much of which will be dependent upon details supporting recent announcements from WG. In the meantime, service areas should continue to:

- (i) Ensure that all costs that are being claimed are eligible as per the revised terms and conditions and ensure we know and understand the 'terms' / 'eligibility' for the hardship fund to help ensure this. The HoF distributes and discusses this with services on a regular basis and finance staff supporting services to assist with this.
- (ii) Review current levels of staff overtime and agency costs required to cover for staff who are shielding or cannot work in the current situation; ensuring they are unavoidable and therefore claimable. The situation where these are claimable are now more restricted than previous quarters.

Key assumptions in this area include:

### **WG Financial Support:**

- The following areas of eligible spend will be reimbursed for the remainder of the financial year:
  - Homelessness and continued support of adult social care;

- Staffing additional hours and overtime as a direct result of Covid. It is expected that these costs will reduce significantly from July onwards as service areas move to recovery phase and shielding guidelines come to an end in August;
- Any expenditure in relation to social distancing measures and enhanced infection control;
- Lost income directly attributable to Covid, in particular the balance of Q1 lost income and then the remainder of the financial year;
- Quarter two expenditure in relation to free schools meals will be reimbursed in full;
- Children's – there will be no further support in respect of placements costs post June even though Covid continues to have an impact;
- City Services - Home to school transport payment rate of 75% continues until September then resumes standard budget/forecast profile at 100% rate.

### **Loss of income due to Covid-19 - £2,933k**

- 2.4 In addition to the increased costs, the Council is also impacted by reduced external income from activities such as car parking and adult social care. Given that some of the income will not recover immediately the table below sets out the estimated lost income over the remainder of the year.

Service Area	ACTUAL Lost Income 1 Apr to 30 Jun (Qtr 1)	Estimated Lost Income 1 Jul to 30 Sep (Qtr 2)	Estimated Lost Income 1 Oct to 31 Mar (Qtr 3 & 4)	Mitigating Savings (Qtr 1-4)	Full Year Forecast
	£'000	£'000	£'000	£'000	£'000
<b>Permanent</b>					
Adult Services	£ 234	£ 234	£ -	£ -	£ 469
Education	£ 271	£ 288	£ 439	£ -962	£ 36
Schools	£ 48	£ 23	£ -	£ -	£ 71
City Services	£ 980	£ 294	£ 313	£ 8	£ 1,579
RIH	£ 100	£ 55	£ 105	£ -	£ 260
Corporate	£ 114	£ 87	£ 76	£ 3	£ 274
Non Service	£ 94	£ 50	£ 100	£ -	£ 244
<b>Total Lost Income</b>	£ 1,841	£ 1,031	£ 1,033	£ -973	£ 2,933

- 2.5 Since the May forecast WG have announced that further funding is available to compensate for lost income in addition to the original £78m was announced earlier in the year. Therefore it is currently assumed that all lost income will be claimed in full from WG. Given that the allocation of funding and the assessment of eligible areas is yet to be undertaken by WG this area will continue to be monitored closely until the finer details are known.

- 2.6 The update reported to July Cabinet includes the detail to support the full year forecasts

#### **Key assumptions in this area include:**

- Whilst it is assumed that all of the lost income will be reimbursed by WG, the value of this is yet to be confirmed. Tranche 1 funding of loss of income for quarter 1 has been confirmed and this covered the main areas of lost income including car parking, waste and cultural services. Tranche 2, of this funding, which looks at the other areas of the Council income in quarter 1, is in the process of being claimed. The amount the Council is claiming for is in the region of £1m. It is expected that claims for quarter 2 onwards will be requested by WG in due course.

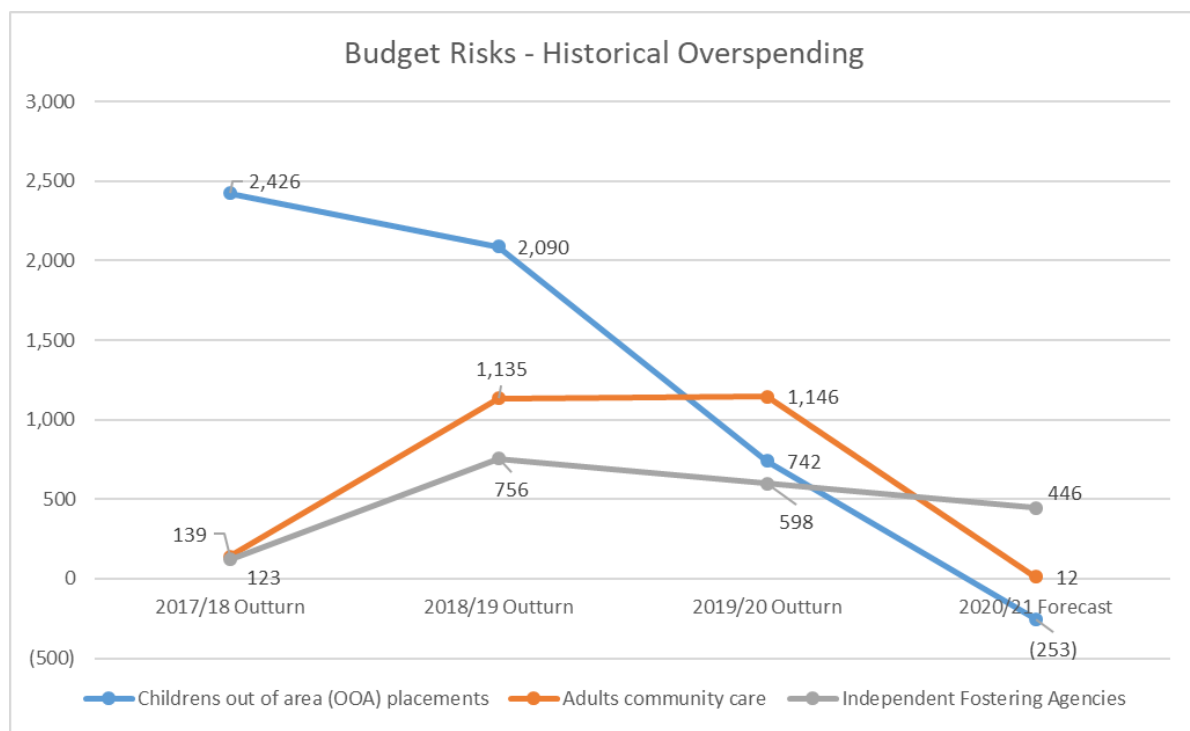
### **Demand led budgets overspending - £205k**

- 2.7 It was well documented throughout last year that there were three areas of continued risk in terms of significant overspending against budget:

- Children's out of area placements
- Independent fostering agencies
- Adult community care

2.8 These are recurring issues and demand in most of these areas have been increasing over the last 2-3 years. Although these areas have received significant investment year on year, previously the demand continued to accelerate beyond the budget available. The 2019/20 outturn report identified that whilst the demand continued to increase in children's social care the level of investment in 2020/21 was deemed adequate as that accommodated the range that the Head of Service targeted in terms of placement numbers for the year.

2.9 The following chart represents the forecasts over the last 3 years in these areas. Whilst the level of overspending in these areas has reduced due to significant investment in 2020/21, independent fostering agencies continue to forecast an overspend of £446k.



2.10 **Children's out of area placements** – After investment of £182k, over and above inflation, in the 2020/21 budget, this budget can support 20 out of area placements. In July, the number of out of area placements are at 19, forecasted to increase to 20 at the end of the year resulting in an overall forecasted underspend of £253k for the year.

2.11 **Children's independent fostering** – Investment of £382k, over and above inflation, in 2020/21 enables the budget to support 60 placements which is reasonable given the level of increasing demand that was experienced in 2019/20. This year demand has continued to increase with placements currently at 73 as at the end of July. Placements are forecast to reduce to 66 by the end of March resulting in an overall forecasted overspend of £446k for the year.

There is a further risk in children's services that demand could increase in the near future.

2.12 **Adults community care** - £1.4m has been invested into the adult's community care budget for 2020/21, over and above inflation. The current position shows that the number of service users are slightly lower than at this time last year (2019/20 – 1,538 and 2020/21 – 1,521) and are forecast to continue on this trajectory resulting in a balanced budget position. This also assumes that

income in respect of non-residential placement income lost due to Covid will be reimbursed in full (£400k).

- 2.13 Given the inherent nature of this budget risk, numbers in this area could change throughout the year as has been the case over the last 2-3 years and this therefore represents a risk. These areas will continue to be closely monitored.

#### **Delivery of agreed 2020/21 budget savings - £1,097k:**

- 2.13 The position on delivery of savings is shown in appendix 1. The performance on forecast delivery of 2020/21 savings has been significantly impacted by the Covid-19 situation, therefore reducing the levels of projected savings to 80% of target. In addition to the £1.1m shortfall this represents, there remains £443k of undelivered savings from 2019/20, which need to be addressed by children's and adult social services. Whilst the current delay is unavoidable, services will need to deliver these savings at least by the end of current financial year so that they do not carry forward as an issue into next year, alongside potentially further new savings requiring delivery. Cabinet are asked to note and approve this, which will require on-going focus by HoS and their teams.

<b>Summary by Portfolio</b>	<b>People</b>	<b>Place</b>	<b>Corporate</b>	<b>Non Service</b>	<b>Total</b>
2020/21 MTRP Target (£) Total	2,211	1,282	794	1,130	<b>5,417</b>
Total Savings Realised by Year End 2020/21	1,883	838	670	930	<b>4,320</b>
Variation to MTRP Target	-329	-444	-125	-200	<b>-1,097</b>
Variation % to MTRP Target	-15%	-35%	-16%	-18%	<b>-20%</b>
Undelivered Savings from Previous Years	-443	0	0	0	<b>-443</b>
Total Undelivered Savings	-771	-444	-125	-200	<b>-1,540</b>

- 2.14 Whilst these areas are considered as part of our future financial planning and budget process, overall they contribute £1.5m of overspending against the current year's budget and the current overall overspending of the Council's budget.

- 2.15 Some of the key areas and projects experiencing delays in 2020/21 due to Covid are set out below:

#### **Adult Services (£297k)**

- Reduction in Projected Cost of Accommodation Based Care and Support Services for People with Learning Disabilities - £140k
- Staffing review - £82k
- Telecare service - £75k

#### **City Services (£277k)**

- Kingsway car park operation - £100k
- Newport Live profit share - £75k
- Increased Recycling - Bag Sorting at Household Waste Recycling Centre - £57k

#### **People & Business Change (£105k)**

- Innovation and Transformation Offering - reduction in programme management capacity - £57k
- Digital Savings - Public Building Wi-Fi - "Community Cloud" - £48k

#### **Non-service (£200k)**

- Challenge the Council's Risk Appetite for Investments, and Undertake Larger Long-Term Investments (£10m) in Riskier Instruments - £200k

### 3 Schools

- 3.1 Appendix 3 highlights that overall schools are anticipating an overspend of £1,417k with no assumed grant or other compensation being received throughout the year. This is based on budgets that have been approved by Governing Bodies where school reserves are positive or the current budget position in those schools who have temporary licensed deficits as they continue to work on their financial recovery plans. As with other service areas schools have assumed that eligible Covid expenditure and lost income will be reimbursed.
- 3.2 Over half of the overspend originates from the secondary sector with the primary sector following closely accounting for 32% of the overspend. A summary table is shown below:

	Reserves balance 31/03/20	In year Under/(overspend)	Reserves Balance 31/03/21
	£'000	£'000	£'000
Nursery	(36)	(109)	(146)
Primary	3,332	(455)	2,877
Secondary	(2,178)	(801)	(2,978)
Special	(5)	(52)	(56)
<b>Total</b>	<b>1,113</b>	<b>(1,417)</b>	<b>(304)</b>
Assumed grant and other compensation		-	.
<b>Total</b>	<b>1,113</b>	<b>(1,417)</b>	<b>(304)</b>

- 3.3 Schools reserves have been depleted significantly over the last two years resulting in a closing balance as at 31<sup>st</sup> March 2020 of £1,113k. Therefore, the forecast level of overspending across schools far outweighs the reserves that are available to offset. This causes a significant concern for the Council:
- The forecast negative reserve at 31/3/2021 year-end will need to be funded by other Council budgets or from other Council reserves. This will have on-going negative consequences;
  - The current level of in-year overspending is unlikely to be resolved after this financial year by current 'deficit recovery plans' given the size of that or deal with the large, historical deficits which have been built up. It has the real potential to negatively impact on other Council budgets and reserves for more than this one year.
- 3.4 Ten schools are anticipating a negative balance position at the end of the current financial year, two from the nursery sector, two from the primary sector, five from the secondary sector and one from the special sector. The cumulative forecast deficit for these schools is over £3.5m.
- 3.5 Officers are continuing to work closely with those schools to ensure that deficit recovery plans are in place and that action is taken to reduce spend. Cabinet approved additional funding in the 2020/21 budget to resource some analytical and senior leadership capacity to this challenge and the current situation has delayed recruitment to date, which is unhelpful given the position, but unavoidable. Current officers, including the Chief Education Officer and AHoF / HoF are engaged on this alongside colleagues. A detailed briefing on the situation is being completed and will need to be considered very soon.

### 4 Use of reserves

- 4.1 Appendix 4 illustrates the planned movements in reserves throughout the year. Cabinet should note the opening balance as at 31st March 2020, forecasted planned transfers in/ (out) of reserves in 2020/21 and the forecast balance as at 31st March 2021. Current projections suggest that 11% of the Council reserves will be utilised by the end of the financial year, which is in line with planned

and expected use. The general fund reserve is at the minimum level required (£6.5m) representing 2% of the overall net budget.

- 4.2 The above position on reserves is based on planned use of reserves. It does not include the impact of un-planned use resulting from 'making good' school reserves. As the general reserve is at the minimum level and other reserves are earmarked, any un-planned use will require the Cabinet to approve use of current earmarked reserves for these, which could affect future finances of the Council.
- 4.3 The Council has a good level of reserves and whilst these are virtually all earmarked, they do ultimately provide, in the last resort, some mitigation for overspending. If this was to happen, then future projects, which were funded from these reserves, may not be able to progress or in using other reserves, budgetary provision would need to be made to 'repay' these, creating further pressure on the Council's MTFP. There are no easy, impact free solutions through reserves but they do ultimately provide some cover in the last resort and in the short term.

## Timetable

Ongoing

## 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?
Risk of overspending	H	M	Regular forecasting and strong financial management  Revenue budget contingency	
Poor forecasting	M	M	Better forecasting in non-service areas where large variances occurred in 1920  Review and refinement in service areas of risk based modelling  CX/HoF setting out clear expectations	Asst. HoF  SFBP's and budget managers  CX / HoF

\* Taking account of proposed mitigation measures

## Links to Council Policies and Priorities

Despite the uncertainty that the current pandemic presents, strong financial management continues to underpin services and medium term financial planning.

## Options Available and considered

In terms of the overall forecast position and financial management there are no options – the Council needs to operate within its overall budget. Given that the current forecast suggests the Council will overspend against budget, after fully utilising the general contingency budget, action must be taken to ensure that the outturn is within budget. Schools must also take action to ensure they manage within available funding as the current forecast overspends takes the schools into negative reserve.

## **Preferred Option and Why**

SLT with Heads of Service take a targeted approach to reducing spend across service areas whilst ensuring management of key budgets and risks.

## **Comments of Chief Financial Officer**

The position has improved significantly following further confirmation of WG financial support. The 'bottom line' overspend are issues more within the Council's own control now, in the main. These issues require on-going and renewed focus to improve, in particular the delivery of agreed savings, which is relatively significant.

In addition, Council Tax collection is an on-going potential problem and could be significant if the collection of this income does not improve significantly following the re-introduction of arrears collection processes. This is being monitored carefully but any change in current forecast will need to realistically wait until at least September month end before we can see the impact of this.

The Council has a good level of reserves though use of these for making good school reserves or general overspending will use earmarked reserves which means original plans for using those will need to change / stop or future financial pressures to 'repay them'. There are no easy, impact free solutions through reserves but they do ultimately provide some cover in the last resort and in the short term.

## **Comments of Monitoring Officer**

There are no legal issues arising from the report.

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

The report notes the forecast financial position of the Council including further information on the funding that has been made available by Welsh Government to address some financial pressures incurred as a result of Covid-19: Welsh Government has confirmed additional funds will be allocated for additional staffing costs relating to overtime or sickness absence.

One of the actions being taken to mitigate the current overspending is that service areas continue to review current levels of staff overtime and agency costs required to cover for staff who are shielding or cannot work in the current situation; ensuring they are unavoidable and therefore claimable.

The Well-being of Future Generations Act requires public bodies to apply the five ways of working to any financial planning, which will address short-term priorities with the need to safeguard the ability to meet long-term needs. This report gives an early indication of the revenue forecast position and the issues affecting financial management during 2020/21 and notes that any future reductions in funding will need to reflect and be consistent with the five ways of working. Sound financial planning and monitoring by the Council support the well-being goal of a Prosperous Wales.

## **Comments of Cabinet Member**

### **Local issues**

N/A

### **Scrutiny Committees**

N/A

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

N/A

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

N/A

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

This update is against a backdrop of prolonged pressure on public services as a combination of reduced income, rising demands on services, increased expectations, compliance with new legislation and the increasing costs of running services, which has seen the delivery of significant budget savings over the last five years. Any future reductions in funding will need to reflect and be consistent with the five principles underpinning the Wellbeing of Future Generation (Wales) Act 2015.

Wellbeing of Future Generations (Wales) Act 2015 forms an integral part of the financial management of the Council and the MTFP process of which the outturn of the Council is an essential part. Analysis and review of reserves are an important aspect on the future generations and the Head of Finance reviews and assesses the robustness and adequacy of these reserves as part of this report.

## **Consultation**

N/A

## **Background Papers**

Dated:

## Appendix 1

## Budget Monitoring Position – July 2020

Position by Directorate	Current Budget £'000	Forecast £'000	Variance £'000
People (exc Schools)	90,434	90,899	464
Place	34,516	34,685	169
Corporate	19,105	18,909	(196)
<b>Service Area Budget</b>	<b>144,055</b>	<b>144,492</b>	<b>437</b>
Schools	106,527	107,945	1,418
<b>Service Area Budget (inc Schools)</b>	<b>250,583</b>	<b>252,437</b>	<b>1,854</b>
Schools - transfer from reserve	0	(1,113)	(1,113)
Non Service	48,215	48,156	(59)
<b>Total Budget (excluding contingency)</b>	<b>298,797</b>	<b>299,480</b>	<b>683</b>
General Contingency	1,473	1,473	0
<b>Total Budget (including contingency)</b>	<b>300,270</b>	<b>300,953</b>	<b>683</b>

### Position Summary

- Revenue outturn reports an overspend of £683k assuming full use of the contingency budget to offset forecast overspending.
- This position has improved significantly since the May update given that the majority of covid related expenditure and loss of income will be covered by WG funding to the end of the financial year.
- Lost income in 4 key areas has been reimbursed in full by WG (£900k) and a further claim for lost income is expected to be received (£1m) for quarter 1. The overspend will increase should this not be claimable.

### Key areas contributing to position

#### Unavoidable Covid related expenditure:

- In previous monitoring this was substantial but has now been offset since announcement from WG of funding to the end of the financial year.

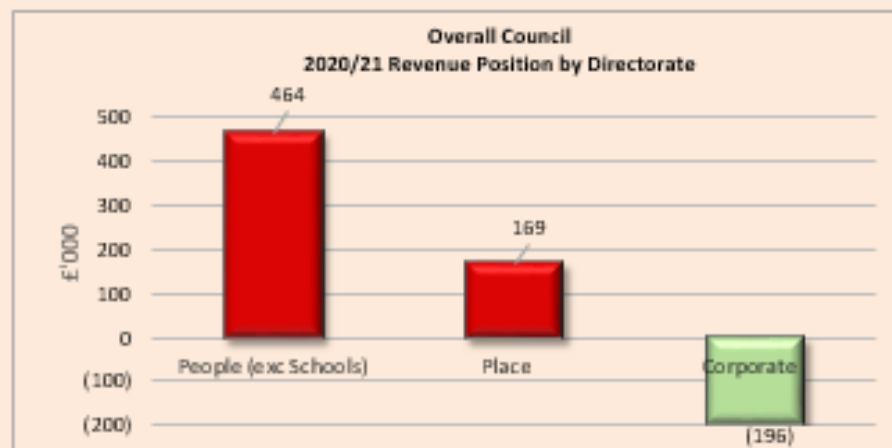
#### Demand led areas:

- Children's services Independent Fostering Agencies continue to contribute to a significant overspend in the People Directorate (£446k).

#### Schools:

- Forecast overspend of £1,418k in year far outweighs the reserves available to schools resulting in a council overspend of £305k. **This is a significant issue which requires continued attention.**

Detailed explanations can be found within service area dashboards



#### Undelivered Savings:

- 2020/21 - £1,097k
- Previous years - £443k
- Overall, undelivered savings are resulting in forecast overspend against budget of £1.5m. This is predominantly due to delays in implementation due to Covid.

## Budget Monitoring Position – July 2020

### Key Assumptions and Risks - Covid

#### WG Financial support

- Forecasts assume that all eligible Covid related spend incurred for the remainder of the financial year will be reimbursed by the WG hardship fund; Significant areas which will be claiming from this fund include continued homelessness costs, continued support of Adult Social Care (including in-house provision which will be reflected in the forecast next month); cover cost of overtime and agency for shielding and covid related sickness; and additional cost of cleaning in schools and social distancing measures.
- Whilst it is assumed that lost income will also be reimbursed by WG the value of this is yet to be confirmed – however it is assumed within the forecast that a further £1m of lost income due to Covid would be claimable from WG. Without this income (some of which is uncertain if eligible) the forecast would be almost £2m overspend.
- Key areas of lost income include:
  - Adult Social Care – Charges for externally provided residential care (£400k)
  - RIH – Planning income; Commercial & Industrial property income; & Norse profit share (£255k)
  - City Services – Bus shelter advertising; Bus station departures; car parking (£632k)

### Other Key Assumptions and Risks

- Vast majority of schools have spent more than their funding in 20/21;
- The forecast overspending in schools still outweighs the level of reserves available to fund which now sees schools with a negative reserve. Schools are currently forecasting on overspend of £1.4m against an available reserve of £1.1m resulting in a net overspend impact on the council of £0.3m – **this is a serious concern for the Council and something that requires immediate attention.**

In summary the £683k forecast overspend is made up of the following:

MTFP undelivered savings 2020/21 and prior years	£1,540k
Key demand led areas – independent fostering	£446k
Schools overspend	£305k
Staffing and other service area savings	<u>(£1,608k)</u>
Forecast overspend	£683k

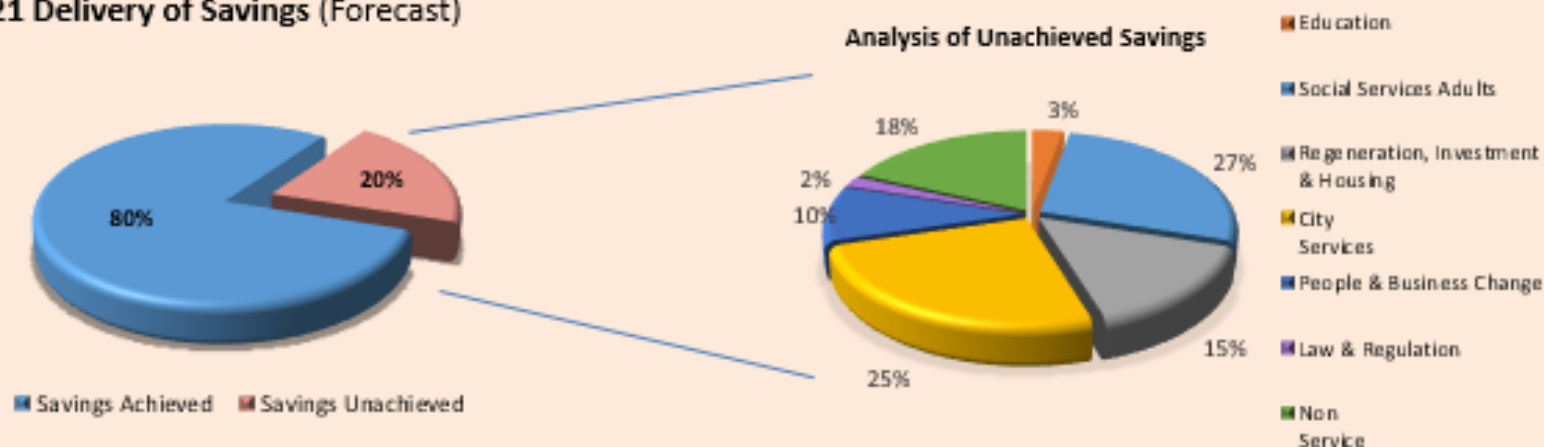
## Budget Monitoring Position – July 2020

### Staff Forecasts

Overall Staffing	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Budget (£'000)	0	59,926	60,116	60,202	60,202	60,202	60,202	60,202	60,202	60,202	60,202	60,202
Forecast (£'000)	0	59,958	59,157	58,838	58,838	58,838	58,838	58,838	58,838	58,838	58,838	58,838
Variance (£'000)	0	32	(959)	(1,362)	(1,362)	(1,362)	(1,362)	(1,362)	(1,362)	(1,362)	(1,362)	(1,362)

- Whilst there are a number of vacancies across the council and recruitment into these non essential posts has been somewhat delayed these savings are being offset in part by an increased requirement for additional staff time and agency staff.

### 2020/21 Delivery of Savings (Forecast)



- The first chart shows that 80% of the total savings are forecast for full delivery in 2020/21;
- The second chart illustrates the areas where savings are forecast not to be delivered (20% of overall target);
- The delivery of savings in 2020/21 has been significantly affected by the ongoing pandemic and the resulting overspends against budget have been reflected within the forecast;
- In addition to the £1,097k undelivered savings in 20/21 there remains £443k of undelivered savings from previous years within social care.

Overall Summary by Directorate	People	Place	Corporate	Non Service	Total
2020/21 MTRP Target (£) Total	2,211	1,282	794	1,130	5,417
Total Savings Realised by Year End 2020/21	1,883	838	670	930	4,320
Variation to MTRP Target	-329	-444	-125	-200	-1,097
Variation % to MTRP Target	-15%	-35%	-16%	-18%	-20%

## Budget Monitoring Position – July 2020

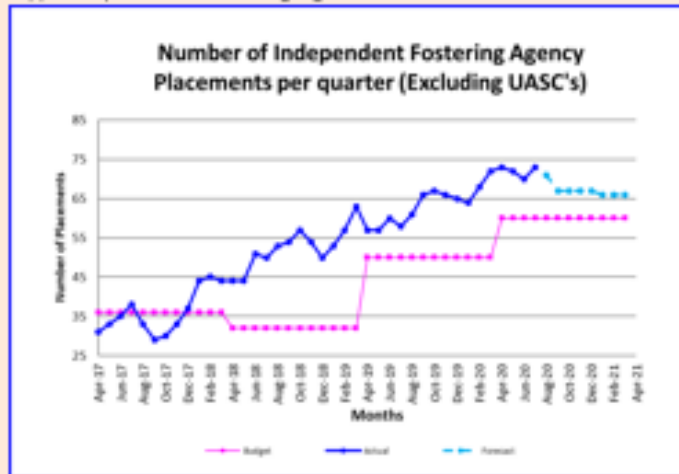
	Annual Budget £'000	Forecast £'000	Variance £'000	Graph Reference
<b>Risk Based Areas</b>				
<b>Children &amp; Young People</b>				
Independent Fostering Agencies	2,382	2,828	446	i
Out of Area Residential	3,009	2,755	(253)	ii
In House Fostering	3,479	3,310	(170)	
Leaving Care	672	985	313	
Legal fees	950	950	0	
In House Residential	2,190	2,259	69	
<b>Adult &amp; Community Services</b>				
Community Care - Residential	21,300	20,612	(688)	
Community Care - Supported Living	10,499	11,395	896	iii
Community Care - Non Residential	11,317	11,273	(44)	iv
Community Care Income - Residential & Non Residential	(8,096)	(7,772)	324	
<b>Education</b>				
SEN Out of County - Local Authority	2,425	1,002	(1,423)	v
SEN Out of County - Independents	2,092	3,125	1,034	v
SEN Local Provision Development	621	1,010	389	
SEN Transport	1,674	1,674	0	
Special Home to School Transport	815	815	0	
Bridge Achievement Centre	1,190	1,190	0	
<b>Regeneration, Investment &amp; Housing</b>				
Homelessness - B&B Costs	746	1,500	754	
Commercial & Industrial Properties Income	(1,460)	(1,386)	74	
<b>City Services</b>				
Commercial / Asbestos Income	(1,245)	(926)	319	
Home to School Transport - Primary	989	862	(127)	
Home to School Transport - Secondary	1,171	1,141	(30)	
Home to School Transport - College	117	116	(1)	
CPE - Fines Income	(691)	(532)	159	
Burial fees	(561)	(580)	(19)	
Car parking income	(892)	(553)	339	
<b>Law &amp; Regulation</b>				
Licensing - Hackney carriages / private hire	(361)	(457)	(96)	
<b>Total Net Budget</b>	<b>54,331</b>	<b>56,596</b>	<b>2,265</b>	

- In 2020/21, there were over 25 budget areas identified as having the potential to be high risk or highly volatile. This list was reviewed on an on-going basis
- Although some of these areas have come in underspent against budget, they have continued to be monitored given the potential to have a significant impact
- There are six budget 'hotspot' areas within the risk based monitoring which demonstrate the significant financial impact and risk that only a small number of areas pose to the financial position of the Authority (graph ref i – v)
- These areas alone contribute almost £1m to the service area overspends
- A realignment exercise is currently underway to ensure that the budgets reflect the permanent demands in the area. This should deal with many of the offsetting variances.
- The figures here do not reflect the Covid related loss of income being claimed from WG to highlight the risk in these areas.

## Budget Monitoring Position – July 2020

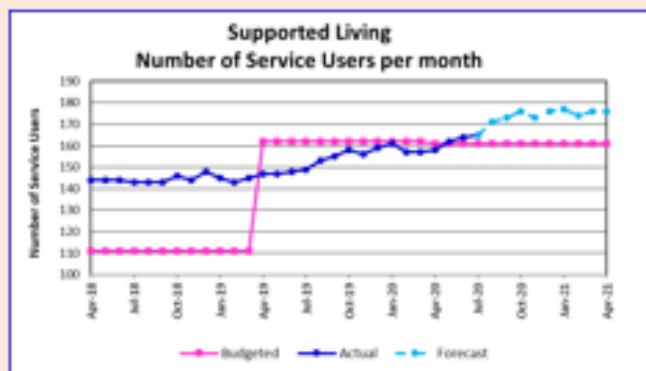
### Risk Based Monitoring graphs

#### (i) Independent Fostering Agencies



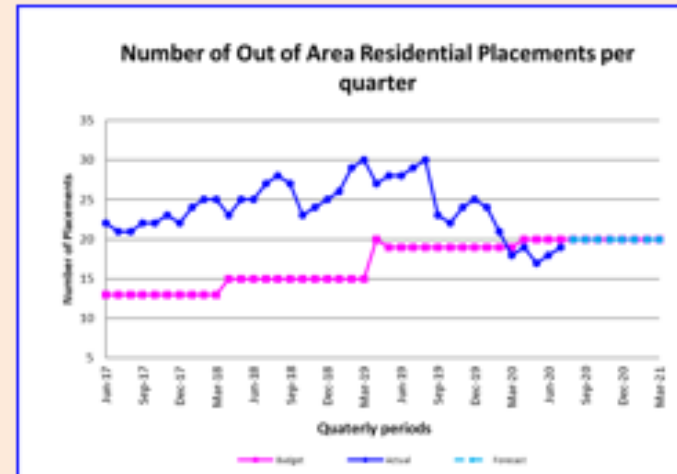
- The 2020/21 budget can afford 60 placements at an average cost. The number of placements increased to 73 by end of July and are forecast to be at 66 by the end of the financial year, giving an overall overspend in this area of £446k.

#### (iii) Community Care – Supported Living



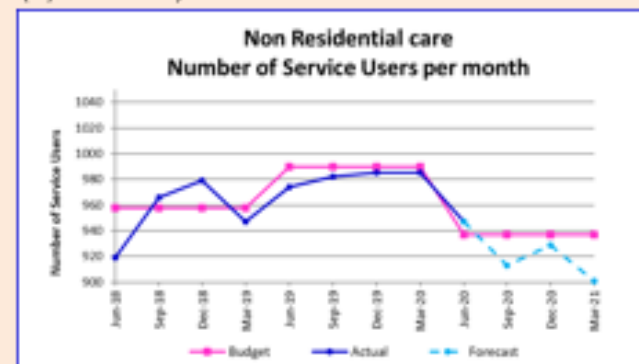
- Budget can afford 161 placements. Currently numbers are at 176 with almost a third of costs being higher than the average resulting in an overspend of £896k.

#### (ii) Out of Area (OOA) Residential Placements



- Budget can afford 20 placements at an average cost. The service anticipates the number of placements being 20 at the end of the financial year resulting in an underspend where numbers have been lower during the year.

#### (iv) Community Care – Non Residential

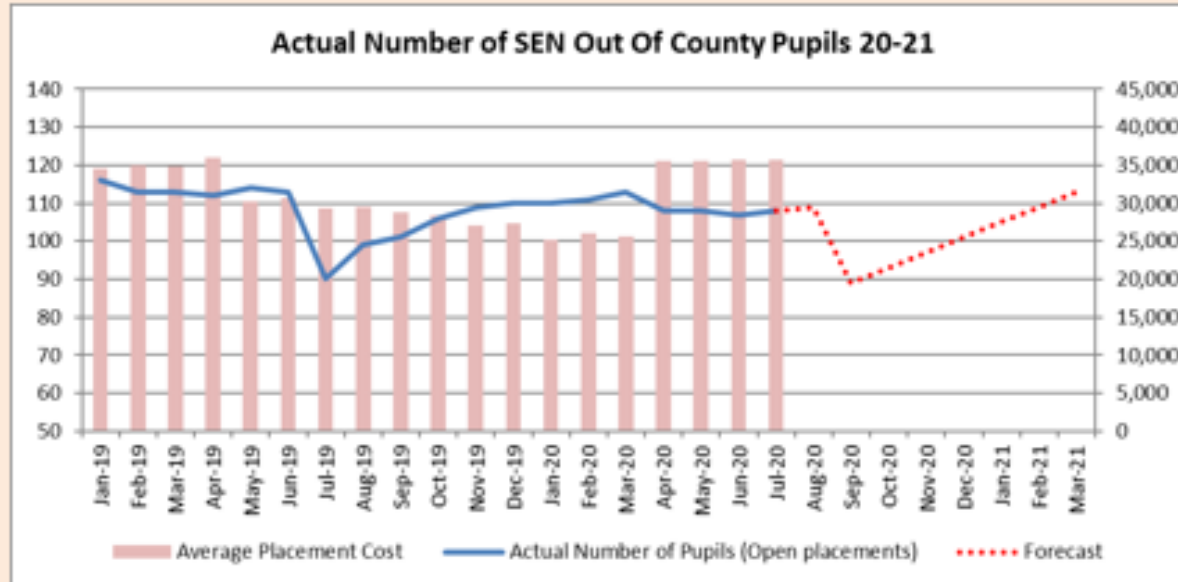


- Budget can afford 990 users per month at an average cost. Given that over a quarter of users exceed this cost per week and in increase in the number of service users an overspend of £235k is anticipated

## Budget Monitoring Position – July 2020

### Risk Based Monitoring graphs

(v) SEN Out of County Placements – Local Authority and Independent



- SEN OOC budget can accommodate 125 placements at an average cost of £36k. In May there are 108 open and 4 planned placements which have been included within the forecast. The forecast highlights an anticipated underspend against budget for local authority of £1.4m and an overspend of £1m for independent. Therefore no budgetary pressure currently exists within current forecasts.
- Placements ranging between £20k and £30k account for 31% of the total number of placements

## Budget Monitoring Position – July 2020

### Schools

Overall, schools are anticipating an overspend of £1,418k with no assumed grant or other compensation being received throughout the year. Over half of this overspend (56%) originates from the secondary sector with primary's accounting for 32%. This pattern is consistent with previous years, flagged as unsustainable and has now resulted in schools balances becoming negative.

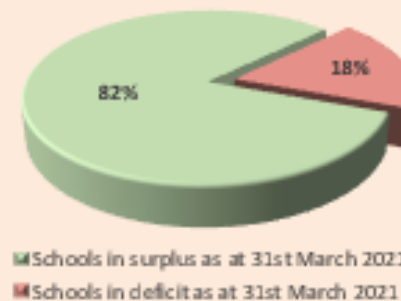
Schools reserves are no longer available to cover the full extent of the forecast overspend. The forecast by sector is shown below;

- Nursery £109k overspend (2 out of 2 nurseries reporting an in-year overspend position)
- Primary £455k overspend (20 out of 43 schools reporting an in-year overspend position)
- Secondary £801k overspend (5 out of 9 schools reporting an in-year overspend position)
- Special £52k overspend (2 out of 2 special schools reporting an in-year overspend position)

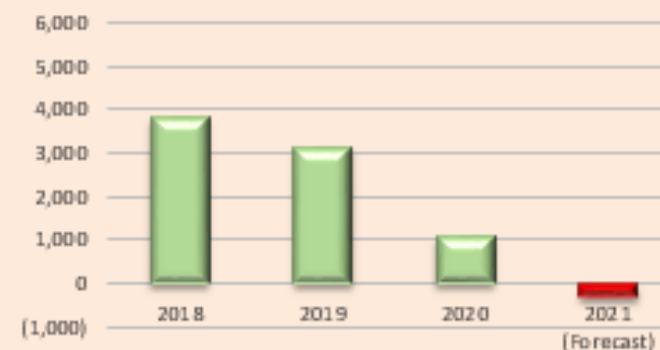
Schools forecasting deficit reserves at YE	July
Kimberley Nursery	(143)
Fairoak Nursery	(2)
High Cross Primary	(62)
St Woolos Primary	(34)
Newport High	(133)
Caerleon Comprehensive	(1,235)
Llisswerry High	(739)
Llanwern High	(669)
St Julians	(500)
Maes Ebbw	(121)
<b>Total Net Budget</b>	<b>(3,638)</b>

Schools are forecasting an in year overspend of £1,418k therefore reducing school balances to a negative balance as there remains only £1,113k in school reserves as at the end of March 2020. This is therefore forecast to cause a pressure of £305k for the Council. This is a significant issue which requires continued action.

Proportion of Schools Forecasting Deficit as at 31st March 2021



Balances held by Schools as at 31st March



## APPENDIX 2 Revenue Summary Monitor – July 2020

Summary Revenue Budget 2020/21				
	April 20 Approved Budget	Current Budget	Projection	(Under) / Over
	£'000	£'000	£'000	£'000
<b>People</b>				
Children and Young People	25,904	25,855	26,388	533
Adult and Community Services	49,261	49,215	49,251	36
Education	15,365	15,364	15,260	(105)
Schools	106,527	106,527	107,945	1,417
	<b>197,057</b>	<b>196,962</b>	<b>198,843</b>	<b>1,881</b>
<b>Place</b>				
Regeneration, Investment and Housing	9,910	9,892	10,298	406
City Services	24,673	24,624	24,387	(237)
	<b>34,583</b>	<b>34,516</b>	<b>34,685</b>	<b>169</b>
<b>Chief Executive</b>				
Directorate	516	515	372	(144)
Finance	3,434	3,432	3,433	0
People and Business Change	8,005	7,998	7,922	(76)
Law and Regulation	7,183	7,159	7,183	24
	<b>19,138</b>	<b>19,105</b>	<b>18,909</b>	<b>(196)</b>
<b>Capital Financing Costs and Interest</b>				
Capital Financing Costs and Interest (Non-PFI)	14,462	14,462	14,462	-
Public Finance Initiative (PFI)	8,854	8,854	8,858	4
	<b>23,316</b>	<b>23,316</b>	<b>23,320</b>	<b>4</b>
<b>Sub Total - Service/Capital Financing</b>	<b>274,094</b>	<b>273,899</b>	<b>275,757</b>	<b>1,858</b>
<b>Contingency Provisions</b>				
General Contingency	1,473	1,473	1,473	0
Centralised Insurance Fund	581	581	581	-
Non Departmental Costs	-	-	-	-
Other Income and Expenditure	683	879	868	(11)
	<b>2,737</b>	<b>2,932</b>	<b>2,921</b>	<b>(11)</b>
<b>Levies / Other</b>				
Discontinued Operations - pensions	1,567	1,567	1,529	(38)
Discontinued Operations - Ex Gratia Payments	2	2	1	(1)
Levies - Drainage Board, Fire service etc	8,704	8,704	8,692	(12)
CTAX Benefit Rebates	13,465	13,465	13,465	-
Extraordinary Items	-	-	-	-
	<b>23,738</b>	<b>23,738</b>	<b>23,686</b>	<b>(51)</b>
<b>Transfers To/From Reserves</b>				
Base budget - Planned Transfers to/(from) Reserves	(299)	(299)	(299)	(0)
Earmarked reserves: Transfer to/(from) Capital	-	-	-	-
Earmarked reserves: Transfer to/(from) Schools	-	-	(1,113)	(1,113)
Earmarked reserves: Transfer to/(from) Schools Redundancy	-	-	-	-
Invest to Save Reserve	-	-	1,729	1,729
Invest to Save Reserve (from)	-	-	(1,729)	(1,729)
	<b>(299)</b>	<b>(299)</b>	<b>(1,412)</b>	<b>(1,113)</b>
<b>Total</b>	<b>300,270</b>	<b>300,270</b>	<b>300,953</b>	<b>683</b>
<b>Funded By</b>				
WG funding (RSG and NNDR)	(228,077)	(228,077)	(228,077)	-
Council Tax	(72,193)	(72,193)	(72,193)	-
Council Tax Surplus	-	-	-	-
<b>Total</b>	<b>-</b>	<b>0</b>	<b>683</b>	<b>683</b>

## APPENDIX 3 – Schools Funding and Balances

School Name	Opening Reserve 20/21	ISB Allocation (inc Post 16)	In Year U/(O) Spend July 20	Projected Closing Reserve 31/03/21
	£	£	£	£
Bassaleg School	218,531	7,818,716	(192,858)	25,673
Newport High	(233,397)	5,347,446	100,059	(133,338)
Caerleon Comprehensive	(1,064,561)	6,912,566	(170,323)	(1,234,884)
The John Frost School	76,130	6,660,840	26,047	102,177
Llanwern High	(290,421)	4,641,017	(377,859)	(668,280)
Lliswerry High	(754,031)	4,729,788	14,659	(739,372)
St Josephs R.C. High	90,450	6,240,112	79,044	169,494
St Julians School	(180,821)	7,460,513	(318,629)	(499,450)
Ysgol Gyfun Gwent Is Coed	(39,385)	2,072,009	39,099	(286)
<b>Sub Total</b>	<b>(2,177,504)</b>	<b>51,883,007</b>	<b>(800,761)</b>	<b>(2,978,265)</b>
Alway Primary	60,116	1,610,630	(13,175)	46,941
Caerleon Lodge Hill	96,832	1,201,596	15,090	111,922
Charles Williams CIW	224,970	1,818,335	(41,467)	183,503
Clytha Primary	16,709	795,869	5,317	22,026
Crindau Primary	147,659	1,378,398	(48,948)	98,711
Eveswell Primary	242,539	1,501,889	(40,386)	202,153
Gaer Primary	81,402	1,694,154	72,280	153,682
Glan Usk Primary	36,470	2,136,355	6,427	42,897
Glan Llyn Primary	53,135	943,720	3,429	56,564
Glasllwch Primary	73,001	781,116	(69,765)	3,236
High Cross Primary	(42,257)	910,950	(19,518)	(61,775)
Jubilee Park	(8,018)	1,209,463	35,723	27,705
Langstone Primary	104,577	1,113,506	(80,875)	23,702
Llanmartin Primary	21,641	761,269	5,041	26,682
Lliswerry Primary	117,548	2,090,994	49,131	166,679
Maesglas Primary	(18,822)	1,021,309	48,217	29,395
Maindee Primary	66,774	1,787,176	29,111	95,885
Malpas CIW Primary	63,613	1,154,702	(53,178)	10,435
Malpas Court Primary	46,823	1,200,996	(21,376)	25,447
Malpas Park Primary	41,131	856,916	52,815	93,946
Marshfield Primary	65,929	1,384,485	(51,701)	14,228
Millbrook Primary	82,741	1,064,677	(63,905)	18,836
Milton Primary	24,777	1,615,390	(1,438)	23,339
Monnow Primary	161,652	1,517,654	(82,637)	79,015
Mount Pleasant	34,117	875,251	5,640	39,757
Pentrepoeth Primary	51,847	1,536,928	(18,592)	33,255
Pillgwenlly Primary	121,114	2,107,157	(25,475)	95,639
Ringland Primary	49,111	1,071,328	(46,525)	2,586
Rogerstone Primary	(32,929)	1,926,637	40,798	7,869
Somerton Primary	144,338	662,946	(67,875)	76,463
St Andrews Primary	52,774	2,354,850	34,881	87,655
St Davids RC Primary	67,457	775,183	7,304	74,761
St Gabriels RC Primary	34,230	694,208	4,904	39,134
St Josephs RC Primary	33,472	705,062	7,599	41,071
St Julians Primary	309,759	2,163,980	(171,736)	138,023
St Marys Rc Primary	58,503	1,335,681	9,430	67,933
St Michaels RC Primary	27,137	761,344	1,253	28,390
St Patricks RC Primary	48,321	725,678	410	48,731
St Woolos Primary	(47,163)	1,132,978	13,015	(34,148)
Tredegar Park Primary	203,343	1,527,984	35,408	238,751
Ysgol Gym Bro Teyrnnon	167,308	748,924	(22,821)	144,487
Ysgol Gym Casnewydd	148,725	1,256,012	18,713	167,438
Ysgol Gym Ifor Hael	99,385	688,626	(15,663)	83,722
<b>Sub Total</b>	<b>3,331,795</b>	<b>54,602,306</b>	<b>(455,120)</b>	<b>2,876,675</b>
Fairoak Nursery	29,788	164,168	(32,237)	(2,449)
Kimberley Nursery	(66,244)	240,738	(76,972)	(143,216)
<b>Sub Total</b>	<b>(36,456)</b>	<b>404,906</b>	<b>(109,209)</b>	<b>(145,665)</b>
Maes Ebbw	(117,594)	3,432,192	(3,570)	(121,164)
Bryn Derw	112,917	1,574,763	(48,162)	64,755
<b>Sub Total</b>	<b>(4,677)</b>	<b>5,006,955</b>	<b>(51,732)</b>	<b>(56,409)</b>
<b>Grand Total</b>	<b>1,113,157</b>	<b>111,897,174</b>	<b>(1,416,822)</b>	<b>(303,665)</b>

## APPENDIX 4 – Planned Movement in Reserves

		Planned Movements in Year												
Reserve	Balance at 31-Mar-20	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Balance at 31-Mar-21
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Council Fund:	(6,500)													(6,500)
Balances held by schools for future use	(1,113)												1,418	305
<b>Earmarked Reserves:</b>														
Music Service	(127)													(127)
Pay Reserve	(1,418)													(1,418)
Insurance Reserve	(664)													(664)
MMI Insurance Reserve	(602)													(602)
Health & Safety	(16)													(16)
Education Achievement Service	(92)													(92)
Schools Redundancies	(725)													(725)
General Investment Risk Reserve	(658)													(658)
European Funding I2A & CFW	(394)													(394)
Metro Bus	(9)												9	-
GLS Redundancies	(78)													(78)
<b>SUB TOTAL - RISK RESERVES</b>	<b>(4,783)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9</b>	<b>(4,774)</b>
Capital Expenditure	(5,344)												35	(5,309)
Invest to Save	(9,938)												2,029	(7,909)
Super Connected Cities	(426)												128	(298)
Landfill (fines reserve)	(332)													(332)
School Reserve Other	(182)													(182)
School Works	(452)													(452)
Investment Reserve	(342)												342	-
Usable Capital Receipts	(8,259)												3,098	(5,161)
Streetscene Manager Support	(117)												117	-
<b>SUB TOTAL - ENABLING RESERVES</b>	<b>(25,391)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,749</b>	<b>(19,642)</b>

		Planned Movements in Year												
Reserve	Balance at 31-Mar-20	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Balance at 31-Mar-21
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Municipal Elections	(130)												(36)	(166)
Local Development Plan	(625)												(118)	(743)
Glan Usk PFI	(1,607)												4	(1,603)
Southern Distributor Road PFI	(40,691)												299	(40,392)
Loan modification technical reserve (IFRS 9)	(1,085)												175	(910)
Building Control	(104)												14	(90)
<b>SUB TOTAL - SMOOTHING RESERVES</b>	<b>(44,242)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>338</b>	<b>(43,904)</b>
Works of art	(21)													(21)
Theatre & Arts Centre	(232)													(232)
Cymorth Income	(25)													(25)
Blaen Y Pant	(18)												8	(10)
Homelessness Prevention	(38)													(38)
Environmental Health - Improve Air Quality	(49)												49	-
Refurbishment of a Children / Older People Homes	(41)												41	-
Apprenticeship Scheme	(29)													(29)
Economic Development Reserve	(90)													(90)
Welsh Language Standards	(169)													(169)
Port Health	(16)													(16)
CRM	(244)												244	-
Financial System Upgrade	(400)												400	-
Events	(216)													(216)
MTFP Reserve	(2,037)													(2,037)
Voluntary Sector Grants	(49)												12	(37)
Bus Wifi	(17)												17	-
Bus Subsidy	(15)												4	(11)
Feasibility Reserve	(117)													(117)
IT Development	(53)												53	-
Leisure Delivery Plan	(103)												41	(62)
Chartist Tower	(256)												256	-
Joint Committee City Deal Reserve	(626)													(626)
NEW - Civil Parking Enforcement	(175)												175	-
<b>SUB TOTAL - OTHER RESERVES</b>	<b>(5,036)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,300</b>	<b>(3,736)</b>
Forecast Overspend - July 2020													683	683
<b>RESERVES TOTAL</b>	<b>(87,065)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,497</b>	<b>(77,568)</b>



# Report

## Cabinet

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### Part 1

**Date:** 16 September 2020

**Subject** **Capital Programme Monitoring and Additions – July 2020**

**Purpose** To submit to Cabinet for approval, requests for capital projects to be added to the Council's Capital Programme.

To update Cabinet on the current available capital resources ('headroom').

To update Cabinet on current spending against the Capital Programme schemes highlighting the forecast outturn position for the programme as at November 2019

**Author** Chief Accountant & Assistant Head of Finance

**Ward** All

**Summary** The Council has an extensive capital programme, investing across the authority in areas such as schools, heritage assets, energy efficiency schemes, invest to save programmes and investing in the regeneration of the city centre. This report builds on the investment already approved by Capital with an additional £2,819 being added to the programme to further enable the delivery of the Councils Corporate Plan priorities.

The July 2020 monitoring position highlights the following:

- £375k net underspend on completed projects.
- £27,537k slippage from 2020/21 into future years due to an updated 21<sup>st</sup> Century Schools Band B cash flow received and a reprofiling of the programme overall.
- Additions to the capital programme of £2,819k, taking the overall programme 2019/20 to 2024/25 to £204,398.

### Proposal

1. To approve the additions to the Capital Programme requested in the report (Appendix A)
2. To approve slippage of £27,537k, noting the re-profiling of the programme this gives rise too
3. To note the available remaining capital resources ('headroom') until 2022/23
4. To note the capital expenditure forecast position as at July 2020
5. To note the balance of and approve the allocation of in-year capital receipts.

**Action by** Assistant Head of Finance

**Timetable** Immediate

This report was prepared after consultation with:

- Heads of Service
- Accountancy teams for relevant service areas
- Relevant Service Area Project Managers
- NORSE Property Services

**Signed**

## Background

The Council has set an extensive capital programme that was recently extended to 7 years to reflect projects whose completion date continues beyond the original 5-year programme. Cabinet have received monitoring updates throughout the financial year and the capital programme has been updated to reflect changes as they are received i.e. additions, slippage (moving budget into future years) and any amendments as detailed in Appendix A

The changes to the programme made throughout the financial year are shown in the table below, the detail of which is shown in Appendix B.

Report	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Total £000's
	Outturn	Outturn	Budget	Budget	Budget	Budget*	Budget*	
<b>Nov '19 Report (Sept Forecast)</b>	29,466	38,551	44,344	44,351	13,868	11,517	2,349	<b>184,446</b>
<b>Dec '19 Report (Nov Forecast)</b>	29,466	39,321	44,557	45,330	13,868	11,517	2,349	<b>186,408</b>
<b>Outturn Report (Outturn 19/20)</b>	29,466	31,358	64,544	48,474	13,868	11,517	2,349	<b>201,578</b>
<b>This Report (July Forecast)</b>	29,466	31,358	39,826	49,732	44,250	9,622	140	<b>204,398</b>

\*The budgets included within 2023-2025 reflect the total budgets to complete schemes that were approved in original 5-year programme but spanned into these future years. This includes budgets for the 21<sup>st</sup> Century Band B programme which end in 2024/25 and Cardiff Capital Region City Deal funding commitments which extend beyond even these future years.

The budget changes and their associated funding are detailed in Appendix A and are requested to be approved by Cabinet. A summary of the latest additions to the programme are detailed below:

<u>Scheme</u>	<u>Value £'000</u>	<u>Funding Source</u>	<u>Note</u>
Western Corridor - Inner City Links	903	100% WG Grant	To continue improving links within the city centre and surrounding area making it more accessible
Monkey Island Bridge Year 2	1,333	100% WG Grant	Phase 2 of the construction of Monkey Island Bridge
Core Allocation Year 2	484	100% WG Grant	This year 2 allocation is to continue making core routes throughout Newport more accessible outside the City Centre

Flood and Coastal Erosion Risk Management	105	100% WG Grant	Grant allocation for training, surveys and software to be purchased to help mitigate flooding and determine problem areas
Gwastad Mawr Flood Attenuation Improvement Works	12	85% Grant/Revenue Contribution	Variation to original grant allocation due to increase in eligible expenditure
Forbisher rd	(18)	Section 106	Budget no longer required within capital programme
<b>Total</b>	<b>2,819</b>		

### Update on available capital resources ('headroom')

The budget report which established the 5-year capital programme by Cabinet in February 2018 set out a framework to ensure the Council could potentially maximise its capital expenditure whilst keeping within the level of capital resources and planned borrowing funded within the Council's Medium Term Financial Projections (MTFP). Impact and affordability on the Council's revenue budget are key challenges, given that this Council spends a larger proportion of its revenue budget on servicing its debts than comparator Council groups, which, all other things being equal, will only worsen as its capacity for internal borrowing reduces over the medium term, requiring more external/real borrowing and the associated cost increases that come with this.

The headroom is made up of:

- (1) 'currently available capital resources' represented by unallocated capital reserves, capital receipts and confirmed general/specific capital grants; plus
- (2) 'future planned capital resources' represented by future new borrowing, coming from the future planned investment into the capital financing revenue budget and forecasted capital receipts.

The latter resources can only be confirmed and committed once in the revenue budget in terms of borrowing costs and received in terms of capital receipts / general grants. The framework, subsequently approved at Council agreed the following:

- Funding from sources other than borrowing needs to be maximised, by securing grant funding whenever possible and, maximising capital receipts
- Regeneration schemes would be funded from ring-fencing the capital expenditure reserve only and Joint Venture funds. Other kinds of support through making of loans etc. would then be considered to support schemes, where it was needed and appropriate, in particular taking account of existing loans already confirmed/approved and the risk profile this represents at any point in time.
- Any change and efficiency schemes or schemes which save money requiring capital expenditure would be funded by netting off the savings achieved
- Schemes and projects which generate new sources of income would need to fund any capital expenditure associated with those schemes.

The framework seeks to limit the revenue pressures resulting from increased borrowing as far as possible whilst creating capacity to generate capital resources for use.

The table below gives the latest position on the available headroom as at July 2020 and includes future planned revenue budget investment for new borrowing up until 2022/23 – the same timescales as the revenue MTFP.

Capital Headroom to 2024/25	£'000

Confirmed and already available	
Unallocated Capital Expenditure Reserve	5,270
Unallocated Capital Receipts*	4,060
Unallocated JV monies	1,096
<b>Total</b>	<b>10,426</b>
Not Yet Confirmed / Available	
Uncommitted Borrowing Headroom	12,416
Forecast Capital Receipts**	500
<b>Total</b>	<b>12,916</b>
<b>Total Available Headroom</b>	<b>23,341</b>

\*Usable Capital Receipts only include the amount that has actually been received by the authority through disposals.

\*\* The forecast for future capital receipts is an indicative figures only. This will change throughout the year as there is more certainty on the capital disposals.

\*\*\* This excludes Joint Venture funds, currently £1,096k

The headroom has increased by £1,874k since last reported to Cabinet in the Outturn Report in March. This is as a result mainly of the re-profiling of the 21<sup>st</sup> Century Schools Band B programme which increased the headroom by £1,843k. Several other smaller schemes re-profiled gave a net increase of £31k.

The level of available capital resources is very small relative to the demand for resources, though it represents further capital expenditure over and above the existing large capital programme of nearly £204.4m. A capital strategy has been approved by full Council in their February 2020 meeting which outlined the long-term challenge the Council faces in regards to funding future new capital expenditure and the impact and affordability of this on the Council's revenue budget.

## 2020/21 Capital Expenditure Position as at July 2020

Following the additions and slippage detailed earlier in the report, the 2020/21 capital programme allocation totals £39,826k. Capital expenditure incurred up to the end of July 2020 totalled £2,733k, which is 7% of the overall budget within the first quarter of the financial year. A significant level of capital expenditure tends to be incurred in the third and fourth quarters of the financial year, and has been the trend for many years and is often unavoidable. In saying this, there is a significant gap between spend and forecast at this stage of the year and this just after the programme has been re-profiled after discussions and agreement with budget/project managers. Clearly, the impact of 'Covid' is also a new factor this year and this will need close scrutiny and monitor over the next 3 months to assess the impact. Accurate forecasting is important for the Council's MTFP and the management of the delivery of these important projects.

The forecast outturn position for the 2020/21 programme is currently estimated to be £39,452k as detailed in the following table. An update on the headline/ high value schemes is provided in the next section

Service Area	April* Budget 2020/21	Forecast Outturn	Variance	Reprofile	(Under)/Over Spend
	£000's	£000's	£000's	£000's	£000's

Education	23,454	10,413	(13,041)	(12,994)	(47)
Regeneration, Investment & Housing	25,720	14,617	(11,103)	(11,100)	(3)
People & Business Change	1,151	1,151	-	-	-
Adult & Community Services	250	249	(1)	-	(1)
Children & Young People Services	2,270	2,270	-	-	-
City Services	14,519	10,752	(3,767)	(3,443)	(324)
<b>TOTAL</b>	<b>67,364</b>	<b>39,452</b>	<b>(27,912)</b>	<b>(27,537)</b>	<b>(375)</b>
<b>2020/21 Budget After Re-profile</b>	<b>39,826</b>	<b>39,452</b>	<b>(375)</b>	<b>N/A</b>	<b>(375)</b>

\*April Budget as agreed by Cabinet plus any additions included with this report

The table above shows the variance split between re-profiled of £27,537k and underspend of £375k. The high value of the re-profile is due to significant slippage from 2019/20 due to Covid-19 and also the re-profiling exercise that has been carried out over the last 3 months on the programme.

Working alongside our colleagues at Newport Norse a revised cashflow has been produced which has seen £11,766k re-profiled into future years on the 21<sup>st</sup> Century Schools Band B scheme. Thorough monitoring of the programme is allowing us to constantly review issues arising on schemes and provide a realistic picture of forecasts throughout the year. As schemes progress there will be more re-profiling to consider over the next few months as the impact on Covid-19 will become more apparent along with any typical issues arising such as adverse weather.

## Update on Capital Receipts

The table below shows the latest position in regards to capital receipts. Capital receipts of £52k have been received this financial year and a further £500k is forecast to be received before March 2021. The table below also shows capital receipts held for 'Newport Unlimited', which are attributable to the previous joint arrangement between Newport City Council and Welsh Government. As previously reported to Cabinet, these funds are earmarked for city centre regeneration.

Asset Disposed	Receipts Received in Year	Total Available Receipts 2020/21
	£	£
<b>GENERAL CAPITAL RECEIPTS</b>		
Balance b/f from 2019/20		7,013,074
Land at Lliswerry Road	27,000	27,000
Land at Tregwilym Road	25,000	25,000
Total Committed – 21st Century Schools		-25,000
Total Committed – Fleet Replacement Programme		-2,928,013
<b>Total Amount Uncommitted</b>		<b>4,112,061</b>
<b>NEWPORT UNLIMITED</b>		
Balance b/f from 2019/20		1,245,875
Total Committed from JV monies		-150,000
<b>Total Amount Uncommitted</b>		<b>1,095,875</b>

<b>TOTAL NCC RECEIPTS (Uncommitted)</b>		<b>5,207,936</b>
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## Update on Headline / High Value Schemes

### Education

- 21<sup>st</sup> Century Schools Band B - Newport Norse and the Education Department have been working closely together in order to robustly plan and deliver the programme. Four schools were identified as priority projects within the programme and feasibility and construction works are to continue into 2020/21 with a re-profiled budget of £3,528k.
  - Ysgol Gyfun Gwent Is Coed – Planning applications have been submitted for the temporary and permanent works at YGGIC with the works for the temporary facilities, which were approved in June and have commenced.
  - Bassaleg School – Design development has progressed well and the RIBA Stage 2 report was accepted in July, proposal is to develop the designs further to RIBA 3 before appointing a contractor in the hopes to let the market stabilise and reduce design development costs.
  - Caerleon Comprehensive School – Design meetings were due to commence in the new year however due to Covid-19 they have been delayed. Arrangements are currently being looked at to recommence these following a discussion of the required outputs from the project.
  - Whiteheads Primary Site – Design meetings are progressing well with the school leadership team and a licence has been granted to allow surveys and feasibility works to be carried out.

The transfer of the land as part of the Section 106 Legal agreement is currently being negotiated and hopefully will be resolved shortly however the delay has impacted on the establishment of the temporary Welsh-medium primary school.

- Newport Norse are also developing the Band B projects for Maindee & Maesglas primary schools. This will provide early indications concerning options and costs that may need to be considered further into the programme.
- Welsh-medium school grant – As highlighted above, the issue with the land transfer will also have an impact on the delivery of this scheme. This scheme is complex and involves a number of different sites and funding from both 21<sup>st</sup> Century School Band B and the Welsh-medium school grant.
  - Seedling school to be established at the former Caerleon Lodge Hill infant school
  - Pill primary school to relocate and expand to a new 3FE primary school on the Whiteheads site
  - Seedling WM school to transfer to a refurbished Pillgwenlly primary school building

Spend has already begun on two of the above sites. The fencing at Caerleon Lodge is due to be fully complete by the end of the financial year and refurbishment works to commence in January 2020.

- Education Maintenance Grant – The 19/20 allocation of £1,828k was expected to be fully spent however due to Covid-19 some projects could not progress and were slipped into 20/21 with full spend expected .

The allocation of £2,140k has proposed projects to be considered and due to be finalised within the next few months.

- Reducing Infant Class Size:
  - Maesglas primary school – The SABS application has been returned to the consultant requesting further information. The information has been provided however there has been further requests made which has resulted in the SABS approval being delayed. Any further delay is likely to cause further delay to the project and works may not proceed until February 2020 at the earliest.
  - St Woolos primary school – TPS Construction have been appointed to complete the annex refurbishment. A pre-construction meeting took place in July and it is anticipated that works will be complete by October half term.

## **Regeneration, Investment and Housing**

- Gypsy/ Traveller Site Development – The project is nearing completion, however there are still some further costs expected to cover remaining archaeology fees and other minor works. These costs are yet to be paid due to issues accessing the site to complete the works.
- The Renovation Grants budget - split between Disabled Facilities Grants (£1,100k) and Safety at Home (£270k) but can be flexed as necessary. A survey programme has commenced due to a backlog of referrals due to the Covid-19 pandemic to assess what is required. The budget has been enhanced in 2020/21 by the ENABLE Support for Independent Living grant (£197k) awarded by Welsh Government.
- Market Arcade – The contractor Anthony A Davies was appointed in February 2020 and works commenced. The project was put on hold for 9 weeks due to the Covid-19 Pandemic and restarted at the end of May 2020. Final costs confirmed and currently on budget. A revised programme is expected once the roof works have been completed.
- Civic Centre Floor Two Works – Due to Covid-19 the works were stopped during lockdown therefore there are still some additional alterations needed to the outside steps.
- Transporter Bridge – Stage 2 application is due to be submitted to Heritage Lottery Fund in the next month with approval anticipated to be advised in December 2020. The scheme has been re-profiled to reflect this delay in submitting the application re-profiling £5,347k into future years.
- Indoor Market Facility Improvements – Planning application has been submitted and once approved works can move forward, however due to the delay in submitting works are unlikely to commence until March 2021 therefore re-profiling of £2,000k reported.
- Renewable Energy – this project has been re-profiled moving £1,722k into next year due to changes in the business case.
- Asset Maintenance – The July forecast has meant slippage of £1,656k into 2021/22. More work around the Asset Maintenance programme is required as it is a budget that consistently underspent each year despite Newport City Councils vast estate and maintenance requirements.

## **Children's and Young People Services**

- New Children's homes – Works due to commence with the next few weeks at Rosedale after the delay Covid-19 has caused.

- Windmill Farm – Application to be made to planning w/c 31<sup>st</sup> August and investigation works are due to be undertaken to assess the foundations.

## City Services

- Fleet Replacement Programme – Detailed work has been undertaken to understand the total requirement for the Fleet replacement, and whilst this may change slightly as demands change, such as moving more towards the use of electric vehicles, all known requirements have been included. July Forecast anticipates slippage of £732k into 2021/22.
- Decriminalised Parking – July Forecast is anticipating an underspend of £280k, this is due to issues surrounding signs and lines not being able to be placed has meant that the full budget was not utilised.
- Newport Station Footbridge – July forecast is reflecting final costs from phase 1 design works, slippage of £2,710k is anticipated at this time as NCC are yet to have received confirmation of funding for Phase 2

## 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?
Overspend against approved budget	M	L	Regular monitoring and reporting of expenditure in accordance with the timetables set by Cabinet/Council should identify any issues at an early stage and allow for planned slippage of spend.	Corporate Directors / Heads of Service / Head of Finance
Programme growing due to unforeseen events	M	M	Good capital monitoring procedures and effective management of the programme should identify issues and allow for plans to defer expenditure to accommodate urgent works. Priority asset management issues are now being dealt with through a specific programme allocation.	Corporate Directors / Heads of Service / Head of Finance

\* Taking account of proposed mitigation measures

## Links to Council Policies and Priorities

The programme supports a large number of the Council's aims and objectives

## Options Available and considered

- To approve the changes to the Capital Programme and note the monitoring position as set out in the report, including the use of capital receipts.
- To note the current available headroom and prioritise future capital expenditure in order to maintain spend within the current affordability envelope.

- The Cabinet has the option not to put forward some or all of the changes to the Capital Programme set out in the report

### **Preferred Option and Why**

- To approve the changes to the Capital Programme and note the monitoring position as set out in the report, including the use of capital receipts
- Agree to prioritise capital expenditure to maintain spend within current affordability envelope.

### **Comments of Chief Financial Officer**

Significant budget re-profiling has been undertaken since last reported to Cabinet, mainly around school projects and they reflect the reality of when projects can be delivered. It is an on-going process and further review of other parts of the programme are needed to complete this task. The reduced 2020/21 budget is still high compared to spend which has been able to be achieved in previous years and Covid has added another challenge to delivery this year. Further re-profiling will be needed, realistically; and will be undertaken in early October.

### **Comments of Monitoring Officer**

There are no legal issues arising from this report.

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

There are no direct HR implications associated with the report. Budget additions will need to continue be considerate of the requirements of the Well-being of Future Generations Act.

### **Comments of Cabinet Member**

N/A

### **Local issues**

As the report deals with the Capital Programme for the Authority as a whole, there are no local issues.

### **Scrutiny Committees**

N/A

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

N/A

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

N/A

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

An effective capital programme enables the Council to support long term planning in line with the sustainable development principle of the Act.

### **Consultation**

N/A

### **Background Papers**

Capital Strategy and Treasury Strategy - February 2019 and February 2020  
Monitoring and Additions Report – July 2019  
Monitoring and Additions Report – September 2019  
Monitoring and Additions Report – November 2019  
Capital Programme Outturn 2019/20 – July 2020

Dated: 25<sup>th</sup> August 2020

## Appendix A – Additions and changes to the Programme

Report / Scheme Change	Funding Source	Service Area	18/19 Actual Change (£000's)	19/20 Budget Change (£000's)	20/21 Budget Change (£000's)	21/22 Budget Change (£000's)	22/23 Budget Change (£000's)	23/24 Budget Change (£000's)	24/25 Budget Change (£000's)	Total Budget Change (£000's)
<b>2019/20 budget - Outturn reported to Cabinet July</b>			<b>29,466</b>	<b>31,360</b>	<b>64,544</b>	<b>48,474</b>	<b>13,868</b>	<b>11,517</b>	<b>2,349</b>	<b>201,578</b>
<b>Re-profile</b>										
Band B Re-profile		Education			(11,766)	(13,111)	24,980	2,106	(2,209)	0
Welsh Medium Tredegar Park Primary	Grant	Education			(1)	1				0
School Maintenance 18/19	Loan	Education			(1,000)	1,000				0
Charles Williams Renovations	Borrowing	Education			(227)	227				0
Asset Management budget to be drawn down	Borrowing	RIH			(1,656)	1,656				0
HLF Transporter Bridge	Grant/Borrowing	RIH			(5,347)	3,947	1,400			0
Central Library Transformation	Borrowing	RIH			(374)	374				0
Indoor Market Facility Improvements	Borrowing	RIH			(2,000)	2,000	4,000	(4,000)		0
Renewable Energy	Borrowing	RIH			(1,722)	1,722				0
Fleet Replacement Programme	Borrowing/Receipts	City Services			(733)	733				0
Newport Footbridge	Grant	City Services			(2,710)	2,710				0
<b>New</b>										
Western Corridor - Inner City Links	Grant	City Services			903					

Monkey Island Bridge Year 2	Grant	City Services			1,333					
Core Allocation Year 2	Grant	City Services			484					
Flood and Coastal Erosion Risk Management	Grant	City Services			105					
Gwastad Mawr Flood Attenuation Improvement Works	Grant	City Services			12					
										0
<b>Deletion</b>										0
Forbisher rd	S106	City Services			(18)					
<b>Updated Programme</b>			<b>29,466</b>	<b>31,360</b>	<b>39,826</b>	<b>49,732</b>	<b>44,250</b>	<b>9,623</b>	<b>140</b>	<b>204,398</b>

## Appendix B – Detailed Budget Breakdown of the 7 year Programme

	Outturn 18/19	Outturn 19/20	Budget 20/21	Budget 21/22	Budget 22/23	Budget 23/24	Budget 24/25	Total
21st Century Schools - Band A	8,046	1,220	74	-	-	-	-	9,340
21st Century Schools - Band B	675	1,711	3,528	21,814	35,538	10,046	140	73,452
Jubilee Park - Fixtures, Furniture & Equipment	13	-	-	-	-	-	-	13
Gaer Annexe Education Use	-	416	79	-	-	-	-	495
St Gabriels RC Primary IT Replacement	-	-	-	-	-	-	-	-
Pentrepoeth - IT Replacement	-	-	-	-	-	-	-	-
John Frost School IT Replacement	-	-	-	-	-	-	-	-
Blaen-y-Pant Bungalow (Educational Use)	52	-	8	-	-	-	-	60
St Mary's Toilet Refurbishment.	-	42	-	-	-	-	-	42
Somerton Primary - ICT Equipment	11	-	-	-	-	-	-	11
Feminine hygiene hardware & toilet facilities.	34	-	-	-	-	-	-	34
Lliswerry High (S106 Funds)	110	80	-	-	-	-	-	190
Maesglas Reducing classroom size	-	64	457	-	-	-	-	521
Lliswerry IT Replacements	53	-	-	-	-	-	-	53
Welsh Medium Primary School	-	150	1,050	1,301	1,000	2,300	-	5,801
Reducing Classroom size bids	-	61	527	-	-	-	-	588
Bassleg Demountables	-	116	90	-	-	-	-	206
ICT Equipment Lease (Clytha Primary)	-	20	-	-	-	-	-	20
ICT Equipment Lease (St Mary's)	-	11	-	-	-	-	-	11
St Patricks ICT	-	12	-	-	-	-	-	12
Bassaleg ICT	-	69	-	-	-	-	-	69
ICT Equip Lease Ysgol Gymraeg Ifor Hael	-	10	-	-	-	-	-	10
Ringland Perimeter Fence	-	-	85	-	-	-	-	85
Llanmartin Primary ICT	10	-	-	-	-	-	-	10
Malpas Park Primary	11	-	-	-	-	-	-	11
Education Maintenance Grant 2018/19	-	1,470	358	-	-	-	-	1,828
Education Maintenance Grant 2019/20	-	-	1,141	1,000	-	-	-	2,141
Education Asset Improvements - balance to be drawn down	1,055	200	27	-	-	-	-	1,282
Bassaleg Demountables - year 7	-	-	785	-	-	-	-	785
EdTech Grant	-	-	362	-	-	-	-	362
Education Accessibility Studies	-	-	268	-	-	-	-	268
Charles Williams Renovations	-	-	1,393	227	-	-	-	1,620
Lliswerry Safeguarding	-	-	57	-	-	-	-	57

Maindee Primary Toilets			172	-				172
Prior Year Scheme - Various	(38)	(39)	-	-	-	-	-	(77)
<b>Education</b>	<b>10,032</b>	<b>5,614</b>	<b>10,462</b>	<b>24,342</b>	<b>36,538</b>	<b>12,346</b>	<b>140</b>	<b>99,473</b>
Gypsy/Traveller Site Development	2,993	78	65	-	-	-	-	3,136
Indoor Newport Market	-	-	2,000	2,000	-	(4,000)	-	-
HLF Market Arcade Townscape Heritage Scheme	39	266	1,556	980	-	-	-	2,841
Indoor Market Facilities Improvements	(2)	-	-	-	-	-	-	(2)
Civic Centre / Info Station Service Relocations	116	121	29	-	-	-	-	266
Info Station NSA enabling	536	-	-	-	-	-	-	536
123-129 Commercial Street (Pobl Regen)	623	623	-	-	-	-	-	1,246
Cardiff City Region Deal	1,208	-	1,522	782	782	1,277	-	5,571
Mill Street Development Loan	-	2,341	1,659	-	-	-	-	4,000
Neighbourhood Hubs	915	1,344	-	-	-	-	-	2,259
Arva Investment Loan	385	333	32	-	-	-	-	750
Disabled Facilities	898	1,092	1,100	1,000	1,000	-	-	5,090
Safety at Home	364	375	270	300	300	-	-	1,609
ENABLE Adaptations Grant	197	197	197	-	-	-	-	591
Homelessness Prevention Grant	98	-	-	-	-	-	-	98
Asset Management Programme	1,066	1,245	982	3,156	1,500	-	-	7,949
Flying Start Schemes	-	-	-	-	-	-	-	-
FS Maintenance 1819 / 1920	31	38	-	-	-	-	-	69
FS Shaftsbury Community Centre	183	-	-	-	-	-	-	183
Childcare - Flying Start	-	546	1,521	-	-	-	-	2,067
Central Library - Structural Works	72	17	200	374	-	-	-	663
Transporter Bridge	72	913	265	10,287	1,400	-	-	12,937
Chartist Tower	-	1,344	256	-	-	-	-	1,600
PAC System	-	57	-	-	-	-	-	57
OLEV Residential EV charging Equipment	-	-	-	-	-	-	-	-
Medieval Ship	-	-	-	12	-	-	-	12
Information Station	-	-	1,740	10	-	-	-	1,750
Renewable Energy Investment	-	2	5	1,722	-	-	-	1,729
FS City Wide Maintenance & Repair of Premises	-	-	133	-	-	-	-	133
Improvements to Flying Start Facilities	-	-	118	-	-	-	-	118
TRI Thematic Funding	-	-	970	-	-	-	-	970
Prior Year Scheme - Various	(7)	(18)	-	-	-	-	-	(25)

<b>Regeneration, Investment and Housing</b>	<b>9,787</b>	<b>10,915</b>	<b>14,620</b>	<b>20,623</b>	<b>4,982</b>	<b>(2,723)</b>	<b>-</b>	<b>58,203</b>
IT Replacement Schemes	94	9	515	150	150	-	-	918
Corporate EDMS Rollout	-	13	-	-	-	-	-	13
CRM	250	276	243	-	-	-	-	769
Local Full Fibre Network	-	-	-	-	-	-	-	-
I Trent Development	-	91	144	-	-	-	-	235
Print 2010- Managed Printer Service	131	-	249	-	-	-	-	380
<b>People and Business Change</b>	<b>475</b>	<b>389</b>	<b>1,151</b>	<b>150</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>2,315</b>
Telecare Service Equipment	97	12	36	30	30	-	-	205
Equipment for Disabled Grant (GWICES)	165	165	165	165	165	-	-	825
Home Care System	32	-	-	-	-	-	-	32
Centrica Lodge	(6)	(3)	-	-	-	-	-	(9)
SMAPF	320	305	49	-	-	-	-	674
<b>Adults and Community Services</b>	<b>608</b>	<b>479</b>	<b>250</b>	<b>195</b>	<b>195</b>	<b>-</b>	<b>-</b>	<b>1,727</b>
Disbursed accommodation and Covid-19 equipment			251					251
3 New Homes	701	792	629	-	-	-	-	2,122
Oaklands Respite Home	505	102	-	-	-	-	-	607
Windmill Feasibility Study	41	110	1,390	-	-	-	-	1,541
<b>Children's and Families Services</b>	<b>1,247</b>	<b>1,004</b>	<b>2,270</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,521</b>
Fleet Replacement Programme	797	1,912	2,400	1,180	1,850	-	-	8,139
Bus station - Friars Walk Development	29	93	-	-	-	-	-	122
Flood Risk Regulation Grant	24	34	33	-	-	-	-	91
Cemetery Infrastructure Improvements	16	30	64	-	-	-	-	110
Peterstone Sewage Scheme	1	28	194	-	-	-	-	223
Road Safety Capital 2018/19	-	1,379	-	-	-	-	-	1,379
Composting	567	-	-	-	-	-	-	567
Docksway Cell 4 Development	1,555	1,046	-	-	-	-	-	2,601
CCTV	-	37	8	-	-	-	-	45
Smaller Bins - MTRP BC	70	1,177	-	-	-	-	-	1,247
Newport Station Footbridge - LTF	77	314	65	2,710	-	-	-	3,166

Decriminalised Parking	232	874	280	-	-	-	-	1,386
Update Facilities in Parks	18	47	-	-	-	-	-	65
Decommissioning of Cemetery Office & Toilets	11	-	-	-	-	-	-	11
Building Improvements to Lodges	14	94	-	-	-	-	-	108
Small Scale Works Grant	34	-	-	-	-	-	-	34
Road Refurbishment Grant Scheme	931	198	711	-	-	-	-	1,840
Street Lighting LEDs	564	2,202	132	-	-	-	-	2,898
Park Square Lights	-	-	65	-	-	-	-	65
Velodrome Lights	-	173	-	-	-	-	-	173
Local Transport Fund - Active Travel Northern 2018/19	290	196	114	-	-	-	-	600
Tredegar Park Car Park	-	-	12	-	-	-	-	12
Tredegar Park - Pedal Power	-	3	152	35	35	-	-	225
Lliswerry Road (81)	-	9	2	-	-	-	-	11
28-30 Stow Hill (11/0269)	-	7	-	-	-	-	-	7
Forbisher Road (15/0720)	-	9	-	-	-	-	-	9
Festive lighting	-	109	-	-	-	-	-	109
Local Transport Fund - Active Travel Design 2018/19	240	-	-	-	-	-	-	240
Bus Stop Enhancements	-	24	376	-	-	-	-	400
Core AFT Allocation	-	340	-	-	-	-	-	340
Inner City Links	-	684	206	-	-	-	-	890
LTNF - ECO Stars	42	41	-	-	-	-	-	83
Safe Routes - St Davids RC Primary	84	145	60	-	-	-	-	289
Gwastad Mawr Flood Attenuation Improvement Works	2	-	53	-	-	-	-	55
18-19 Collection Collaborative Change Programme	1,175	-	-	-	-	-	-	1,175
LTF Monkey Island Bridge Lliswerry Pill	29	121	-	-	-	-	-	150
LTF Sustainable Transport	25	309	-	-	-	-	-	334
Riverside Park	20	-	-	-	-	-	-	20
Pye Corner Railway Station Development Works	21	-	-	-	-	-	-	21
Nappy Grant	-	202	-	-	-	-	-	202
Improving Flats Recycling Towards 70%	-	344	-	-	-	-	-	344
Increased Recycling at Docks Way	-	86	-	-	-	-	-	86
Plastic Waste Prevention Project	-	30	-	-	-	-	-	30
Green Infrastructure	-	-	234	-	-	-	-	234
Highways Annual Sums	455	322	501	500	500	-	-	2,278
Lliswerry Recreation Ground Changing Rooms	4	339	-	-	-	-	-	343
Safe Routes - St Davids RC Primary Year 2	-	-	278	-	-	-	-	278
Sustainable Transport Improvements Year 2	-	-	291	-	-	-	-	291
Upgrading and Replacement of Bus Stops	-	-	100	-	-	-	-	100
Road Safety Capital A48 Llandeud	-	-	74	-	-	-	-	74

Resilient Roads	-	-	65	-	-	-	-	65
Western Corridor-Inner City Links	-	-	903	-	-	-	-	903
Monkey Island Bridge Yr 2	-	-	1,333	-	-	-	-	1,333
Core Allocation Yr 2	-	-	484	-	-	-	-	484
Flood and Coastal Erosion Risk Management	-	-	105	-	-	-	-	105
Carnegie Court Emergency River Works	-	-	1,000	-	-	-	-	1,000
Parry Drive Play Area Improvements	-	-	23	-	-	-	-	23
Brecon Road Play Area Improvements	-	-	3	-	-	-	-	3
Improvements to Throwing Facilities at Newport Athletics Stadium	-	-	154	-	-	-	-	154
Local sustainable transport measures in response to Covid	-	-	600	-	-	-	-	600
Prior Year Scheme - Various	(11)	-	-	-	-	-	-	(11)
<b>City Services</b>	<b>7,316</b>	<b>12,958</b>	<b>11,075</b>	<b>4,425</b>	<b>2,385</b>	<b>-</b>	<b>-</b>	<b>38,159</b>
<b>Total</b>	<b>29,466</b>	<b>31,360</b>	<b>39,826</b>	<b>49,732</b>	<b>44,250</b>	<b>9,623</b>	<b>140</b>	<b>204,398</b>
<b><u>Financed By:</u></b>								
General Capital Grant	4,754	3,858	4,164	2,469	2,000	1,701	49	18,995
Supported Borrowing	4,058	4,077	4,097	4,058	4,000	1,277	-	21,567
Unsupported Borrowing	2,125	5,787	8,036	10,671	10,298	(2,185)	-	34,732
Prudential Borrowing	84	123	-	1,000	-	-	-	1,207
External Grants	12,911	13,053	19,440	28,417	25,624	8,830	91	108,366
S106	868	523	470	1,464	1,740	-	-	5,065
Other Conts	242	268	65	397	-	-	-	972
Capital Receipts	3,136	820	2,365	883	588	-	-	7,792
Revenue Conts	75	68	79	374	-	-	-	596
Reserve	1,081	2,777	863	-	-	-	-	4,721
Finance Lease	131	-	249	-	-	-	-	380
<b>Total</b>	<b>29,466</b>	<b>31,360</b>	<b>39,826</b>	<b>49,732</b>	<b>44,250</b>	<b>9,623</b>	<b>140</b>	<b>204,398</b>

## Appendix C – Capital Programme Outturn 2019/20

	Adjusted Budget 2019/20 £000's	Forecast Outturn £000's	Variance £000's	Slippage £000's	(Under)/Over Spend £000's
21st Century Schools - Band A	74	16	57	0	(57)
21st Century Schools -Band B	15,295	3,528	11,766	(11,766)	0
Gaer Annexe Education Use	79	79	0	0	0
Pentrepoeth - IT Replacement	0	0	0	0	0
Blaen-y-Pant Bungalow (Educational Use)	8	8	0	0	0
St Mary's Toilet Refurbishment.	0	0	0	0	0
Lliswerry High (S106 Funds)	0	0	0	0	0
Maesglas Reducing classroom size	457	460	(3)	0	3
Welsh Medium Primary School	1,050	1,050	1	(1)	0
Reducing Classroom size bids	527	656	(130)	0	130
Bassleg Demountables	90	113	(23)	0	23
ICT Equipment Lease (Clytha Primary)	0	0	0	0	0
ICT Equipment Lease (St Mary's)	0	0	0	0	0
St Patricks ICT	0	0	0	0	0
Bassaleg ICT	0	0	0	0	0
Ringland Perimeter Fence	85	85	0	0	0
ICT Equip Lease Ysgol Gymraeg Ifor Hael	0	0	0	0	0
Malpas Park Primary	0	0	0	0	0
Education Maintenance Grant	358	358	0	0	0
Education Maintenance Grant 2019/20	2,141	996	1,145	(1,000)	(145)
Education Asset Improvements - balance to be drawn down	27	27	0	0	0
Bassaleg Demountables - year 7	785	785	0	0	0
EdTech Grant	362	362	0	0	0
Education Accessibility Studies	268	268	0	0	0
Charles Williams Renovations	1,620	1,393	227	(227)	0
Lliswerry Safeguarding	57	57	0	0	0
Maindee Primary Toilets	172	172	0	0	0
Prior Year Scheme - Various	0	0	0	0	0
<b>Total Education</b>	<b>23,454</b>	<b>10,413</b>	<b>13,041</b>	<b>(12,994)</b>	<b>(47)</b>
Gypsy/Traveller Site Development	65	65	0	0	0

Indoor Newport Market	4,000	2,000	2,000	(2,000)	0
HLF Market Arcade Townscape Heritage Scheme	1,556	1,556	0	0	0
Civic Centre / Info Station Service Relocations	29	29	0	0	0
123-129 Commercial Street (Pobl Regen)	0	0	0	0	0
Cardiff City Region Deal	1,522	1,522	0	0	0
Mill Street Development Loan	1,659	1,659	0	0	0
Neighbourhood Hubs	0	0	0	0	0
Arva Investment Loan	32	32	0	0	0
Disabled Facilities	1,100	1,100	0	0	0
Safety at Home	270	270	0	0	0
ENABLE Adaptations Grant	197	197	0	0	0
Asset Management Programme	2,638	982	1,656	(1,656)	0
FS Maintenance 1819 / 1920	0	0	0	0	0
FS Shaftsbury Community Centre	0	0	0	0	0
Childcare - Flying Start	1,521	1,518	3	(0)	(3)
Central Library - Structural Works	574	200	374	(374)	0
Transporter Bridge	5,612	265	5,347	(5,347)	0
Chartist Tower	256	256	0	0	0
PAC System	0	0	0	0	0
Renewable Energy Investment	1,727	5	1,722	(1,722)	0
Information Station	1,740	1,740	0	0	0
FS City Wide Maintenance & Repair of Premises	133	133	0	0	0
Improvements to Flying Start Facilities	118	118	0	0	0
TRI Thematic Funding	970	970	0	0	0
Prior Year Scheme - Various	0	0	0	0	0
<b>Total Regeneration, Investment and Housing</b>	<b>25,720</b>	<b>14,617</b>	<b>11,103</b>	<b>(11,100)</b>	<b>(3)</b>
IT Replacement Schemes	515	515	0	0	0
Corporate EDMS Rollout	0	0	0	0	0
CRM	243	243	0	0	0
Itrent Development	144	144	0	0	0
Print 2010- Managed Printer Service	249	249	0	0	0
<b>Total People and Business Change</b>	<b>1,151</b>	<b>1,151</b>	<b>0</b>	<b>0</b>	<b>0</b>
Telecare Service Equipment	36	36	0	0	0
Equipment for Disabled Grant (GWICES)	165	165	0	0	0
Centrica Lodge	0	0	0	0	0

SMAPF	49	48	1	(0)	(1)
<b>Total Adults and Community</b>	<b>250</b>	<b>249</b>	<b>1</b>	<b>(0)</b>	<b>(1)</b>
Disbursed accommodation and Covid-19 equipment	251	251	0	0	0
3 New Homes	629	629	0	0	0
Oaklands Respite Home	0	0	0	0	0
Windmill Feasibility Study	1,390	1,390	0	0	0
<b>Total Children and Families Services</b>	<b>2,270</b>	<b>2,270</b>	<b>0</b>	<b>0</b>	<b>0</b>
Fleet Replacement Programme	3,133	2,400	733	(733)	0
Bus station - Friars Walk Development	0	0	0	0	0
Flood Risk Regulation Grant	33	27	6	0	(6)
Cemetery Infrastructure Improvements	64	64	0	0	0
Peterstone Sewage Scheme	194	194	0	0	0
Road Safety Capital 2018/19	0	0	0	0	0
Composting	0	0	0	0	0
Docksway Cell 4 Development	0	0	0	0	0
CCTV	8	8	0	0	0
Smaller Bins - MTRP BC	0	0	0	0	0
Newport Station Footbridge - LTF	2,775	65	2,710	(2,710)	0
Decriminalised Parking	280	0	280	0	(280)
Update Facilities in Parks	0	0	0	0	0
Building Improvements to Lodges	0	0	0	0	0
Road Refurbishment Grant Scheme	711	711	0	0	0
Street Lighting LEDs	132	132	0	0	0
Park Square Lights	65	65	0	0	0
Velodrome Lights	0	0	0	0	0
Local Transport Fund - Active Travel Northern 2018/19	114	69	45	0	(45)
Tredegar Park Car Park	12	12	0	0	0
Tredegar Park - Pedal Power	152	152	0	0	0
Lliswerry Road (81)	2	2	0	0	0
28-30 Stow Hill (11/0269)	0	0	0	0	0
Forbisher Road (15/0720)	0	0	0	0	0
Festive lighting	0	0	0	0	0
Bus Stop Enhancements	376	375	1	0	(1)
Core AFT Allocation	0	0	0	0	0
Inner City Links	206	238	(32)	0	32

LTNF - ECO Stars	0	0	0	0	0
Safe Routes - St Davids RC Primary	60	37	23	0	(23)
Gwastad Mawr Flood Attenuation Improvement Works	53	53	0	0	0
LTF Monkey Island Bridge Lliswerry Pill	0	0	0	0	0
LTF Sustainable Transport	0	0	0	0	0
Improving Flats Recycling Towards 70%	0	0	0	0	0
Increased Recycling at Docks Way	0	0	0	0	0
Plastic Waste Prevention Project	0	0	0	0	0
Implementation of Household Collections AHP Waste	0	0	0	0	0
Green Infrastructure	234	234	0	0	0
City Services Annual Sums	501	501	0	0	0
Safe Routes - St Davids RC Primary Year 2	278	278	0	0	0
Sustainable Transport Improvements Year 2	291	291	0	0	0
Upgrading and Replacement of Bus Stops	100	100	0	0	0
Road Safety Capital A48 Llandevaud	74	74	0	0	0
Resilient Roads	65	65	0	0	0
Western Corridor-Inner City Links	903	903	0	0	0
Monkey Island Bridge Yr 2	1,333	1,333	0	0	0
Core Allocation Yr 2	484	484	0	0	0
Flood and Coastal Erosion Risk Management	105	105	0	0	0
Carnegie Court Emergency River Works	1,000	1,000	0	0	0
Parry Drive Play Area Improvements	23	23	0	0	0
Brecon Road Play Area Improvements	3	3	0	0	0
Improvements to Throwing Facilities at Newport Athletics Stadium	154	154	0	0	0
Local sustainable transport measures in response to Covid	600	600	0	0	0
Lliswerry Recreation Ground Changing Rooms	0	0	0	0	0
Prior Year Schemes	0	0	0	0	0
<b>Total City Services</b>	<b>14,519</b>	<b>10,752</b>	<b>3,767</b>	<b>(3,443)</b>	<b>(324)</b>
<b>Total Capital Outturn 2019/20</b>	<b>67,362</b>	<b>39,452</b>	<b>27,912</b>	<b>(27,537)</b>	<b>(375)</b>

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# Report

## Cabinet

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### Part 1

Date: 16 September 2020

**Subject** Quarter 4 Corporate Risk Register Update

**Purpose** To present the Council's Corporate Risk Register for the end of quarter 4 (31<sup>st</sup> March 2020).

**Author** Head of People and Business Change

**Ward** All

**Summary** The Council's Corporate Risk Register monitors those risks that may prevent the Council from achieving its Corporate Plan or delivering services to its communities and service users in Newport.

In quarter 4 the Corporate Risk Register has 13 risks, which are considered to have a significant impact on the achievement of the Council's objectives and warrant monitoring by the Council's Senior Leadership Team and Corporate Management Team. At the end of quarter 4, we have identified 8 high level risks (risk scores 15 to 25); 3 medium risks (risk scores 10 to 14) and 2 low risk (0-9) as outlined in the report. The Corporate Risk Register also saw the inclusion of the Covid 19 related risk.

**Proposal** Cabinet is asked to consider the contents of the quarter 4 update of the Corporate Risk Register.

**Action by** Corporate Management Team and Heads of Service

**Timetable** Immediate

This report was prepared after consultation with:

- Corporate Management Team

**Signed**

## Background

The Wellbeing of Future Generations (Wales) Act 2015, requires Newport City Council to set Wellbeing Objectives in its Corporate Plan 2017-22. In the delivery of the Corporate Plan and Council services there will be risks that may prevent, disrupt or impact on the Council's objectives. The Council's Risk Management Policy and Corporate Risk Register enables the Council to identify, manage and monitor those risks to ensure effective mitigation action is taken to minimise or prevent the risk from impacting on services, communities and citizens. In July 2020 the new Risk Management Policy for 2020-22 was approved by the leader of the Council. This policy is attached as part of the background papers of this report for reference.

During quarter 4 (January to March 2020) Wales and Newport faced the Covid 19 pandemic which was emerging across the communities in Newport. The Council's Business Continuity processes came into action to manage the impending crisis. Immediate risks and issues on the delivery of Council services and wider communities were managed through the Council's Covid Gold Command business continuity arrangements. The Corporate Risk Register for Quarter 4 reflects the strategic risks to the 31<sup>st</sup> March 2020. A further update on the strategic risks impacting the Council during the Covid 19 outbreak will be reported in the 2020/21 Quarter 1 risk update.

## Summary of risks in this report

At the end of quarter 4 (31<sup>st</sup> March 2020 there were 13 corporate risks which consisted of 8 High risks (15 to 25); 3 Medium Risks (5 to 14) and 2 Low Risks (as outlined in Appendix 1. The quarter 3 report was presented to Cabinet in March 2020. In comparison to quarter 3 there was 1 new risk. The risk mitigation actions identified for each risk is imperative for outlining how these risks are managed and enable the Council achieve its objectives. We would like to highlight the following risks for Cabinet's attention:

- **(NEW) Covid 19 Pandemic Outbreak** – In quarter 4 the Council added the Covid 19 risk onto the risk register as a result of Covid 19 spreading across communities in Newport and impacting on the delivery of Council services. The Council implemented its Gold Command Business Continuity arrangements to manage operational and community risks and issues for Newport with direct communications to regional and national groups.
- **Stability of Social Care Providers (Increase from 20 to 25)** – The emergence of the Covid 19 crisis was having a direct (inherent) impact on Social Care Providers (residential and domiciliary) in quarter 4. The capacity and ability for providers to be able to provide the necessary care and support for service users was being affected by Covid outbreaks in the community and in care settings across Newport.
- **Balancing the Council's Medium Term Budget Plan (Reduction from 20 to 15)** – At the end of the financial year the Council had reduced the gap between its forecasted projections for the next 3 years.
- **In Year Financial Management (Reduction from 12 to 3)** – At the end of the financial year the Council's financial outturn reported an overall underspend which resulted in the risk reducing from 12 to 3. However, it should be noted that due to the impact of Covid 19 on the Council's in year financial risk this is likely to increase. This will be reported in the Quarter 1 update.
- **Schools Finance Cost Pressures (Reduction from 20 to 16)** – At the end of the financial year the Council's Cabinet agreed a cash injection into the school's budgets reducing the impact of deficits. However, there remains individual schools facing a deficit budget position and further action is required to reduce the impact of overspending in 2020/21.
- **Demand for Additional Learning Needs (ALN) and Special Educational Needs (SEN) support (Reduction from 20 to 16)** - The budget for 2020/21 include the new Additional Learning Needs funding formula agreed with head teachers which reduces the immediate risk. During the lock down there has been an increase of requests for Formal Assessment for pupils who may require specialist placements or additional support.

Appendix 2 – Quarter 4 of Newport Council's Corporate Risk Register.

## Financial Summary

There are no direct costs associated with this report.

## Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
The Council does not achieve its objectives as corporate level risks are not adequately managed and monitored.	M	L	Risk Management Strategy has been adopted and mechanisms are in place to identify, manage and escalate emerging and new risks / mitigation strategies.  Audit Committee oversight of risk management process.	Directors, Heads of Service and Performance Team

\* Taking account of proposed mitigation measures

## Links to Council Policies and Priorities

Corporate Plan 2017-22

Service Plans 2019/20

## Options Available and considered

1. To consider the contents of the Corporate Risk Register and to continue monitoring progress of actions taken to address the risks identified in the report.
2. To request further information or reject the contents of the risk register

## Preferred Option and Why

To consider the contents of the Corporate Risk Register and monitor the progress of actions taken to address the risks identified in the report. This will give the Cabinet sufficient assurance and oversight of the main overarching risks that the council faces in delivering the objectives of the Corporate Plan.

## Comments of Chief Financial Officer

There are no direct financial implications arising from this report. The corporate risk register forms an important part of the governance and budget setting arrangements for the council and the risk register is used to guide the internal audit plan.

## Comments of Monitoring Officer

There are no specific legal issues arising from the report. As part of the Council's risk management strategy, the corporate risk register identifies those high-level risks that could impact upon the Council's ability to deliver its corporate plan objectives and essential public services. Although Audit Committee are responsible for reviewing and assessing the Council's risk management, internal control and corporate governance arrangements, the identification of corporate risks within the risk register and monitoring the effectiveness of the mitigation measures are matters for Cabinet.

## Comments of Head of People and Business Change

Risk Management in the Council is a key area to implementing Wellbeing of Future Generations Act (Wales) 2015. Effective monitoring and reporting against the Council's Corporate Risk Register is essential in minimising and preventing the likelihood and impact of risks against our objectives. The recent changes made to our risk management processes and system will ensure officers at all levels of the organisation have greater control and oversight of their risks taking the necessary action to mitigate their impact and escalate where necessary to senior management.

## **Comments of Cabinet Member**

The Chair of Cabinet is consulted on the corporate risk register and has agreed that this report goes forward to Cabinet for consideration, including the Audit Committee comments.

## **Local issues**

None.

## **Scrutiny Committees**

The Corporate Risk Register has been presented to the Council's Audit Committee for information and comment. Feedback has been incorporate into the report.

## **Equalities Impact Assessment**

Not applicable.

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

Not applicable.

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

Under the Wellbeing of Future Generations Act (Wales) 2015 and its 5 ways of working principles this report supports:

Long Term – Having effective risk management arrangements will ensure that the opportunities and risks that will emerge consider the long term impact on service users and communities.

Preventative – Identifying opportunities and risks will ensure the Council is able to implement necessary mitigations to prevent or minimise their impact on Council services and service users.

Collaborative – The management of risk is undertaken throughout the Council and officers collaborate together within service areas, Corporate Management Team and the Council's Cabinet to ensure decisions are made in a timely manner and are evidence based.

Involvement – The Council's Risk Management process involves officers across the Council's service areas and Cabinet Members.

Integration – Risk Management is being integrated throughout the Council and supports the integrated Planning, Performance and Risk Management Framework. The Framework ensures that planning activities consider the opportunities and risks to their implementation and overall supports the delivery of the Council's Corporate Plan and legislative duties.

## **Crime and Disorder Act 1998**

Not applicable.

## **Consultation**

As above, the Risk Register is also considered by Audit Committee.

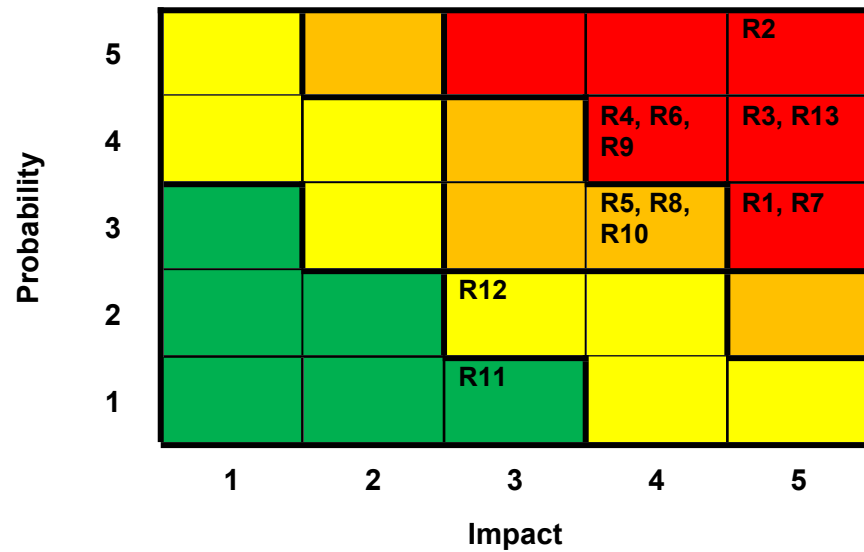
## **Background Papers**

Corporate Risk Register, Cabinet 18<sup>th</sup> March 2020

Risk Management Policy 2020-22 v1

Dated: August 2020

## Appendix 1 - Quarter 4 Corporate Risk Heat Map



Corporate Risk Heat Map Key	
R1 – Balancing the Council’s Medium Term budget	R8 – Climate change
R2 – Stability of social services providers	R9 – Demand for ALN and SEN support
R3 – Highways network	R10 – Newport Council’s property estate
R4 – Schools finance and cost pressures	R11 – In year financial management
R5 – Brexit - Decision to leave the European Union	R12 - Safeguarding
R6 – Educational out of county placements	<b>(NEW)</b> R13 - Covid 19 Pandemic Outbreak
R7 – City centre security and safety	

# Risk Score Profile between Quarter 1 2019/20 and Quarter 4 2019/20

Risk Position	Risk No. - Description	Risk Score Quarter 1 2019/20	Risk Score Quarter 2 2019/20	Risk Score Quarter 3 2019/20	(Current) Risk Score Quarter 4 2019/20	Target Risk Score
R1	Balancing the Council's Medium Term budget.	20	20	20	15	10
R2	Stability of Social Services Providers	20	20	20	25	6
R3	Highways Network	20	20	20	20	9
R4	Schools Finance / Cost Pressures	20	20	20	16	6
R5	Brexit - Decision to leave the European Union	16	16	12	12	10
R6	Educational Out of County Placements	16	16	16	16	8
R7	City Centre Security and Safety	15	15	15	15	8
R8	Climate Change	12	12	12	12	10
R9	Demand for ALN and SEN support	12	20	20	16	12
R10	Newport Council's Property Estate	12	12	12	12	9
R11	In year financial management	8	12	12	3	6
R12	Safeguarding	6	6	6	6	4
R13	NEW - Covid 19 Pandemic Outbreak	-	-	-	20	6

## **Glossary**

This document provides an explanation of terminology used in this report and supporting documents.

**Risk Appetite** – the amount of risk that Newport City Council is willing to seek or accept in the pursuit of the Council's long term objectives.

**Inherent Risk Score** – The level of risk in the absence of any existing controls and management action taken to alter the risk's impact or probability of occurring.

**Residual Risk Score** – The level of risk where risk responses i.e. existing controls or risk mitigation actions have been taken to manage the risk's impact and probability.

**Target Risk Score** – The level of risk (risk score) that Newport City Council is willing to accept / tolerate in managing the risk. This is set in line with the Council's overall risk appetite.

**Risk Mitigation Action** – Actions identified by the Risk Owner to respond to the risk and reduce the impact and probability of the risk of occurring.

**Risk Mitigation Action (Red Progress Score)** – Significant issue(s) have been identified with the action which could impact on the ability of the action meeting its completion date. Immediate action / response is required resolve its status.

**Risk Mitigation Action (Amber Progress Score)** – issue(s) have been identified that could have a negative impact on the action achieving its completion date. Appropriate line manager(s) should be informed and where necessary action taken.

**Risk Mitigation Action (Green Progress Score)** – The action is on course for delivering to the agreed completion date and within the agreed tolerances.

### **How the Council Assesses Risk**

An assessment of the likelihood and impact of risk is important to measure, compare and monitor risks to ensure efficient use of resources and effective decision making. This assessment is carried out using the risk matrix as described below.

### **Risk Assessment Matrix**

A Corporate Risk Register will contain the high level risks for the whole authority. In order to differentiate between these high level risks a 5x5 risk assessment matrix will be applied. The matrix is shown below and further detail is included in appendix 3.

Risks are scored using the scoring system for probability and impact and assigned a rating based on the tolerances set out in the matrix below

Score	Description	Impact Measures						
		Strategic / Policy	Operational / Business Continuity	Financial	Governance / Legal / Regulatory	Health & Safety	Reputational	Project Delivery / Savings / Benefits
5	Severe	Failure of a key strategic objective	Serious organisational / service failure that has direct impact on stakeholders including vulnerable groups.  Service disruption over 5+ days.	<u>Corporate / Project</u>  Unplanned and/or additional expenditure disturbance.  Capital > £1M Revenue >£1M	Legislative / Regulatory breach resulting in multiple litigation / legal action taken on the Council (linked to Financial / Reputational Impacts).	Multiple major irreversible injuries or deaths of staff, students or members of public.  (Linked to Financial / Reputational Impacts)	Severe and persistent National media coverage. Adverse central government response, involving (threat of) removal of delegated powers. Officer(s) and / or Members forced to Resign.	Project status is over 12 months from anticipated implementation date.  Project(s) do not deliver the major benefits / savings identified in business case.  This is linked to Financial / Strategic / Reputational Impacts
Page 58	Major	Severe constraint on achievement of a key strategic objective	Loss of an important service(s) for a short period that could impact on stakeholders.  Service disruption between 3-5 days.	<u>Corporate / Project</u>  Unplanned and/or additional expenditure disturbance. Capital > £0.5M - £1.0M Revenue >£0.5M-£1M	Serious legislative breach resulting in intervention, sanctions and legal action. (Linked to Financial / Reputational Impacts)	Major irreversible injury or death of staff, student or member of public. (Linked to Financial / Reputational Impacts)	Adverse publicity in professional / municipal press, affecting perception / standing in professional /local government community  Adverse local and social media publicity of a significant and persistent nature.	Project status is 6 to 12 months over from anticipated implementation date.  Project(s) do not deliver major benefits / savings identified in business case.  This is linked to Financial / Strategic / Reputational Impacts
3	Moderate	Noticeable constraint on achievement of a key strategic objective / Service Plan objective.	Loss and/or intermittent disruption of a service between 2-3 days.	<u>Corporate / Project</u>  Unplanned and/or additional expenditure disturbance.  Capital = £0.25M - £0.5M Revenue = £0.25M to £0.5M Revenue = £0.25M to £0.5M	Significant legislative breach resulting in investigation. (Linked to Financial / Reputational Impacts)	Major reversible injury to staff, student or member of public. Not life threatening.  (Linked to Financial / Reputational Impacts)	Adverse local publicity / local public opinion including social media. Statutory prosecution of a non-serious nature.	Project status is 1 to 6 months over from anticipated implementation date.  There is significant reduction on delivery of benefits / savings identified in business case.  This is linked to Financial / Strategic / Reputational impacts.

Score	Description	Impact Measures						
		Strategic / Policy	Operational / Business Continuity	Financial	Governance / Legal / Regulatory	Health & Safety	Reputational	Project Delivery / Savings / Benefits
2	Low	Constraint on achievement of Service Plan objective that does not impact on Corporate Strategy	Brief disruption of service that has a minor impact on the delivery of a service.  Service disruption 1 day.	<u>Corporate / Project</u>  Unplanned and/or additional expenditure disturbance.  Capital = £0.1M - £0.25M Revenue = £0.1M - £0.25M	Moderate impact leading to warning and recommendations.	Some minor reversible injuries.  (Linked to Financial / Reputational Impacts)	Contained within Directorate Complaint from individual / small group, of arguable merit	Project status is 1 to 4 weeks over from anticipated implementation date.  There is minor reduction on delivery of benefits / savings identified in business case.  This is linked to Financial / Strategic / Reputational impacts.
Page 59	Very Low	Constraint on achievement of Service / Team Plan objective	Minor disruption of a non-critical service.	<u>Corporate / Project</u>  Unplanned and/or additional expenditure disturbance.  Capital < £100k Revenue <£100k	No reprimand, sanction or legal action.	Some superficial injuries.  (Linked to Financial / Reputational Impacts)	Isolated complaint(s) that are managed through the corporate complaints process and service area.	Project status is 1 week over from anticipated implementation date.  There is insignificant / no impact on delivery of benefits / savings identified in business case.  This is linked to Financial / Strategic / Reputational impacts.

Score	Probability	Criteria
5	Very likely 75% +	<p><b>Systematic Risks</b> – Local evidence indicating <b>very high</b> probability of occurrence if no action / controls are in place. Risk is highly likely to occur daily, weekly, monthly, quarterly.</p> <p><b>Emerging Risks</b> – National and Global evidence indicating <b>very high</b> probability of occurrence on local communities if no action / controls are taken. Risks are highly likely to occur within the next 5 years.</p>
4	Likely 51-75%	<p><b>Systematic Risks</b> – Local evidence indicating <b>high</b> probability occur in most circumstances with near misses regularly encountered e.g. once or twice a year.</p> <p><b>Emerging Risks</b> – National and Global evidence indicating <b>high</b> probability of occurrence on local communities if no action / controls are taken. Risks are likely to occur within the next 5-10 years.</p>
3	Possible 26-50%	<p><b>Systematic Risks</b> – Local evidence indicating <b>distinct</b> possibility with circumstances regularly encountered and near misses experienced every 1-3 years.</p> <p><b>Emerging Risks</b> – National and Global evidence indicating <b>distinct</b> probability of occurrence on local communities if no action / controls are taken. Risks are likely to occur within the next 10-15 years.</p>
2	Unlikely 6-25%	<p><b>Systematic Risks</b> – Local evidence indicating <b>low</b> to infrequent near misses experienced every 3 + years.</p> <p><b>Emerging Risks</b> – National evidence indicating <b>low</b> probability of occurrence on local communities if no action / controls are taken. Risks are likely to occur within the next 16-25 years.</p>
1	Very Unlikely	<p><b>Systematic Risks</b> – Local evidence indicating risk has rarely / never happened or in exceptional circumstances.</p> <p><b>Emerging Risks</b> – National evidence indicating very low probability of occurrence on local communities if no action / controls are taken. Risks are likely to occur within the next 16-25 years.</p>

**Systematic Risks** – Risks that are known or are becoming part of social, cultural, economic and environmental systems that govern our lives.  
**Emerging Risks** – Risks that are further away, less defined and early stage of being known about.

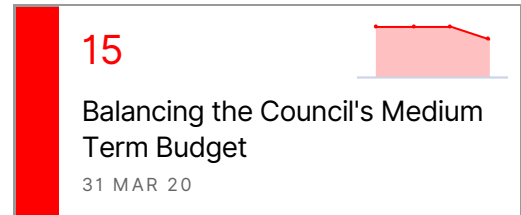


# NCC Corporate Risk Register

## 2019/20 Quarter 4 Update

# Balancing the Council's Medium Term Budget

Short Description	To meet the Council's requirement of reducing the gap between Council spend and Budget allocation over the next 3-5 years
Risk Owner	Owen James
Overseeing Officer	<ul style="list-style-type: none"> <li>Chief Executive</li> <li>Head of Finance</li> <li>Strategic Director - People</li> <li>Strategic Director - Place</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Cabinet Member for Community and Resources</li> </ul>
Linked Theme	
Linked Corporate Objective	

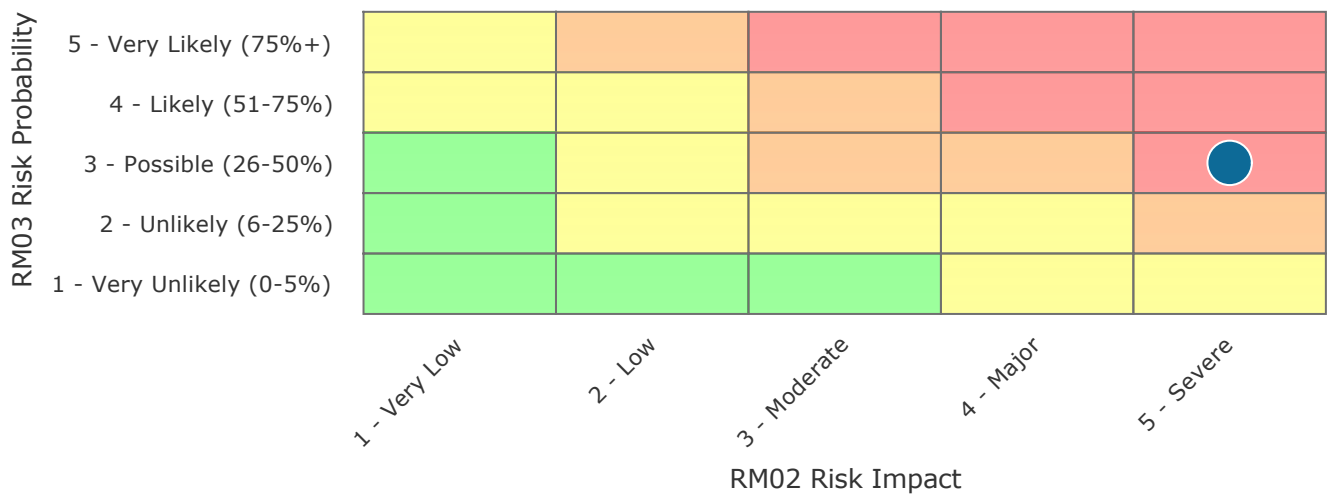





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Inherent Risk Score

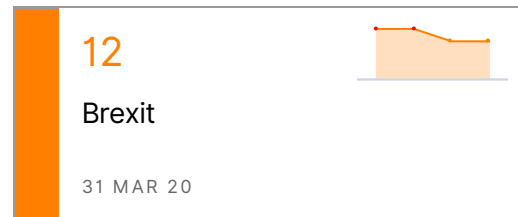
Target Risk Score



Action Name	Action Description	% Complete	Mar 2020
 Balancing the 2020-21 remaining gap	Budget proposals to identify savings for the remainder of the budget gap need to be identified by Senior Leadership Team and Corporate Management Team. These are to be assessed by informal cabinet prior to the December Cabinet meeting when consultation on the savings will begin.	100%	★
 SLT and CMT to identify savings to reduce the budget gap over the medium term	Senior Leadership Team and Corporate Management Team to identify savings to reduce the budget gap circa £30million over the medium term.	50%	▲
 To update SLT on Medium Term Financial Position	Following meetings with Heads of service and Directors on review of their pressures, an update on the Medium Term Financial Plan (MTFP) will be provided to SLT for review, discussion and actions to follow.	100%	✔

# Brexit

Short Description	The UK will be leaving the European Union on the 31st January 2020. The UK will enter a transition arrangement which should be concluded by 31st December 2020. If no trade agreement and resolutions to the UK-EU future relationship is approved, the UK will have to fall back onto World Trade Organisation arrangements which could have a financial and operational impact on the Council and businesses which operate in the city.
Risk Owner	Rhys Cornwall
Overseeing Officer	<ul style="list-style-type: none"> <li>Chief Executive</li> <li>Strategic Director - People</li> <li>Strategic Director - Place</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Cabinet Member for Community and Resources</li> </ul>
Linked Theme	
Linked Corporate Objective	

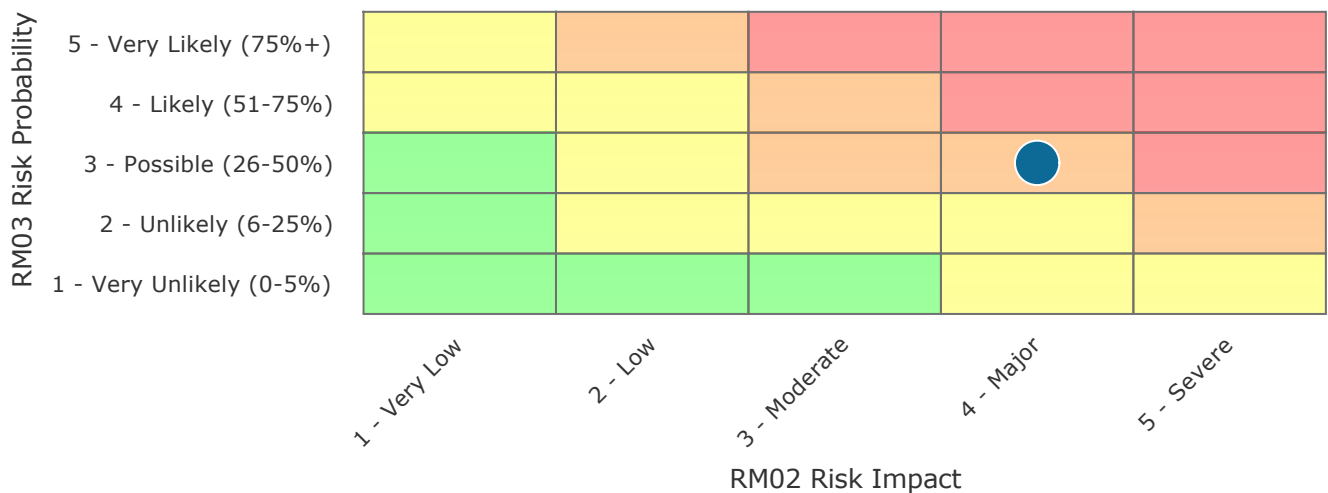







16

Inherent Risk Score

10

Target Risk Score



Action Name	Action Description	% Complete	Mar 2020
 Civil Contingencies - Arrangements to escalate and report on Brexit	Civil Contingencies - To provide regular updates to the Council and Brexit Task & Finish Group on Regional and National wide Brexit preparations. Regular updates from the Gwent Local Resilience Forum which includes local authorities, Police, Fire, Health as well as Welsh Government, Welsh Local Government Association (WLGA) and other strategic group updates will be included as part of this process.	80%	★
 Finance - Monitoring of impact on Finance and Supplies & Services	Finance - The Council will closely monitor its financial position as part of its annual budget setting process and Medium Term Financial Planning. For Council activities and services which are European Union (EU) funded there is ongoing discussions with the Welsh Government to put in arrangements after 2021. The Council will be liaising with its strategic partners (Newport Norse / Shared Resource Service (SRS) / Newport Live) to assess the impact on its supplies and services. Also across the Council, service areas are being asked to identify their high risk / key contracts and to obtain the necessary assurances of any Brexit impact which could affect the availability and cost of supplies or services. "	100%	★
 Governance - Arrangements to manage Brexit in NCC	Governance - To establish Task & Finish group arrangements in Newport Council to manage the impacts of Brexit including liaison with Welsh Government, WLGA, Statutory partners e.g. Civil Contingencies and our third party providers. Regular updates will be provided to the Senior Leadership Team (SLT) and Cabinet on the Council's Brexit preparations.	100%	✔
 Regulatory Services - BREXIT Compliance with Trading Standards legislation	The Council' Regulatory Services (Trading Standards and Licensing) will receive advice and guidance from the Food Standards Agency Wales and Department for Environment, Food and Rural Affairs (DEFRA) and work closely with Association of British Ports (ABP) to manage any impact on the service.	100%	✔
 Staffing - Support provided to EU Members of Staff	Staffing - The Council will need to capture information on the number of existing staff members which are from the EU and ensure necessary arrangements are in place for new starters in the Council. Long term, the Council will monitor and liaise with service areas and partners on the impact of Brexit on resources and skill issues / opportunities as a result of leaving the EU. Guidance and advice will also need to be available to EU staff members on completing any residency applications. "	100%	✔

# City Centre Security & Safety

Short Description	Significant incidents of deliberate acts that pose hazards to people in surrounding areas; structural damage; business continuity; damage/disruption to infrastructure and utilities; and reputational and economic impact.
Risk Owner	Rhys Cornwall
Overseeing Officer	<ul style="list-style-type: none"> <li>Strategic Director - Place</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Deputy Leader &amp; City Services and Member Development</li> </ul>
Linked Theme	<ul style="list-style-type: none"> <li>Theme : Thriving City</li> </ul>
Linked Corporate Objective	<ul style="list-style-type: none"> <li>Well-being Objective 2</li> </ul>

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City Centre Security & Safety

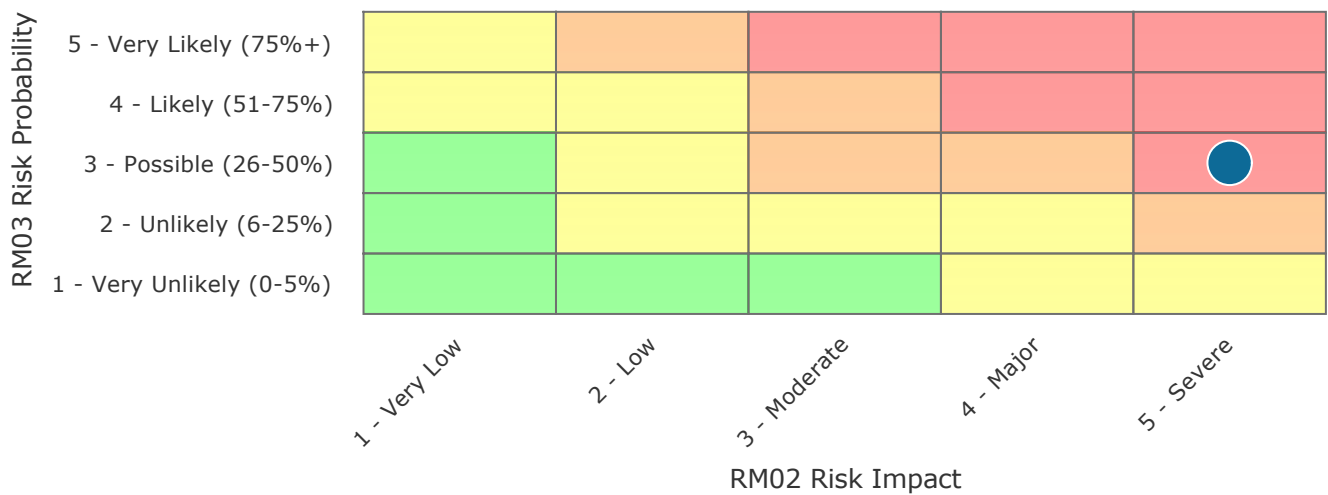
31 MAR 20




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8

Inherent Risk Score

Target Risk Score



Action Name	Action Description	% Complete	Mar 2020
 City Centre Training to Businesses	Training for those businesses operating within the city centre that may be affected by significant incidents – Gwent Police will lead on the training with the use of NCC channels to promote and raise initial awareness of the scheme.	0%	▲
 Co-ordinated evacuation arrangements	Co-ordinated evacuation arrangements for the city centre – NCC will be working with all partner organisations such as the emergency services and private business within the city centre to construct a co-ordinated evacuation system.	0%	▲
 Secure Vehicle / Pedestrian Separation	Secure vehicle access and pedestrian separation. – City Services are currently working on a plan to identify what mitigation measures can be put in place around the city centre to protect densely populated areas.	62%	▲


# Climate Change

Short Description	Scientific evidence indicates that the global climate is warming and is changing the environment that we live in Wales and in Newport. The cause of this change is through emissions produced by industry, vehicles, households and businesses. Newport has 11 Air Quality Management Areas which monitor air quality and since they were in place we have been in breach.
Risk Owner	Ben Hanks
Overseeing Officer	<ul style="list-style-type: none"> <li>Head of Regeneration, Investment and Housing</li> <li>Strategic Director - Place</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Leader &amp; Cabinet Member for Economic Growth and Investment</li> </ul>
Linked Theme	<ul style="list-style-type: none"> <li>Theme : Modernised Council</li> <li>Theme: Resilient Communities (Community)</li> <li>Theme : Thriving City</li> </ul>
Linked Corporate Objective	<ul style="list-style-type: none"> <li>Well-being Objective 2</li> <li>Well-being Objective 3</li> </ul>

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Climate Change

31 MAR 20

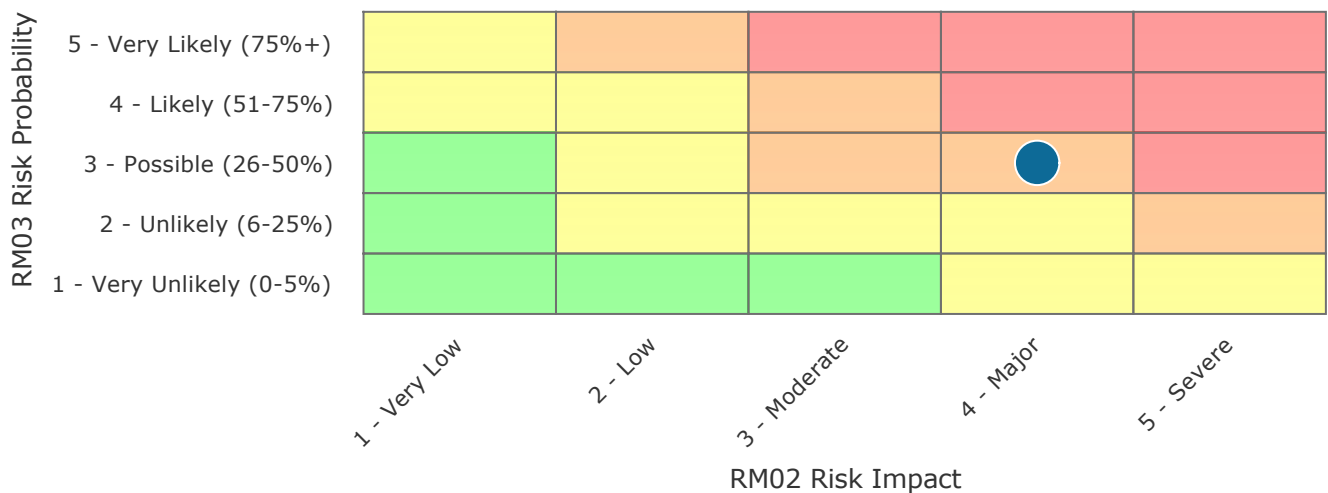










16

Inherent Risk Score

10

Target Risk Score



Action Name	Action Description	% Complete	Mar 2020
 Develop Local Air Quality Management Statutory Action Plan	Develop Local Air Quality Management Statutory Action Plan and ensure it is formally adopted and implemented.	100%	
 Finalise and publish Carbon Management Plan.	Finalise and publish the council's Carbon Management Plan.	100%	
 Investigate Opportunities to Improve Domestic Energy Efficiency and Relieve Fuel Poverty	Investigate opportunities to improve domestic energy efficiency and relieve fuel poverty in Newport.	14%	
 Review Public Transport Access for Proposed Housing Developments	Review proposed housing developments for access to public transport.	100%	

# Covid 19 Pandemic Outbreak

Short Description	The Corona Virus (COVID 19) pandemic has put at risk the operational ability of the Council to deliver its services, support vulnerable people across Newport and the economic impact to the local and wider economy. Potential mitigations carried out in line with the Chief Medical Officer's advice and Welsh/UK Government guidance.
Risk Owner	Rhys Cornwall
Overseeing Officer	<ul style="list-style-type: none"> <li>Strategic Director - Place</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Leader &amp; Cabinet Member for Economic Growth and Investment</li> </ul>
Linked Theme	<ul style="list-style-type: none"> <li>Theme : Aspirational People</li> <li>Theme : Modernised Council</li> <li>Theme : Thriving City</li> <li>Theme: Resilient Communities (Community)</li> <li>Theme: Resilient Communities (Social Care)</li> </ul>
Linked Corporate Objective	<ul style="list-style-type: none"> <li>Well-being Objective 1</li> <li>Well-being Objective 2</li> <li>Well-being Objective 3</li> <li>Well-being Objective 4</li> </ul>

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Covid 19 Pandemic Outbreak

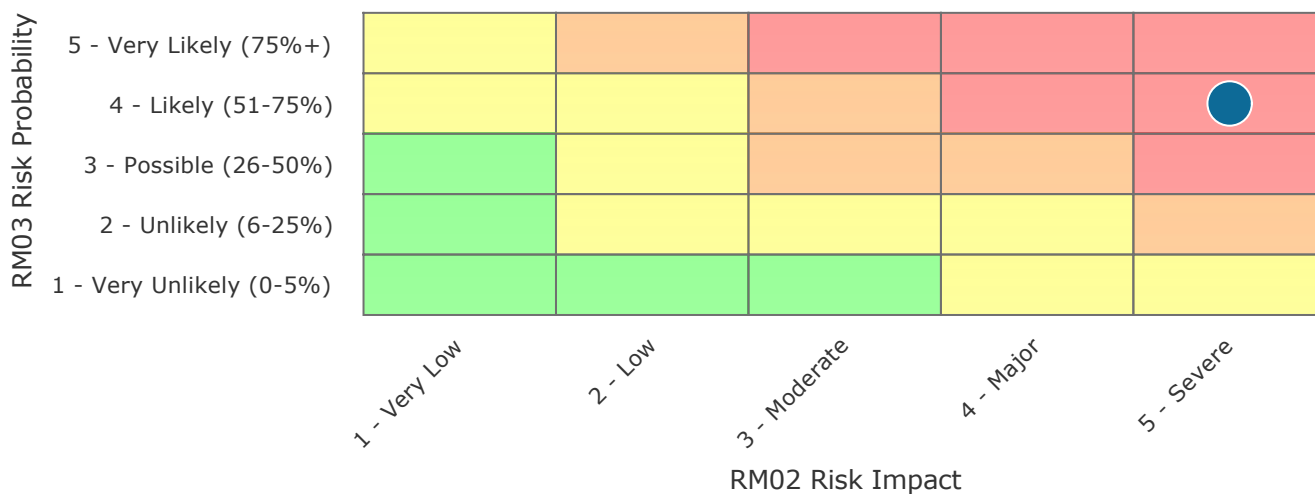
31 MAR 20




25

Inherent Risk Score

6

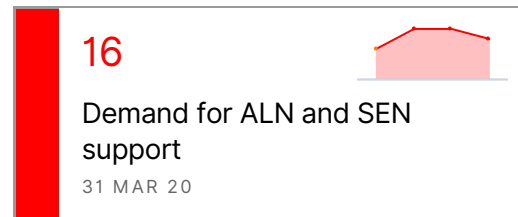
Target Risk Score



Action Name	Action Description	% Complete	Mar 2020
 Covid 19 Business Continuity Arrangements (Platinum and Gold)	Implementation and maintaining Business continuity (Platinum / Gold) arrangements for the Council.	75%	★
 Health & Safety Arrangements for front line staff	Health & Safety / protection activities are increased to prevent the spread of the virus across Council assets and buildings, staff and citizens.	50%	●
 Implementation of Covid 19 Human Resources procedures	Implementation of Human Resource procedures to support staff, agency / contractors and volunteers.	100%	★

# Demand for ALN and SEN support

Short Description	Funding to cover Additional Learning Needs (ALN) and Special Education Needs (SEN) provision across the city is insufficient and does not meet the demand of increasing need.
Risk Owner	Katy Rees
Overseeing Officer	<ul style="list-style-type: none"> <li>Chief Education Officer</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Cabinet Member for Education and Skills</li> </ul>
Linked Theme	<ul style="list-style-type: none"> <li>Theme : Aspirational People</li> </ul>
Linked Corporate Objective	<ul style="list-style-type: none"> <li>Well-being Objective 1</li> <li>Well-being Objective 3</li> </ul>

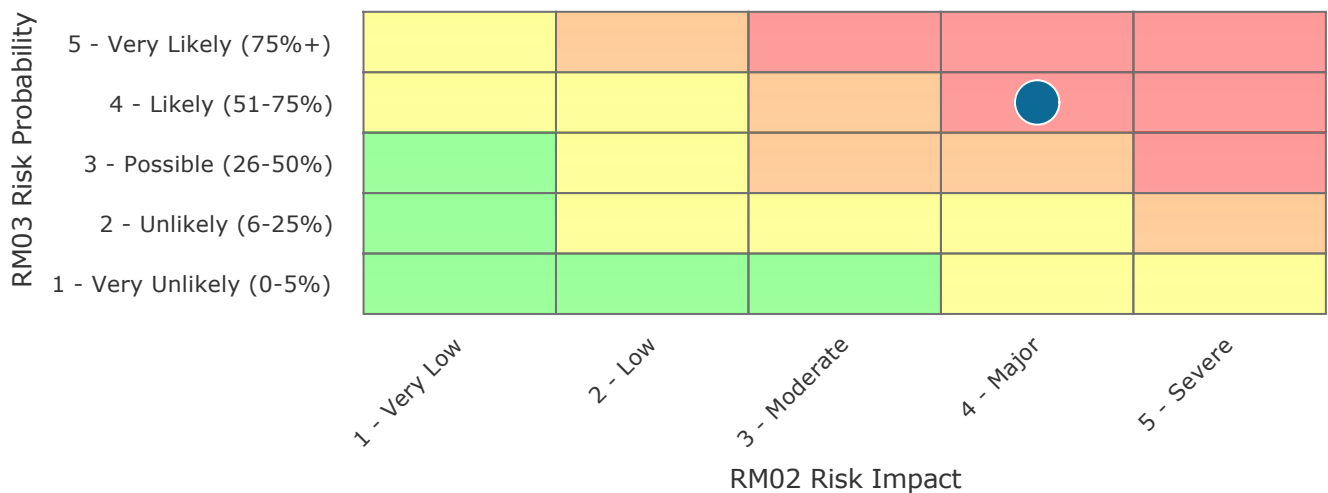












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12

Inherent Risk Score

Target Risk Score



Action Name	Action Description	% Complete	Mar 2020
 Devise a funding formula in liaison with Secondary and Primary Schools across all settings	Devise a funding formula in liaison with Secondary and Primary Schools which is used across all settings for pupils agreed 0-25 years. To monitor the impact and ongoing situation with the funding model. Impact - ALN Implementation Group will meet regularly to agree a funding formula acceptable for all schools and settings	100%	
 Estyn Rec 5 - Ensure Appropriate Welsh Medium Provision is in Place for ALN Pupils	(Estyn Rec 5) Ensure that Welsh Medium (WM) provision is established to support pupils with Additional Learning Needs Good quality ALN provision will be created to support pupils attending WM schools. The permanent location for the new Welsh-medium primary school will include provision for a Learning Resource Base.	70%	
 Revise School ALN Review Format in line with the Excellence in Teaching and Leadership...	Revise School ALN Review Format in line with the Excellence in Teaching and Leadership Framework (ETLF)	100%	
 To further the implementation of the Additional Learning Needs (ALN) and Educational Tribunal...	To further the implementation of the Additional Learning Needs (ALN) and Educational Tribunal Act 2018.	100%	
 Undertake a review of ALN Panel process.	Undertake a review of ALN panel process and its membership to ensure decisions are robust, consistent and transparent. Impact - ALN Panel will have appropriate membership and decisions will be robust and consistent.	100%	

# Educational Out of County Placements

Short Description	Limited access to Newport City Council (NCC) provision for pupils who require complex and specialist placements which results on a reliance on Out of County (OOC) placements both day and residential.
Risk Owner	Katy Rees
Overseeing Officer	<ul style="list-style-type: none"> <li>Chief Education Officer</li> <li>Strategic Director - People</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Cabinet Member for Education and Skills</li> </ul>
Linked Theme	<ul style="list-style-type: none"> <li>Theme : Aspirational People</li> </ul>
Linked Corporate Objective	<ul style="list-style-type: none"> <li>Well-being Objective 1</li> </ul>

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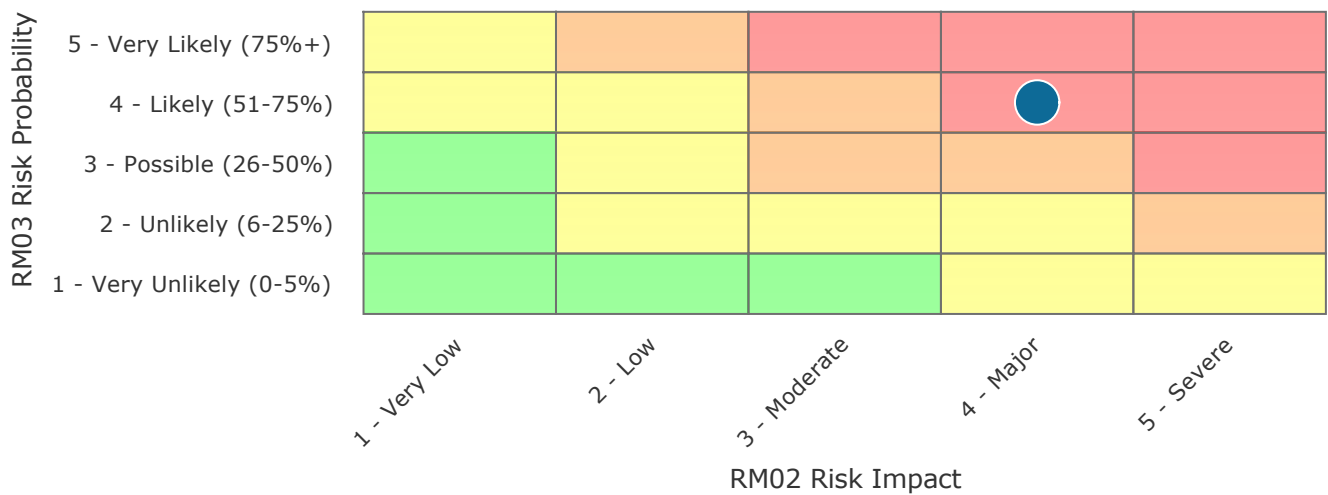
Educational Out of County Placements  
31 MAR 20









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Inherent Risk Score

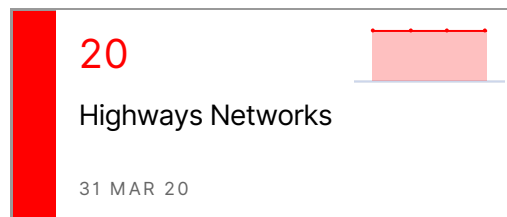
Target Risk Score



Action Name	Action Description	% Complete	Mar 2020
 Analysis of SEN trends to inform provision required	Undertake a review of Newport provision for pupils aged 0-25 years to ascertain uptake of placements and future requirements based on data trend analysis and local knowledge	100%	
 Review ALN Key Stage 2 to Key Stage 4 SEBD and ASD provision	Review Additional Learning Needs (ALN) Key Stage 2 (KS2) to Key Stage 4 (KS4) Social, Emotional and Behavioural Difficulties (SEBD) and Autistic Spectrum Disorder (ASD) provision	100%	
 To continue to redevelop and extend provision within the city to accommodate a greater range...	To continue to redevelop and extend provision within the city to accommodate a greater range of needs, ensuring that pupils are placed where their learning is best supported.	100%	
 Work in collaboration with Social Services to review current OOC placements	Pupils will be identified appropriately for moving into local accommodation and will have appropriate educational provision made available.	100%	

# Highways Networks

Short Description	Failure to recognise current levels of under investment in the whole life of the city's highway network assets in the medium to long term will continue to compound existing maintenance backlog figures.
Risk Owner	Paul Jones
Overseeing Officer	<ul style="list-style-type: none"> <li>Strategic Director - Place</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Deputy Leader &amp; City Services and Member Development</li> </ul>
Linked Theme	<ul style="list-style-type: none"> <li>Theme : Thriving City</li> </ul>
Linked Corporate Objective	<ul style="list-style-type: none"> <li>Well-being Objective 2</li> <li>Well-being Objective 3</li> </ul>

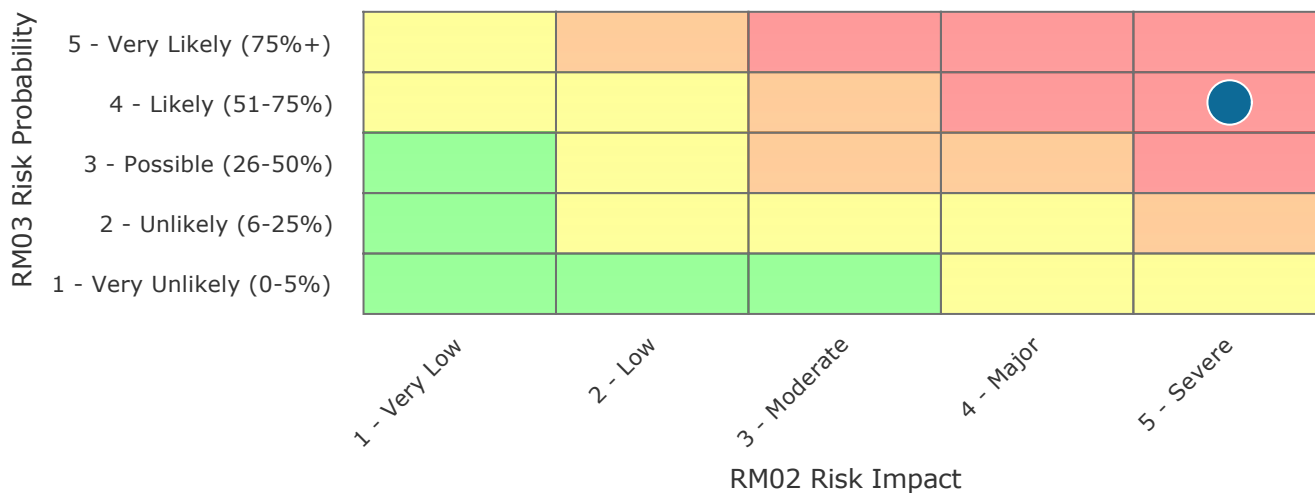





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9

Inherent Risk Score

Target Risk Score



Action Name	Action Description	% Complete	Mar 2020
 Active lobbying to WG, WLGA, and CSS(W) to recognise funding gap to address backlog	We have identified that there is a maintenance backlog of approximately £90m for Newport. But the level of funding to maintain these assets is not sufficient to meet this. The under investment is not unique to Newport and other authorities in Wales are facing the same issues. Therefore, we (alongside other local authorities) are lobbying the Welsh Government, Welsh Local Government Association and County Surveyors Society Wales CSS(W) to increase and/or make more capital funding available to decrease this gap. This action will be ongoing and will not result in direct action completion.	59%	★
 Develop and implement the Council's Highways Asset Management Strategy / Plan	The Council is developing the Highways Asset Management Strategy and Highways Asset Management Plan. This plan will be implemented in 2019/20 and will enable the Council to actively manage its highways infrastructure. Implementation of the plan will enable the Council to undertake: risk based assessment and management of its infrastructure; calculating future funding requirements to maintain agreed levels of service; risk based evidence to identify and deliver improvements to assets identified below required standards.	100%	★
 Reactive Highways inspection and repair service.	The Council's Highways inspectors undertake daily checks of the Council's highways assets to determine their condition. The Council also operates a system for members of the public to report assets e.g. potholes, road signs, grass verges etc on the public highway that consider in poor condition. Risk based inspections are completed and regime of reactive work is undertaken to mitigate the risk of third party claims, and maintenance of the highway under Section 41 of the Highways Act.	100%	✔

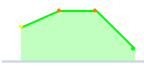
# In Year Financial Management

Short Description	This relates to the in year management of budgets and risk profiling of service areas / activities that are forecasting end of year overspends.
Risk Owner	Owen James
Overseeing Officer	<ul style="list-style-type: none"> <li>Chief Executive</li> <li>Head of Finance</li> <li>Strategic Director - People</li> <li>Strategic Director - Place</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Cabinet Member for Community and Resources</li> </ul>
Linked Theme	
Linked Corporate Objective	

3

In Year Financial Management

31 MAR 20

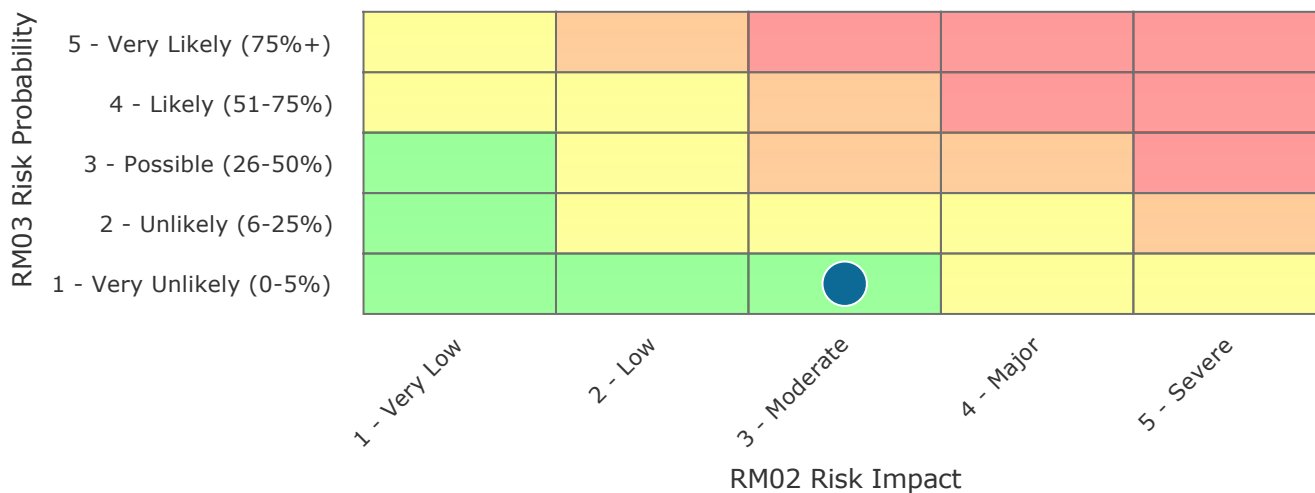





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6

Inherent Risk Score

Target Risk Score



Action Name	Action Description	% Complete	Mar 2020
 All service areas to maintain robust financial management	All service areas to maintain robust financial management and understand the risks associated delivery of savings and achievability of the savings.	100%	★
 Cabinet Member and Senior Officers to manage / mitigate any projects not achieving savings	There are currently a number of undelivered savings of as at Quarter 1 figures circa £209k in 2019/20 and £91k from 2018/19. Cabinet Member, Senior Officers, Corporate Management Team and Heads of Service to manage and mitigate the risks of not delivering these savings.	93%	●
 Cabinet Member and Senior Officers to reduce overspending in Social Care	There are significant overspends within Children and Adult Services for Quarter 1 circa £3million. Cabinet Member, Senior Officers are required to review their actions to reduce this overspend and mitigate against further risks.	100%	●

# Newport Council's Property Estate

Short Description	NCC has a significant property estate covering over 170 buildings (circa) such as the Civic Centre, Telford Depot, schools etc. The Council has to ensure the estate is maintained to required standards to enable access, safety, security and in the long term sustainable for staff and residents to use.
Risk Owner	Ben Hanks
Overseeing Officer	<ul style="list-style-type: none"> <li>Chief Executive</li> <li>Head of People &amp; Business Change</li> <li>Head of Regeneration, Investment and Housing</li> <li>Strategic Director - Place</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Leader &amp; Cabinet Member for Economic Growth and Investment</li> </ul>
Linked Theme	<ul style="list-style-type: none"> <li>Theme : Modernised Council</li> </ul>
Linked Corporate Objective	

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Newport Council's Property Estate

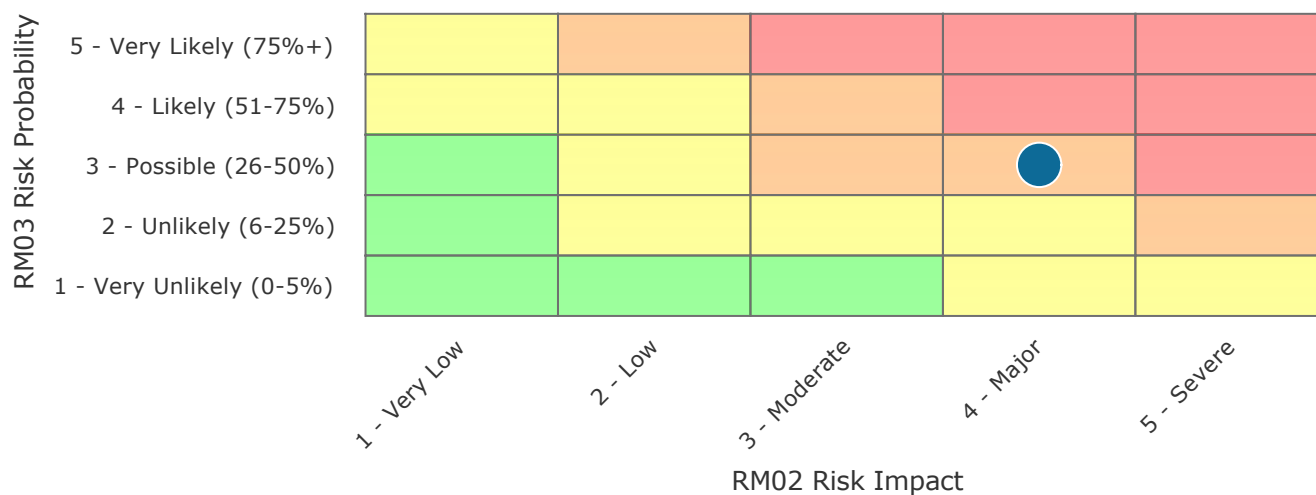
31 MAR 20

16

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Inherent Risk Score

Target Risk Score



Action Name	Action Description	% Complete	Mar 2020
 Delivery of the Annual Capital Maintenance Programme	The delivery of the Council's annual Capital maintenance programme to maintain and improve the Council's property estate.	75%	★
 Develop a balanced strategy for the future of the Civic Centre	In response to financial, environmental, legal sustainability and social pressures we need to develop a balanced strategy for the future preservation and transformation of the Civic Centre.	20%	●

# Safeguarding Risk

Short Description	To ensure the Council safeguards adults, children and carers as part of its statutory duty.
Risk Owner	Mary Ryan
Overseeing Officer	<ul style="list-style-type: none"> <li>Chief Education Officer</li> <li>Chief Executive</li> <li>Head of Adult and Community Services</li> <li>Head of Children and Family Services</li> <li>Strategic Director - People</li> <li>Strategic Director - Place</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Cabinet Member for Social Services</li> </ul>
Linked Theme	<ul style="list-style-type: none"> <li>Theme: Resilient Communities (Social Care)</li> </ul>
Linked Corporate Objective	<ul style="list-style-type: none"> <li>Well-being Objective 3</li> </ul>

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Safeguarding Risk

31 MAR 20

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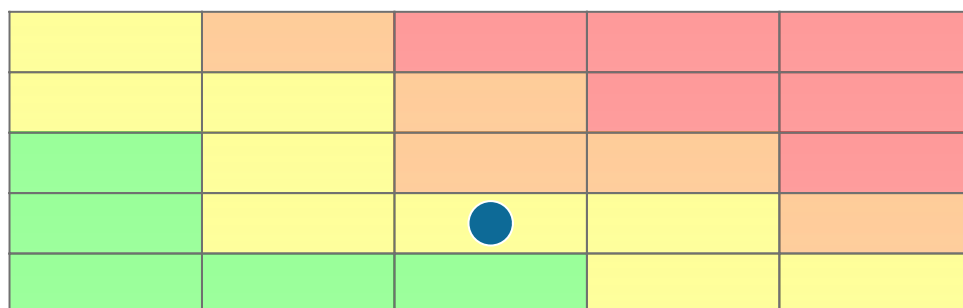
4

Inherent Risk Score

Target Risk Score

RM03 Risk Probability

- 5 - Very Likely (75%+)
- 4 - Likely (51-75%)
- 3 - Possible (26-50%)
- 2 - Unlikely (6-25%)
- 1 - Very Unlikely (0-5%)



1 - Very Low

2 - Low

3 - Moderate

4 - Major

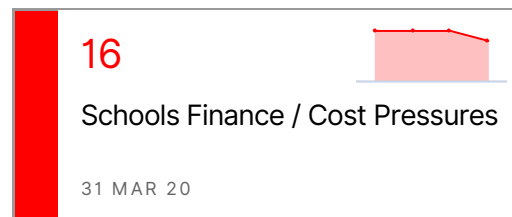
5 - Severe

RM02 Risk Impact

Action Name	Action Description	% Complete	Mar 2020
<input checked="" type="checkbox"/> All education Services staff to have completed relevant safeguarding training	All staff are appropriately trained to facilitate safeguarding arrangements.	99%	★
<input checked="" type="checkbox"/> Contribute towards the All Wales Adult Safeguarding Guidance	To contribute towards the new All Wales Adult / children Safeguarding Guidance.	96%	★
<input checked="" type="checkbox"/> Development of Safeguarding Champions across the Council.	Establish Safeguarding Complete Champions within each service area and roll out a training schedule for Members and Council employees	100%	✔
<input checked="" type="checkbox"/> Embed the implementation of the new national 'safeguarding toolkit' for schools.	All schools have effective safeguarding processes in place	30%	★
<input checked="" type="checkbox"/> Empower Citizens Through the Adult Safeguarding Process	To continue to support and empower citizens through the adult safeguarding process.	99%	★
<input checked="" type="checkbox"/> Establish a robust review process for DOLS	To establish a robust review process for Deprivation of Liberty Safeguards (DOLS) assessments for Newport Citizens.	100%	✔
<input checked="" type="checkbox"/> Evaluate & Refine the Model of Adult Protection	Continue to evaluate and refine the model of adult protection to include consideration to manage the increasing demands of the service and improve practitioner knowledge under the new legislation (Part 7 Social Services & Well Being Act). Evaluation review of the 6 month Safeguarding Hub. The pilot will be compiling data to evidence if the HUB model has improved processes and increased efficiency.	100%	✔
<input checked="" type="checkbox"/> Improve links to information and advocacy to citizens	To improve links to information and advocacy to ensure citizens are fully informed and supported throughout the safeguarding process.	100%	✔
<input checked="" type="checkbox"/> To implement new processes for Liberty Protection Safeguards.	Mental capacity Act requires the authority to implement the deprivation and liberty safeguards for citizens of Newport. We have an established regional and local process to delivery on DoLS. However, the legislation changes in October 2020 requiring the Council to have processes in place for the new LPS Liberty Protection Safeguards. This action is to implement the new process for the Council.	52%	●

# Schools Finance / Cost Pressures

Short Description	In year cost pressures of schools are not met resulting in increased deficit budgets
Risk Owner	Sarah Morgan
Overseeing Officer	<ul style="list-style-type: none"> <li>Strategic Director - People</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Cabinet Member for Education and Skills</li> </ul>
Linked Theme	<ul style="list-style-type: none"> <li>Theme : Aspirational People</li> </ul>
Linked Corporate Objective	<ul style="list-style-type: none"> <li>Well-being Objective 1</li> </ul>

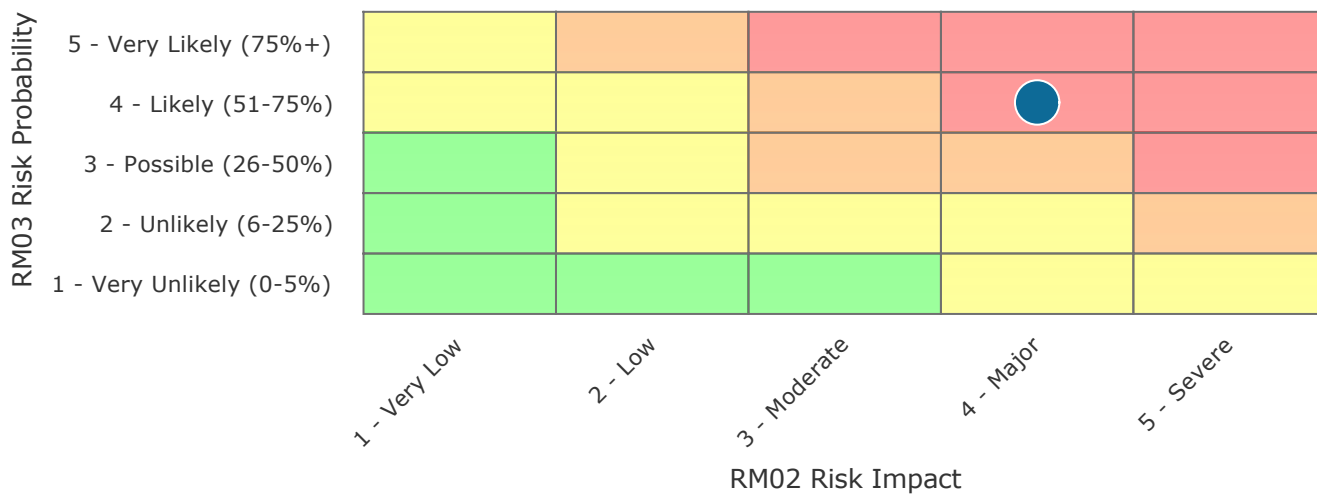






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Inherent Risk Score

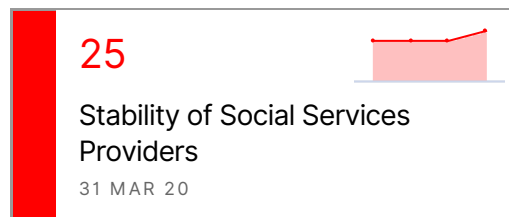
Target Risk Score



Action Name	Action Description	% Complete	Mar 2020
 Managing School Budget	The local authority will monitor school budgets to ensure that Headteachers and Governing Bodies are: a) Maintaining a balanced budget; b) Addressing in year overspends to reduce the risk of moving in to deficit positions; c) Where deficit budgets occur, deficits are licensed with full recovery plans. d) Where in year deficits are still arising following substantial review, further mitigation may be through the medium term financial plan.	25%	
 Supporting / challenging schools to address overspending & deficit budgets	Develop and work through a new schools budget monitoring process to consider how secondary schools need to be supported / challenged to address in year overspending and deficit budgets.	65%	

# Stability of Social Services Providers

Short Description	The Council requires support from external providers to deliver care packages for children and adults (residential / Non Residential). The current marketplace for external providers is volatile due to the increasing costs to provide care, maintain homes, staffing meeting legislative and regulatory requirements.
Risk Owner	Jenny Jenkins
Overseeing Officer	<ul style="list-style-type: none"> <li>Head of Adult and Community Services</li> <li>Strategic Director - People</li> </ul>
Lead Cabinet Member(s)	<ul style="list-style-type: none"> <li>Cabinet Member for Social Services</li> </ul>
Linked Theme	<ul style="list-style-type: none"> <li>Theme: Resilient Communities (Social Care)</li> </ul>
Linked Corporate Objective	<ul style="list-style-type: none"> <li>Well-being Objective 3</li> </ul>

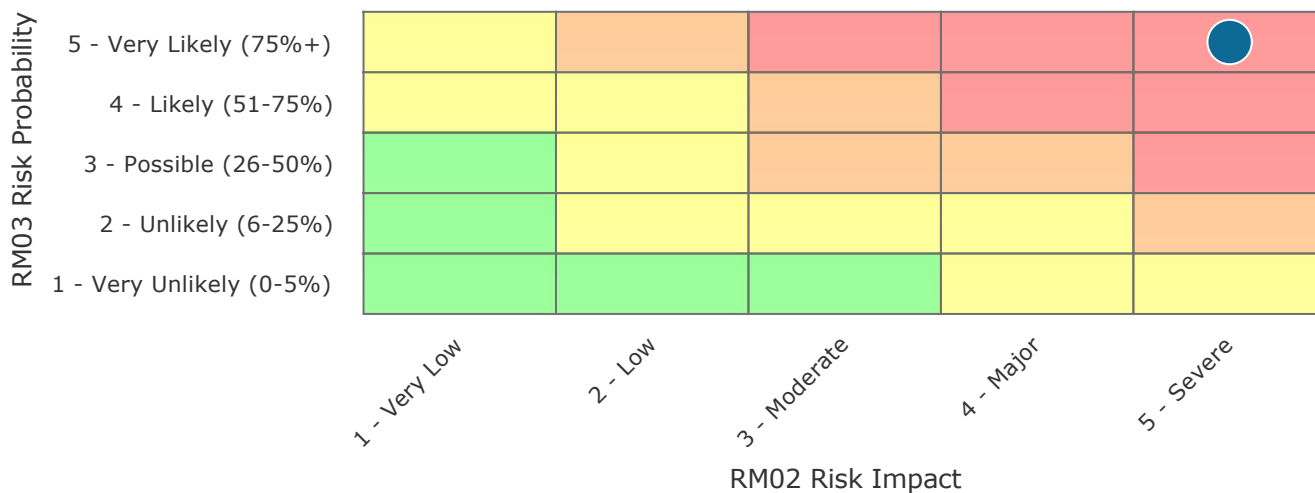










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Inherent Risk Score

Target Risk Score



Action Name	Action Description	% Complete	Mar 2020
 BAU - Compliance monitoring and review of Commissioned Services	Business as Usual (BAU) - To ensure commissioned services are subject to ongoing contract management processes that monitor compliance and review quality and cost.	70%	★
 BAU - Continue to provide and develop in house provision	Business as Usual (BAU) - To continue to provide and develop in house provision where appropriate and cost effective.	90%	★
 BAU - Develop Regional and Collaborative Commissioning Initiative	Business as Usual (BAU) - To develop Regional and collaborative commissioning initiatives to deliver consistency and efficiencies.	45%	★
 BAU - Development of the People Commissioning function	Business as Usual (BAU) - To further develop the People Commissioning function to oversee all commissioning and contractual activity within the Directorate.	55%	★
 BAU - Management of the local market of Social Care contracts	Business as Usual (BAU) - To manage the local market to ensure sufficient capacity, diversity and skill through provider engagement and consultation around strategic priorities, service principles and fee setting.	50%	●
 BAU - Undertake Evidence Based Commissioning	Business as Usual (BAU) - To undertake evidence based commissioning through robust needs analysis and adherence to commissioning strategies to ensure services reflect community needs and offer sufficient market capacity.	35%	●
 BAU - Work with partners to develop common contracts and monitoring protocols	Business as Usual (BAU) - Work with Aneurin Bevan University Health Board (ABUHB) and Local Authority partners to develop common contracts and monitoring protocols.	80%	★
 Develop a Gwent Care Academy	Develop a Gwent Care Academy to offer qualifications for care staff and embed the principles of Regulation and Inspection of Social Care (RISCA) where all care staff are required to register.	90%	★

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# Report

## Cabinet

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### Part 1

Date: 16 September 2020

### Subject **End of Year Performance Analysis 2019/20**

**Purpose** To present Cabinet with an overview on service areas performance for 2019/20 against each of their service plans 2018-22 (for 2019/20); to acknowledge the successes delivered during the last financial year; and to address any areas of under-performance across the service areas.

**Author** Head of People and Business Change  
Performance and Research Business Partner

**Ward** All

**Summary** The Well-being for Future Generations (Wales) Act 2015 requires Newport Council to have a Corporate Plan which sets out its vision for how it will improve lives of the current and future generations. Newport Council's Corporate Plan 2017-22 has identified four Wellbeing Objectives (Improving skills, education and employment opportunities; Promote Economic Growth and Regeneration whilst protecting the environment; Enable people to be healthy, independent and resilient; and to build cohesive and sustainable communities). To support the delivery of the Corporate Plan, the Council's eight service areas have developed their service plans which outline how they will support and deliver the Council's objectives.

For the 2019-20 financial year, 58% of the actions identified in the service plans were completed with 25% on target. For the performance measures reported it was noted that:

- 61 out of 111 reported performance measures were 'on target' against their annual target;
- 17 out of 111 performance measures were 'short of target' against their annual target;
- 16 out of 111 reported performance measures were 'off target' against their annual target.

Due to the Covid-19 pandemic the reporting and benchmarking of national performance indicators were suspended. As service areas focused on essential frontline services this would have had an impact on service area's objectives, actions and performance measures – these have been highlighted where appropriate.

**Proposal** Cabinet are requested to:

1. Note the contents of the report
2. Take action in conjunction with the Directors and Heads of Service to address areas of poor performance.

**Action by** Strategic Directors and Heads of Service

**Timetable** Immediate

This report was prepared after consultation with:

- Chief Executive
- Strategic Directors
- Heads of Service

**Signed**

## Background

The Wellbeing for Future Generations (Wales) Act 2015 requires all public service bodies to state how they will deliver the wellbeing objectives; and ensure the delivery of these objectives are undertaken in accordance with the 5 ways of working (Long Term, Collaboration, Integrated, Prevention and Involvement). In 2017 the Council launched its Corporate Plan 2017-22 with four Wellbeing Objectives (Improving skills, education and employment opportunities; Promote Economic Growth and Regeneration whilst protecting the environment; Enable people to be healthy, independent and resilient; and to build cohesive and sustainable communities).

To support the delivery of the Corporate Plan, the Council's eight service areas each developed their Service Plan 2017-22. Each service plan has identified key objectives and actions which are linked to the four objectives and performance measures to demonstrate the progress in service delivery. To monitor the delivery of their service plans each service area is required to provide a 6 monthly update through a 'Mid-year review' and an 'End of Year' review report. For the End of Year Review, we asked each service area to provide:

- 1) A summary from the Head of Service to provide an overview of each service area's progress. This also includes an overview of impacts of the Covid-19 pandemic.
- 2) An update on the progress made against the delivery of their objectives and actions since the Mid-Year reviews were last reported to Cabinet in January 2020; and
- 3) End of year update on the National / Local performance measures.

Due to the Covid-19 pandemic the reporting and benchmarking of national performance indicators were suspended. As service areas focused on essential frontline services this would have had an impact on service area's objectives, actions and performance measures – these have been highlighted where appropriate. The Council's Corporate Annual Report 2019/20 will also provide an overview of the Council's delivery of services and performance in the last financial year. Further detail and information on the impact of Covid-19 from 1st April 2020 will be noted in the Mid-year Reviews 2020/21. Additionally, service areas will also be reporting how they are progressing in the delivery of the 4 Strategic Recovery Aims, in the September 2020 Cabinet report.

### Progress against Service Plan Objectives and Actions at 31<sup>st</sup> March 2020

Appendix one '*End of Year Performance Dashboard 2019/20 (To 31st March 2020)*' shows the distribution of the RAG (red, amber or green) status of actions across the 8 service areas. It was reported that:

- 58% (171 out of 297 actions) had been completed.
- 25% (74 out of 297 actions) service areas had reported Green and were on target delivering their actions in the timescale.
- 15% (44 out of 297 actions) had reported Amber and where issues have been identified which could impact on delivering the action within the timescale.
- The number of actions reported as Red – being off target was 8 out of 297 (3%).

A summary of progress against the objectives and actions is included in Appendix one of this report.

This financial year service areas have continued to make notable developments in delivering the Corporate Plan, which includes:

- **Adult & Community Services (Resilient Communities)** - NCC telecare service is now fully operational and delivered in partnership with Monmouthshire County Council and Caerphilly County Borough Council.
- **Children & Young People Services (Aspirational People)** - The Baby & Me service is now fully operational and is having a significant impact on the reduction of babies entering care at birth. The strength of a joint health and social care approach is significant in the successes to date. The project has been highlighted across the UK as a standard of good practice.

- **Children & Young People Services (Resilient Communities)** - Children's Services was part of the multiagency Joint Inspection of Child Protection arrangements and the inspection report had highlighted the positive work of the Council and its partners with recommendations for further strengthen existing arrangements in the Council.
- **City Services (Thriving City)** - Implemented Civil Parking Enforcement, resulting in a huge improvement in road safety, successfully rolling out within budget. The service will be expanded this year to include our first camera car with automatic recording of illegal parking, helping to improve our enforcement.
- **City Services (Thriving City)** - Rolled out of smaller bins resulting in a jump in recycling rate from 58% to 66.4%, exceeding our statutory target.
- **City Services (Modernised Council)** - Made further progress with My Newport, our digital account service, with over 38,000 users now active.
- **Education services (Aspirational People)** - Newport primary school attendance was ranked 6th out of 22 Welsh local authorities, an improvement of 7 places on the previous year. In 2018-2019, primary school attendance in Newport was better than the Welsh average. Newport secondary school attendance in 2018-2019 Newport was ranked 7th out of 22 Welsh local authorities, an improvement of 9 places on the previous year.
- **Law & Regulation (Thriving City)** - Officers from Public Protection have had considerable success in dealing with statutory nuisances, rogue traders and anti-social behaviour. In the past 12 months, trading standards officers have prevented 20 million illegal and potentially dangerous products from reaching consumers, prevented over £42 million of consumer harm and recovered over £4.9 million of assets under the Proceeds of Crime Act.
- **Law & Regulation (Modernised Council)** - The Registration Service has received another excellent annual report the General Register Officer and there was a successful audit of the Regulation of Investigatory Powers (RIPA) policies and procedures by the Investigatory Powers Commissioner's Office (IPCO).
- **Regeneration, Investment & Housing (Thriving City)** - Significant progress had been made in the construction of projects such as the Chartist Hotel, Market Arcade and the former IAC building, Mill Street.
- **Regeneration, Investment & Housing (Resilient Communities)** – Redevelopment of the Council's Ringland Hub and introduction of the Neighbourhood Hubs bringing together different Council's services to support the communities in Newport.
- **People and Business Change (Modernised Council)** - The Digital team have supported the new way of working during the Covid-19 lockdown through technology and IT support with the rollout of Microsoft Teams in a short timeframe. Newport Intelligence Hub (NIH) has supported data matching to ensure that shielding letters are issues promptly to vulnerable people in communities across Wales.

### Performance Measures at 31<sup>st</sup> March 2020

The Council has 111 performance measures (National / Local / Management Information) reported at the year end to monitor the delivery of Council services. At the end of the 2019-20 financial year (31<sup>st</sup> March 2020) there were 43 national performance measures (monthly / quarterly / half yearly) reported, for 9 of these measures there was no data available due to delays in reporting caused by Covid-19.

At the year end point for 2019/20, 21 out of 43 (48.8%) of the national performance measures were reported as being 'On Target'. These 'On Target' measures included:

- Length of time (days) adults are in care homes – 827 days / 868.2 days (Target)
- Re-registration of children on local authority Child Protection registers – 1.10% / 5% (Target)
- Number of new homes created as a result of bring empty properties back into use – 21 / 20 (Target)
- Percentage of Food establishments broadly compliant with food hygiene standards – 96.62% / 95.16% (Target)
- Percentage attendance Primary Year-end – 94.8% / 94.7% (Target)
- Percentage attendance Secondary Year-end – 93.9% / 93.8% (Target)
- Municipal waste reused, recycled and composted – 64.1% / 64% (Target)

6 out of 43 national measures were reported as being Amber 'short of target' with 7 measures indicated as being red - 'off target'. The following indicators were red:

- Percentage of looked after Children (LAC) Returned Home from Care – 9.30% / 15% (Target)
- Percentage of looked after Children (LAC) who have had 3 or more Placements – 11.80% / 9% (Target)
- Percentage of Care Leavers in Education, Training or Employment at 12 Months – 14.30% / 45% (Target)
- Visits to Sport and Leisure Centres per 1,000 population (Quarter 3 - Year to Date) – 5,288.3 / 7,800 (Target) - Due to Covid-19, Newport Live staff were furloughed at the end of the financial year and therefore we have not been able to obtain Quarter 4 figures.
- Average number of sick days lost - 11.49 days / 9.18 days (Target)
- Percentage of Empty Private Properties Bought Back Into Use – 0.44% / 1% (Target)
- Average Calendar Days to Deliver a Disabled Facilities Grant (DFG) – 239 days / 192 days (Target)

Information in relation to the management action being undertaken to improve the performance of the measures reporting as Red and Amber is included in Appendix one of this report. Additionally, in 2020/21 the Council's Corporate Management Team will continue to monitor closely the performance and management action being undertaken by service areas delivered against their objectives, Strategic Recovery Aims and performance measures reporting a Red / Amber status.

### Scrutiny Committees Feedback and Recommendations

Due to the Covid 19 pandemic the Democratic process was suspended at the end of the financial year 2019/20. At any other point in time Scrutiny Committees would have been provided the opportunity to review the progress and performance of the Council's service areas against their objectives set in their service plan. To ensure that the Scrutiny Committees were kept informed of the Council's progress we provided the reports for information. Arrangements will be made following the summer recess for Committees to have an opportunity to review the progress being made against the 2020/21 service plans at the mid-year point late autumn.

### Financial Summary

An updated financial position for each service area was reported to Cabinet in [July 2020](#). Improvements to finance performance will be made through existing budgets and financial position will be monitored closely through the Council's finance team.

### Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
The Council does not deliver its corporate plan and its wellbeing objectives.	High	Low	Performance against the Council's Corporate Plan and service plans is monitored by the Council's CMT with regular reporting to Cabinet.	CMT

\* Taking account of proposed mitigation measures

### Links to Council Policies and Priorities

This report is linked to the Council's Corporate Plan 2017-22 and the Service Plans 2019/20

## **Options Available and considered**

1. To note the contents of this report, to monitor performance measures with declining performance in conjunction with Heads of Service and to receive an analysis report of year end data.
2. To reject this report or ask for further information.

## **Preferred Option and Why**

Option 1 is deemed to be the preferred option as Cabinet plays a key role in driving forward performance improvements and continued monitoring will ensure that this remains the case.

## **Comments of Chief Financial Officer**

There are no direct financial implications arising from this report as its purpose is to update on performance. Service area budgets are monitored and regularly reported on with any performance improving measures being funded through existing budgets with any new measures considered within the context of the Medium Term Financial Plan.

## **Comments of Monitoring Officer**

There are no specific legal issues arising from the report. The End-of-Year Performance report has been prepared in accordance with the Council's performance management framework and identifies progress made during 19/20 in delivering the corporate plan and well-being objectives and meeting key performance measures within service plans. Where relevant, the report also identifies the impact of the Covid-19 pandemic in terms of operational service delivery and performance, during the final quarter of the year. Although Performance Scrutiny meetings have been suspended during this period and they have not been able to meet to review progress and performance, the Scrutiny members have received written copies of all the performance reports and have been given an opportunity to submit written comments. When remote Scrutiny Committee meetings recommence as from September, then the updated service plans for 20/21 and the impact of the strategic recovery aims will be included within their forward work programme.

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

There are no direct staffing implications as a result of this report. The Well-being of Future Generations Act required the Council to publish a Well-being Statement setting out how it will to deliver on its Well-being Objectives and monitor progress, An end of year review of performance against service plans is identified as one of the ways in which progress will be monitored. .

Despite the difficult circumstances in the last quarter of 2019/20, Newport Council continues to make good progress against the service plan objectives. Where we are under performing, the Council's Corporate Management Team are monitoring these measures and taking necessary action to improve performance.

## **Comments of Cabinet Member**

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

## **Local issues**

No specific local issues.

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

Not Applicable

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

Not Applicable

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

This report demonstrates and supports how the Council's service areas are progressing in the delivery of its Well-being Objectives as part of the Corporate Plan 2017-22. Service area updates on the delivery of their objectives and actions; and performance measures required consideration of the 5 ways of working to demonstrate their progress of delivery and to address any areas where poor performance has identified.

**Long Term** – The delivery of objectives and actions support the Council's Corporate Plan 2017-20. The performance measures monitored over a period of time demonstrate where improvements are being made but also consider where improvements need to be made to prevent long term impacts on services.

**Prevention** – Monitoring the performance of the Council prevents services from getting worse which ultimately impacts on its users. Service areas monitoring their performance should also be able to identify potential risks and issues with actions being taken to prevent these from deteriorating over time.

**Collaboration** – Working together with strategic partners, other local authorities and not for profit sectors to deliver objectives and actions. This enables the sharing of resources, expertise and knowledge that will benefit users for the long term.

**Integration** – Ensuring service plans are aligned to the Council's Corporate Wellbeing Objectives and provides all stakeholders an understanding of the Council's priorities for the financial year.

**Involvement** – Involving the Council's Scrutiny Committees to challenge and review the delivery of services against planned objectives.

## **Crime and Disorder Act 1998**

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

## **Consultation**

Comments received from wider consultation, including comments from elected members, are detailed in each application report in the attached schedule.

## **Background Papers**

Newport City Council Corporate Plan 2017-22

Integrated Planning, Performance and Risk Management Policy

Service Plans 2018-22 (2019/20).

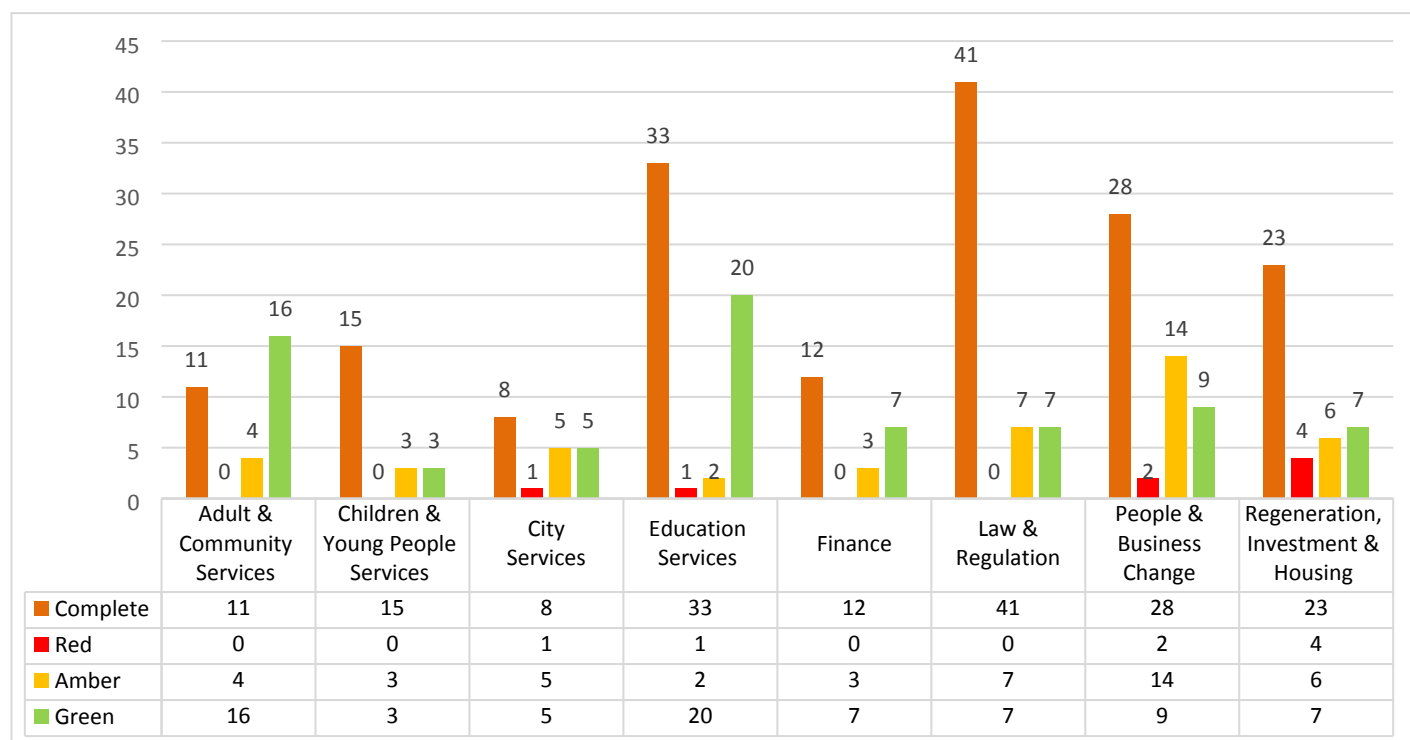
Place & Corporate Scrutiny Committee July 2020

People Scrutiny Committee July 2020

Dated: September 2020

## Appendix 1 – End of Year Performance Dashboard 2019/20 (To 31<sup>st</sup> March 2020)

### Service Area Service Plan's Actions Red, Amber, Green (RAG) Status



- 58% of actions had been completed at the end of the financial year.
- 25% of service areas reported Green and were on target delivering their actions in the timescale.
- 15% of actions recorded as amber where issues have been identified could impact on the delivery of the action by the agreed timescale
- 3% of actions reported as not able to deliver against the agreed timescale and immediate action is required:
  - **City Services (Promote Self-Service)** - Communications team have shared details of the web forms and app in the Newport Matters publication but no other promotion has been carried out.
  - **Education Services (Estyn Rec 1.2 - Pilot the National Self-Evaluation Framework)** - Welsh Government have not launched the self-evaluation framework - this has been delayed. The work with Newport schools will commence once the framework has been published.
  - **People & Business Change (Enhance the City's Digital Infrastructure Including LFFN)** - The Local Full Fibre Networks (LFFN) funding was allocated to Cardiff Capital Region City Deal (CCRD) although Newport City Council led on the bid and planned procurement. The project is now actively managed by the Public Sector Broadband Aggregation (PSBA) team in Welsh Government. The revised delivery model is across all 10 local authorities rather than the original 4. It is now designed to address areas where fibre is harder to reach and more of a rural slant. This will be much less beneficial to Newport in this context.
  - **People & Business Change (Review Performance & Governance Arrangements)** - Work in progress as part of People and Business Change and Senior Management review of Change Programme. Review of governance structure and arrangements have not yet been determined.
  - **Regeneration, Investment & Housing (Central Library Strategy Development)** - Final report delivered - however the information station move has overtaken the project.
  - **Regeneration, Investment & Housing (Develop programmes for shared accommodation and supported lodgings)** - Pobl have now secured 7 hosts for supported lodgings and further hosts are being assessed. Funding is via Welsh Government Grant. 4 units of shared accommodation for young people remain full with 2 successfully moving on to independent accommodation.

Funding is via Welsh Government grant. Capital works at the supported lodgings project was halted due to Covid. Works will recommence May 2020.

- **Regeneration, Investment & Housing (Develop Strategy Framework for Private Sector Housing)** - Following Welsh Government's (WG) independent affordable housing review, the development of a strategy framework for private sector housing is being reconsidered and reviewed to ensure alignment and inclusion of recommendations and actions from WG.
- **Regeneration, Investment & Housing (Manage common housing register and Newport Housing Options Service)** - To ensure the CHR remains up to date with a partnership approach to allocating affordable housing in the City. The provision of housing advice and information to the public and residents of Newport. The CHR partnership approach has enabled us to maintain an accurate waiting list for housing in Newport. Housing Advice and information is delivered via the Home Options Website, in person at the Information Station and by partners from their offices. Actions for 20/21 – review how information and advice is delivered remotely, following best practice learned during Covid. Work in partnership with RSL's to expand upon best practice learned during Covid.

### Performance measures RAG status breakdown for each service area



\*N/A indicates Management Information data where targets cannot be set e.g. Civil Parking Enforcement, data is not available due to Covid-19 or is presented for information purposes.

- 55% of performance measures were reported as either meeting or succeeding against their target.
- 14% of performance measures were reported at red indicating that they are underperforming over 15% tolerance of the agreed target
- 15% of performance measures were reported at amber indicating they are short of meeting their target within 15% tolerance.
- Below is a summary of Red and Amber measures reported and commentary from service areas.

## Red and Amber Performance Status Exceptions

### Children & Young People Services

Performance Measure	Q2 Figure 2019/20	Q4 Figure (or latest) 2019/20	Target 2019/20	2018/19 Q4 (Actual)	2017/18 Q4 (Actual)	Comments
<b>National</b> - % Assessments Completed for Children Within Statutory Timescales.	87.6%	<b>88.9%</b>	95%	93.2%	91.5%	Q4 saw a very slight improvement on the Q2 figure but still a drop in completion on earlier years. We do now have a far more effective set of processes in place at the front door but it has taken time to shift to a change in the way resources are focused. This work is now complete and we expect to see an improvement in the coming six months.
<b>National</b> - % Children Supported to Remain Living with their Family	58.1%	<b>58.1%</b>	65%	56.5%	65%	These are PMs which are almost certainly going to be discontinued. We can only support children to remain <b>safely</b> at home and we cannot always control this so this is not always possible hence this PM requires amending. Similarly children can only return home if is safe and this is not always in our control.
<b>National</b> - % Looked after Children (LAC) Returned Home from Care	9.2%	<b>9.3%</b>	15%	10.8%	10.8%	
<b>National</b> - Average Length of Time Children who were on Child Protection Register during the year	230 days	<b>242 days</b>	230 days	245 days	261 days	The timetabling of conferences was impacted by the inspection and then right at the end of the year by Covid so the slight increase in days can be understood in this context.
<b>National</b> - % Looked after Children (LAC) who have had 3 or more Placements	13.7%	<b>11.8%</b>	9%	16.5%	8.6%	While we are outside of our target the final part of the year saw an improvement in moves and we have significantly improved on last year. This is an area of ongoing work for placement stability to ensure fewer moves.
<b>National</b> - % Care Leavers in Education, Training or Employment at 12 Months	21.2%	<b>14.3%</b>	45%	42.9%	45.7%	This PM is linked to very small numbers of young people. We have done internal work with improving what the Council itself offers but we are still struggling with the wider offer. Employment options going forward are likely to impact negatively on this area.
<b>Local</b> - Number of Looked after Children (LAC)	386	<b>380</b>	375	375	Not Available	The National trend for numbers of children who are looked continues to be an upwards move. In the returns to Wales Govt (WG) we are now asked to consider the numbers without Unaccompanied Asylum Seeking Children. We again saw an increase in this group of children while overall our

Performance Measure	Q2 Figure 2019/20	Q4 Figure (or latest) 2019/20	Target 2019/20	2018/19 Q4 (Actual)	2017/18 Q4 (Actual)	Comments
						rate of issuing in care proceedings is slowly coming down. Against the National picture of increases this small increase is reasonable.
<b>Local</b> - Number of Children on Child Protection Register	123	128	110	105	Not Available	The increase in children on the Register is in some ways an indication of our management of risk and keeping children at home in line with WG drivers. This is a small increase in the latter part of the year and while off target is still in line with similar Local Authorities (LA)s.
<b>Local (Youth Offending Service)</b> – Average ‘Post 16’ Hours at End of Intervention	16.4 Hours	14.4 Hours	16 Hours	Not Available	Not Available	This can be a challenging area of work. Engaging plus 16s into a form of education, training or employment relies on a variety of opportunities being available that will suit the young person.
<b>Local (Youth Offending Service)</b> - Average number of hours ‘School Age’ children attend at the end of an Intervention.	16.8 Hours	16.7 Hours	25 Hours	25 Hours	Not Available	Part time timetables, and non-attendance at school continue to be a priority area for the team to work with. The Education Officer has developed excellent links to address the educational needs of each individual.
<b>Local (Youth Offending Service)</b> – % of All Cases that are Community Resolutions (CRs).	76.47%	62.58%	70.00%	Not Available	Not Available	Particularly during the months of February and March we had an increase of young people being considered for a Youth Caution/Youth Conditional Caution via the Bureau Panel as opposed to CRs. This could be the seriousness of their offences, such as Drugs offences, Burglary, Assault by Beating, Possession of a Knife, etc. Some young people had also had previous CRs which would trigger an automatic referral to bureau. Interestingly though, the number of full time equivalents declined towards the end of the year, despite having 5 young people who were given court orders in February. With the exception of 2, three youths who were given a court order in February are children who have already been through the criminal justice system before.
<b>Local (Youth Offending Service)</b> - Total Number of First Time Entrants	12.0	25.0	48.0	Not Available	Not Available	Although this figure has increased from the mid-year report we are still well below our target, as we drive towards preventing young people entering the criminal justice system.

## City Services

Performance Measure	Q2 Figure 2019/20	Q4 Figure (or latest) 2019/20	Target 2019/20	2018/19 Q4 (Actual)	2017/18 Q4 (Actual)	Comments
<b>National</b> - Visits to Sport and Leisure Centres per 1,000 population (Year to Date)	3,563.6	<b>Quarter 3 - 5,288.3</b>	7,800	7,887.7	7,451.8	Due to Covid 19, Newport Live staff were furloughed at the end of the financial year and therefore we have not been able to obtain Quarter 4 figures.
Number of Active Travel journeys (Year to Date)	133,102	<b>224,924</b>	250,000	200,927	139,680	It is no longer possible for City Services to collect this KPI due to change in financial reporting.
Customer Contact Centre average wait time – Council Tax Page 100	<b>13 minutes 45 seconds</b> (825 seconds)	<b>12 minutes 35 seconds</b> (755 seconds)	6 minutes (360 seconds)	<b>12 minutes 40 seconds</b> (760 seconds)	<b>12 minutes 02 seconds</b> (722 seconds)	Demand continues to outstrip the resource allocated to Council Tax calls and enquiries. Collaboration on a project to provide more self-service options is underway for delivery in 2020/2021. This will support residents to be able to access more information as part of their online accounts, leading to a reduction in demand over the phone. Covid-19 prevented face to face enquiries which drove more callers to ring instead. The average speed of answer for these enquiries in Q1 2020/2021 is 3 minutes 16 seconds.

## Finance

Performance Measure	Actual at (Q2 - 2019/20)	Q4 Figure (or latest) 2019/20	Target 2019/20	2018/19 (Actual)	2017/18 (Actual)	Commentary
% of Internal Audit Plan Completed	33%	<b>76%</b>	82%	83%	84%	Unable to complete all audit jobs as intended due to Covid 19 and lockdown from the middle of March 2020. Service areas were re-prioritised with many not being able to accommodate the completion of ongoing audit work.
% Council Tax Collection	53.77%	<b>96.4%</b>	97%	96.64%	96.67%	Collection was on track to at least match the % collected in 2018/19 however the Covid 19 pandemic adversely affected collection in March 2020 when a lot of customers traditionally pay the final balance for the year.

## Law & Regulation

Performance Measure	Q2 Figure 2019/20	Q4 Figure (or latest) 2019/20	Target 2019/20	2018/19 (Actual)	2017/18 (Actual)	Commentary
Percentage of legal prosecutions issued within 20 working days (Year to Date)	50%	62.14%	85%	51.77%	80.69%	This PI has increased since Q1 as performance has improved and 100% has been achieved for Q4. However, because this is a cumulative percentage, then the final figure is still showing red. Because of work levels and staff shortages in Q1, a decision was taken to re-prioritise other legal work and delay issuing low-level prosecutions and this impacted significantly on the Q1 and Q2.
Percentage of Anti-social Behaviour incidents resolved by wardens	94.6%	92.7%	94%	93.3%	91.1%	Although this result is slightly under the target, this is very good performance given the vacancies that the team have had this year and recognising that it takes time for new starters to become proficient in their role.

## People & Business Change

Performance Measure	Q2 Figure - 2019/20	Q4 Figure (or latest) 2019/20	Target 2019/20	2018/19 (Actual)	2017/18 (Actual)	Commentary
<b>National – Average number of sick days lost.</b> *Figure is subject to further validation	5.42 days	*11.49 days	9.18 days	10.1 days	N/A	<p>The overall sickness target set at the start of the year (9.18 days) included all schools (teaching &amp; non-teaching) staff. However, as part of the end of year review, it was identified that the definition (set by Data Cymru) specifically excludes teaching staff and any members of staff not employed directly by NCC. Had this have been considered the target would have been set slightly higher based upon historical sickness data between a range of 9.18 to 11.5 days and the Welsh average of 10.5 days (2018/19).</p> <p>During 2019/20 the Council had also experienced a prolonged period of high absence during the between October and March with an average of 30% increase in comparison to previous years. Sickness records between this period also saw an increase of cold / flu sickness in comparison to previous years and which could have been an early</p>

Performance Measure	Q2 Figure - 2019/20	Q4 Figure (or latest) 2019/20	Target 2019/20	2018/19 (Actual)	2017/18 (Actual)	Commentary
						<p>indicator for early emergence of Covid 19 in the region. We continue to monitor absence levels within the organisation and implement the necessary interventions to improve attendance as early as possible.</p> <p>In 2020/21, we will be undertaking a review of the Council's approach to managing staff wellbeing and sickness and we will also be setting the 2020/21 target to reflect the definition requirements set by Data Cymru.</p>
% NCC Total Number of Check-Ins	58.82%	<b>53.06%</b>	80%	N/A	N/A	<p>This measure outcomes will be reviewed in 20/21 through the development of the iTrent system which includes check-ins and bespoke provision for social service supervision.</p> <p>Measure was previously % Managers undertaking regular check ins through Clear Review process</p>
% of Subject Access Requests responses completed in time	92.3%	<b>71.9%</b>	75%	N/A	N/A	<p>The performance was slightly under target primarily as a result of the impact of Coronavirus for the last 2 weeks in March which affected access to files for some requests.</p>
Number of young people actively engaged in helping the council make decisions (Year to Date)	7,002	<b>14,026</b>	15,000	18,871	N/A	<p>The figures use the results from bus Wi-Fi and the figure for Qtr.2 was lower than expected due to technical errors occurring for two of the surveys where results for approximately 2,000 submissions were not recorded in the totals. This issue has now been resolved for future recording. The number of buses with the technology has also reduced over time.</p> <p>Although below target the estimated total of 14,026 remains a positive engagement outcome.</p> <p>The Target for 20/21 will need to be reviewed as the use of public transport, and engagement work remains restricted due to COVID.</p>
Number of employees trained in Welsh	4	<b>38</b>	50	48	141	<p>A review of Welsh language awareness training has been undertaken, and work commissioned to develop a series of short animated films to enable</p>

Performance Measure	Q2 Figure - 2019/20	Q4 Figure (or latest) 2019/20	Target 2019/20	2018/19 (Actual)	2017/18 (Actual)	Commentary
Awareness (Year to Date)						all staff to access learning relating to the history of Welsh language, Welsh language standards and the promotion of Welsh language.

*\*Note – This is an indicative figure provided which is subject to further validation.*

## Regeneration Investment & Housing

Performance Measure	Q2 Figure 2019/20	Q4 Figure (or latest) 2019/20	Target 2019/20	2018/19 (Actual)	2017/18 (Actual)	Commentary
<b>National (PAM/019)</b> - % of all Planning Appeals Dismissed	53.3%	<b>62.2%</b>	75%	70%	75%	62.2% is considered to be a fair outcome when viewed in accordance with the Welsh Government Performance Framework which considers a result between 55-65% as being good. Newport continues to lose appeals on Houses in Multiple Occupation (HMO) applications which impacts on the statistics. It is hoped the Planning Inspectorate will attend a future member training event – a session which was arranged for May but aborted due to lockdown.
<b>National (PAM/018)</b> - % of Planning Applications Determined in Time	78.2%	<b>77.8%</b>	87%	87.6%	88.6%	77.8% is considered to be a fair outcome in accordance with the Welsh Government Performance Framework. The drop in performance from last year is slightly disappointing but is attributable to officers trying to provide applicants with an opportunity to amend unacceptable schemes or to negotiate improvements to schemes. The Planning department have also been involved with the implementation of a new back office IT system.
<b>National (PAM/013)</b> - % of Empty Private Properties Bought Back Into Use	0.09%	<b>0.44%</b>	1%	0.6%	1.01%	Work has been undertaken in 2019/20 to ensure the Uniform IT system is used for all empty homes recording and customer record management Regular governance is in place between housing, legal and council tax to progress action on specific cases Letters, points of contact and reminders have been sent to owners offering advice and information about all forms of assistance available from NCC

Performance Measure	Q2 Figure 2019/20	Q4 Figure (or latest) 2019/20	Target 2019/20	2018/19 (Actual)	2017/18 (Actual)	Commentary
						Welsh Government training in enforcement has been hampered due to Covid-19 and has recently re-commenced work with housing, regeneration and legal departments
<b>National (PAM/012)</b> - % of Households for whom Homelessness was Prevented	49.1%	50%	52%	47.2%	52.2%	2019/2020 has seen a steady increase in the number of households assisted to prevent homelessness despite an increased number of presentations.
<b>National (PAM/015)</b> - Average Calendar Days to Deliver a DFG  Page 104	265 days	239 days	192 days	218 days	171 days	The performance of DFG delivery has underperformed this year due to staffing resource issues in the Occupational Therapy team (Adult Services). However, two new Occupational Therapists were appointed and are now working through the backlog of assessments. The Adaptations team appointed a new Team Manager on the 11th October from within the team with no gap in service. This has resulted in a vacant position with one of the Surveyor roles which was backfilled. In addition to this, early signs of lockdown in March has impacted on PI as it was not possible to progress schemes.
% of Vacant Commercial Properties in the City Centre	N/A – Annual Measure	23%	24%	No Data	24%	<p>The annual vacant commercial property figure for this year is 23%. It needs to be noted, however, that this figure is not reflective of the current level of vacancy, as the last mid-year count was completed in July 2019.</p> <p>Unfortunately, whilst we calibrate our data with other sources such as property agents and the National Non-Domestic Rates (NNDR) team, the most reliable way to count vacancy levels is through a physical property survey. Covid-19 restrictions have made conducting this exercise impossible as of the end of March and given that business trading is equally restricted any data presented would be inaccurate in any case.</p>

Performance Measure	Q2 Figure 2019/20	Q4 Figure (or latest) 2019/20	Target 2019/20	2018/19 (Actual)	2017/18 (Actual)	Commentary
						We are hoping to redefine the PI for 2020/21 to capture the extent of floor-space brought back into use through our team's activity, so it is unlikely the survey will be carried out in the same way in the next performance management cycle.
Transporter Bridge Visits	11,494	<b>11,564</b>	17,900 (At year end)	15,544	18,925	Transporter bridge is not open during winter period. The impact of Covid 19 has meant the bridge cannot open as planned for visits into the new season.
% of People Seeking Housing Assistance Who are Determined as Statutorily Homeless	21.4%	<b>19.2%</b>	18%	30.3%	15.7%	In comparison to 2018/19 and the mid- year position, we were able to prevent homelessness for an increased number of people that were deemed statutorily homeless.
No. People Approaching Authority For Housing Advice And Assistance	510	<b>1,926</b>	1800	1,814	1,999	In the last quarter of 2019/20, the Council's Housing services experienced a significant increase in demand for housing services due to the Covid 19 health crisis.

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# Report

## Cabinet

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### Part 1

Date: 16 September 2020

**Subject** Annual Welsh Language Monitoring Report 2019 - 20

**Purpose** This report reflects Newport City Council's progress on its Welsh language commitments during the financial year 2019-2020.

The attached monitoring report is required to be published on the council's website in accordance with statutory responsibilities under the Welsh Language Standards.

**Author** Connected Communities Manager

**Ward** All

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

The statutory deadline for publishing is 30th June 2020, although in line with other regulatory bodies at the current time, there is recognition by the Welsh Language Commissioner that the current pandemic may cause delays. The draft report has been published on the Council's website.

This report covers the fourth year of implementation, following the imposition of the majority of Welsh language standards in March 2016. The report provides Cabinet with an overview of the Council's progress in meeting the Welsh Language Standards.

**Proposal** To approve the attached final monitoring report and publish it 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 Community and Resources  
Welsh Language Elected Member Champion  
Welsh Language Implementation Group  
Heads of Service

**Signed** Head of People and Business Change

## Background

### Legal context

This annual report has been prepared in accordance with Welsh Language Standards 158, 164 and 170 and sets out how Newport City Council has complied with the Welsh Language Standards which were imposed on the authority by the Welsh Language Commissioner in Newport City Council's [Newport City Council's Compliance Notice](#) during the financial year 2019/20. This represents the Authority's fourth year of implementing the Welsh Language Standards which came to force on the 30<sup>th</sup> of March 2016.

### Governance

The implementation of, and compliance with, Welsh Language Standards is monitored through the Welsh Language Implementation Group. The Authority also has an Elected Member Welsh Language Champion. The implementation of the Welsh Language Standards has been identified as a medium risk on the Authority's Risk Register.

### Developments

This annual report reflects the positive work undertaken by the council, reflects on its achievements and highlights the challenges ahead. Positive work this year has included:

- A review of the council's Fairness and Equality Impact Assessment process and guidance to better reflect our Welsh language responsibilities
- Training delivered to Cabinet Members on Welsh language in the decision making process
- Recruitment of a Welsh Language Promotion Officer to better promote Welsh language to diverse communities across the city
- Sponsorship of, and engagement with, Welsh language events in Newport, including Gwyl Newydd, the Welsh language festival in Newport
- Piloting of the 'Say Something in Welsh' app, enabling frontline staff to learn workplace-relevant Welsh at their own pace

As in previous years, the council has identified a number of priorities for the next financial year, to build on the good work already undertaken and further promote the Welsh language both within the authority and across the city:

- Developing creative partnership arrangements outside of the public and voluntary sector to better raise the profile of the Welsh language across Newport and local regions, for example, exploring opportunities to work with local sports teams
- Working with our neighbourhood hubs in each area of the city to promote better engagement with council services through the medium of Welsh
- Reviewing the current Welsh language lessons and classes we offer with a view to developing bespoke learning interventions, for example, delivering a course for staff who may have studied Welsh in school but now lack confidence to use it in the workplace
- Reviewing our internal governance structure around Welsh language to ensure it is effective and responsive
- Working with our refugee, migrant and BAME communities to better embed Welsh language as part of a shared sense of identity across the city, particularly in the context of the development of our fourth Welsh medium school
- Continuing our work to improve the representation of Welsh speakers across the council. This year we have also commissioned research to look at why young people are not choosing childcare and early years education as employment/further education options, and how we can work to better address these gaps

- Improving our recording and monitoring of Welsh language skills in the workplace, and better using this data to inform strategy
- Enhance partnership working across Welsh Language Forum members in line with the Welsh Language Strategy
- Develop the corporate intranet site to include Welsh language guidance around compliance with the Welsh Language Standards

### Financial Summary

Newport City Council continues to invest in the Welsh language, with a Welsh Language and Equalities budget to support internal adoption of standards and facilitate partnership and community initiatives. The most significant expenditure is translation costs (around £30k per quarter) although this is currently under review, with a number of proposals being considered in order to reduce translation costs.

Additional funding for short-term projects is available through a Welsh Language Reserve.

There is an expectation that service areas will factor in costs associated with Welsh language provision when developing new services in order to ensure sustainability.

### Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
That the Welsh Language (WL) Standards in their entirety are not implemented	H	M	Governance of the WL Scheme/Standards and Equalities is strengthened through the WL Implementation Group and Strategic Equalities Group.	Heads of Service  Head of People and Business Change
That the Standards are not understood by employees	H	L	The WL internal communications strategy is a visible campaign that engages managers and employees. Training on WL awareness is now delivered by internal officers, helping to facilitate engagement between Welsh language officers and staff.	Head of People and Business Change
That the Council's website is not fully bilingual	M	H	The majority of the Council's website is now compliant with WL Standards, however, the number of associated systems which populate the site remains an ongoing challenge.	Head of People and Business Change  Head of Streetscene

\* Taking account of proposed mitigation measures

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

The Council's responsibilities under the Welsh Language Standards are integrated into the authority's Wellbeing and Corporate Plans. The council also has also published a 5 year Welsh Language Strategy (2017-22) which sets out how the authority is going to promote and facilitate the use of the Welsh language.

## **Options Available**

- a) To approve the attached report and publish 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 direct financial consequences as a result of the proposal to approve the monitoring report and then publish on the Council's website. Cost of the implementation of the Welsh Language Standards is met by service area budgets, and a central budget is also in place to develop a sustainable translation service, with a reserve available to draw on for additional projects or set up costs associated with compliance.

## **Comments of Monitoring Officer**

The Council has a statutory duty under the Welsh Language (Wales) Measure 2011 to comply with prescribed Welsh Language Standards. The Council is required to report annually on progress in meeting the Welsh Language Standards and publish the report in accordance with standard 158. This report sets out the actions taken and the progress made in meeting the Council's Welsh language commitments during 2019/20. It demonstrates that the Council has responded to the legislative requirements in a systematic way, however, further progress will be required in the next 12 months.

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

There are no direct staffing implications arising from this report.

This annual report reflects the positive progress made and highlights some examples of good practice that we have delivered over the past 12 months. The report also identifies some areas in which we will need to make improvements in the year to come.

Continued work on the Welsh Language agenda, and the 5 Year Welsh Language Strategy contributes to the delivery of the Council's well-being objectives and the national well-being goals, in particular, working towards a Wales of vibrant culture and thriving Welsh Language.

## **Comments of Cabinet Member**

I am pleased to see the progress the authority has made over the past 12 months outlined in this report, and that our Welsh Language Standards are now recognised and understood by the majority of Council staff. Our governance arrangements ensure that we monitor ongoing implementation and progress against our standards, as well as seeking opportunities to effectively promote the Welsh language across the City in partnership with community-based Welsh language groups. As we move into a new year, I look forward to continuing to lead on this work, particularly in light of recent announcements in relation to our plans for an additional Welsh medium school, which I anticipate will provide further opportunity to build on the good work already undertaken.

## **Local issues**

Not applicable.

## **Scrutiny Committees**

Not applicable.

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

No Fairness & Equalities Impact Assessment (FEIA) is necessary for the annual report.

## **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 Welsh Language Annual Report represents much of the work that the authority undertakes to fulfil our Wellbeing objective to work towards 'a Wales of vibrant culture and thriving Welsh language'.

In support of the Act's sustainable development principle, our focus on developing a workforce which has a range of Welsh language abilities across service areas ensures an approach to meeting our Welsh language obligations which looks to the future, alongside continued efforts to promote increased use of Welsh within our local communities. This work is informed and delivered collaboratively with Welsh language community networks, and better integration of Welsh language considerations within our Fairness and Equality Impact Assessment process has improved the way our Welsh language responsibilities and community views impact on our policy and decision making.

## **Crime and Disorder Act 1998**

Not applicable.

## **Background Papers**

Welsh Language Standards (Newport City Council Compliance Notice)

Welsh Language Annual Report 18/19

5 Year Welsh Language Strategy

NCC Wellbeing Plan

Dated: August 2020

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# Welsh Language Annual Monitoring Report 2019-2020 **Newport City Council**



## Foreword by Cabinet Member for Communities and Resources

The Annual Welsh Language Report allows me as portfolio lead for Equalities, and other Cabinet members to reflect on our achievements and compliance with statutory duties over the past twelve months. It also provides an opportunity to look at the challenges we will face in the upcoming year and highlights our continued commitment to developing the Welsh language across Newport.

Plans to open a fourth Welsh medium junior school to meet the growing demand for Welsh speaking education in Newport are under way, and we have appointed an officer to work specifically with our diverse communities across the city to promote the benefits of learning Welsh.

The Council Leader has appointed Councillor Jason Hughes as our Welsh Language Champion. This role will support the work of our officers to promote Welsh language. The Leader has also ensured that all Cabinet Members attend Welsh language courses to learn more about the culture, language and our statutory obligations.

This year, we have increased our work with our local stakeholders, schools and the community. A number of exciting partnerships and projects will develop over the next twelve months and I look forward to including these in next year's report.

### 1. Legislative Context

This annual report has been prepared in accordance with Welsh Language Standards 158, 164 and 170 and will highlight how Newport City Council has complied with the Welsh Language Standards which were imposed on the authority by the Welsh Language Commissioner in [Newport City Council's Compliance Notice](#).

As well as outlining the authority's general compliance, this report also contains the specific information required by the Standards. This data includes the number of complaints we have received, the Welsh language levels of our staff, the training we offer through the medium of Welsh, and the level of Welsh we require on all vacant and new posts we have advertised during the financial year.

### 2. Introduction

The Welsh Language Standards continue to provide the council with a framework within which to work towards the Welsh Government's aspiration of delivering fully bilingual public services. This annual report reflects and updates on the positive work the authority is undertaking to implement change across the organisation as well as identifying areas where we still have work to do.

The council continues to invest in the Welsh language, both to support internal compliance with standards, and facilitate partnership and community initiatives. This year we also welcomed our new Welsh Language Promotion Officer, who will be working alongside Welsh language and wider communities in Newport, third sector organisations and our Education team to better promote Welsh medium education.

### 3. Summary of achievements

Last year, the council identified a number of priorities that we wanted to achieve in the 19/20 financial year, which are updated below:

**1. Work on developing, updating and promoting our Fairness & Equality Impact Assessment (FEIA) process**

Our FEIA documentation and guidance has been updated to fully reflect the compliance requirements of the Policy Making Welsh language standards, learning from feedback from within the Council, as well as good practice identified by the Welsh Language Commissioner. We also delivered Welsh language awareness training in the decision making process to our Cabinet Members to support the implementation of our new guidance and ensure that the impact on Welsh language is considered as part of our strategic decision making.

**2. Greater promotion of the council's Welsh language services**

The Council has taken a number of steps towards greater promotion of its Welsh language services, including:

- Recruitment of a Welsh Language Education Promotion Officer
- Working with our internal communications team to produce regular Welsh language staff news
- Promoting St David's Day and Shwmae Day to staff across the council
- Production of a bilingual St David's Day staff newsletter

**3. Development and delivery of improved Welsh language awareness training across the organisation**

- Our face to face Welsh language awareness training has been reviewed, updated and is now delivered to all new starters
- Welsh language awareness sessions are now delivered to all new Cabinet Members
- We have commissioned an external company to design a series of short videos to promote Welsh language and the history of Welsh language to both our staff and communities
- We are piloting the Say Something in Welsh App with a group of frontline staff to assess its effectiveness in developing workplace Welsh

**4. Enhance partnership working across Welsh Language Forum members in line with the Welsh Language Strategy**

- For first time this year, the council sponsored Gŵyl Newydd, Newport's Welsh language festival, and hosted a talk delivered by the Welsh Language Commissioner at the Civic Centre
- Representation continues on local forums including Mwy na Geiriau and the Fforwm Iaith
- Our new Promotion Officer has worked closely, and continues to develop links with, the local Menter Iaith to support initiatives around the promotion of the Welsh language

**5. Develop the intranet to include Welsh language guidance around compliance with the Welsh Language Standards**

- The council is undertaking a corporate review of the intranet, which includes ensuring that our Welsh language pages are fit for purpose, easy to use, and contain relevant and helpful advice

## 4. Monitoring

### A. Welsh Competency requirements on new posts (all posts)

The Council's HR service undertake a Welsh Language Assessment for all new positions advertised via our normal recruitment process using our HR system, iTrent. Recruitment for pre-existing positions or those created as part of restructuring are not subject to a Welsh language assessment as they fall outside of this standard process.

No. of new posts 2016/17	No. of new posts 2017/18	No. of new posts 2018/19	No. of new posts 2019/20
842	577	175	72

2017/18		
Welsh Competency Requirement	Number	Percentage of Total
Essential	26	4.5%
Desirable	51	8.8%
Not necessary	499	86.5%
To be learnt in post	1	0.2%
Total	577	
2018/19		
Welsh Competency Requirement	Number	Percentage of Total
Essential	5	2.9%
Desirable	18	10.3%
Not necessary	151	86.3%
To be learnt in post	1	0.1%
Total	175	
2019/20		
Welsh Competency Requirement	Number	Percentage of Total
Essential	4	5.56%
Desirable	6	8.33%
Not necessary	62	86.11%
To be learnt in post	0	
Total	72	

### B. Complaints

During the 2019-2020 financial year, Newport City Council received a number of complaints regarding alleged non-compliance with Welsh Language Standards, a number of which the Welsh Language Commissioner decided to investigate following the Council's initial response.

The authority recognised the need to improve the way in which it recorded and monitored complaints around Welsh language to enable an approach that not only resolves issues, but also

allows for organisational learning, change and improvement. This year we updated our Corporate Complaints Policy to include specific Welsh language processes, and embedded Welsh language into the Council's Customer Relationship Management (CRM) system, meaning that all Welsh language complaints coming in to our Contact Centre are recorded accurately and shared with appropriate officers to action.

Complaints is a standing item on the Welsh Language Implementation Group agenda, with all complaints discussed and positive actions agreed and followed-up.

Welsh Language Commissioner ref.	Title / Complaint	Investigation	Result
CSG613	Council Tax Rebate Letter form	Yes	Plan issued by Welsh Language Commissioner
CSG657	Recycling hygiene sacks	Yes	Problem rectified
CSG699	Budget Consultation	Yes	Proceeding to investigation

### C. Training

Under Standard 128, the authority is mandated to offer training programmes through the medium of Welsh on the following courses:

- Health and safety for managers
- Corporate induction
- Performance management
- Corporate management induction

Of the courses offered in Welsh, none were requested by members of staff, as such attendance was 0% for staff completing these courses through the medium of Welsh.

### D. Welsh Language Training

#### Externally Delivered Courses

Course Title (2018/19)	2018/19	2019/20
Improvers Course for Welsh Speakers	0	0
Welsh 2-day Introduction	8	0
Welsh at Work 90-minute Taster	16	10
Welsh Mynediad/Entry Level 30-week course (Year 1)	13	8
Welsh Mynediad/Entry Level 30-week course (Year 2)	6	11
Welsh Sylfaen/Foundation Level 30-week course (Year 1)	7	5
Improvers Course for Welsh Speakers	8	8

#### Welsh Language Awareness Training

Following the appointment of a new Welsh Language Policy Officer, the Welsh Language Awareness training package has been updated and regular session delivered to new starters and existing Council employees. In addition, a specific Welsh language in the decision-making process session has been delivered to Cabinet Members.

Course Title	2018/2019	2019/2020
Welsh Language Awareness	6	38

#### E. Welsh Language Skills of Employees (as of 31/03/20)

Headcount 2016/17	Headcount 2017/18	Headcount 2018/19	Headcount 2019/20
6,147	5,949	5842	5785

	No. of Employees by Score 2016/17				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record *
Reading	2,782	1,135	210	158	1,833
Spoken	2,574	1,324	210	183	1,856
Understanding	2,606	1,272	224	193	1,852
Written	2,830	1,079	198	171	1,869
Percentage of headcount	43.9%	19.6%	3.4%	2.9%	30.1%
	No. of Employees by Score 2017/18				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	2,710	1,154	220	193	1,672
Spoken	2,531	1,329	217	189	1,683
Understanding	2,546	1,290	233	198	1,682
Written	2,764	1,101	208	177	1,699
Percentage of headcount	44.3%	20.5%	3.7%	3.1%	28.4%
	No. of Employees by Score 2018/19				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	2702	1156	208	211	1565
Spoken	2507	1342	211	206	1576
Understanding	2523	1305	226	215	1573
Written	2750	1,106	198	195	1593
Percentage of headcount	44.9%	21.0%	3.6%	3.5%	27.0%
	No. of Employees by Score 2019/20				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	2694	1211	221	225	1434
Spoken	2500	1392	230	218	1445
Understanding	2513	1366	231	231	1444
Written	2763	1147	207	206	1452
Percentage of headcount	45.2%	22.1%	3.8%	3.8%	25%

	No. of Adult and Community Services Employees by Score 2019/20				
Welsh Competency	<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>No Record</b>
Reading	252	31	6	11	201
Spoken	244	39	7	10	201
Understanding	244	37	6	12	202
Written	258	23	5	11	204
	No. of Adult and Community Services Employees by Score 2018/19				
Welsh Competency	<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>No Record</b>
Reading	280	30	3	9	268
Spoken	270	39	5	8	268
Understanding	270	37	5	9	269
Written	285	23	2	9	271

	No. of Children and Young People Services Employees by Score 2019/20				
Welsh Competency	<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>No Record</b>
Reading	217	54	7	11	109
Spoken	206	64	11	9	108
Understanding	203	67	7	12	109
Written	224	42	10	10	112
	No. of Children and Young People Services Employees by Score 2018/19				
Welsh Competency	<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>No Record</b>
Reading	206	43	8	11	119
Spoken	202	47	11	9	117
Understanding	200	49	8	11	120
Written	211	32	11	10	122

	No. of People and Business Change Employees by Score 2019/20				
Welsh Competency	<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>No Record</b>
Reading	76	13	3	3	38
Spoken	71	18	3	3	38
Understanding	72	16	3	4	38
Written	76	12	4	2	39
	No. of People and Business Change Employees by Score 2018/19				
Welsh Competency	<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>No Record</b>
Reading	81	15	3	2	27
Spoken	73	23	3	2	27
Understanding	75	20	3	3	27
Written	81	14	3	2	28

	No. of Regeneration, Investment and Housing Employees by Score 2019/20				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	289	124	14	12	109
Spoken	252	147	19	11	119
Understanding	258	145	14	12	119
Written	289	111	15	11	122
	No. of Regeneration, Investment and Housing Employees by Score 2018/19				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	308	116	12	15	85
Spoken	269	142	16	15	95
Understanding	278	139	15	15	94
Written	299	116	14	14	131

	No. of Schools Employees by Score 2019/20				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	1296	881	177	163	738
Spoken	1170	1008	178	160	739
Understanding	1182	987	189	165	732
Written	1335	862	159	151	748
	No. of Schools Employees by Score 2018/19				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	1269	851	166	155	773
Spoken	1146	977	163	152	776
Understanding	1156	953	182	157	766
Written	1293	841	154	143	783

	No. of Strategic Directors by Score 2019/20				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	1	1	0	0	1
Spoken	0	2	0	0	1
Understanding	1	1	0	0	1
Written	1	1	0	0	1
	No. of Strategic Directors by Score 2018/19				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	1	1	0	0	1
Spoken	0	2	0	0	1
Understanding	1	1	0	0	1
Written	1	1	0	0	1

	No. of Law and Regulation Employees by Score 2019/20				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	151	27	5	9	28
Spoken	149	29	6	8	28
Understanding	146	31	5	9	29
Written	154	24	6	8	28

	No. of Law and Regulation Employees by Score 2018/19				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	159	26	5	8	28
Spoken	157	28	5	8	28
Understanding	154	31	5	8	28
Written	162	23	6	7	28

	No. of Education Employees by Score 2019/20				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	105	37	5	7	128
Spoken	98	46	3	7	128
Understanding	101	41	5	7	128
Written	113	31	4	6	128
	No. of Education Employees by Score 2018/19				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	114	39	6	6	131
Spoken	106	50	4	6	130
Understanding	110	42	6	6	132
Written	123	32	5	5	131

	No. of Streetscene and City Services Employees by Score 2019/20				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	275	32	5	10	102
Spoken	274	32	5	11	102
Understanding	272	35	3	11	103
Written	280	30	3	8	101
	No. of Streetscene and City Services Employees by Score 2018/19				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	263	28	6	6	107
Spoken	262	29	5	7	107
Understanding	261	30	4	7	108
Written	267	27	4	6	106

	No. of Finance Employees by Score 2019/20				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	50	23	1	1	22
Spoken	51	22	1	1	22
Understanding	50	20	1	1	25
Written	52	21	1	1	22
	No. of Finance Employees by Score 2018/19				
Welsh Competency	None	Beginner	Intermediate	Advanced	No Record
Reading	48	20	1	1	22
Spoken	49	19	1	1	22
Understanding	48	17	1	1	25
Written	50	18	1	1	22

\*No record refers to those staff that have not indicated their Welsh language ability

## **F. Overview of work against Standards**

### **Service Delivery Standards**

A review of our compliance with Service Delivery Standards undertaken via an externally commissioned Mystery Shopper exercise demonstrated the positive progress the authority is making, particularly through the positive attitude displayed towards the Welsh language by staff. However, consistency of service delivery across the organisation still proves challenging. As Service Delivery Standards relate to delivering frontline services to members of the public, these Standards will remain a priority for us, our Welsh Language Implementation Group, and corporate action plan.

### **Policy Making Standards**

Following the updating of our Fairness and Equality Impact Assessment guidance and template, improved instructions relating to Policy Making standards have been published on our intranet site. A training session was also delivered to Cabinet Members on Welsh in the decision making process. Organisationally, Welsh Language sits within the Council's Policy, Partnership and Involvement Team, a placement which continues to foster positive links between the creation of corporate policy and promotion of Welsh Language.

### **Operational Standards**

Our HR department continues to work to ensure compliance across a number of business areas with Operational Standards. A policy for using Welsh internally is available on the intranet and pays particular reference to how Welsh can be promoted and facilitated within the council, raises awareness of employees' rights to use Welsh at work, and the availability and type of Welsh language training available to staff. We recognise that at the moment we have a low uptake from staff of Welsh language training, and that we can do more to use the skills data that we have to inform our workforce planning, and these will form some of our priorities next year.

### **Promotion Standards**

In March 2017, Cabinet and Council approved the 5 Year Welsh Language Strategy for the city. The Strategy is available on the authority's website, and sets out how we will promote Welsh over the next five years. Currently, progress on the Strategy is reported to the Welsh Language Implementation Group, Welsh in Education Forum and the Promotion of Welsh in Education Group, which are led by the council. The Council also continues to have a Welsh Language Elected Member Champion (Cllr Jason Hughes) who supports the promotion of Welsh language both across the city and council.

### **Record Keeping**

The authority has introduced a new Customer Relationship Management (CRM) system, which has improved the way the authority both records complaints relating to Welsh language and customer information about language choice. HR continue to monitor and keep records on the Welsh language skills of employees, attendance at relevant training courses and Welsh language assessment of vacant posts.

### **Performance Monitoring**

The authority is in the process of reviewing the way in which it monitors the implementation of standards across the organisation. An Implementation Plan, Corporate Plan and Individual Service

Plans for specific Welsh Language Standards owned by an identifiable service area are currently under development. Once complete, the delivery of these plans will be monitored by our Welsh Language Implementation Group. Welsh language continues to be embedded within the council's performance and risk management framework which is reported on quarterly.

### **G. Looking Forward to 2020/21**

Our priorities for next year include, but are not limited to:

- Developing creative partnership arrangements outside of the public and voluntary sector to better raise the profile of the Welsh language across Newport and local regions, for example, exploring opportunities to work with local sports teams
- Working with our neighbourhood hubs in each area of the city to promote better engagement with council services through the medium of Welsh
- Reviewing the current Welsh language lessons and classes we offer with a view to developing bespoke learning interventions, for example, delivering a course for staff who may have studied Welsh in school but now lack confidence to use it in the workplace
- Reviewing our internal governance structure around Welsh language to ensure it is effective and responsive
- Working with our refugee, migrant and BAME communities to better embed Welsh language as part of a shared sense of identity across the city, particularly in the context of the development of our fourth Welsh medium school
- Continuing our work to improve the representation of Welsh speakers across the council. This year we have also commissioned research to look at why young people are not choosing childcare and early years education as employment/further education options, and how we can work to better address these gaps
- Improving our recording and monitoring of Welsh language skills in the workplace, and better using this data to inform strategy

For further information about our Welsh language work, please contact [nccequality@newport.gov.uk](mailto:nccequality@newport.gov.uk)

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# Report

## Cabinet

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### Part 1

Date: 16 September 2020

**Subject** Sustainable Travel

**Purpose** To update Cabinet on Sustainable Travel across Newport.

**Author** Head of City Services  
Head of People & Business Change

**Ward** All

**Summary** Good local transport connections have many benefits to people, businesses, the environment, and the overall economy. They are crucial to improving and sustaining the economic, social, cultural and environmental well-being of Newport. Some of the main benefits are:

- connecting people and communities;
- supporting economic growth by encouraging businesses to invest in the area;
- helping tackle poverty by enabling people to access education and employment;
- improving our environment and health by reducing carbon emissions, improving air quality and enabling people to travel more actively.

This report sets out the national context of transport, the impacts and opportunities of the Covid-19 pandemic and gives an update on recent improvements and future opportunities in Newport.

**Proposal** To note the information contained in the report.

**Action by** Head of City Services  
Head of People & Business Change

**Timetable** Immediate

This report was prepared after consultation with:

- Head of People & Business Change
- Head of Law & Regulation
- Head of Finance – Chief Finance Officer
- Deputy Leader / Cabinet Member for City Services
- Cabinet Member for Sustainable Development

**Signed**

## Background

Good local transport connections have many benefits to people, businesses, the environment, and the overall economy. They are crucial to improving and sustaining the economic, social, cultural and environmental well-being of Newport. Some of the main benefits are:

- connecting people and communities;
- supporting economic growth by encouraging businesses to invest in the area;
- helping tackle poverty by enabling people to access education and employment;
- improving our environment and health by reducing carbon emissions, improving air quality and enabling people to travel more actively.

This report sets out the national context of transport, the impacts and opportunities of the Covid-19 pandemic and gives an update on recent improvements and future opportunities in Newport.

## National Context

The Welsh Government is responsible for developing national policy and legislation. Work continues on the development of a new Wales Transport Strategy to replace the current 2008 plan, with consultation due to commence this year.

Proposed changes to public transport legislation have been postponed until the next Senedd term. The Local Government and Elections Bill continues to progress, which includes proposals to consolidate the delivery of local transport functions to Corporate Joint Committees.

Welsh Government is also responsible for some operational elements of the transport network in and around Newport, including the M4, A449 and A4042 trunk roads. Since 2018 Welsh Ministers hold responsibility for the specification and procurement of services operated under the Wales and Borders rail franchise, including the management of Newport, Pye Corner and Rogerstone Railway Stations.

### National Infrastructure Commission for Wales

In November 2018, the Welsh Government established a National Infrastructure Commission for Wales (NICfW) to support independent, better informed advice on a longer-term strategy of infrastructure investment, which enshrines the principles of the Well-being of Future Generations (Wales) Act 2015.

The NICfW is a non-statutory, advisory body providing strategic and forward thinking advice focusing on the economic and environmental infrastructure needs of Wales over 5-30 years. The Commission also considers the interactions of these needs with 'social infrastructure'; such as schools, hospitals and housing. However, the NICfW is not expected to consider and advise on social infrastructure needs in detail.

### South East Wales Transport Commission

Following the First Minister's statement of 4 June 2019 that the M4 'Black Route' proposal should not proceed, the South East Wales Transport Commission (SEWTC) were commissioned by Welsh Government to consider a range of issues in relation to congestion on the M4 along the south western corridor, and to provide recommendations on possible interventions to mitigate the impact.

On the 16th July 2020, the Commission published its Emerging Conclusions Report setting out a range of conclusions and setting the scene for the final report due early next year. The council was fully consulted on the draft report and provided comment on both the content and conclusions.

Clearly, the impact of M4 congestion affects people who live, work and travel along this corridor and severely affects expeditious movement throughout the city, mainly through "rat running" to avoid congestion or traffic incidents.

The Emerging Conclusions report sets out 10 key areas of focus for future recommendations. These are:

- Rail network and stations;
- Bus network and stations;
- Active travel;
- Integration across transport modes;
- Regional transport governance;
- Targeted road improvements;
- Managing demand for the M4;
- Freight management;
- Workplace travel arrangements;
- Land use and planning policy.

Each of these areas are the subject of ongoing, specific Commission discussion sessions, which will form the basis of the next stages of modelling and feasibility work to inform the final Report.

### **Covid-19 Pandemic – Impacts and Opportunities**

On 16 March 2020, the UK government changed its advice regarding Covid-19, this had a major impact on the way people travelled. With social distancing measures in place commuting journeys reduced markedly, however an increase in active travel has been seen for leisure purposes. These changes have caused improved air quality and reduced carbon emissions across the country and the world.

#### Impacts on Bus and Train Services

Initially public transport demand significantly reduced, with bus and rail operators reporting a patronage reduction of 95% compared to pre-Covid-19 levels. This had a significant effect on revenue. Following discussions with the Welsh Local Government Association and Welsh Government, an initial 3-month public transport support package was provided. This maintained operation a core public transport network (albeit at reduced frequency) facilitating travel by key workers. The package also included the free carriage of NHS staff.

Discussions are continuing with Welsh Government to develop further funding support that facilitates an increase in service levels to support the phased relaxation of lockdown and maintain social distancing. An additional £10m pounds has been provided to increase public bus services and support the September return to school. The funding settlement includes the deployment of additional vehicles at school times, reflecting the authorities policy of issuing school passes to discharge our statutory obligations for a significant proportion of home-to-school transport journeys.

Welsh Government officials have confirmed a package of ongoing funding support is being developed for the remainder of the financial year, with an announcement expected before the end of September. This will assist planning and stability of the bus network.

Newport has also hosted a pilot scheme for demand responsive transport, which enables users to request services when travel is required. The results of this pilot will be assessed to inform wider deployment in Wales.

#### Reduction in Car Parking Revenue

Since the Covid-19 lockdown, car-parking income has been adversely affected and patronage has reduced by an average of 95.4% in the first two months of the financial year. Car park facilities have continued to support Aneurin Bevan University Health Board (ABUHB) and key workers at Park Square car park. As shops and businesses are starting to reopen an increasing trend of usage is being seen although there will continue to be a financial pressure moving forward through reduced income.

## Sustainable Transport Measures in Response to Covid-19

An invitation from Welsh Government was received early May 2020 for expressions of interest to introduce measures to improve safety and facilities in response to the challenges that the Covid-19 pandemic is creating on sustainable and active travel.

The two main drivers behind the funding are public health and safety (social distancing) and to mitigate potential increases in car use by encouraging active travel modal shift.

A total of 10 schemes were submitted by the authority with a total bid value of circa £1m. The authority was informed in June 2020 that seven of the submitted bids were successful and £600k was awarded for the following schemes:

No	Scheme Name	Description	Funding
1	Corn Street and Skinner Street: Footway widening enhancement scheme	Improved pedestrian facilities and connectivity between Friars Walk and Market Bus Hubs	£110K
2	Corporation Road: Cycle improvements at the junction with Wharf Road / George Street Bridge	Advanced cycle stop lanes and feeder lanes on all junction arms	£12k
3	Temporary interventions in high footfall areas such as city centres and retail areas	Signage and other measures to advise / ensure social distancing are achieved.	£65k
4	20mph Speed Limits	Introduction of trial 20mph speed limit areas to promote safety and active travel.	£140k
5	Pedestrian and Cycle Improvements to the Gold Tops area	Cycle priority lanes: one way traffic systems, and reduced speed limits.	£160k
6	Installation of social distancing measures at Newport Bus Station	Signage and other measures to advise / ensure social distancing can be achieved.	£3K
7	Pedestrian / Cycle Improvements: Chepstow Road and Caerleon	B4237 Chepstow Road speed limit reduction, footway widening, cycling improvements.  Examine potential for further cycling and pedestrian improvements in Caerleon.	£110k
<b>Total Grant Funding</b>			<b>£600k</b>

Schemes 3 and 6 are already substantially delivered with the preparation of the city centre, transport hubs and other high footfall retail areas for the reopening of non-essential retail, bars, restaurants and cafés.

Over 150 signs, floor stencils and bollard sleeves have been provided, advising pedestrians on social distancing rules.

Where appropriate, the main access points to the city centre have been gated to exclude non-essential vehicular access to create safe space for social distancing and outdoor seating.

The remaining schemes are at varying stages of design and will continue to progress over the coming months.

### Remote Working for Council Staff

The UK government advice change on the 16 March meant a change in working for many staff including council staff. To support the wider aim of social distancing, staff that could work from home were encouraged to work from home. Since that time an estimated 1,200 staff have been working from home on a part or full time basis.

Microsoft Teams was already scheduled to be rolled out across the Council; however, the impact of the Coronavirus outbreak meant that this was rolled out very quickly from 18 March 2020. In the first 30 day up to the 13 April 2020 there were 2,449 users, 9,024 calls made, 5,816 meetings taken place and 89,604 messages sent via the Microsoft Teams system. More recent monthly figures show 2,526 users, 10442 calls, 13,390 meetings and 148,226 messages.

More people working remotely has resulted in a reduction in the number of commuting journeys made by council staff and will have contributed to the reduction in carbon emissions in South Wales that have been seen.

To capitalise on the learning and the step change that has been made to remote working the council is exploring some of the benefits of working differently in the future and defining what that might look like.

### Council Fleet

Additional fleet resources have been hired to support service area variations and some vehicles redeployed from areas where staff are no longer mobile. There are challenges in ensuring vehicles are adequately sanitised especially when drivers are exchanging any vehicles and a comprehensive cleaning regime is in place to support this.

Fleet maintenance is continuing as required and no significant vehicle issues have been experienced throughout the Covid-19 period to date.

Fuel supplies are unaffected and are readily available.

### Restart of Civil Parking Enforcement

Civil parking enforcement (CPE) paused at the start of the pandemic but restarted in early June initially incorporating a communication press release and issuing warning notices to drivers parking illegally. Enforcement tickets commenced later and regular patrols of the City are now being carried subject to Covid-19 restricted controls for our staff.

Early indications identify a 50% reduction in enforcement notices being issued initially, although this is anticipated to increase as more shops and facilities reopen to the public. Public safety is of paramount concern and the actions of these irresponsible drivers obstructing pedestrians and passing vehicles is a particular concern we are determined to tackle.

## **Transport Improvements**

### Bus Stop Improvements

Replacing and upgrading bus stops across Newport. This will enhance the public transport network to Metro standards and include real time electronic information for passengers at bus stops. 40 high quality bus stops are due to be installed in this calendar year; however, timescales are subject to delay due to the furlough of manufacturing staff. We will provide an update once these are confirmed.

### Ultra-Low Emission Buses

In August 2019, Newport Transport introduced the first fully electric bus in regular service in Wales. This provided a showcase for the city of using zero emission technology. Fourteen further vehicles are on order; however, their deployment has been delayed, partially due to the temporary restrictions on travel arising

from the Covid-19 emergency. These are now due for delivery in September and will enter service once commissioning and testing of the full system is complete.

The Cardiff Capital Region are preparing a regional bid for the provision of bus charging infrastructure, which includes consideration of bus charging infrastructure at Market Square and the Riverside to provide top up charging for regional and long distance services.

### Active Travel

We have fulfilled our statutory duties under sections the Active Travel (Wales) Act 2013. This included:

- Compiling, consulting and publishing an Existing Routes Map.
- Compiling, consulting and publishing an Integrated Network Map.
- Compiling an annual report each year for Welsh Government.
- Undertaking actions to promote active travel journeys in Newport.
- Continuing to improve the network for active travel.

In 2014, Newport had 6.6km of cycle routes (2.7 km traffic free and 3.9km on road). Since then we have created and improved over 20km of routes suitable for Active Travel. The works have included bridges, crossing points, junction improvements and signage. The routes improved include:

- |   |                    |               |
|---|--------------------|---------------|
| • Monmouthshire & Brecon Canal tow path | • Lliswerry link   | • Coed Melin  |
| • Crindau link                          | • Corporation Road | • Bettws lane |
| • City Circular                         | • Nash Road        |               |
|   | • Brickyard lane   |               |

Proposals for other routes are ongoing such as Devon Place Footbridge, western approaches and Monkey island. Continual development and design have followed the proposals put forward as part of the Integrated Network Map in 2017.

The council has worked with various partners to explore active travel around the city including Sustrans, St. David's primary school, Newport Cycling group and various accessibility groups to increase levels of active travel to and from destinations within the city centre including rail and bus services.

### ECO Stars Fuel Economy Scheme

For the last 2 years, the ECO Stars fuel economy scheme has been running in the Newport area. This scheme provides free advice to fleet operators in the city with a view to reducing emissions and fuel costs. 47 organisations have benefited from the scheme across Newport including Newport City Council, Newport Norse, Wastesavers and Newport City Homes.

### Council Fleet

The council continues to introduce more hybrid and ultra-low emission vehicles (ULEVs) with a number of new vans and cars being recently introduced to the fleet replacing traditionally aspired vehicles. There are currently ten ULEV vans, five ULEV cars and six hybrid vehicles. This equates to approximately 10% of the fleet.

The council has also been successful in obtaining funding through the Circular Economy Capital Fund to gap fund an Ultra Low Emission Refuse Vehicle. The funding will provide the additional cost of an ultra-low emission vehicle (ULEV) compared with the diesel equivalent.

The vehicle will be delivered in March 2021 and Newport will be the first area in Wales to own an ULEV refuse vehicle. Plans for a solar farm in the area will supply a renewable energy source for the vehicle and other ULEVs on site. This one vehicle will reduce our carbon emissions by an estimated 32 tonnes per annum.

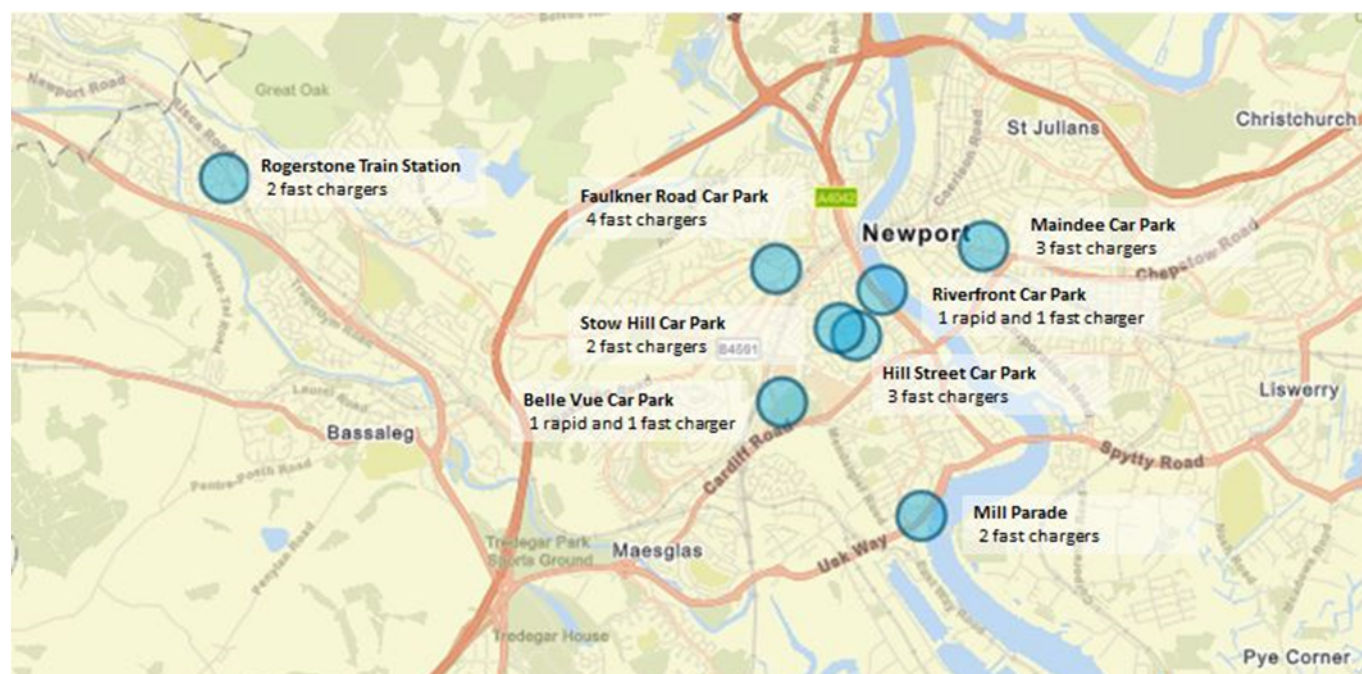
## Car Park Charging Points

The five local authorities in Gwent have been awarded a share of £422,000 by the Office for Low Emission Vehicles (OLEV) to install a total of 65 fast charge points across up to 34 sites in the region.

To support development of this project in 2019 an electric vehicle charging point infrastructure study was completed on behalf of 5 Gwent Local Authorities, Gwent Police, South Wales Fire and Rescue, ABUHB and Natural Resources Wales. Welsh Government Smart Living programme and Natural Resources Wales both contributed funding to support this work.

20 dual fast chargers (40 sockets) and 2 rapid chargers are planned to be installed across Newport. Infrastructure has been installed for charging points at Faulkner Road, Hill Street, Stow Hill, Maindee, Mill Parade and Fourteen Locks.

Full installation and commissioning was due in March 2020 but has been delayed due to the pandemic. It is anticipated, that the installations will be completed this Autumn. Currently, there are 9 rapid chargers and 20 fast/slow sockets available for public use in the city.



The project increases this to 60 fast/slow charge sockets (a 200% increase) and 11 rapid chargers available for public and council use. Further sites being investigated for delivery before the end of the financial year.

In addition, the Cardiff Capital Region electric charging funding bid is considering the provision of charging points at the Queensway Taxi Rank.

We will also be contributing towards the development of a regional approach for electric vehicle charge point infrastructure, which could be used to inform the development of a regional EV delivery plan.

## **Future Opportunities**

A number of transport schemes have been successful in obtaining funding across the city for the coming year. These are:

Scheme Title	Capital / Revenue	Scheme Description	Funding
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Scheme Title	Capital / Revenue	Scheme Description	Funding
Road Safety	Capital	Road safety improvements at A48 Llandeud: Vehicular activated messaging and uncontrolled pedestrian crossings	£74K
Road Safety	Revenue*	£16,470 for National Cycling Standards, £1,705 for Pass Plus, £7,441 for Walk Wise and £1,285 for Megadrive.	£26.9K
Safe Routes in Communities	Capital	St David's RC Primary School: Continuation of the 2019/20 scheme (£205k 2019/20) to deliver highway improvements to learner access to main school entrance and drop off facilities at Tredegar Park.	£278K
Upgrading and Replacement of Bus Stops	Capital	Bus passenger shelter and assess improvements across the city.	£100K
City Centre Sustainable Transport Study	Capital	Continuation of the 2019/20 scheme (£300k in 2019/20) to deliver sustainable transport improvements e.g. bus priority measures, bike hire, electric vehicle infrastructure etc.	£291K
Small Scale Drainage Works	Capital	Minor drainage improvements at 8 locations across the city	£175.1K
Resilient Roads	Capital	A467 Risca, Rogerstone bypass: Surface water drainage system and carriageway profile surveys.	£65K
Local Sustainable Transport: Covid-19	Capital	Highway interventions at various locations to re - appropriate road space, promote active travel and encourage social distancing (detailed above)	£600K
Highways Refurbishment	Capital	Carriageway resurfacing schemes across the city	£710.6K
<b>Total Grant Funding</b>			<b>£2.3206M</b>

Note: The Welsh Government halved the revenue grant award this year to all authorities due to pressures from dealing with the Covid-19 pandemic. This reduction will not impact on staffing but will result in a reduction in delivered training.

With all training being practical, we are looking at ways to deliver training whilst observing social distancing. Additionally, as most training is school based, the disruption to the school year is likely to impact on delivery this year.

#### Active Travel

In 2018, the council recruited an Active Travel Project Officer to coordinate and manage active travel projects for the city. They are currently developing a programme of works for the next 3-5 years. This will include:

- Promotion: Promoting active travel routes and the benefits of travelling actively.
- Monitoring Usage: Monitoring active travel counters across the city. During the April of Covid-19 lockdown, cycle and walking counters showed a total count of 27,508, compared with 12,470 in the

previous April. This was over a 100% increase on last year's figures, at all locations on the network and we are currently analysing data to see if the trend is continuing.

- New Routes: Developing and physical implementation of routes through Welsh Government funding.
- Integrated Network Maps: Engaging with community stakeholders and the public to refresh and update the Integrated Network Map. Consultation will begin in September 2020 and the new map with new routes will be published in 2021.

### Working with our Partners

The council along with other Public Services Board (PSB) partners have undertaken to *"become champions of sustainable travel, leading by example and reducing the public sector's contribution to air pollution"*.

To realise this undertaking the PSB along with the other four PSBs in Gwent is developing a Gwent Sustainable Travel Charter to support and encourage staff to reduce travel when possible and also to use healthy modes of transport for commuting and business miles. The Travel Charter sets out a number of commitments for organisations to sign up to. Organisations will be pledging by 2023 to:

- Reduce staff commuting car journeys from 87% to 77%;
- Increase staff public transport journeys from 3% to 8%;
- Increase the proportion of staff working remotely one day a week from 14% to 25%;
- Increase the proportion of ultra-low emission vehicles from less than 1% to 5%

The charter was due to be launched at the end of June but has been delayed due to the emergency response to the Covid-19 pandemic. Whilst this is disappointing, the pandemic has brought a positive impact on reducing travel, improving air quality and reducing carbon emissions, which partners see as an opportunity for the future. The charter is now due to be launched in October as part of [Global Climate Change Week](#)

Officers are also providing support to Aneurin Bevan UHB to develop transport opportunities to serve the new Grange Hospital, whose catchment includes Newport residents.

### Bike Hire Scheme for the City

An on street cycle hire feasibility study was undertaken in 2019. Further detailed investigations have been undertaken for the cycle hire station locations, including groundworks, consultation with landowners and locations of charging points for e-bikes. Delivery mechanisms have also been investigated and could include working with Newport Live to facilitate the practical requirements of the scheme including bike repair and location management with the opportunities for social enterprise with links to National Velodrome/ Cycling City. Funding is required for implementation of the scheme and this has been applied for.

### Sustainable Travel Supplementary Planning Guidance (SPG)

The Sustainable Travel Intervention of the Newport Well-being Plan has identified as a priority for the Public Services Board (PSB) developing a sustainable travel SPG.

This SPG encourages developers to think about the options for integrated sustainable travel within new developments, and also how they link with the wider area. The SPG also sets out expected standards for cycle parking and provides guidance to developers on producing an effective travel plan. Travel plans will encourage new residents/occupiers to reduce single occupancy private car journeys in favour of more sustainable forms of travel.

The SPG has been developed and published and supplements policies in the adopted Newport Local Development Plan.

With this SPG in place, developers and place makers will now and in the future have clear guidance on how they need to consider sustainable travel in new community design and how developments link with the wider community.

## Financial Summary

The costs and financial implications of Covid-19 have been included in the main body of this report.

## Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Risk to public transport due to reduction in use due to the pandemic which has caused loss of revenue and reduction in public confidence	H	M	Discussions took place with the WLGA and Welsh Government, an initial 3-month public transport support package was provided.  Discussions are continuing with Welsh Government to develop further funding support that facilitates an increase in service levels to support the phased relaxation of lockdown and maintain social distancing.	City Services / Welsh Government
Risk to economic recovery due to people working from home	H	M	Social distancing measures put in place to encourage residents back to the city centre.	Regeneration Team

## Links to Council Policies and Priorities

### One Newport Public Services Board Local Well-being Plan 2018-23

The Local Well-being Plan has five cross cutting interventions that support the priorities and well-being objectives of the Public Services Board (PSB). Sustainable Travel is one of the five cross-cutting interventions. The PSBs' sustainable travel vision is:

*"Efficient, safe, and healthy travel, accessible to all, with overall low impact on the environment, prioritising walking, cycling and integrated public transport and also considering car sharing and ultra-low emission vehicles".*

The intervention sets out 3 steps that the PSB will be working on for the life of the plan.

#### Steps

1. PSB to become champions of sustainable travel, leading by example and reducing the public sector's contribution to air pollution.
2. Create an environment where public transport, walking and cycling is prioritised.
3. Encourage the use of ultra-low emission vehicles.

### Corporate Plan 2017-22 & the Strategic Recovery Aims

The Corporate Plan runs to 2022 and has a primary vision to 'Improving People's Lives'. It has four well-being objectives:

- 1) *To improve skills, educational outcomes & employment opportunities*
- 2) *To promote economic growth and regeneration whilst protecting the environment*
- 3) *To enable people to be healthy, independent and resilient*
- 4) *To build cohesive and sustainable communities.*

The Covid-19 health emergency has posed a significant and unprecedented challenge to the way in which we deliver our services and our way of life. Since March 2020, the Council's focus has been to preserve life, minimise the spread of the virus, and support our communities and the vulnerable.

Newport City Council strategic recovery aims have been drafted to reflect the work undertaken by the Council in response to the crisis while also considering the Council's long-term aims to 'build a better Newport' and support the Wellbeing of Future Generations (Wales) Act 2015.

Each of the strategic aims links in to the Corporate Plan objectives as below:

Well-being Objective	Strategic Recovery Aim
1. To improve skills, educational outcomes & employment opportunities.	1. Understand, and respond to, the additional challenges, which Covid-19 has presented, including loss of employment, impact on business and on the progress, achievement and wellbeing of both mainstream and vulnerable learners.
2. To promote economic growth and regeneration whilst protecting the environment	2. Understand and respond to the impact of Covid-19 on the city's economic and environmental goals to enable Newport to thrive again.
3. To enable people to be healthy, independent and resilient.	3. Promote and protect the health and wellbeing of people, safeguarding the most vulnerable, and building strong, resilient communities
4. To build cohesive and sustainable communities.	4. Provide people with the resources and support that they need to move out of the crisis, considering in particular the impact that Covid-19 has had on our minority and marginalised communities

An integrated sustainable travel network across Newport will support the four well-being objectives and all four strategic recovery aims. Sustainable travel is key in:

- Enabling people to attend education and employment opportunities;
- Promoting economic growth and regeneration whilst minimising travel carbon emissions and air pollution;
- Enabling people to travel more actively and therefore being more physically active which benefits individual and population health;
- Supporting our communities to be sustainable;
- Connecting people and communities for social and cultural activities.

### Sustainable Travel Strategy

The council's Sustainable Travel Strategy (Air, Noise & Sustainability Action Plan) was designed, to outline the various actions the council will progress to reduce the level of pollution from road traffic and provide a framework to develop local plans to target known areas of poor air pollution known as Air Quality Management Areas (AQMAs).

## Carbon Reduction Plan 2018-22

The Carbon Reduction Plan has a vision to be net carbon neutral by 2030. One of the objectives that supports this vision is to *“Reduce our business travel, fuel consumption and transition our fleet to electric or alternatively fuelled vehicles”*

### **Options Available and considered**

1. To note the information contained in the report.
2. To note the information contained in the report and ask for additional information.

### **Preferred Option and Why**

1. To note the information contained in the report.

### **Comments of Chief Financial Officer**

The report highlights a number of different areas feeding into sustainable travel, some of which are current or imminent which have confirmed grant funding highlighted in the report, and other areas which are long-term and are being developed.

Where revenue has been impacted through the pandemic such as on car parking and Civil Parking Enforcement, the Council has and will, where possible, claim this from Welsh Government through the Covid income loss claim. Where there is a continued impact beyond the claim, this will need to be reflected in budget monitoring and if long term addressed through the budget setting process.

The Council will need to continue to monitor the impact of the information contained in the report on both revenue and capital and reflect this in both the Medium Term Financial Projections and the capital programme.

### **Comments of Monitoring Officer**

There are no legal issues arising from the report.

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

From an HR perspective, there are no staffing implications to this report.

Sustainable travel supports the ethos of the Well-being of Future Generations (Wales) Act 2015. In addition, the well-being goals and the sustainable development principle contained in the Act along with the council's well-being objectives and the Well-being Plan well-being objectives have been fully considered when developing the report. This has been summarised in the appropriate section of this report.

### **Comments of Cabinet Member for City Services**

This report sets out some of the work that is underway to improve the transport options and network across the city. I am particularly pleased to see that we will be receiving delivery of our first ultra-low emission refuse vehicle in March 2021. This will further support the work underway to reduce the council's carbon emissions.

### **Comments of Cabinet Member for Sustainable Development**

Sustainable travel networks are essential for improving and sustaining the economic, social, cultural and environmental well-being of Newport. They are key to connect people and communities, support economic growth, tackle poverty and improve our environment and health.

## Equalities Impact Assessment and the Equalities Act 2010

This report does not require a fairness and equalities assessment (FEIA), however some of the projects mentioned in the report will require an FEIA, which will be completed alongside the development of project plans.

## Children and Families (Wales) Measure

Children and young people have been involved in a number of projects mentioned in this report specifically the Safe Routes in Communities, (St David's Primary). An extensive engagement programme has been undertaken with children, young people and their families in the development of this scheme.

## Well-being of Future Generations (Wales) Act 2015

The Well-being and Future Generations (Wales) Act 2015 seeks to improve the social, economic environmental and cultural well-being of Wales. Public bodies should ensure that decisions take into account the impact they could have on people living in Wales, in the future. The five main considerations of the Act that we need to consider are:

Looking to the Long Term:	In the long term, improving local integrated sustainable travel networks will help to improve air quality, reduce carbon emission and have a positive impact on climate change, which will affect future generations.
Prevention:	Sustainable travel options help to prevent poor air quality, which impacts on people's health and the wider environment we live in.
Taking an Integrated Approach:	<p>Local integrated sustainable travel networks meet all of the Well-being Goals:</p> <p><u>A prosperous Wales</u>: They support economic growth and enable people to access education and employment.</p> <p><u>A resilient Wales</u>: They improve air quality, reduce carbon emissions and have a positive impact on climate change.</p> <p><u>A healthier Wales</u>: They improve health by reducing carbon emissions, improving air quality and enabling people to travel more actively.</p> <p><u>A more equal Wales</u>: They will enable all people and communities to fulfil their full potential no matter what background and circumstances they come from.</p> <p><u>A Wales of cohesive communities</u>: They can connect communities.</p> <p><u>A Wales of vibrant culture and thriving Welsh Language</u>: They can connect people and communities for social and cultural activities.</p> <p><u>A globally responsible Wales</u>: They will not only improve the economic, social, cultural and environmental well-being of Newport and Wales, it will also make a positive contribution to global well-being.</p>
Collaboration:	The council are collaborating across council departments, with PSB partners and other organisations on many of the projects mentioned in this report. For example, Gwent Travel Charter, ECO stars scheme, sustainable travel SPG and the bike hire scheme.
Involvement:	Individual consultation and engagement activities have taken place for many of the projects mentioned in this report. For example, sustainable travel SPG, Safe Routes in Communities and other active travel projects.

## **Crime and Disorder Act 1998**

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

## **Consultation**

Individual consultation and engagement activities have taken place for many of the projects mentioned in this report. For example, sustainable travel SPG, Safe Routes in Communities and other active travel projects.

## **Background Papers**

[Local Well-being Plan 2018-23](#)

[Corporate Plan 2017-22](#)

[Sustainable Travel Strategy](#)

[Carbon Reduction Plan 2018-22](#)

[Local Transport Plan](#)

Dated: 7<sup>th</sup> September 2020



# Report

## Cabinet

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### Part 1

Date: 16 September 2020

**Subject** Newport City Council Covid 19 Response and Recovery Update

**Purpose** To present to Cabinet an update on the Council's progress being made towards recovering services and supporting Newport's communities as part of its Strategic Recovery Aims.

**Author** Chief Executive of Newport City Council  
Head of People and Business Change

**Ward** All

**Summary** In March 2020, the Covid 19 health emergency impacted on the delivery of Council services, Newport's communities and businesses as lockdown and social distancing measures were introduced. At the start of the crisis, Newport was one of the first areas in Wales to see significant positive Covid 19 cases across city. The immediate response of the Council and its strategic partners was to preserve life and minimise the spread of the virus; maintain continuity of front line and supporting services; and to support the city's communities and the vulnerable.

In response to the easing of the lockdown measures and to support services to return back to a 'new normal', the Council's Cabinet endorsed the Strategic Recovery Plan. This report provides an overview of the action undertaken by the Council to date. It also outlines the ongoing activities that is being planned and delivered by the Council and its partners to support communities and businesses in their recovery and to manage any future localised outbreaks in the City.

**Proposal** Cabinet is asked to consider the contents of the report and note the progress being made to date, the risks that are still faced by the Council.

**Action by** Corporate Management Team

**Timetable** Immediate

**Signed**

## Background

The Covid 19 health emergency has posed a significant and unprecedented challenge to the way in which Newport Council delivers its services and our way of life. From the initial outbreak in March 2020, the Council and its strategic partners immediate focus was to preserve life and minimise the spread of the virus; maintain continuity of front line and supporting services; and to support the city's communities and the vulnerable. This report outlines the Council's response to the outbreak and lockdown measures and the work that it is doing to support services and communities to recover.

## Civil Contingencies / Emergency Response work

Prior to the lockdown measures in March 2020, the Council's Civil Contingencies team alongside the Corporate Management Team (CMT) had begun to make preparations to manage the outbreak of Covid 19 cases in the city in line with the Government and Public Health Wales guidance. The establishment of the Council's Emergency Response team (renamed Covid Gold) enabled the Council to oversee the delivery of the Council's operational and strategic activities. This also meant a suspension of democratic governance arrangements and as per the Council's Constitution delegation of decision making to Heads of Service / Covid Gold whilst ensuring the Council's Cabinet had oversight and as necessary having final approval. This flexibility enabled the Council to action immediately any legislative changes from UK and Welsh Government (WG) and ensured the community had access to necessary services they need.

As lockdown measures have been eased by WG, the Covid Gold group has transitioned from emergency response work to managing the recovery and supporting services to return in the climate of a 'new normal' and has been renamed the NCC Covid Recovery Group. However, as it has been seen in the last four weeks, Covid-19 still remains prevalent in the community and further necessary measures could be implemented throughout this financial year. With this in mind, the group has added flexibility to move back into emergency response work should new clusters / large scale outbreaks occur across the City / wider region.

## Multi-Agency Strategic Coordination Group (SCG)

In March 2020 the Gwent Local Resilience Forum (GLRF) established a Strategic Coordination Group following an assessment from Aneurin Bevan University Health Board (ABUHB) that the Gwent area would be one of the first areas to experience significant increase in the number of covid cases. Newport Council has played a key role in this Group supporting the coordination of a multi-agency response which has continued to meet and monitor situation across Gwent and Newport. Throughout the crisis Newport Council has been provided regular update reports on the situation in Newport.

## Multi-Agency Recovery Coordination Group

To return the community and economy of Gwent, as far as safely practicable, to a new state of normality whilst living with Covid 19, a multi-agency Recovery Coordination Group (RCG) has been established. The role of the RCG is to coordinate the civil contingency recovery across Gwent with particular focus on health and welfare; economic and environmental; communications; and community liaison. Newport Council is chairing the work of the RCG and enabling the coordination of work with its multi-agency partners.

See Appendix 2 for a diagram of the Covid 19 Prevention and Response Structure.

## Newport City Council's Covid 19 Response

As soon as it became clear that the UK was heading towards a lockdown situation and the vulnerable were asked to shield, the Council's had mobilised to work remotely from home. In **People and Business Change**, the Council's IT Partner (Shared Resource Service) and Digital Services made arrangements to ensure staff had access to laptops, IT equipment, installation of Microsoft Teams (video conferencing) and were able to access the internet.

Arrangements were also established to ensure front line staff were still able to access Council offices as necessary but ensuring necessary social distancing measures were in place. Additionally HR suspended the Council's flexi-time working arrangements to enable staff to work more flexibly to undertake child care, home schooling and looking after family members who were shielding. This has enabled the Council to continue to deliver front line and supporting services throughout the crisis.

The Newport Intelligence Hub has also been involved with WG and NHS Wales supporting the distribution of shielding patient data to local authorities across Wales. This was pivotal in enabling the Council to identify residents to access WG food parcel scheme and for the Council to contact shielding residents to ensure they had access to the support and services they needed.

The Business Improvement Team supported the effort across the council including coordinating the voluntary response with the third sector for shielding residents and supporting the work in RIH to assist rough sleepers and the homeless.

For the Council's **Adult & Community Services**, Covid 19 had placed significant pressures on delivering frontline care and support at both residential and non-residential settings. The Council had to manage accessing the necessary personal protective equipment (PPE) to protect both staff, residents and service users. Day service delivery drivers have been delivering PPE to all social care providers and schools across Newport. To date the Council has delivered:

- Visors and goggles: 38,425
- Face Masks: 620,250
- Gloves: 947,40
- Aprons: 591,200

Many care homes across the city had been impacted by Covid 19 which had sadly seen many residents and their families affected. Throughout this period the Council's First Contact Service continued to operate 7 days a week on a virtual basis, and the Council's Occupational Therapy team continued to support service users to obtain the necessary equipment, support and services they need. This helped support the hospital discharge and prevent people from entering hospital settings. The Council's Community Connectors continued to offer support to households by sending out food parcels and medicines, shopping and ensuring utilities (gas and electric) were being paid and ensuring they remain in contact with their family members using social media. They had also been signposting those who were shielding to access necessary support services through partners such as Pobl and had distributed over 550 carer packs and handbooks.

The Council's **Children Services** utilised social media to remain in contact with children, young people and their families. Despite social distancing measures Children Services continued to ensure necessary court work, fostering and adoption, family support for vulnerable and disabled children remain in place. Settings such as Oakland's continued to operate during lockdown to ensure families and children had access to respite and care. The Council's Youth Justice Team alongside young people put together Pamper Packs for NHS staff and linking in with care homes.

In **Education services and Schools**, all educational establishments (including the Council's Adult Community learning) across the city had to close. Schools and other establishments had to establish home-learning arrangements for pupils using technology such as Google Classroom and video conferencing facilities. Schools across the city had identified 2,565 learners that were 'digitally excluded' from being able to access these services. This included having access to internet enabled devices, access to broadband and support to households to support their children's education. In response, the Council utilising additional support from WG had loaned 1,300 Mi-Fi units and distributed over 800 devices with licence costs for 1 year paid by WG.

Whilst schools had closed for educational purposes, many schools and the Council's Neighbourhood Hubs (**Regeneration Investment & Housing** (RIH)) continued to provide childcare support for children of key workers and 60 vulnerable learners which has continued on through the summer holiday period. Learners that were entitled to Free School Meals continued to receive food parcels and thereafter fortnightly supermarket vouchers.

In July schools reopened for *check in, catch up and prepare* for the summer and September for learners. In July the Council's Education services outlined their recovery planning to [Cabinet](#) on how schools and learners will be supported back into education for the next academic year 2020/21. More recently, Newport Council welcomes the WG decision to award A Level and GCSE grades based upon teachers assessment. This not only reduces the stresses on pupil's wellbeing but also provides much certainty over their future educational, training and employment opportunities.

Throughout lockdown the Council's **City Services** continued to operate alongside its partners to deliver key services. The Council's waste services and alongside Wastesavers continued to operate household recycling and waste collections. Due to social distancing measures the Council's Waste Recycling Facility, parks and all of the children play areas had to close but have reopened as measures have been eased. The Council alongside Gwent local authorities had to reduce the number of mourners able to attend funeral services but these have increased since the easing of lockdown measures and we understand the impact that this has had for families and friends wanting to pay their respects during the lockdown period. Leisure and cultural services delivered by Newport Live and cultural assets such as the Transporter Bridge, library services and museum also had to close during this period but have also started to slowly return in the last few months.

Collaborating between the Council's Housing (**Regeneration, Investment & Housing**), Supporting People (**Adult Services**) services and our partners at Pobl, Eden Gate, the Salvation Army, Olive branch and Gwent Police we ensured over 70 people presenting as rough sleeping or homeless were provided accommodation, access to mental and health services and hot meals. The lockdown measures has seen increases in demand on the Council's services for those at risk of being made homeless and/or requiring further housing advice and guidance.

In **Finance Services**, the Council's Income Management team was also able to support local businesses by administering over 2,100 grant claims totalling £27m and had also administered over £19m of business rates relief by effectively cancelling rates bills for nearly 1,000 businesses in 2020/21. The lockdown measures have had considerable impacts on the city's economy and have impacted on those that have lost employment or have been furloughed. The Council's Regulatory services has been supporting businesses to ensure that they are compliant with the necessary covid secure legislation and guidance as they have been re-opening. The team has also been ensuring that where non-compliance has been raised that necessary action is taken against those businesses.

In June Regulatory services (**Law & Regulation**), Customer Contact Centre (**City Services**) and other Gwent Authorities has been setting up Contact Tracing centres from scratch. This will be covered in further detail below as part of the Recovery update. The Council's Registrar service (**Law & Regulation**) has also been working throughout lockdown ensuring necessary birth, death and other registrar services are continued.

Finally, ensuring communities are being made aware of the different legislative and health changes has been ongoing throughout the crisis. The Council's Communication team has been sharing daily social media content for the Council with advice and guidance from WG, Public Health Wales and other organisations. Additionally as part of the Public Services Board, One Newport has been providing regular updates for Council and its partnership members. Alongside this work, the Council's Community Cohesion Officers (**People & Business Change**) have been in regular contact with community leaders and community groups ensuring its black, Asian and minority ethnic (BAME) and marginalised communities are able to access the necessary services, share advice and guidance and ensure that they are able to raise incidents of hate related crime.

### **Strategic Recovery Aims**

In delivering the Council's response to the health crisis, we recognised that we could not continue on the same projected path to fully deliver the Council's services, the Corporate Plan 2017-22 nor the planned activities within service area plans and revenue / capital programme. As lockdown measures have been eased, there is now a new reality in which we have to support the community to work and live alongside new socially distanced measures and guidance until a vaccine or other medical advances have been made

which can mean that we can return back to pre-covid way of life. New opportunities and risks have also emerged as the Council has embraced new technology, found new ways of working and we have adapted to the changes imposed by legislation and regulation. As the Council is planning for recovery, the delivery of these aims will not be a linear process and the Council remains vigilant and flexible to meet the requirements of reintroducing necessary measures and supporting communities across the city.

With these considerations in mind, the Council's Cabinet in June 2020 endorsed [four Strategic Recovery Aims](#) that supports the delivery of the Corporate Plan's Wellbeing Objectives but also enables the Council to provide focus for Council services to return and ensure that we build resilience to manage future outbreaks:

Strategic Recovery Aim 1 – Supporting Education & Employment;  
 Strategic Recovery Aim 2 – Supporting the Environment and the Economy;  
 Strategic Recovery Aim 3 – Supporting the Health & Wellbeing of Citizens; and  
 Strategic Recovery Aim 4 – Supporting Citizens post Covid-19.

To support these aims we have a number of steps that outline the areas of focus that the Council will be undertaking during the year. At the time of the report, service areas had been asked to update their 2020/21 service plans to reflect the work that will need to be undertaken to support the Council's Corporate Plan but also the Strategic Recovery Aims. In addition to this report, the Council's Cabinet will receive an overview of the Council's End of Year performance for 2019/20 and also the Council's Annual Report in the autumn.

### **Progress of Delivery against Strategic Recovery Aims**

Outlined in Appendix 1 of the report is a detailed update on the progress of delivery being made against the Strategic Recovery Aims. A summary of the progress to date as follows:

<b>Strategic Recovery Aim 1 – Supporting &amp; Employment</b>	<ul style="list-style-type: none"> <li>• All schools (primary / secondary / special) are intending to reopen from the 7<sup>th</sup> September 2020.</li> <li>• Education services alongside strategic partners have been supporting schools to ensure necessary Covid secure arrangements are in place and that mainstream and vulnerable children are supported.</li> <li>• Adult learning will be recommencing from September to enable adults across the city to access training and learning new skills.</li> <li>• Neighbourhood Hubs will be offering online and phone support to people looking for work and new employment opportunities</li> <li>• Supporting Cardiff Capital Region in the promotion of a virtual jobs fair across South East Wales on 16<sup>th</sup> September.</li> <li>• The Council has made a commitment to encourage and open opportunities for young BAME people to access apprenticeship schemes both in the Council and across the city.</li> </ul>
<b>Strategic Recovery Aim 2 – Supporting the Environment and the Economy</b>	<ul style="list-style-type: none"> <li>• The Council established a city centre task and finish group to support the reopening of the city centre for businesses and to encourage shoppers back into the city centre.</li> <li>• Regeneration work on key projects such as Market Arcade, the IAC building and other projects have all recommenced.</li> <li>• Regulatory services has been supporting businesses to become covid secure for both workers and customers.</li> <li>• Newport Council has been further commitment to become net carbon neutral through the installation of solar panels and purchasing of new electric fleet vehicles.</li> </ul>
<b>Strategic Recovery Aim 3 – Supporting the Health &amp; Wellbeing of Citizens</b>	<ul style="list-style-type: none"> <li>• Newport Council's Social Services (Adults and Children) have continued to deliver front line services across residential and domiciliary settings in Newport.</li> <li>• Adult services have been working with residential and domiciliary providers to support them with their recovery planning and working with providers to ensure that they are able to remain financially stable for the long term.</li> <li>• Children Services are now conducting their work with families and young people applying necessary social distancing measures.</li> </ul>

	<ul style="list-style-type: none"> <li>• Additional funding from WG has been received to deliver active travel projects in the city centre and at Monkey Island.</li> <li>• Leisure services have started to return within the WG requirements alongside the return of cultural assets such as the fourteen locks and the Transporter Bridge opened to the public.</li> <li>• The Council's scrutiny and regulatory functions will recommence in the autumn with ongoing support and training provided to Elected Members.</li> <li>• Establishment of the Test, Trace and Protect service with Gwent local authorities and ABUHB.</li> <li>• New ways of working will continue to be implemented with HR policies and guidance updated to support officers and managers to work flexibly from home and offices. Council offices are being made Covid secure to ensure social distancing measures can be delivered.</li> </ul>
<b>Strategic Recovery Aim 4 – Supporting Citizens post Covid-19</b>	<ul style="list-style-type: none"> <li>• Newport Council and its Registered Social Landlords have secured funding of over £4.8m to build over 200 new affordable homes.</li> <li>• Continued partnership working to deliver mental health, substance misuse support and develop independent life skills to support rough sleepers to move into permanent accommodation</li> <li>• Strategic development of actions plans relating to long term affordable housing for vulnerable cohorts of individuals experiencing homelessness</li> <li>• Community Impact Assessment is being developed to understand the impact of Covid 19 on communities across Newport.</li> <li>• Participatory budget will be delivered in the autumn for communities to access funding for projects, initiatives and other schemes to help them in the recovery of Covid 19.</li> <li>• Neighbourhood Hubs have reopened on an appointment basis and have continued to provide childcare support for key worker families and offer employment support through virtual/phone contact.</li> <li>• Continuing community cohesion work to support the vulnerable and marginalised communities in Newport, ensure foodbanks remain sustainable, and enable access to Council and other community services.</li> </ul>

## Financial Summary

In June 2020 the [Council's Cabinet](#) was provided an overview of the Council's financial impact from Covid 19 and regular monitoring reports will be submitted to provide Cabinet an update on the Council's financial forecast against its budget position. As highlighted in previous finance reports, the Council's financial position continues to be closely monitored in light of significant reductions in income and increase in costs to deliver services during the crisis.

## Risks

Risk	Impact of Risk if it occurs* (1-5)	Probability of risk occurring (1-5)	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?
Covid 19 Pandemic Risk (Corporate Risk)	4	5	Mitigation measures outlined in the report.	Corporate Management Team

## Links to Council Policies and Priorities

Corporate Plan 2017-22  
Strategic Recovery Aims

## **Options Available and considered**

1. To consider and note the contents of the report and for Cabinet / Cabinet Members to receive updates from officers as part of their portfolio.
2. To request further information or reject the contents of the report

## **Preferred Option and Why**

1. To consider and note the contents of the report and for Cabinet / Cabinet Members to receive updates from officers as part of their portfolio.

## **Comments of Chief Financial Officer**

Welsh Government have been supporting local authorities through the pandemic with a Hardship Fund intended to reimburse for all Covid related spend over and above existing budgets and within a set criteria. This will run to the end of the current financial year.

Additional monies have also been made available by Welsh Government for any lost income that local authorities are incurring, and again recently extended this fund to the end of the financial year.

In essence, Covid related, eligible expenditure are predominantly funded by the WG. A revenue budget monitor to end of July, coming to the same meeting as this paper, shows that the current forecast overspend is c£700k and this is mainly a result of delays in implementing agreed 2020/21 budget savings and service pressures in Children's services.

All costs which are not eligible for WG funding will need to be funded from services own budgets and will be reported as and when they develop over the year. Service areas have been asked to minimise these, wherever possible where they create overspending.

## **Comments of Monitoring Officer**

There are no specific legal issues arising from the report. The End-of-Year Performance report has been prepared in accordance with the Council's performance management framework and identifies progress made during 19/20 in delivering the corporate plan and well-being objectives and meeting key performance measures within service plans. Where relevant, the report also identifies the impact of the Covid-19 pandemic in terms of operational service delivery and performance, during the final quarter of the year. Although Performance Scrutiny meetings have been suspended during this period and they have not been able to meet to review progress and performance, the Scrutiny members have received written copies of all the performance reports and have been given an opportunity to submit written comments. When remote Scrutiny Committee meetings recommence as from September, then the updated service plans for 20/21 and the impact of the strategic recovery aims will be included within their forward work programme.

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

The recovery of the Council's services is important to ensure that we are able to build on the strong collaborative work that the Council has delivered in the last 6 months to manage this crisis. The role of Civil Contingencies, emergency planning and preparation is vital to ensure that the Council is able to continue to deliver services but also minimise the risks posed on Newport's communities.

The Council's supporting services and our partners are building on the advancements made to ensure we are able to operate safely and maintain the necessary social distance guidelines. The progress detailed in this report highlights the continuous work that is being made and build up resilience in the long term.

## **Comments of Cabinet Member**

The Leader of the Council is briefed on all aspects of the Council's strategic recovery.

## **Local issues**

Members to be aware of the impacts that Covid is having on our Local Communities and business.

## **Scrutiny Committees**

NA

## **Equalities Impact Assessment**

The findings outlined in the future Covid Impact Assessment will outline the impacts that Covid 19 and lockdown measures have had on the city's communities. The recommendations will inform future strategic and operational decision making.

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

Not applicable.

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

The areas covered in this report demonstrate the progress being made against the Strategic Recovery Aims which also support the Council's Corporate Plan 2017-22. In consideration of the sustainable development principle and 5 ways of working:

Long Term – The progress reported against the Strategic Aims support the long term aims of the Council to improve people's lives.

Preventative – The preventative work outlined in the report support the Council's approach to minimising future covid 19 outbreaks and as necessary provide targeted support to those that need it. Re-establishing services in line with necessary legislation and regulation enables the Council to operate in the new normal.

Integration – The Strategic Recovery Aims have been integrated with the Council's Wellbeing Objectives set in the Corporate Plan as well as Service Plans. Recommendations from the Community Impact Assessment will also shape how the Council can improve the delivery of services across communities.

Involvement – Included in this report are actions to involve Newport's communities to provide assurance and shape the way in which services are being delivered by the Council. Their feedback and involvement in the process will enable the Council to consider how services are delivered in the long term.

Collaboration - The actions in the report are being undertaken in collaboration with partners from the Council's Public Services Board but also strategic partners within each service area. The collaborative work enables the Council to share resources and build expertise and knowledge.

## **Crime and Disorder Act 1998**

Not applicable.

## **Consultation**

Senior Leadership Team

Corporate Management Team

Officer leads across the Authority

## **Background Papers**

Cabinet Report (Strategic Recovery Aims) – July 2020

Corporate Plan 2017-22

Strategic Recovery Aims

Dated: September 2020

## Appendix 1 – Progress of Delivery against Strategic Recovery Aims (as at end of 31<sup>st</sup> August 2020)

<b>Strategic Recovery Aim 1 – Supporting Education &amp; Employment.</b> Understand, and respond to, the additional challenges, which Covid19 has presented, including loss of employment, impact on business and on the progress, achievement and wellbeing of both mainstream and vulnerable learners.	
<b>Supports Wellbeing Objective 1 – To improve skills, education and employment opportunities.</b>	
Support schools and other educational establishments to safely reopen for staff and pupils.	<ul style="list-style-type: none"> <li>• The Council's Education service has operational guidance on full –re-opening of schools from Welsh Government (WG). The guidance recognises pupil contact groups should be maintained as far as possible but will not be the same for specific circumstances.</li> <li>• Education Services has met with all Heads (Primary / Secondary / Special) via TEAMS to discuss their return to school plans. No obstacles have been raised and each school is required to complete a health &amp; safety assessment. Schools outside of the Council's cleansing service have will need to ensure arrangements are in place and schools contracted with the Council have been asked what additional cleaning services are required.</li> <li>• Education Services is collating each return to school plan and are aiming to be open from 7<sup>th</sup> September. Repurposing days will be held on 1<sup>st</sup> and 2<sup>nd</sup> September to prepare for the arrival of all pupils.</li> <li>• School Transport (Pupil Transport Unit) have received updated guidance suggesting no requirement for social distancing on dedicated school transport and no mandatory requirement for users to wear face masks.</li> <li>• Post 16 provision is being explored by Secondary Head teachers to see how they can operate successfully but the issue of concessionary sets remains unresolved.</li> <li>• For primary schools there will be no provision for paid school meals until 14<sup>th</sup> September. Before this date pupils will need to bring their own pack lunch and Chartwells will provide cold "grab-bag" lunches for all free school meal pupils. The aim is for hot meals to be made available after the 14<sup>th</sup> September. Free school milk scheme for Nursery and Foundation phase pupils will recommence from 7<sup>th</sup> September.</li> <li>• For secondary schools pupils will have "grab and go" bags which will include a got hand-held product e.g. panini for the first 2 weeks. Further provisions and requirements will be discussed with each school.</li> </ul>
Work to prevent and reduce inequality of progress and outcomes in education for mainstream and vulnerable learners.	<ul style="list-style-type: none"> <li>• WG have provided a grant for £1.018m for the Recruit, Recover, Raise Standards: Accelerating Learning Programme including a breakdown of how this funding is allocated to individual schools. Funding will be targeted at specific cohorts identified as most at risk such as those learners in years 11,12,13; vulnerable and disadvantaged children; year 7 pupils to support their transition from Primary to secondary schools.</li> <li>• Guidance has been provided from WG to manage pupil absence following return back in September including recording of registers and support provided to pupils and families through the Education Welfare Service.</li> <li>• GEMS will be supporting parents and pupils to understand the return to school.</li> <li>• Education Services and Regeneration Investment &amp; Housing are working with schools to identify school leavers at risk of becoming NEET.</li> <li>•</li> </ul>
Support schools to enhance and develop digital skills; digital teaching and learning platforms;	<ul style="list-style-type: none"> <li>• Newport Council Education Services, Digital Services and Shared Resource Service (SRS) will be delivering initiatives through the "EdTech" funding to improve the IT infrastructure in schools.</li> </ul>

### Strategic Recovery Aim 1 – Supporting Education & Employment.

Understand, and respond to, the additional challenges, which Covid19 has presented, including loss of employment, impact on business and on the progress, achievement and wellbeing of both mainstream and vulnerable learners.

#### Supports Wellbeing Objective 1 – To improve skills, education and employment opportunities.

and enhanced support for digitally excluded learners	
Support and enable people that are digitally excluded to access community IT programmes, Council services and other public services.	<ul style="list-style-type: none"> <li>• Newport City Council's Adult Community learning courses will be recommencing from September where people can access IT and digital courses.</li> <li>• The next iteration of the Council's Digital Strategy will be developed this financial year and taking into consideration the findings of the Community Impact Assessment, Covid 19 recovery as areas of strategic focus.</li> </ul>
Support people who have been affected by unemployment to access new opportunities through training and re-employment required for post Covid 19 businesses.	<ul style="list-style-type: none"> <li>• The Council's Neighbourhood Hubs will be offering courses through the Adults Community Learning from September.</li> <li>• In Addition the Neighbourhood Hubs are offering employment support over the phone or online including help with job searches, CVs, interview techniques as well as free online training courses and one to one mentoring.</li> <li>• Supporting <a href="#">Cardiff Capital Region's Virtual Job Fair</a> on Facebook to support people into work</li> </ul>
Ensure our diverse communities are appropriately supported through tailored interventions specific to their needs, including consideration of language, culture and points of access.	<ul style="list-style-type: none"> <li>• Weekly BAME e-bulletins including accessible / translated materials and signposting to services e.g. foodbanks, hate crime reporting and funding opportunities.</li> <li>• Establishment of Disability Access Group that has been feeding into the city centre re-opening plans.</li> <li>• Co-ordination of support provided to people with no recourse to public funds.</li> <li>• Looking at mechanisms to encourage BAME young people to advertise and access apprenticeships in the Council and across businesses in the city.</li> <li>• Consideration of standalone scheme working with community based organisations to support BAME young people to access employment opportunities.</li> <li>• Unconscious bias training delivered for senior leaders, managers and those involved in the recruitment process to remove institutional barriers.</li> </ul>

### Strategic Recovery Aim 2 – Supporting the Environment and the Economy

Understand and respond to the impact of Covid19 on the city's economic and environmental goals to enable Newport to thrive again.

#### Supports Wellbeing Objective 2 – To promote economic growth and regeneration whilst protecting the environment.

Maintain our focus on regenerating Newport to deliver existing and new investment projects.	<ul style="list-style-type: none"> <li>• In June 2020 the Council presented its <i>Economic Impact and Recovery</i> report to Cabinet. This outlined the Council's approach for supporting the City's economy.</li> <li>• The retail sector is</li> </ul>
Enable and support the construction industry to re-establish the supply of new and affordable housing.	<ul style="list-style-type: none"> <li>• Planned development programme for 2020/21 has been approved by WG of £4.8m of Social Housing Grant funding to be spent in Newport for the creation of over 200 new affordable housing units.</li> </ul>

## Strategic Recovery Aim 2 – Supporting the Environment and the Economy

Understand and respond to the impact of Covid19 on the city's economic and environmental goals to enable Newport to thrive again.

### Supports Wellbeing Objective 2 – To promote economic growth and regeneration whilst protecting the environment.

Enable and support businesses to re-establish normal operations whilst maintaining the health and safety of their workers and customers.	<ul style="list-style-type: none"> <li>• Establishment of a Task &amp; Finish group between Regeneration Investment &amp; Housing, Regulatory Services, Gwent PSB partners, City Services and Disability Access Group (feeding into plans) to support businesses in establishing Covid safe environments for staff and customers across the city and in the city centre.</li> <li>• Regulatory services continue to provide advice and guidance to businesses whilst also ensuring necessary health &amp; safety arrangements are being complied with.</li> </ul>
Enable and support businesses to prepare for future trade arrangements resulting from Brexit negotiations.	<ul style="list-style-type: none"> <li>• The Council's Brexit Task &amp; Finish Group has recommenced since the easing of lockdown and are now looking at the legislative changes / frameworks that may be established from trade arrangements.</li> <li>• The Council's Regeneration team will be looking at ways in which we can provide support to businesses once there is certainty over future arrangements.</li> <li>• The Council's Regulatory Services are awaiting further guidance in relation customs checks and supporting as necessary requirements for businesses that import / export goods and services.</li> </ul>
Protect and improve the environment, including air quality and decarbonisation of the city for its residents, businesses and visitors.	<ul style="list-style-type: none"> <li>• Gwent Sustainable Travel Charter will be presented at Cabinet in September outlining the proposals for moving towards greener fuels, adopting new approaches to travel and commuting; and using alternative transport to travel in / out and across the city.</li> <li>• The Council's Fleet Services will be purchasing new electric vehicles and will be purchasing a new electric refuse vehicle.</li> <li>• New ways of working will also be supporting how officers can work from home, and delivering remote meetings that will reduce the impact of emissions for commuting and travelling to meetings.</li> <li>• Installation of solar panels at the velodrome and other council sites.</li> </ul>
Continuing support and safe delivery of the Council's City services including waste, cleansing and highways.	<ul style="list-style-type: none"> <li>• City services continue to operate normally and within the requirements of Covid-19 guidance for social distancing and cleaning.</li> <li>• Waste services continue to operate the appointments system at the Household Waste Recycling Site and have recently reopened the Tip shop for reusable items.</li> <li>• The Council purchased a camera car to support Civil Parking Enforcement Officers to prevent and deter unlawful parking across the city.</li> </ul>

## Strategic Recovery Aim 3 – Supporting the Health & Wellbeing of Citizens

Promote and protect the health and wellbeing of people, safeguarding the most vulnerable, and building strong, resilient communities

### Supports Wellbeing Objective 3 – To enable people to be healthy, independent and resilient

Support people to remain living independently in their homes and communities.	<ul style="list-style-type: none"> <li>• Brynglas Day centre remains closed but a new temporary outreach service has been developed that will support people in their own homes and community. The centre has been cleaned and prepped in readiness for opening.</li> <li>• The virtual First Contact hub continues to operate and is managing all Social Service contacts, offering information, advice and assistance and escalating appropriate cases for further assessment.</li> <li>• NOW assessments continue and preparation for the introduction of LPS (Liberty Protection Safeguards) continues for the new implementation date of 01.04.2022</li> <li>• The Hospital Team and Reablement are operating to deliver Home First and maintain hospital discharge processes, PPE is used and social distancing maintained where possible.</li> </ul>
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<b>Strategic Recovery Aim 3 – Supporting the Health &amp; Wellbeing of Citizens</b> Promote and protect the health and wellbeing of people, safeguarding the most vulnerable, and building strong, resilient communities	
<b>Supports Wellbeing Objective 3 – To enable people to be healthy, independent and resilient</b>	
Fully restore Children and Adult Services, supporting partners that have been impacted by Covid 19 and ensuring service users and staff are supported and protected.	<ul style="list-style-type: none"> <li>• Domiciliary care services have been operational throughout and are now at full capacity. New packages are being brokered without delay and in June and July of 2020 the Brokers successfully commissioned 1000 new hours of service</li> <li>• Staffing levels are good with little agency usage</li> <li>• Circa 5 vacancies in each of the Councils 3 homes, with continued interest for new admissions; Spring Gardens and Blaen y Pant are planning to take up to 5 new admissions from a home in Torfaen that is closing</li> <li>• A system for residents families has been set to facilitate socially distanced visits</li> <li>• Homes have been utilising technology such as iPads in order to communicate with families and other professions such as GP surgeries</li> <li>• Adults training team have been providing a blended approach to training through online and some face to face courses (where essential)</li> <li>• Regular contact with operational teams has continued to ensure that staffing fulfil their regulatory training requirements</li> <li>• Training rooms in Brynglas have been prepped and are ready to deliver training in line with Covid 19 requirements</li> <li>• Commissioning have been working with residential and domiciliary care providers throughout. The team have administered the WG Hardship funding, co-ordinated requests for PPE and testing, distributed guidance and worked closely with Environmental Health, ABUHB and Public Health Wales who have monitored homes and supported them in the implementation and ongoing maintenance of risk management systems.</li> <li>• Commissioning are also currently administering the £500 payment to care workers in adult and children provider services</li> <li>• The Commissioning team are working with regional colleagues to share intelligence and to ensure funding is being allocated in a way that is consistent and equitable.</li> <li>• Community services such as MIND, Citizens Advice Bureau, and the Pobl carer respite service are now beginning to open up move into the next phase of transition.</li> <li>• The Appointeeship service has been operational throughout but modified to reduce the need for face-to-face contact. Some of these changes have worked well and will be retained for efficiency.</li> </ul>
Assess the impact and the long-term sustainability of the social care sector in Newport informing future service requirements.	<ul style="list-style-type: none"> <li>• Older persons residential and nursing care providers have been disproportionately affected by Coronavirus and ongoing discussions with providers are addressing issues of long term financial sustainability and the requirement to change the way the service is delivered to ensure the safety of residents and staff.</li> <li>• Discussions are being held with providers across all commissioned service areas about their recovery plans; this includes how they can adapt and modify their services to adhere to social distancing and infection control requirements and how this will affect capacity and deliverability. i.e. some providers have been using technology to run online groups and offer support. This has been very effective in some areas and will continue to form part of the future service offer. We are starting to have discussions with respite and day service providers about how and when they can restore provision.</li> <li>• Social Workers remain in contact with people we support and are monitoring the situation in relation to carer breakdown or changes to circumstances because of the pandemic. This engagement is critical in the determination of how services re-open, to measure demand, offer confidence and support the role of informal carers at a time when those shielding are considering how to return to services.</li> </ul>
Safeguard and support children and young people to remain safely with their families.	<ul style="list-style-type: none"> <li>• Children Services are now conducting their work with families and young people applying necessary social distancing measures.</li> </ul>

<b>Strategic Recovery Aim 3 – Supporting the Health &amp; Wellbeing of Citizens</b> Promote and protect the health and wellbeing of people, safeguarding the most vulnerable, and building strong, resilient communities	
<b>Supports Wellbeing Objective 3 – To enable people to be healthy, independent and resilient</b>	
	<ul style="list-style-type: none"> <li>• Children's homes / settings have remained open and the team continues manage caseload accordingly.</li> <li>• Development of Windmill Farm and Rosedale developments are still proceeding.</li> </ul>
Improve opportunities for Active Travel and work towards improved air quality.	<ul style="list-style-type: none"> <li>• Secured WG funding for £600k to install temporary pop up schemes to repurpose the highway for active travel (cycling / walking) and social distancing.</li> <li>• Successful funding allocations of £2.7m for Active Travel schemes at Monkey Island Bridge and works on permanent routes across the city. This also includes further work taking place around St David's school and across Gaer fort site.</li> </ul>
Regulate businesses and support consumers / residents to protect and improve their health.	<ul style="list-style-type: none"> <li>• Regulatory services continue to support businesses on their Covid-19 secure environments and continue to ensure necessary compliance arrangements are being adhered to for both workers and customers.</li> <li>• The Council's Environmental Health team have been collaborating with the Gwent LAs and ABUHB on the delivery of the regional Test, Trace and Protect Service. This will support any future isolated, cluster and city wide outbreaks in future. Further information can be found in the Cabinet Report from <a href="#">August 2020</a>.</li> </ul>
Work with key partners to safely re-open cultural and leisure facilities including the promotion of the city's parks, open spaces and coastal paths.	<ul style="list-style-type: none"> <li>• Newport Live Leisure facilities have opened from 10<sup>th</sup> August with limited capacity due to WG guidance. Reopening of facilities are being undertaken with revised opening hours, staggered access times, reduced capacities, cashless payment systems and necessary Test, Track and Protect requirements.</li> <li>• Work is being undertaken with Tennis Wales and Newport Live to improve tennis courts and commence accessible cycling scheme at Tredegar Park.</li> <li>• In development is the relocation of the MUGA to allow development of the Ringland health centre and Lliswerry Pond has new club for running Lliswerry ponds called Angling Watch UK.</li> <li>• All parks are now fully open including Fourteen Locks canal centre and café facilities.</li> <li>• Transporter Bridge has reopened but unfortunately the Riverfront Centre remains closed until further guidance from WG.</li> </ul>
Sustain a safe, healthy and productive workforce.	<ul style="list-style-type: none"> <li>• Officers continue to work from home and only those that are required to attend the Civic Centre and other buildings to deliver specific services should be attending.</li> <li>• New Ways of Working report will be presented to Scrutiny and Cabinet in the autumn outlining the short term and long term approach for flexible working in Newport Council.</li> <li>• Health &amp; Safety team, facilities and Newport Norse have been undertaking risk assessments and implementing necessary measures to maintain social distancing. Managers and staff have been asked to undertake DSE Assessments for their home working arrangements and as necessary provided equipment.</li> <li>• Guidance has been / to be provided to managers and staff for re-entering the buildings. This will be limited across the Civic Centre.</li> <li>• Human Resources are developing new policies and procedures to support officer's wellbeing and working arrangements. Continuous improvements to the Council's HR system (iTrent) to support remote check ins, flexi time as well as improvements to the recruitment process.</li> <li>• The Council's Democratic Services and Digital Services have been supporting the Council's Elected Members to use Teams and video conferencing for Council meetings. Scrutiny and regulatory meetings will be re-established in the autumn as per the Governance and Democratic arrangements report from <a href="#">July 2020</a>.</li> </ul>

### Strategic Recovery Aim 4 – Supporting Citizens post Covid-19

Provide people with the resources and support that they need to move out of the crisis, considering in particular the impact that Covid 19 has had on our minority and marginalised communities.

### Supports Wellbeing Objective 4 – To build cohesive and sustainable communities

Work together with our partners to reduce poverty, address homelessness and support our most vulnerable people as a priority.	<ul style="list-style-type: none"> <li>• Housing Needs Unit continue to source emergency accommodation in response to phase 1 objectives of Welsh Government and PHW to accommodate those at risk of and rough sleeping</li> <li>• Continued partnership working to deliver mental health, substance misuse support and develop independent life skills to support rough sleepers to move into permanent accommodation</li> <li>• Strategic development of actions plans relating to long term affordable housing for vulnerable cohorts of individuals experiencing homelessness</li> </ul>
Assess and address the inequalities that Covid 19 has highlighted or contributed to within our communities.	<ul style="list-style-type: none"> <li>• People &amp; Business Change and leading work on a Community Impact Assessment (CIA) that will consider the impact that Covid-19 has had on communities in Newport during the Lockdown period. This will be presented to Cabinet in the autumn and will have recommendations for the Council's service areas and partners to implement and consider for future strategic / operational decisions.</li> <li>• Council's commitment to ensure the City's BAME communities have access to services, employment and economic opportunities across the city and in the Council.</li> </ul>
Identify, develop and seek to sustain any positive developments emerging during the crisis.	<ul style="list-style-type: none"> <li>• Throughout the Covid crisis and continuing into the easing of lockdown measures, the Council's communication team have been utilising social media (Twitter / Facebook) and website to promote the work of the Council, delivery and reopening of services and the community efforts across Newport.</li> <li>• One Newport (Public Services Board) newsletter has been highlighting the positive work of the Council and its partners in supporting the city to recover and various initiatives across communities.</li> <li>• Audit Wales have revised their work programme for the year to provide assurance and share best practice on the work that the Council and other public sector bodies have undertaken in during and after lockdown.</li> </ul>
Developing opportunities for people to access suitable and affordable housing	<ul style="list-style-type: none"> <li>• Planned development programme for 2020/21 has been approved by WG of £4.8m of Social Housing Grant funding to be spent in Newport for the creation of over 200 new affordable housing units.</li> <li>• We have met with funders of our research into the private rented sector. We have agreed a way forward for the research that will abide by current social distancing regulations but will also pick up on issues we may need to address post-COVID.</li> <li>• We held a successful Strategic Housing Forum in July. The issues and challenges arising from COVID were discussed with all partners committing to work together to address the challenges presented to housing and homelessness by COVID.</li> </ul>
Deliver a community cohesion programme that effectively responds to community tensions and creates a shared sense of identity across the city.	<ul style="list-style-type: none"> <li>• Establishment of different groups including Disability Access Group to address concerns / issues in relation to accessing services and facilities.</li> <li>• Multi agency Gypsy and Traveller group to address concerns in accessing services / facilities and to address any tensions within the community</li> <li>• Working with partners to support EU citizens and communities that are experiencing hardship, discrimination and housing issues. Also helping EU citizens to access and apply for EU Settled Status. Working with partners to raise awareness throughout the year to encourage EUSS uptake before the deadline of 30<sup>th</sup> June 2021.</li> <li>• Supporting foodbanks to respond to increase need for their services and distribution of food to disadvantaged households and individuals. Supporting BAME community groups to signpost and access foodbanks.</li> <li>• Addressing any hate crime, community tensions and emerging issues with Gwent Police.</li> </ul>

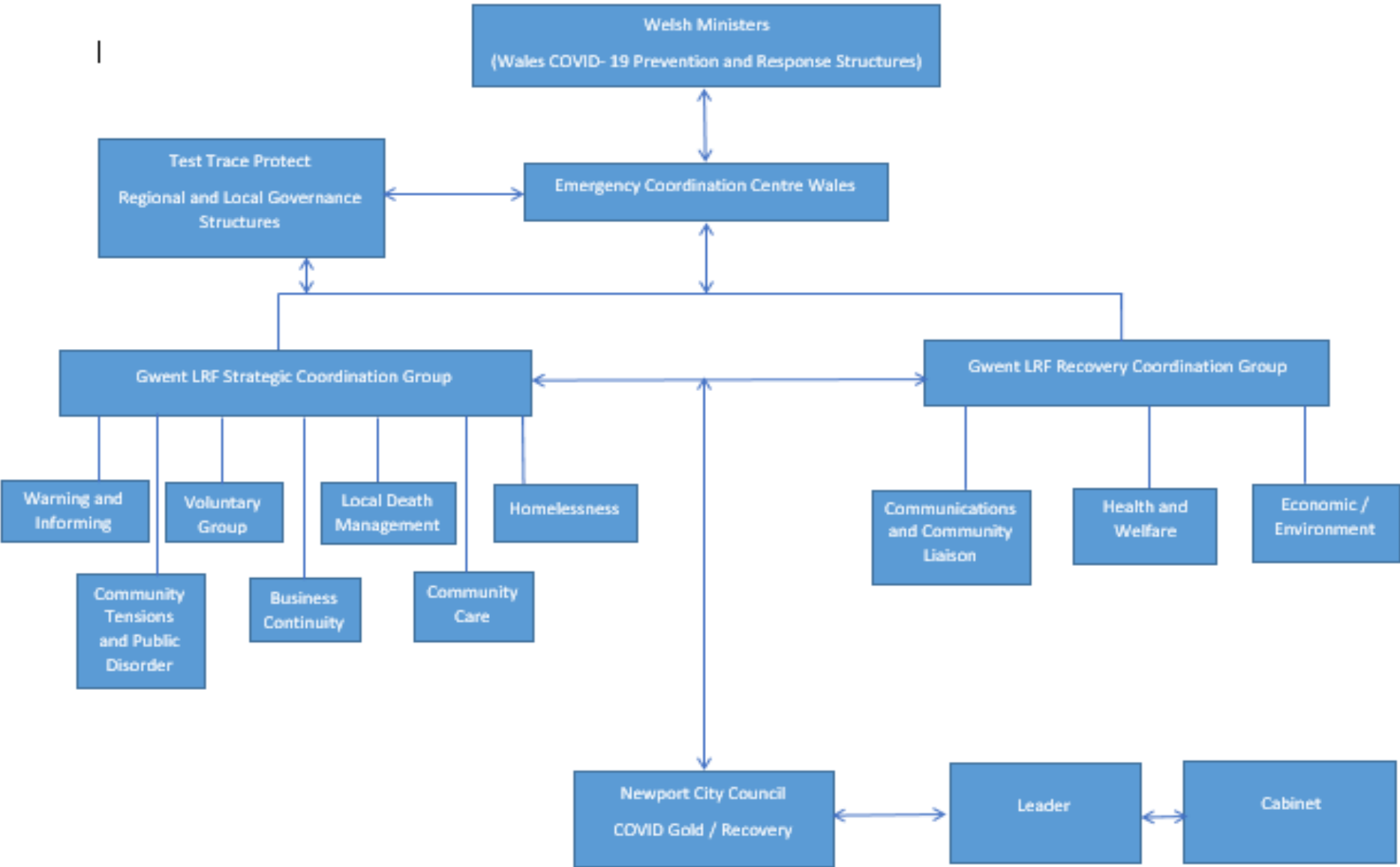
### Strategic Recovery Aim 4 – Supporting Citizens post Covid-19

Provide people with the resources and support that they need to move out of the crisis, considering in particular the impact that Covid 19 has had on our minority and marginalised communities.

### Supports Wellbeing Objective 4 – To build cohesive and sustainable communities

Prevent and address instances of antisocial behaviour impacting upon the residents and the business community of Newport	<ul style="list-style-type: none"> <li>• Safer Newport is the city's community safety partnership and delivers on emerging local community safety issues and problem solving, working with the police, fire and rescue and other statutory partners we have been working throughout the COVID health crisis to support residents and businesses.</li> <li>• Extensive partnership work has taken place to ensure safe opening of businesses including support for the night time economy.</li> <li>• The two funding streams for Serious Violence and Serious &amp; Organised Crime have now amalgamated in SVOC. Although there is still a significant focus on Newport there are resources invested in this threat area across the rest of Gwent.</li> <li>• Although COVID 19 has had an impact on the delivery of services, there is still work ongoing by St Giles Trust/ Barnardo's and Fearless to support those who are at risk of participating in Serious Organised Crime</li> <li>• The Home Office are using this and the wider SOC work in Newport as a case study and sharing it as best practice across other police forces</li> <li>• There have been ongoing neighbourhood issues in regards to the Pillgwenlly area of the city. A task and finish group with a range of partners and the community has been set up to work collaboratively to combat the issues faced in the area. The group will have the capability to direct resources to tackle problems and support opportunities to improve the area, with problem solving plans in place.</li> </ul>
Re-establish Community Regeneration facilities and services where it is safe to do so for staff and its service users.	<ul style="list-style-type: none"> <li>• Neighbourhood Hubs have reopened by appointment only.</li> <li>• Flying Start have been providing childcare for key worker's children.</li> <li>• Providing advice and support for people that are at risk of redundancy or have lost their job during Covid.</li> </ul>
Develop opportunities for community involvement participation and engagement.	<ul style="list-style-type: none"> <li>• Involving the Council's Citizens Panel to assess the public perceptions of the Council's response to Covid 19 (up to July 2020) and how the Council supported households and wider communities, provision of information and delivery of services.</li> <li>• This will be followed up by bus WI-FI surveys which will reach a wider audience and demographic.</li> <li>• Involved the Fairness Commission to examine the Council's Community Impact Assessment and the Council's Strategic Covid 19 recovery work.</li> <li>• In the autumn the Council will be delivering its Participatory budget programme funded through Public Health Wales (inc. Fairness Commission) that will enable communities to decide on commissioning a range of projects, initiatives and activities to support Covid 19 recovery.</li> </ul>

Appendix 2 – Covid 19 Prevention and Response Structure





# Report

## Cabinet

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### Part 1

**Date:** 16 September 2020

**Subject** **Cabinet Work Programme**

**Purpose** To report and agree the details of the Cabinet's Work Programme.

**Author** Cabinet Office Manager

**Ward** All Wards

**Summary** The purpose of a work programme is to enable Cabinet to organise and prioritise the reports and decisions that are brought to each meeting. Effective forward planning by Cabinet also impacts positively upon the Council's other Committees, in particular Scrutiny, because work needs to be coordinated on certain reports to ensure proper consultation takes place before a decision is taken.

The current work programme runs to May 2021, but it is a working document. It is important that the work programme is owned and prioritised by Cabinet Members directly, so each month the Cabinet Office Manager brings a report updating Cabinet on any changes, so that the revised programme can be formally approved.

The updated work programme is attached at Appendix 1.

**Proposal** **To agree the updated work programme.**

**Action by** Cabinet Office Manager

**Timetable** Immediate

This report was prepared after consultation with:

- Chief Officers
- Monitoring Officer
- Head of Finance
- Head of People and Business Change

## Background

The purpose of a work programme is to enable Cabinet to organise and prioritise the reports and decisions that are brought to each meeting. Effective forward planning by Cabinet also impacts positively upon the Council's other Committees, in particular Scrutiny, because work needs to be coordinated on certain reports to ensure proper consultation takes place before a decision is taken.

The Wales Audit Office's Corporate Assessment of Newport City Council, published in September 2013, highlighted the need to "strengthen committee work programming arrangements to ensure they are timely, meaningful, informative, transparent, balanced, monitored, and joined up". Since that report was published, these monthly reports have been introduced to provide Cabinet with regular updates on its work programme, and the opportunity to comment upon and shape its priorities as an executive group. The Democratic Services team have also been working to improve the links between this and other work programmes under its management (e.g. Council, Scrutiny, Audit) to ensure the various programmes are properly coordinated.

The current work programme runs to May 2021, but it is a working document. It is important that the work programme is owned and prioritised by Cabinet Members directly, so each month the Cabinet Office Manager brings a report updating Cabinet on any changes, so that the revised programme can be formally approved.

The updated work programme is attached at Appendix 1.

## Financial Summary

There is no direct cost to adopting a programme of work.

## Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
No action taken	M	L	Work programming arrangements are in place to ensure they are timely, meaningful, informative, and transparent, balanced, monitored, and joined up.	Head of Democratic Services
The process is not embraced by report authors and members	M	M	If there is proliferation of unplanned or late items, the opportunity to ensure work programming is timely, meaningful, informative, and transparent, balanced, monitored, and joined up will diminish	Head of Democratic Services

## Links to Council Policies and Priorities

These proposals will help the Council provide the best possible service to members and will provide information to the public and elected members.

**Options Available and considered**

- To adopt the process and adopt or amend the work programme
- To consider any alternative proposals raised by Cabinet members
- To take no action

**Preferred Option and Why**

To adopt the proposals which should help to ensure work programming arrangements are timely, meaningful, informative, and transparent, balanced, monitored, and joined up.

**Comments of Chief Financial Officer**

There are no financial implications in adopting a programme of work.

**Comments of Monitoring Officer**

There are no legal implications in adopting a programme of work.

**Staffing Implications: Comments of Head of People and Business Change**

There are no specific staffing implications in adopting a programme of work.

**Comments of Cabinet Member**

The Chair has approved the report for consideration by cabinet.

**Local issues**

There are no local issues as this report relates to the Council's processes

**Scrutiny Committees**

Monthly update reports allow the Scrutiny and Cabinet work programmes to be better coordinated. The Scrutiny team and Members are currently developing new ways of working through the new Committees, and continually reviewing the work programmes to focus more on risk, and ensure all scrutiny activity has a defined purpose and constructive outcome.

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

This does not apply to this procedural report.

**Children and Families (Wales) Measure**

This procedural report does not impact on Children and Young People although certain reports contained in the programme may do and will need appropriate consultation and comment when they are presented to cabinet.

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

This is a procedural report but reports contained within the programme will need to show how consideration has been given to the five things public bodies need to think about to show they have applied the sustainable development principle put into place by the Act.

**Crime and Disorder Act 1998**

This does not apply to this procedural report

**Consultation**

As set out above

**Background Papers**

[Newport City Council Corporate Assessment](#), Wales Audit Office (September 2013)

[Newport City Council – Corporate Assessment Follow Up 2015](#), Wales Audit Office (May 2015)

Dated: 2 September 2020

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**NEWPORT CITY COUNCIL: CABINET/COUNCIL WORK PROGRAMME JUNE 2020 – MAY 2021**

MEETING	AGENDA ITEMS	LEAD OFFICER
CABINET 03-JUN-20	Treasury Management Year End Report (moved to July Cabinet)	HoF
	Corporate Risk Register Update (Q4) (moved to September Cabinet)	HP&BC
	Risk Management Strategy (Leader signed off as a CM report during COVID 19)	HP&BC
	Forecast Numbers of LAC (moved to September Cabinet)	SD People
	Work Programme	COM
COUNCIL 21-JUL-20	NNDR Relief Scheme (moved to September Council) Treasury Management Year End Report (moved to September Council)	
CABINET 29-JUL-20	29 July Cabinet rearranged to take place on 22 July 2020	
22 JUL 20	2019/20 Revenue Budget Outturn	HoF
	Capital Outturn and Additions	HoF
	Treasury Management Outturn	HoF
	Revenue Monitor 2020/21	HoF
	Schools' Recovery	CEO
	Western Gateway	Acting HRIH
	Remote Meetings	HL&R
	Strategic Equalities Plan 2020/2024	HP&BC
	Welsh Language Annual Report (moved to September Cabinet)	HP&BC
	Performance Update – Early Year End PI Analysis (moved to September Cabinet)	HP&BC
	Work Programme	COM
COUNCIL 28-JUL-20	AGM	
SPECIAL CABINET 19-AUG-20	Business case for the Test, Trace Protect Service	HL&R
	Work Programme	COM
CABINET 16-SEP-20	Capital Programme Monitoring July 2020	HoF
	Revenue Budget Monitor July 2020	HoF
	Welsh Language Annual Report	HP&BC
	Risk Report Q4 (2019/20)	HP&BC
	End of Year Performance Review 2019/20	HP&BC
	Transport Update	HCS
	COVID-19 Recovery - Update	CX
	PSB Summary Document (for information/awareness)	HP&BC

	Work Programme	COM
<b>COUNCIL 29-SEP-20</b>	Scrutiny Annual Report NNDR Relief Scheme (moved from April Council) Treasury Management Year End Report (moved from April Council) Strategic Equalities Plan 2020-24 (moved from April Council)	HL&R HoF HoF HP&BC
<b>CABINET 14-OCT-20</b>	Corporate Plan Annual Report	HP&BC
	WAO Report – Corporate Safeguarding	HP&BC
	WAO Certificate of Compliance 1	HP&BC
	Risk Report Q1 (2020/21)	HP&BC
	Pay and Reward Policy (moved from April Cabinet)	HP&BC
	WAO Annual Improvement Report 2019/20 (not confirmed for this cycle – awaiting date for WAO sign off)	HP&BC
	Annual Corporate Safeguarding Report (moved from April Cabinet - t.b.c.)	HC&YPS
	Forecast Numbers of LAC (moved from June Cabinet - t.b.c.)	HC&YPS
	Annual Report on Compliments, Comments and Complaints Management 2020	Customer Services Mgr
	Local Toilets' Strategy (moved from April Cabinet)	HL&R
	New Normal	HP&BC
	LDP Annual Monitoring Report and LDP Review	HRIH
	COVID-19 Recovery - Update	CX
	Work Programme	COM
<b>CABINET 11-NOV-20</b>	Revenue Budget Monitor	HoF
	Capital Budget Monitor	HoF
	Pay and Reward Policy (moved from April Council)	HP&BC
	COVID-19 Recovery - Update	CX
	Well-Being of Future Generations: Commissioner's Report and progress	HP&BC
	Work Programme	COM
	PSB Summary Document (for information/awareness)	HP&BC
<b>COUNCIL 24-NOV-20</b>	Democratic Services Annual Report Standards Committee Annual Report	
<b>CABINET 16-DEC-20</b>	Revenue Budget and MTFP: Draft Proposals	HoF
	Treasury Management 6 monthly Report	HoF
	Corporate Risk Register Update (Quarter 2)	HP&BC
	WAO Certificate of Compliance 2	HP&BC
	Director of Social Services Annual Report	SD - People
	WESP – 2021/2025	SD - People
	LDP Review Report & Draft Delivery Agreement (and seeking approval for public consultation)	HRIH
	COVID-19 Recovery - Update	CX

	Work Programme	COM
<b>CABINET</b> <b>13-JAN-21</b>	Revenue Budget Monitor	HoF
	Capital Budget Monitor	HoF
	Mid-Year Performance Analysis 2020/21	HP&BC
	Verified Key Stage 4 and 5 Pupil Outcomes (Or February Cabinet??)	
	COVID-19 Recovery - Update	CX
	PSB Summary Document (for information/awareness)	HP&BC
	Work Programme	COM
<b>COUNCIL</b> <b>26-JAN-21</b>	Mayoral Nomination 2021/22 Council Schedule of Meetings Treasury Management 6 monthly report Council Tax Reduction Scheme Director of Social Services Annual Report LDP Review Report ad Draft Delivery Agreement - t.b.c	
<b>CABINET</b> <b>10-FEB-21</b>	Capital Strategy and Treasury Management Strategy	HoF
	Revenue Budget and MTFP: Final Proposals	HoF
	Key Stage 4 Outcomes (Or January Cabinet??)	CEdO
	COVID-19 Recovery - Update	CX
	Work Programme	COM
<b>COUNCIL</b> <b>23-FEB-21</b>	Budget and Medium Term Financial Plan Capital Strategy and Treasury Management Strategy National Non-Domestic Rates: Discretionary Relief: High Street Relief Scheme 2021-22	
<b>CABINET</b> <b>10-MAR-21</b>	Pay and Reward Statement 2021/22	HP&BC
	2020- 2024 Strategic Equalities Plan Approval	HP&BC
	EAS Business Plan 2020/21	CEdO
	National Categorisation of Schools	CEdO
	Band B: Capital Investment of Schools	CEdO
	Corporate Risk Register Update (Quarter 3)	HP&BC
	COVID-19 Recovery - Update	CX
	Work Programme	COM
<b>CABINET</b> <b>07-APR-21</b>	Risk Management Strategy (or May Cabinet??)	HP&BC
	Annual Corporate Safeguarding Report	HC&YPS
	Provide feedback on Review Report & Delivery Agreement and seek permission to formally send to WG (formal commencement of an LDP Review) – t.b.c.	HRIH
	COVID-19 Recovery - Update	CX
	Work Programme	COM
	PSB Summary Document (for information/awareness)	HP&BC

COUNCIL 27-APR-21	IRP Annual Report NNDR Rate Relief Pay and Reward Statement 21/22 Provide Feedback on Review Report and Delivery Agreement and seek permission to formally send to Welsh Government (formal commencement of an LDP Review) t.b.c.	
CABINET 05-MAY-21	COVID-19 Recovery - Update	CX
	Work Programme	COM
COUNCIL 11-MAY-21	AGM	

## **One Newport Public Services Board (PSB)**

### **Summary of Business: 6 June 2020**

The summary of business is now also published using Sway software, see the link to access that version [here](#)

*This is the summary of the work of the One Newport PSB for the June 2020 meeting. All meetings of the partnership can be found [here](#).*

*The PSB met online using Teams.*

#### **PSB Vice-Chair**

Ceri Davies, Natural Resources Wales, has been appointed PSB Vice-Chair for a further year.

#### **Covid-19**

PSB members outlined their experience of Covid-19 as individual organisations and as partners working together. The strong partnership arrangements in Newport are felt to have benefited the local response to the pandemic.

Going forward, the existing Strategic Co-ordination Group, comprising wide-ranging partners, will be leading the recovery from the pandemic at a Gwent level. The PSB will have an important role to play in considering and co-ordinating the longer term response to the impacts of Covid-19 on communities in Newport. This may mean revisiting well-being objectives and priorities in the Local Well-being Plan to ensure they are still the right focus.

Newport City Council is preparing a Community Impact Assessment to which partners can contribute.

#### **Gwent Sustainable Travel Charter**

The PSB is signing up to a sustainable travel charter for the Gwent Region. The charter encourages staff and visitors to partners' sites to use healthy and sustainable modes of transport, which will support carbon emission reductions and improved air quality, as well as benefiting physical health.

#### **Wales Placemaking Charter**

The PSB has agreed to sign up to the Placemaking Charter for Wales. The Charter promotes good practice in planning policy and supports the development of high-quality places for the benefit of communities. It complements work being delivered through [Newport's Well-being Plan](#).

## **Local Well-being Plan Annual Report**

The PSB will be publishing its annual report in September. The original intention had been to publish in July, however, development of the report has been slowed due to the need for partners to focus on responding to the pandemic. The PSB is also keen to ensure that the report has proper purpose and can effectively communicate its work to communities.

## **PSB Meetings and Papers**

One Newport PSB publishes its meeting papers and minutes online. Papers [here](#).

## **Latest News - One Newport Bulletin**

One Newport issues a regular [bulletin](#) containing a host of activities and events organised by partners across the city. Editions of the bulletin have increased during the coronavirus pandemic to update on the local response by partners and signpost to support available.

**Twitter:** Follow us [@onenewport](#) **Instagram:** onenewportpsb **Website:** Visit us at <http://onenewportlsb.newport.gov.uk/>

## **Get Involved – Newport Citizen’s Panel**

The PSB welcomes the views of local people. One way to get involved is to join our Citizen’s panel and give us your opinions through quarterly questionnaires on issues, services and projects in the city. Find out more [here](#)