

Agenda



Cabinet

Date: Wednesday, 6 April 2022
Time: 4.00 pm
Venue: MS Teams Live Event
To: Councillors Councillor J Mudd (Chair), J Hughes, Councillor R Jeavons, P Cockeram, D Harvey, D Mayer, Councillor R Truman and D Davies

Item		Wards Affected
1	<u>Apologies for Absence</u>	
2	<u>Declarations of Interest</u>	
3	<u>Minutes of the Last Meeting</u> (Pages 3 - 12)	
4	<u>Pay and Reward Statement</u> (Pages 13 - 52)	All Wards
5	<u>National Collaborative Welsh Adopting/Fostering Services</u> (Pages 53 - 62)	All Wards
6	<u>Local Government and Elections (Wales) Act 2021 - Corporate Self Assessment</u> (Pages 63 - 68)	All Wards
7	<u>Covid Update Report</u> (Pages 69 - 84)	All Wards
8	<u>Post EU Transition Update Report</u> (Pages 85 - 92)	All Wards
9	<u>Work Programme</u> (Pages 93 - 100) New Work Programme for 2022/23	All Wards
10	<u>Live Event</u> To view the meeting, click on the link below: (2) Cabinet Meeting, 6 April 2022 - YouTube	

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Date of Issue: 30 March 2022

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Minutes



Cabinet

Date: 9 March 2022

Time: 4.00 pm

Present: Councillors Councillor J Mudd (Chair), Councillor R Jeavons, J Hughes, P Cockeram, D Harvey, D Mayer, Councillor R Truman and D Davies

1 Apologies for Absence

None received.

2 Declarations of Interest

Councillors Jeavons and Davies declared that they were Board Members of the SW EAS.

3 Minutes of the Last Meeting

The Minutes of the meeting from 18 February 2022 were accepted as a true record.

Matters Arising

The Leader was delighted to confirm that Welsh Government approved a request to change the scope of the overall Strategic Outline Programme (SOP) funding envelope for the Council's Band B programme.

As a result, a new £10m project would be added to the programme to support works at St Andrews Primary School to replace the Key Stage 2 building which was currently not being used as a result of structural issues identified in the spring term of 2021.

Officers in the Education Service would work with our colleagues in Newport Norse to develop designs for a permanent solution on the site within this funding envelope, and with a view to Key Stage 2 pupils returning to the site from September 2023.

In the meantime, the Leader thanked Newport Live for enabling the ongoing use of the Connect Centre as a temporary site for pupils, and of course thanked the school community for their ongoing support and resilience.

The Leader was sure that Cabinet would agree that this was an excellent piece of news as Cabinet looked forward to a time in the near future when the whole school could be reunited on one site.

Comments from Cabinet Members:

- Councillor Jeavons felt that it was wonderful news that the school would have all pupils and staff back on the one site. The it was a shame that the building on Corporation Road would be demolished and was testimony to the community infrastructure. The brand-new building however was a welcome addition to Lliswerry.

- Councillor Davies echoed comments of Deputy Leader and thanked officers involved in the project as well as the WG who provided funding which was extremely welcome. The building was part of the 21st Century Schools and was fit for purpose for pupils of St Andrews.

The Leader thanked both the Deputy Leader and Cabinet Member for Education and Skills for their continued support.

4 **Education Achievement Service (EAS) Business Plan 2022/25**

The Leader presented the report to Cabinet. The Education Achievement Service (EAS) were due to circulate the final version of the plan during the week commencing the 21 February.

Joint Executive Group (JEG) Members agreed that the EAS should move to a three-year Business Plan model, with a detailed annual update for Members to agree, as per the requirements within the Collaboration and Members Agreement (CAMA).

In addition to regular JEG meetings, senior EAS staff attended monthly quality assurance meetings with Local Authority Officers. These Local Authority Officers provided professional learning for school governors which was advertised via the EAS.

Newport specific topics delivered during the autumn 2021 and spring 2022 terms included:

- Financial Management Responsibilities
- Safeguarding for Designated Governors/Chair of Governors
- Managing Pupil Exclusions from Schools and Pupil Referral Units
- Supporting learners who speak English as an Additional Language (EAL)
- Supporting Service Children/Military Children in your school

There was a universal offer of professional learning support available to schools in each of the following areas:

- School Improvement
- Leadership and Teaching
- Curriculum for Wales
- Health Wellbeing and Equity and
- School Governors.

Additional support was also available to schools, tailored to meet specific needs:

- Schools receive a set number of days to work with their School Improvement Partner (SIP) and engage in professional dialogue with the EAS and LA to agree and/or amend their improvement priorities and support requirements.
- Bespoke support would also be available for schools who required more intensive support. This included more support from the SIP or the use of a Learning Network School to School Partnership. There was no fixed allocation to this support.

The Draft Priorities for Newport were:

- Development and implementation of the new curriculum
- Ensure effective teaching and learning for learners with Additional Learning Needs (ALN)
- Estyn Inspection R1: Improve the overall performance of secondary schools
- Estyn Inspection R2: Reduce the variance in progress/outcomes for learners eligible for Free School Meals and those not eligible
- Estyn Thematic Review: Develop a coherent approach to improve progress in literacy, numeracy and personal and social skills of vulnerable pupils disproportionately affected by the pandemic, for

example pupils eligible for free school meals

- Estyn Thematic Review: Establish strategies to monitor and address the long-term impact of the pandemic on the physical and mental health of pupils

Comments from Cabinet Members:

- Councillor Davies, business plan was a model and welcomed to sustain a sensitive approach to supporting Newport Schools. It also recognised that there was a pandemic and accounted for the change in the way education had been undertaken. Business Plan made it clear that all schools would see school improvement and supporting teachers. The EAS were committed to undertaking a review for each authority and the Cabinet Member for Education and Skills and LA therefore supported the report.
- Councillor Harvey mentioned that it was really good to see nearly 800 school governors and that it was a testimony to those dedicated in supporting their schools. The training programme was very comprehensive.
- Councillor Jeavons, as a board member the Deputy Leader wanted to thank the EAS for the report and echoed comments Cabinet Member colleagues.

The Leader invited Ed Pryce, Assistant Director, South East Wales Education Achievement Service to say a few words.

Ed Pryce thanked Cabinet Member for their comments and added that the final report was available with Democratic Services. The finance element included resource implications and would continue to deliver funding to schools and continue to meet the high delegation rates.

The Leader thanked Ed Pryce for his attendance, which was appreciated by Cabinet.

Decision:

That Cabinet

- Received the report for information and take the opportunity to comment on the contents of the Business Plan as part of the consultation process; and
- Considered the main strengths and areas for development within Newport, and considered how LA services could be aligned with the priorities contained within the document, therefore ensuring all pupils met their full potential.

5 Revisions to the South East Wales EAS Collaboration and Members Agreement (The CAMA)

The Leader presented the report, explaining to colleagues that was a CAMA (Collaboration and Members Agreement) in place since 2012 when the EAS began. This was a revision to the agreement 10 years on.

The CAMA described the agreement between the *Education Achievement Service (EAS)* and the five local authorities (Newport, Torfaen, Monmouthshire, Caerphilly and Blaenau Gwent).

The EAS Company Board requested an update to the CAMA as their funding model changed over the last decade. Since the start of the EAS, there were now less core staff employed and a higher delegated funding rate to schools.

Legally, to keep the company from going into liquidation the EAS Company Board needed to retain 50% of their responsible outgoings.

The updated CAMA clarified that any future EAS staff severance costs would be paid by the EAS if funds were above their 50% of responsible outgoings. In the event that there were insufficient funds available, the five Local Authorities would pay a proportion of these costs. This was a normal expectation of a joint funded partnership.

The risk level was low as the EAS had significantly reduced contracted staff. Head teachers acted as 'School Improvement Partners' which supported 'school to school' working and allowed schools to income generate and retain more funds.

The Joint Officers Group, made up of a Cabinet Member from each local authority had a role in evaluating the EAS staffing structures and a specific contingency fund set up in Newport to manage any unforeseen but agreed severance costs for the EAS, should they be required. If one of the local authorities decide to withdraw from the EAS, they would be responsible for 100% of the associated severance costs.

This revised agreement was very important because it enabled the EAS, as an Arm's Length Company, to have financial stability without individual local authorities having to set up separate and expensive school improvement services.

Comments from Cabinet Members:

- Councillor Davies supported the recommendation regarding the severance cost in principle, as outlined in proposal in the report.

Decision:

Cabinet agreed to the revised form of wording in paragraph 1.11, agreeing that Newport City Council (as one of the five local authorities) pay pro rata EAS employee severance costs remaining, after the company has used 50% of its previous year end reserve balance to pay the first portion of these severance costs.

6 Corporate Risk Register - Quarter 3

The Leader presented the report to colleagues on the update of the Council's Corporate Risk Register for the end of Quarter Three, 1 October 2021 to 31 December 2021.

Cabinet members were asked to consider the contents of this report and continue the monitoring of these risks and the actions being taken to address the risks identified in the report.

The Council's Risk Management Policy and Corporate Risk Register enabled this administration and officers to effectively identify, manage and monitor those risks which could prevent the Council from achieving its objectives in the Corporate Plan (2017-22) and undertake its statutory duties as a local authority.

The Quarter three risk report would also be presented to the Council's Governance and Audit Committee at the end of March (2022) to review the Council's risk management process and governance arrangements.

At the end of quarter three the Council had 44 risks recorded across the Council's eight service areas.

Those risks that were deemed to pose the most significant risk in the delivery of the Council's Corporate Plan and services were escalated to the Council's Corporate Risk Register for monitoring.

At the end of quarter two, 18 risks were recorded in the Corporate Risk Register:

- Ten Severe Risks (15 to 25);
- Five Major Risks (7 to 14);
- Two Moderate Risks (4 to 6); and
- One Low Risk (1 to 3).

In comparison to quarter two, 16 risks had remained at the same risk score with two risk scores decreasing:

- Ash Dieback Disease – Since the Council commenced its programme of work to remove diseased trees the risk score has reduced from 20 to 16. The delivery of this work was being assessed every quarter and replacement trees are planted in Newport.
- Balancing the Council's medium-term budget – The Council received its 2022/23 funding settlement figure from Welsh Government as well as indicative funding allocations for the following two years. The 22/23 settlement figure was more positive than anticipated and the Council's budget for 22/23 has been approved. The overall medium term financial plan was broadly balanced but additional pressures could emerge and result in a budget gap.

Comments from Cabinet Members:

- Councillor Davies referred to the two red risk markers against education services. This was in relation to the demand for ALN and SEN support in schools, this had been an ongoing concern in the last financial year, with the legislative changes brought about by the WG. The other key risk was financial services, however with the £8.1M investment the Cabinet Member was confident that we could deliver an improved service.
- Councillor Jeavons was pleased that the Ash Die Back score had reduced from 20 to 13 and thanked City Services and the specialist partners who were undertaking the removal of these trees.
- Councillor Cockeram referred to social services and the staffing issue across Wales and the UK. The Regional Partnership Board would write to the minister regarding problems with staff payment as Councils could not compete with the Health Care sector.

The Leader thanked staff for their hard work in Newport City Council Care homes and outstanding contribution and resilience.

Decision:

Cabinet considered the contents of the quarter two update of the Corporate Risk Register.

7 Climate Change Plan

The Leader was pleased to present our organisational Climate Change Plan to colleagues.

Climate Change was one of the defining global challenges of our generation and there was an urgent need for the world to decarbonise, to limit global temperature rise and avert the worst impacts of climate change. There was also a need for the world to adapt to the impacts of climate change now and in the future.

As a globally responsible organisation, the Council declared an ecological and climate emergency in November stating that we would:

Develop a clear Climate Change Organisational plan, in consultation with our citizens, for the next five years that would set out the actions we need to take to achieve this.

As part of the declaration, we also stated we would:

Reduce council carbon emissions to net zero carbon by 2030, and

Review the services the council provided to ensure they support the city's journey to both net zero carbon and adapting to the impacts of climate change.

Our Climate Change Plan set out the themes, priorities, actions, and milestones that were needed to take over the next five years to achieve that commitment.

The plan was developed by staff and managers across the council and was scrutinised by the Overview and Scrutiny Management Committee in October 2021.

A full public consultation took place in November and December 2021 where over 600 individual comments were received which have helped to shape the plan further.

The plan would be a key document for the Council going forward and would guide our direction of travel as an organisation in tackling the climate and nature emergency and their impacts.

The Leader invited the Cabinet Member for Sustainable Development to comment.

Councillor Hughes mentioned that the Council had made a good start and had already made a substantial reduction in carbon emissions exceeding targets set out in our Carbon Management Plan. This resulted in a 29% reduction of scope 1 and scope 2 emissions over the last three years.

Councillor Hughes looked forward to further reductions as we continue to retrofit our council buildings, and further increase our electric fleet vehicles.

There was however, still much more that we needed to do as an organisation to mitigate and adapt to the nature and climate emergency and our organisational Climate Change Plan would set us on the right path for this journey to ensure we act on behalf of current and future generations.

As Cabinet Member with responsibility for carbon reduction and future generations, Councillor Hughes was pleased to see the fruition of this plan and would be monitoring progress closely and requesting regular progress updates to ensure that we continued to proceed at the pace that would be required.

Comments from Cabinet Members:

- Councillor Davies added that as previous Cabinet Member for Sustainable Development, she was tasked by the Leader to take forward the plan at the beginning of the pandemic and since that time, the Climate Change Plan had developed immensely. This was not only because of the support of Councillor Hughes but also because of the support of officers. Councillor Davies thanked Tracy McKim, Head of People (Policy and Transformation), Emma Wakeham (Senior Policy and Partnership Officer) and Ross Cudlipp (Carbon Reduction Manager) for their involvement and hard work which had structured the development into a plan of action. It was our corporate responsibility to take this forward, as this would have more of an impact with positive consequences.
- Councillor Harvey felt it was a fascinating document to read which covered all the basis and could only get better. Councillor Harvey added that it was down to us as a Council to make a stand and protect what we had in place for future generations.
- Councillor Truman said that the document set out the targets which needed to be acted upon immediately as future generations would remember and judge the decisions made by us.
- Councillor Jeavons mentioned it was a worthwhile report, highlighting the achievements of Newport City Council. The prospect of changing the home to school transport for the future with the introduction of electric or hydrogen transport would be a fantastic achievement.

The Leader added that whether this was an individual change or on a larger scale, the Council needed to work hard to achieve this change for the future. The Leader was incredibly proud of the Council and what it had achieved through this Climate Change Plan.

Decision:

Cabinet approved the attached draft council organisational Climate Change Plan.

8 Covid Recovery Update

The Leader presented the report to colleagues advising that despite all of the challenges being faced in Wales and the world in the last month, Covid remained prevalent across its communities.

Whilst cases continued to fall the impacts of restrictions over the last two years continued to impact the health and social care sector.

Wales remained at alert level 0 and from 28 February masks would only be required in retail, public transport and health and care settings.

The Welsh Government continued to take a cautious approach and in March would be assessing the public health position and whether to remove the legal requirement to wear face coverings by the end of March.

For elected members and officers in the Council the advice remained to work remotely unless required by their role.

As part of the Council's New Normal project preparations were being made for staff to undertake hybrid working, ensuring rooms and facilities across the Council's estate were suitable and safe places to work and undertake our democratic roles. The Leader added that the Cabinet meeting in April would be a hybrid meeting.

Both this report and the EU Transition report were highlighting the ongoing pressures and uncertainty many households faced across Newport and Wales with the cost-of-living crisis caused by rising energy, food and fuel costs.

Both Newport Council and the Welsh Government were supporting households and businesses struggling to meet these pressures. Newport Council had committed an additional £100,000 towards tackling food poverty, supporting food charities and groups.

The Council was also supporting the Welsh Government's Winter Fuel Support scheme which was extended to 28 February and with amounts increased from £100 to £200.

The Leader added that it was important that councillors supported struggling households and people in Newport, helping them to find the right support and guidance during this difficult time.

- Strategic Recovery Aim 1 – The Work and Skills team are working in collaboration with Acorn Recruitment Agency, offering opportunities for residents to work in the health and social care sector.
- Strategic Recovery Aim 1 – Newport Council secured 3-year Children and Communities grant funding to support families across Newport

- Strategic Recovery Aim 2 – Completion of major schemes such as the Indoor Market, Market Arcade and Chartist Tower will be supporting the rejuvenation of city centre.
- Strategic Recovery Aim 2 – Awarded 18 City of Newport Business Development grants
- Strategic Recovery Aim 3 – Library and community services operating normal hours
- Strategic Recovery Aim 3 – Adult services supported our most vulnerable residents during the recent storms ensuring they had safe and secure accommodation before returning back home.
- Strategic Recovery Aim 4 – Projects to improve housing and temporary accommodation for residents have been continuing.
- Strategic Recovery Aim 4 – Participatory budget work awarding funding towards projects across Newport to help communities recover from the pandemic.

Comments from Cabinet Members:

- Councillor Truman took the opportunity to thank all officers within Newport City Council as he was retiring in May, in particular, Trading Standards, Licensing and Environmental officers.

The Leader and Chief Executive thanked Councillor Truman and all members who would be standing down this year on behalf of all officers of Newport City Council.

- Councillor Davies echoed the comments of the Leader and the Chief Executive. The impact on the health and care sector meant that there had been a loss of key workers. The Council officers had set up a bespoke programme to attract people into the care sector. This included access to free training, the WG demanded that every care worker had a recognised qualification and that would be provided for free by Newport City Council. In addition to this, earlier today, the Cabinet Member was invited to a similar arrangement in relation to the construction industry which was taking place at the Newport East hub to focus on free access to training for their CSE Card. The hub was full of young people which showed signs of positive recovery across the city. The library was also open in the Newport East Hub and the learning academy was full, with 16-18 year old students working hard.
- Councillor Jeavons thanked Councillor Truman and referred to front line services who continued to work during the pandemic and asked to spare a thought for these people, especially for those living with people at risk to catching Covid.
- Councillor Harvey echoed comments and thanked Councillor Truman for his support.
- Councillor Hughes also thanked Councillor Truman. As a trustee of a local food bank acknowledged the support of Newport City Council and £100,000 allocated.
- Councillor Cockeram wished Councillor Truman all the very best for the future. In relation to the issues with social services, work experience and placement was discussed in colleges in relation to domiciliary care. Also offering places for university students in care homes for their work experience.

Decision:

Cabinet noted the contents of the report and received updates from officers as part of their portfolio.

9 Post EU Transition Update

The Leader presented the report the above report to Colleagues. Since the last Cabinet Report in February, global uncertainty continued to impact on people's lives in Newport and Wales.

On 1 March, Newport Council presented and passed a motion in relation to the current situation in Ukraine and was united across all parties in its response to the dreadful attack on Ukraine and its people. This was a heart-breaking situation for the Ukrainian people, many of whom were having to leave their homes to find refuge.

It was also concerning for Ukrainian citizens living and working in Newport and across Wales, for their loved ones and their country.

Newport had a long and proud tradition of giving sanctuary to refugees and would do what it could to help those impacted by this unwarranted invasion.

Also for European and global citizens living in Newport it was important to stress that they were also valued residents that could live, work and contribute towards making Newport a multi-cultural place to live.

The Ukrainian conflict was just one of several global situations that was having an impact on the cost of living in Newport and Wales.

The rising costs of energy, food and fuel was impacting all households but it was having the hardest impact on some of the city's most vulnerable residents.

The Welsh Government and the Council were doing all it could for households during this difficult time and there were services that could support and alleviate these pressures. The Leader and Councillor Hughes passed a motion at Council on 1 March, in relation to the National Cost of Living Crisis, to write to central government for action to suspend the proposed increase in National Insurance contributions, reduce VAT for Energy Bills, and introduce a new lower price cap on energy bills to households from excessive price rises. Newport Council would be administering the Council Tax rebate relief for A to D band houses and additional rate relief schemes have been agreed that would support many businesses still recovering from the impact of the pandemic.

The Council was also continuing to support food poverty groups and organisations providing funding and support to distribute food and debt advice.

This Report also recognised that there was still more the Council could and would do to support communities, disadvantaged and vulnerable groups in Newport and would be evolving its work alongside third sector and other public services to address the concerns raised by residents.

Comments from Cabinet Members:

- Councillor Hughes wanted to acknowledge the support that people in Newport were giving to the Ukrainians through aid and was proud to be part of the city.
- Councillor Harvey received a message from Newport Veterans hub who were loading supplies on a wagon to be sent over to the Ukraine. Councillor Harvey also expressed her pride in the city.

The Leader reflected on the situation and wanted to remind residents that they had the support of the Council. The Leader was very proud of the Polish community for their mobilisation of aid. There were also Russian citizens in Newport and the Council recognised

that the actions were that of one person in Government and welcomed everyone to the Newport Community.

Decision:

Cabinet noted the contents of the report and received updates from officers as part of their portfolio.

10 **Work Programme**

This was the regular monthly report on the work programme.

Please move acceptance of the updated programme.

Decision:

Cabinet agreed the Work Programme.

Report

Cabinet

Part 1

Date: 6 April 2022

Subject Pay and Reward Policy 2022/23

Purpose Cabinet to consider the Pay and Reward Policy for 2022/23

Author Head of People, Policy and Transformation
HR and OD Manager

Ward N/A

Summary The Localism Act 2011 requires English and Welsh local authorities to produce a “pay policy statement” on an annual basis. The legislation outlines a number of statutory requirements which must be included in any pay policy statement.

The Pay and Reward Policy outlines the current position in respect of pay and reward within the Council. It will be reviewed and reported to Council on an annual basis to ensure it meets the principles of fairness, equality, accountability and value for money for the authority and its residents.

The Pay and Reward Policy 2022/23 has been reviewed and no changes are proposed this year. This statement will come into immediate effect once fully endorsed by Council.

Proposal Cabinet to approve the Pay and Reward Policy in order to meet the statutory requirement for a pay policy statement to be approved and published by Council on an annual basis.

Action by Chief Executive/Head of People, Policy and Transformation

Timetable Immediate

This report was prepared after consultation with:

- Chief Executive
- Head of Law and Regulation
- Head of Finance

Signed

Background

The Localism Act 2011 requires English and Welsh local authorities to produce a 'pay policy statement' on an annual basis. Items which must be included in the statutory pay policy statement are as follows:

- A local authority's policy on the level and elements of remuneration for each chief officer
- A local authority's policy on the remuneration of its lowest-paid employees (together with its definition of 'lowest-paid employees' and its reasons for adopting that definition)
- A local authority's policy on the relationship between the remuneration of its chief officers and other officers
- A local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additional to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.

The Act also specifies that the pay policy statement:

- must be approved on an annual basis formally by the full Council meeting (the responsibility cannot be delegated to Cabinet or a sub-committee)
- can be amended in-year
- must be published on the authority's website (and in any other way the authority chooses)
- must be complied with when the authority sets the terms and conditions for a chief officer.

The Act requires an authority to have regard to any statutory guidance on the subject issued or approved by the Secretary of State or Welsh Ministers. The Welsh Government issued statutory guidance on "*Pay Accountability in Local Government in Wales*" in March 2012 and the Public Services Staff Commission published further supplementary guidance in December 2016.

Pay and Reward Policy

The Council recognises that, in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public; but at the same time needs to avoid being unnecessarily generous or otherwise excessive.

The Council's Pay and Reward Policy, initially approved in March 2012, was developed to meet the statutory requirements contained in the Localism Act 2011. However, in the spirit of transparency, the Council took the opportunity to take a wider view and include information relating to school based employees. Local authority schools are specifically excluded from the Localism Act's statutory requirements. However, as employees in community maintained and voluntary controlled schools are employees of the Council, reference has been made to school based employees within the Pay and Reward Policy. It is recognised that the pay decisions for these employees are delegated to school Governing Bodies by legislation and that each school is responsible for publishing its own Pay Policy. For the avoidance of doubt, the relevant school Pay Policies are the definitive version of policy for school based staff engaged by the governing body of the respective school.

Subject to approval by full Council, to meet the requirements of the Localism Act, the Pay and Reward Policy attached will be published on the Council's website. In addition, in accordance with the provisions of Accounts and Audit (Wales) Regulations 2005, the Council's Annual Statement of Accounts will include a note setting out salary and remuneration information for Council posts where the full time equivalent salary is at least £60,000.

Updates since April 2021

The pay award for the Chief Executive and Chief Officers is set by the Joint National Council (JNC) and has been confirmed as 1.5% with effect from April 2021-March 2022.

The pay award for all other non-teaching staff (with the exception of the small number of staff employed on Soulbury pay) is set by the National Joint Council (NJC) and has been confirmed as 1.75% with effect from April 2021-March 2022. The Soulbury pay award was implemented in September 2021, as was the pay award for all teaching staff.

Discussions are underway on a national basis in relation to any pay award decisions for 2022/23.

From November 2021 the Real Living Wage increased to £9.90 per hour and the Council will therefore apply a supplement to pay for those employees whose contractual pay falls below this rate. This is usually paid at the same time as the NJC pay award for all other employees.

In line with the requirements of the Local Government and Elections (Wales) Bill all references to the Head of Paid Service have been removed when referring to the Chief Executive, as has reference to 'salary' which is replaced with 'remuneration.'

The Gender Pay Gap

In accordance with the Equality Act (Gender Pay Gap Information) Regulations 2017, the Council is required to publish its gender pay gap information on its website and upload them onto a national Government website by 31st March 2021.

We have 2,407 relevant employees (excluding schools) for the purpose of establishing the gender pay gap, of which 69.46% are women and 30.54% are men. The median pay gap increased from 0.57% to 2% whilst the mean pay gap decreased further from 3.6% in 2019, to 1.92% in 2020 and now 1.5% in 2021.

Newport City Council has one of the smallest gender pay gaps from amongst local authorities in Wales and compares favourably to the national average of 15.5%. Our gender pay gap report is published on the Council's transparency page each year [here](#) and will be updated in April 2022. Implications are also considered in the Strategic Equalities Annual Report.

Our Mean pay gap

- Our average hourly rate for women is £14.45
- Our average hourly rate for men is £14.66
- Our mean pay gap between men and women is 1.5%. This means that, on average, a woman's hourly rate of pay is 1.5% lower than a man's.

Our median pay gap

- Our median hourly rate for women is £12.69
- Our median hourly rate for men is £12.95
- Our median pay gap between men and women is 2%. This means that the median (or midpoint) hourly rate for a woman is 2% lower than a man's.

Our bonus pay gap

Following the implementation of Single Status Pay and Grading Arrangements in 2015, the Council no longer makes any bonus payments to either men or women.

Our pay quartiles

We must report the percentage of men and women in each pay quartile. Quartiles are created by listing the rates of pay for all employees from lowest to highest, before splitting that list into four equal sized groups and calculating the percentage of men and women in each quartile.

	FEMALE	MALE	TOTAL
LOWER	73%	27%	100%
LOWER MIDDLE	67%	33%	100%
UPPER MIDDLE	69%	31%	100%
UPPER	69%	31%	100%

Pay Relativities within the Council

The relationship between the rate of pay for the lowest paid Council employee and that of the Council's Chief Officers is determined by the processes used for determining pay and grading structures set out in the Pay and Reward Policy. The Council's lowest paid employee is paid on spinal column point 1 of the NJC for Local Government Workers.

As part of its commitment to pay transparency, and following the recommendations of the Hutton Review, the Council will publish information on pay relativities on an annual basis in the Pay and Reward Policy. This information for **2021-22** is as follows:

Multiple of Salary	Ratio
<ul style="list-style-type: none">the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio	1 : 7.19
<ul style="list-style-type: none">the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio	1 : 4.7
<ul style="list-style-type: none">the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio	1 : 4.26
<ul style="list-style-type: none">the multiple between median earning of Council employees and the average Chief Officer (full-time equivalent basis) as a ratio	1 : 2.7

Note:

- i) Column A provides the pay ratio as per the requirement of the Localism Act 2011
- ii) These figures exclude remuneration for appointments within organisations for which the Council provides a payroll service but is not the employer.
- iii) These figures exclude remuneration for joint appointments where the Council is not the employer

Financial Summary (Capital and Revenue)

There are no financial implications contained in the updated *Pay and Reward Policy*, as the policy confirms the current pay and reward arrangements in place in the Council.

Risks

Risk Title / Description	Risk Impact score of Risk if it occurs* (H/M/L)	Risk Probability of risk occurring (H/M/L)	Risk Mitigation Action(s) What is the Council doing or what has it done to avoid the risk or reduce its effect?	Risk Owner Officer(s) responsible for dealing with the risk?
Failure to comply with statutory requirement to approve and publish a "pay policy statement" on an annual basis	H	L	Produced an updated <i>Pay and Reward Policy</i> which meets the statutory requirements and which is recommended for approval by Council	Chief Executive / Head of People, Transformation and Policy

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

The Pay and Reward Policy forms a key part of the Council's People and Culture Strategy. The strategy underpins the Council's Corporate Plan and strategic objectives - how employees are rewarded for their contribution is directly linked to the delivery of the council's key aims. The updated Pay and Reward Policy will ensure, when approved, that the Council complies with the statutory requirement to publish a "pay policy statement" on an annual basis.

Options Available and considered

The options available are as follows:

1. For Cabinet to agree to recommend the updated Pay and Reward Policy to full Council for approval.
2. For Cabinet not to agree to recommend the updated Pay and Reward Policy to full Council for approval.

Preferred Option and Why

For the Cabinet to agree to recommend the updated Pay and Reward Policy to full Council for approval in order to meet the statutory requirements for a 'pay policy statement' to be published on an annual basis.

Comments of Chief Financial Officer

The Council's Budget is based on the overall pay structures in place, as outlined in the updated *Pay and Reward Policy*. There are therefore no direct financial implications contained in the report.

Comments of Monitoring Officer

The Council has a statutory duty under Section 38 of the Localism Act 2011 to approve and publish its Pay Policy on an annual basis. The proposed Pay and Reward Policy has been prepared in accordance with the legislation and Welsh Government Guidance. There are no significant changes since last year, but pay levels have been updated in line with national pay awards and references to the salary of the Head of Paid Service have been replaced by "remuneration" paid to the statutory "Chief Executive" in accordance with the requirements of the Local Government and Elections (Wales) Act 2021. The policy has to be approved by full Council on an annual basis, in order to comply with the statutory requirements. Therefore, Cabinet will need to make a recommendation to full Council in May to

retrospectively approve and adopt the final Pay and Reward Policy as from April 2021. Once adopted, the Pay and Reward Policy will need to be published and the Annual Statement of Accounts will also need to include details of the remuneration of individual Chief Officers, to comply with the requirements of the Audit (Wales) Regulations.

Comments of Head of People, Policy and Transformation

As the report author, the comments of the Head of People, Policy and Transformation are contained within the main body of the report.

The report outlines how the sustainable development principle has been considered in developing the Pay and Reward policy.

Scrutiny Committees

N/A

Fairness and Equality Impact Assessment:

- **Wellbeing of Future Generation (Wales) Act**
- **Equality Act 2010**
- **Socio-economic Duty**
- **Welsh Language (Wales) Measure 2011**

The Pay and Reward Policy contributes to the well-being goals for a more equal Wales and a prosperous Wales. The policy demonstrates how employees are rewarded for their contribution to the organisations local and national priorities, and will ensure the Council complies with the statutory requirement to publish a “pay policy statement” on an annual basis.

The five ways of working have been applied when considering this proposal. The Council is required to publish a Pay Policy Statement each financial year and this updated policy meets this requirement. This policy provides a framework for decision making on pay and allows the Council to demonstrate its key approaches to pay and reward for employees, ensuring resources are managed effectively both in the short and longer term.

This updated policy outlines the Council’s approach to pay and reward of its employees in the interests of openness and transparency, and is in place to prevent problems and issues occurring with any decisions made in relation to public sector pay. The policy also forms a key part of the Council’s People and Culture Strategy. The strategy underpins the Council’s Corporate Plan and strategic objectives - how employees are rewarded for their contribution is directly linked to the delivery of the council’s key aims and objectives.

As part of this policy, the Council’s intention is to continue to develop collaborative working on a planned and strategic basis with local authority partners and other public and third sector organisations. In addition, the policy provides the public with the Council’s policy on all aspects of pay and reward, including senior posts and the lowest paid posts, explaining the relationship between remuneration for senior post holders and other groups.

An FEIA has been undertaken in relation to the proposed Pay and Reward Policy in 2020 which is still relevant for the 2022 update as there are no changes.

The FEIA consulted Corporate Management Team and Trade Union representatives on behalf of the workforce. No disproportionate impact on people that share protected characteristics, people who experience inequalities as a result of socio-economic disadvantage, or Welsh language stakeholders were identified.

Consultation

As outlined within the report

Background Papers

Pay and Reward Policy 2022/23

Gender Pay Gap report 2021/22

FEIA October 2020

Dated: 30 March 2022

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Introduction

Newport City Council recognises the importance of remuneration decisions that are appropriate, transparent, provide value for money and reward employees fairly for the work that they perform. This policy statement sets out the Council's key approaches to pay and reward for our employees.

Aims of Policy

To outline Newport City Council's approach to the pay and reward of its employees in the interests of openness and transparency.

Scope

To provide the public with the Council's policy on all aspects of pay and reward, including senior posts and the lowest paid posts, explaining the relationship between remuneration for senior post holders and other groups.

School Based Employees

Employees who are appointed and directly managed by Head teachers and/or Governing Bodies are not required to be included within the scope of Pay Policy Statements as the provisions in the Localism Act (2011) only apply to employees appointed and directly managed by the Council. This reflects the requirements contained within the Staffing of Maintained Schools (Wales) Regulations (2006) where school-based staff are considered to be employees of the Council, yet the appointment and management of this staff group is discharged to the Governing Body.

In the interests of consistency and transparency, the pay related data set out within this Pay Policy Statement includes information relating to those who are appointed and managed by Head teachers/Governing Bodies. Schools are required to develop their own Pay Policies.

To be read in conjunction with

Annual Statement of Accounts 2021/22
Job Evaluation Scheme
School Teachers' Pay and Conditions (Wales) Document/School Pay Policies
Market Supplement Guidance
Early Retirement and Redundancy Payments Guidance
Out of Hours/Additional Duties/Detriment Schemes
Travel and Subsistence Policy

Principles

This is Newport City Council's 2022/23 annual Pay and Reward Policy for the period 1st April 2022 to 31st March 2023. This Pay and Reward Policy provides the framework for decision making on pay and in particular decision making on senior pay.

The Council recognises that there is public interest in public sector pay and therefore the importance of being transparent in its decisions relating to pay. It is recognised that senior posts in the Council are accountable for delivering the current strategic objectives of the organisation, including demonstrating value for money and the role that senior leadership plays in the quality of service delivery. The context of managing resources effectively and appropriately is of importance to the Council and transparency on pay is therefore appropriate to publish for public scrutiny.

In accordance with the requirements of Section 38 of the Localism Act 2011 and of the Revised Guidance issued by the Welsh Government in December 2015, Newport City Council is required to publish a Pay Policy Statement for each financial year detailing:

- a) The Council's definition of senior posts
- b) The Council's definition of lowest paid employees
- c) Reasons for adopting these definitions
- d) The relationship between the remuneration of senior posts and that of the lowest paid employees

In addition to this Pay and Reward Policy, remuneration reporting is included in the Council's Annual Statement of Accounts. The 2021/22 information can be found [here](#)

The Council's senior posts are defined as:

Chief Executive
Strategic Director – Social Services
Strategic Director – Environment and Sustainability
Strategic Director – Transformation and Corporate Services
Chief Education Officer
Head of Finance (Section 151 Officer)
Head of Law and Regulation (Monitoring Officer)
Head of People, Policy and Transformation
Head of Children's Services
Head of Adult's Services
Head of Prevention and Inclusion
Head of Regeneration and Economic Development
Head of City Services
Head of Environment and Public Protection
Head of Housing and Communities

POLICY**1.0 Legislative Framework****1.1 General**

In determining the pay and remuneration of all its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act (2010), Part Time Employment (Prevention of Less Favourable Treatment) Regulations (2000), the Agency Workers Regulations (2010), Transfer of Undertakings (Protection of Employment) Regulations (2006) where relevant, and the National Minimum Wage Act (1998).

With regards to Equal Pay requirements contained within the Equality Act, the Council aims to ensure that there is no pay discrimination within its pay structures and that pay differentials can be objectively justified using equality proofed job evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

1.2 Pay in schools

Employees who are appointed and directly managed by Head teachers and/or Governing Bodies are not required to be included within the scope of Pay Policy Statements as the provisions in the Localism Act (2011) only apply to employees appointed and directly managed by the Council. This reflects the requirements contained within the Staffing of Maintained Schools (Wales) Regulations (2006) where school-based staff are considered to be employees of the Council, yet the appointment and management of this staff group is discharged to the Governing Body.

In the interests of consistency and transparency, the pay related data set out within this Pay Policy Statement includes information relating to those who are appointed and managed by Head teachers/Governing Bodies. Schools are required to develop their own Pay Policies.

2.0 Responsibility for Pay Decisions**2.1 Responsibility for the Approval of the Pay and Reward Policy**

The Council's Pay and Reward Policy incorporates the statutory provisions of the Localism Act (2011) in relation to pay policy statements. Approval of this statement and of any amendments to it is therefore a matter for full Council and cannot be delegated to any sub-committee.

2.2 Responsibility for Council Pay Structure and Employment Terms and Conditions

As per the Council's constitution, overall responsibility for Council policy in relation to pay and grading structures, and employment terms and conditions rests with the Cabinet, with specific policy decisions delegated to the Cabinet Member for Community and Resources.

The exception to this is the matter of senior pay structures, where any proposed changes are a matter for full Council.

2.3 Delegated Authority

Managers should be aware of their delegated levels of authority. Delegations for decisions on pay cannot be further delegated below these levels:

Decision	Delegated level of Authority
Remuneration packages above £100,000 per year	Full Council
Starting pay above grade minimum for the Chief Executive, Strategic Directors and Heads of Service	Appointments Committee
Market Supplement for the Chief Executive, Strategic Directors and Heads of Service	Appointments Committee
Performance related pay increases for the Chief Executive	Leader and Deputy Leader of the Council in consultation with the Head of People, Policy and Transformation
Performance related pay increases for the Strategic Directors	Leader, Deputy Leader and Chief Executive in consultation with the Head of People, Policy and Transformation
Pay progression through Head of Service grade	Strategic Directors in consultation with the Head of People, Policy and Transformation
Starting pay above grade minimum for all grades below Head of Service	Head of Service in consultation with Human Resources
Market Supplement for posts below Head of Service	Head of Service in consultation with the Head of Law and Regulation, Head of Finance and Head of People, Policy and Transformation
Pay progression through all grades below Head of Service	Head of Service in consultation with Human Resources
Additional duties payments below Head of Service	Head of Service in consultation with Human Resources
Salary detriment	Head of Service*
Early release of pension	Head of Service*
Planned overtime payments	Head of Service

Decisions marked with * are subject to a formal business case and consultation with the Head of Law and Regulation, Head of Finance and Head of People, Policy and Transformation. Any dispute will be determined by a Strategic Director.

The Head of People and Business Change is responsible for ensuring that the Council's Job Evaluation Scheme (where applicable) and pay processes have been applied. Human Resources is responsible for overseeing any decision on pay to ensure that they are made in accordance with the delegated authority levels and are compliant with the terms of the Pay and Reward Policy.

3.0 Terms and Conditions of Service

The Council's employees are employed on a number of different terms and conditions dependent on the role that they fulfil:

Employee Group	Terms and Conditions
Chief Executive	Joint National Council for Chief Executives terms and conditions except for pay which is determined by a local performance related pay arrangement
Strategic Directors and Heads of Service	Joint National Council for Chief Officers' terms and conditions. Strategic Director pay is determined by a local performance related pay arrangement, Head of Service pay is subject to annual incremental movement through the grade
School Teachers	Head, Deputy, Assistant Head teachers and all other classroom teachers employed directly by the Council (as opposed to those employed by the Governing Body of a voluntary aided school) are paid in accordance with the School Teachers' Pay and Conditions (Wales) Document (STPCD).
School Improvement Professionals and Education Psychologists	The Soulbury Committee determine pay arrangements and National Joint Council for Local Government Service Employees terms and conditions apply for all other contractual entitlements
All other employees (including school-based staff other than teachers)	National Joint Council for Local Government Service Employees apply, supplemented by the Newport City Council Single Status Pay and Grading arrangements

4.0 National pay bargaining arrangements

The Council uses nationally negotiated pay spines for the relevant groups of employees as the basis for its local pay structures. The Council remains committed to adherence with national pay bargaining in respect of the national pay spines and any increases negotiated in the pay spine.

Employees on all terms and conditions will receive a pay award where this is negotiated nationally by the relevant negotiating committee.

5.0 Process for grading posts

The Council utilises the Newport City Council Job Evaluation scheme as the basis for its local grading structure. This determines the salaries of the majority of employees including non-teaching staff in schools. The pay and grading structure was agreed through a collective agreement with the recognised trade unions and implemented with effect from 1st April 2015.

The pay grade of posts on Soulbury and Teachers' pay will be determined in accordance with the national and local agreed terms.

The pay grade of JNC posts is through the Hay job evaluation scheme.

6.0 Senior Management Remuneration

For the purpose of the Council's Pay and Reward Policy, senior management means 'Chief Officers' as defined within Section 43 of the Localism Act (2011). The posts within the Council's structure identified by the statutory definition are set out below:

- Chief Executive
- Strategic Director – Social Services
- Strategic Director – Environment and Sustainability
- Strategic Director – Transformation and Corporate Services
- Chief Education Officer
- Head of Children's Services
- Head of Adult's Services
- Head of Prevention and Inclusion
- Head of Law and Regulation
- Head of Finance
- Head of People, Transformation and Policy
- Head of Regeneration and Economic Development
- Head of City Services
- Head of Environment and Public Protection
- Head of Housing and Communities

The current salary ranges for these posts can be found in Appendix B.

6.1 Recruitment and appointment of Chief Officers

The Council's policy and procedures with regard to the recruitment of chief officers is set out within the Officer Employment Procedure Rules as set out in Part 4 of the Council's Constitution. When recruiting to all posts the Council will take full and proper account of its own Recruitment Policy and Procedures, Job Security and Diversity Policies. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

Where the Council remains unable to recruit chief officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary,

consider and utilise engaging individuals under ‘contracts for service’. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any chief officers engaged under such arrangements. Any substantive chief officer appointment made under a contract for service is subject to the approval of full Council in accordance with the provisions of the Council’s Constitution.

6.2 The role of the Chief Executive

The Chief Executive is the senior officer who leads and takes responsibility of the organisation. The organisation has a turnover of £275m and is responsible for a wide range of services employing some 5500 staff.

The role of the Chief Executive is a full time and permanent appointment. Post holders are selected on merit, against objective criteria, following public advertisement. They are appointed by the Council’s Appointments Committee. The Chief Executive works closely with elected members to deliver Newport’s corporate plan. The Chief Executive routinely works evenings as well as the standard Monday to Friday business week. The Chief Executive also heads the ‘on call’ arrangements particularly to cover emergency planning requirements.

6.3 Chief Executive Pay

The remuneration for the Chief Executive is set out in Appendix B, and the Chief Executive may receive additional payments for any of the elections where they are the Returning Officer.

Details of the Chief Executive’s remuneration, including any additional payments are published in the annual accounts of the Council and can be accessed [here](#)

The Chief Executive is a member of the LGPS pension scheme and details are disclosed in the remuneration report. There have been no increases or enhancements to the pension outside of standard arrangements.

The notice period for the role is 3 months.

6.4 Proposals to change the Chief Executive’s remuneration

Where the Council proposes to change the Chief Executive’s remuneration and the proposed change is not commensurate with a change to the salaries of the authority’s other employees, it will consult the Independent Remuneration Panel for Wales (IRPW) about the proposed change. The Council will provide the IRPW with all relevant information regarding its proposed change and will have due regard to any IRPW recommendations on the proposals.

The Council is required to declare whether or not any referrals have been made to the IRPW. To date there have been no referrals made to the IRPW regarding any aspects of the Chief Executive’s salary in the Council’s Pay and Reward Policy.

The Council will have regard to any recommendation received from the IRPW when performing its functions under section 38 or 39 of the Localism Act 2011. This may include any recommendations from the IRPW in relation to a policy within the Council’s Pay and Reward Policy regarding severance packages.

6.5 Joint Appointments

The Council's intention is to continue to develop collaborative working on a planned and strategic basis with local authority partners and also with other public sector organisations. Therefore, when senior vacancies arise, including at Chief Officer level, the views of elected Members will be sought as to whether consideration of a joint appointment would be appropriate. If Members are supportive, discussions will take place with partners and neighbouring authorities to determine whether the posts can be reconfigured as a joint appointment, instead of automatically being filled on a like for like basis.

If a decision is made to progress with a joint appointment, both parties will need to reach agreement on the salary and overall remuneration package for the post, and the proportion to this which each party will pay. Where the Council will be the employer of the joint appointee, the determination of salary and other pay arrangements will be in accordance with this Pay and Reward Policy.

Any joint appointments at Chief Officer level will be made in accordance with the provisions of the Officer Employment Procedure Rules contained in the Council's Constitution.

7.0 Pay Relativities within the Council

The relationship between the rate of pay for the lowest paid Council employee and that of the Council's Chief Officers is determined by the processes used for determining pay and grading structures as set out in this Pay and Reward Policy. A copy of the Council's grades for NJC posts is published on the external webpage [here](#).

The lowest paid persons employed under a contract of employment with the Council are employed at spinal column point 1 of the National Joint Council pay spine for Local Government Services which is £9.50 per hour and the Council pays a supplement to match the Real Living Wage when it is higher than the lowest spinal column points. No supplement was required in 2021/22.

The Council employs Apprentices (and other trainees) who are not included within the definite of lowest paid employees as they are not employed under Contracts of Employment.

The relationship between the rate of pay for the lowest paid employees and the Council's Chief Officers is regulated by the processes used for determining pay and grading structures as set out in this Pay and Reward Policy.

The salary utilised for the Chief Officer calculations of all the pay multiple data is £135,890.

As part of its commitment to pay transparency and following the recommendations of the Hutton "Review of Fair Pay in the Public Sector" (2011), the Council will publish information on pay relativities on an annual basis. The information for 2021/220 is as follows:

Multiple of Salary	Ratio
<ul style="list-style-type: none"> the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio 	1 : 7.19
<ul style="list-style-type: none"> the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio 	1 : 4.7
<ul style="list-style-type: none"> the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio 	1 : 4.26
<ul style="list-style-type: none"> the multiple between median earning of Council employees and the average Chief Officer (full-time equivalent basis) as a ratio 	1 : 2.7

Note:

- Column A provides the pay ratio as per the requirement of the Localism Act 2011
- These figures exclude remuneration for appointments within organisations for which the Council provides a payroll service but is not the employer.
- These figures exclude remuneration for joint appointments where the Council is not the employer

In relation to the gender pay gap, the Council's Gender Pay Gap 2021 report outlines the gender pay gap between men and women in the Council. As at April 2021 the Council had a mean gender pay gap of 2% and a median gender pay gap of 1.5%. There is no bonus paid to any employee, therefore no bonus gender pay gap exists, and our quartiles are as follows:

	FEMALE	MALE	TOTAL
LOWER	73%	27%	100%
LOWER MIDDLE	67%	33%	100%
UPPER MIDDLE	69%	31%	100%
UPPER	69%	31%	100%

8.0 Starting Pay

New appointments will normally be made at the minimum of the relevant grade for the post. Under exceptional circumstances, and where there are compelling and evidenced reasons to support the decision, a new employee may be appointed to a higher increment. Exceptional reasons may include the need to secure the best candidate and/or having regard to the knowledge, skills and competencies of the individual as well as their current and previous remuneration levels.

All requests to appoint above the minimum of the grade must be agreed by the relevant Head of Service in consultation with their HR&OD Business Partner before any salary offer is made to the candidate. In the case of Chief Officers all requests to appoint above the minimum of the grade must be agreed by the relevant Appointments Committee of the Council.

In addition, all remuneration packages for Chief Officers with a value of £100,000 or more must be approved by the full Council. The remuneration package will include salary, performance related pay, fees or allowances and any benefits in kind.

9.0 Annual Pay Progression arrangements

Pay structures for the all employee groups are attached at the appendices as follows:

Appendix A: NCC NJC Salary Structure with Effect from 1 April 2021 (Applicable to National Joint Council for Local Government Employees)

Appendix B: Chief Officer Pay Scales

Appendix C: Soulbury Pay Scale

Appendix D: School Teachers' (Qualified and Unqualified) Pay Ranges and Leadership Group Pay Spines

The pay progression arrangements for the relevant employee groups are outlined below.

9.1 NJC for Local Government Employees

Increments will be paid on 1st April each year until the maximum of the level is reached subject to the following:

(i) In exceptional circumstances, increments may be accelerated within the grade at the discretion of the authority on the grounds of special merit or ability, subject to the maximum of the level not being exceeded in accordance with Head of Service delegation. This will only occur after careful consideration of equal pay requirements and consultation with Human Resources.

(ii) Employees with less than six months' service in the grade by 1st April shall be granted their first increment six months from the actual date of their appointment, promotion or re-grading. All future increments will then be paid on 1 April.

NB: Any action under (i) or (ii) shall not interrupt the payment of subsequent increments on 1 April.

9.2 Chief Officers – Chief Executive and Strategic Directors

The Chief Executive and Strategic Directors will not be paid any annual increment. Any progression within these salary ranges will be based solely on performance in accordance with the agreed performance related pay arrangements.

9.3 Chief Officers – Heads of Service

Increments will be paid to Heads of Service on 1 April each year until the maximum of the level is reached subject to the following:

(i) In exceptional circumstances, increments may be accelerated within the grade at the discretion of the authority on the grounds of special merit or ability, subject to the maximum of the level not being exceeded in accordance with Head of Service delegation. This will only occur after careful consideration of equal pay requirements and consultation with Human Resources.

(ii) Employees with less than six months' service in the grade by 1 April shall be granted their first increment six months from the actual date of their appointment, promotion or re-grading. All future increments will then be paid on 1 April.

NB: Any action under (i) or (ii) shall not interrupt the payment of subsequent increments on 1 April.

9.4 Employees on Soulbury salary scales

Increments will be paid on 1 September each year until the maximum of the level is reached subject to the following:

- (i) In exceptional circumstances, increments may be accelerated within the grade at the discretion of the authority on the grounds of special merit or ability, subject to the maximum of the level not being exceeded in accordance with Head of Service delegation. This will only occur after careful consideration of equal pay requirements and consultation with Human Resources
- (ii) Employees with less than six months' service in the grade by 1 September shall be granted their first increment six months from the actual date of their appointment, promotion or re-grading. All future increments will then be paid on 1 September.
- (iii) Structured Professional Assessment points will be paid in accordance with the provisions of the Soulbury Committee and the Council's Soulbury Guidance note.

The small group of employees who remain subject to the local agreement reached in June 2005 for employees within school improvement posts are employed on 'spot points' and are therefore not entitled to receive annual increments.

9.5 Withholding an increment

For all employees in posts subject to incremental progression, an increment may be withheld due to poor performance. This will only apply where formal capability procedures are being followed in accordance with the Council's Capability Policy. Any increment withheld may be paid subsequently if the employee's performance improves.

9.6 Teachers and School Leaders

Progression for teachers paid on the main or upper pay ranges will be in accordance with the provisions of the STPCD (Wales) 2021; any pay movement, where awarded, applies from 1 September each year. Teachers employed on the Leadership spine (Head Teachers, Deputies and Assistant Head Teachers) are eligible to progress within the pay range for their post on 1 September each year until the maximum point is reached. Progression is subject to meeting the requirements for movement set out in the STPCD (Wales) 2021.

10.0 Pay on Promotion or Transfer

10.1 Move to a new post at the same level

Where an employee moves to a new permanent post at the same level, they will normally be appointed on the same salary point and retain the incremental date (where this is relevant) from their original post.

10.2 Pay on promotion

Where an employee receives a promotion, they will normally be appointed on the minimum point for the new post subject to them receiving a minimum of one increment above their current spinal point in their pre-promotion post.

All requests to appoint above the minimum of the level must be agreed by the relevant Head of Service, in consultation with their HR&OD Business Partner before any salary offer is made.

In the case of Chief Officers all requests to appoint above the minimum of the grade must be agreed by the relevant Appointments Committee of the Council.

11.0 Allowances: Overtime, Bank Holiday Working, Night Work, Standby

Employees on all terms and conditions, other than Chief Officers and teachers, may be paid allowances, where appropriate, in accordance with the relevant provisions of their terms and conditions of employment as supplemented by local agreement.

Chief Officers and teachers are not eligible for such allowances but are expected to undertake duties outside their contractual hours and working patterns as is commensurate with their salary level without additional payment.

12.0 Additional Payments – All Employees

Employees on all terms and conditions may be eligible for the following additional payments unless otherwise stated:

12.1 Additional Duties Scheme

There may be occasions when an employee is asked to carry out additional duties at a higher level to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's Additional Duties Scheme, which can be found [here](#).

N.B. Under the School Teachers' Pay and Conditions Document (Wales) 2021, there are no provisions which allow for the payment of honoraria to teachers.

12.2 Professional Fees

The Council does not pay or reimburse professional/registration fees with the exception of one designated Environmental Health post in order to retain NCC's accreditation status as a training centre with the Chartered Institute of Environmental Health.

12.3 Market Supplements

Within a diverse workforce encompassing highly skilled professional and technical roles the Council recognises there may be occasions where market forces produce a situation where, in exceptional circumstances, the Council may offer an additional temporary supplement to the pay of a post.

The Council has a Market Supplement Scheme for Local Government Service employees to ensure that requirement for any market pay supplements is objectively justified. With the exception of teachers, the Scheme may apply to other posts within the council.

Supplements are subject to regular review and can be withdrawn where no longer considered justifiable.

12.4 Additional Payments under the STPCD (Wales) 2021

The STPCD (Wales) 2021 makes provision for the following additional allowances/payments for teachers, subject to the necessary criteria being met:

- Teaching and Learning Responsibility Allowances
- Special Educational Need Allowances
- Recruitment or Retention Incentives and Benefits
- Payments for participation in continuing professional development undertaken outside the school day, out-of-school hours learning activities, activities relating to the provision of initial teaching training and / or additional responsibilities and activities
- learning activities

Where the Council has centrally employed teaching staff, it may make use of the above allowances, subject to meeting the relevant provisions of the STPCD (Wales) 2021.

12.5 Travel and Subsistence Expenses

The Council's Travel and Subsistence Policy seeks to ensure that no employees will be financially disadvantaged whilst undertaking duties which take them from their normal place of work. Employees will be reimbursed additional travelling or subsistence expenses incurred in the course of their work in accordance with this policy, subject to evidence of expenditure being produced. Details of the current rates for travelling and subsistence expenses can be found [here](#).

13.0 Returning Officer

The Council has agreed that the Chief Executive undertakes the role of Returning Officer in respect of local and national elections.

The Returning Officer is an officer of the City Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from their duties as an employee of the Council. As Returning Officer, they are paid a separate allowance for each election for which they are responsible.

Other Council staff may undertake duties on behalf of the Returning Officer, e.g. polling clerks, count supervisors, etc. They will receive separate payments for these duties based on their role in any election process.

14.0 Employee Benefits

In addition to an employee's salary, the Council is able to offer a comprehensive range of benefits designed to enhance the work / life balance of our employees. The current benefits include:

- the Local Government/Teachers' Pension Schemes as applicable
- generous annual leave entitlements in addition to bank holiday entitlement
- The option to purchase up to one week of additional annual leave
- learning and development opportunities
- flexible working arrangements
- employee wellbeing schemes, such as counselling
- childcare vouchers

- cycle-to-work scheme
- car lease scheme
- technology purchase scheme
- discounted gym and leisure membership
- use of the Vectis card scheme to provide retail discounts
- access to financial support and advice
- pay advance facility
- advance loans for sustainable rail and bus travel

15.0 Detriment Arrangements

15.1 All employees except Teaching staff

The Council has a non-contractual Detriment Scheme for those employees whose posts are downgraded as a consequence of implementing structural change. This can be found on the Council's Intranet. Detriment arrangements will not apply where the move to a lower graded post is voluntary.

15.2 Teaching Staff

There are specific statutory arrangements in place for teachers whose posts are downgraded as a result of implementing structural change or because of the implementation of school reorganisations. These provisions are outlined in the STPCD (Wales) 2021.

16.0 Termination of Employment

16.1 Payments on Termination

Where an employee's employment is brought to an end on grounds of redundancy or early retirement, they will receive payment on termination of their employment in accordance with the Council's Redundancy Payments and Early Retirement Guidance and discretions relating to the Local Government Pension Scheme policy. This guidance sets out the Council's approach to statutory and discretionary payments on termination of employment of all employees, prior to reaching normal retirement age. It includes the Council's discretions in accordance with the following statutory regulations:

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006
- The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007, The Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions & Savings) Regulations 2014
- The Teachers' Pension Scheme Regulations 2010 and Teachers (Compensation for Redundancy and Premature Retirement) Regulations.

Chief Officer severance packages above £100,000 must be agreed by full Council. The severance /redundancy package includes any redundancy payment, contractual notice period and full cost of early release of pension (as required under Regulation 68 (2) of the Local Government Pension Scheme).

Payments to the Chief Executive falling outside these provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the Leader and Deputy Leader.

Other payments to other Chief Officers falling outside these provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the Leader and the Cabinet Member for Community and Resources.

16.2 Re-employment following termination

The Council will not re-employ ex-employees who have been made voluntarily redundant (or left in the “efficient exercise of the service”) until a period of 24 months from their leaving date has expired. The same restriction will apply in respect of the placement of such ex-employees via employment agencies or as self-employed consultants under a contract for services. For the avoidance of doubt this restriction does not apply to employees who were made compulsory redundant. Where a former employee is re-employed at Chief Officer level, the appointment will be subject to the approval of full Council in accordance with the provisions of the Council’s constitution.

The Council will not re-employ staff whose termination of employment is covered by a Settlement Agreement or COT3. The same restriction will apply in respect of the placement of such ex-employees via Employment Agencies or as self-employed consultants under a contract for services. Delegated authority will be given to the Chief Executive, Strategic Directors (for posts in their respective services), Head of People and Business Change and the Head of Law and Regulation to consider any pre or post termination requests to waive this policy provision on a case by case basis. A number of factors will be relevant in considering requests to waive this policy provision including, financial, working relationships and trust and confidence (this is not an exhaustive list). In the event that a request to waive is agreed, ex-employees will not be able to recommence employment with the Council (after an open advertisement and successful outcome from a recruitment and selection process) until a period of time has elapsed that is equal in length to the number of weeks’ pay their compensation payment equates to.

17.0 Confidentiality

The application of this Pay and Reward Policy will be undertaken in an open and transparent way but the salary details of individual members of staff shall remain confidential. Where the Council is required to publish salary information in accordance with the provisions of the Accounts and Audit (Wales) Regulations 2005, this information is published on an anonymised basis due to the requirements of the current Data Protection Act.

18.0 Workforce Information

It is recognised that accurate workforce data is critical to the management of the Council’s most valuable and costly resource, its employees, and to the implementation of this Pay and Reward Policy. People, Transformation and Policy will be responsible for analysing the data that is currently collected in order to inform any future proposed changes to this policy/related policy and in order to fully understand the financial context.

19.0 Partnership with Trades Unions

The Council will endeavour to maintain the joint working approach that it has developed with its recognised Trade Unions and will continue to work closely with them on pay related matters. There has been consultation with representatives of the recognised Trade Unions during the development of this Pay and Reward Policy. Collective bargaining processes will be followed as appropriate for any proposed changes to pay and/or allowances.

20.0 Publication

Following approval by the full Council, and in accordance with the requirements of the Localism Act, this Pay and Reward Policy will be published on the Council's Website.

In addition, for posts where the full-time equivalent salary is at least £60,000, in accordance with the provisions of Accounts and Audit (Wales) Regulations 2005, the Council's Annual Statement of Accounts will include a note setting out:

- the total amount of salary, fees or allowances paid to or receivable by the postholder in the current and previous year
- any bonuses so paid or receivable by the postholder in the current and previous year
- any sums payable by way of expenses allowance that are chargeable to UK income tax
- any compensation for loss of employment and any other payments connected with termination
- any benefits received that do not fall within the above.

21.0 Policy Review

This Pay and Reward Policy outlines the current position in respect of pay and reward within the Council. It will be reviewed and reported to Council on an annual basis to ensure it meets the principles of fairness, equality, accountability and value for money for the authority and its residents.

This Pay and Reward Policy is updated and approved by Council on an annual basis. This statement will come into immediate effect once fully endorsed by Council at its meeting in July 2022.

Created By:	Rachael Davies
Date Created:	March 2021
Reviewed By:	Rachael Davies
Date Reviewed:	28/02/2022
Current Version:	March 2021

Document Control

Version	Date	Author	Notes/Changes
V2.1	03/03/2021	Rachael Davies	Amended to include reference to Restriction of Public Sector Exit Payments Regulations 2020
e.g. VI	15/03/2022	Rachael Davies	Updated to reflect Local Government and Elections (Wales) Bill
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Appendix A: **NJC FOR LOCAL GOVERNMENT WORKERS SALARY RATES**
1 APRIL 2021

Spinal Column Point	Annual Salary £	Monthly Salary £	Weekly Salary £	Hourly Rate (37) £		
1	18333	1527.75	351.59	9.5025	Grade 1	
2	18516	1543.00	355.10	9.5973	(210-253)	
3	18887	1573.88	362.21	9.7894		Grade 2
4	19264	1605.34	369.45	9.9850		(254-297)
5	19650	1637.49	376.84	10.1850	Grade 3	
6	20043	1670.24	384.38	10.3887	(298-341)	
7	20444	1703.67	392.08	10.5966		
8	20852	1737.68	399.90	10.8082		Grade 4
9	21269	1772.44	407.90	11.0244		(342-397)
10	21695	1807.90	416.06	11.2450		
11	22129	1844.05	424.38	11.4698		
12	22571	1880.91	432.87	11.6991		
13	23023	1918.55	441.53	11.9332		
14	23484	1956.97	450.37	12.1721	Grade 5	
15	23953	1996.09	459.37	12.4155	(398-453)	
16	24432	2035.99	468.55	12.6636		
17	24920	2076.67	477.92	12.9167		
18	25419	2118.23	487.48	13.1752		
19	25927	2160.57	497.23	13.4386		
20	26446	2203.83	507.18	13.7076		Grade 6
21	26975	2247.92	517.13	13.9818		(454-509)
22	27514	2292.83	527.66	14.2612		
23	28226	2352.17	541.32	14.6302		
24	29174	2431.18	559.50	15.1217	Grade 7	
25	30095	2507.92	577.16	15.5990	(510-565)	
26	30984	2581.99	594.21	16.0597		
27	31895	2657.92	611.68	16.5320		
28	32798	2733.15	629.00	16.9999		Grade 8
29	33486	2790.48	642.19	17.3565		(566-621)
30	34373	2864.44	659.21	17.8166		
31	35336	2944.69	677.68	18.3157		
32	36371	3030.92	697.52	18.8520	Grade 9	
33	37568	3130.69	720.49	19.4726	(622-677)	
34	38553	3212.76,	739.37	19.9831		
35	39571	3297.58	758.89	20.5106		

36	40578	3381.52	778.21	21.0327		Grade 10
37	41591	3465.94	797.64	21.5578		(678-743)
38	42614	3551.15	817.25	22.0878		
39	43570	3630.87	835.60	22.5836		Grade 11
40	44624	3718.69	855.81	23.1299		(744-809)
41	45648	3803.98	875.43	23.6604		
42	46662	3888.49	894.88	24.1860		Grade 12
43	47665	3972.04	914.11	24.7057		(810-875)
44	48855	4071.25	936.94	25.3228		
45	50082	4173.47	960.47	25.9586		Grade 13
46	51336	4278.02	984.53	26.6089		(876-941)
47	52614	4384.49	1009.03	27.2711		
48	53930	4494.17	1034.27	27.9533		Grade 14
49	55274	4606.13	1060.04	28.6497		(942-1007)
50	56660	4721.65	1086.62	29.3682		
51	58078	4839.79	1113.81	30.1030		Grade 15
52	59528	4960.63	1141.62	30.8547		(1008+)
53	60011	5084.25	1170.07	31.6235		

Appendix B: CHIEF OFFICER SALARY RATES – 1 APRIL 2021

JOB TITLE	GRADE	SCALE	ANNUAL SALARY £
CHIEF EXECUTIVE	MD01	001	129,323
		002	135,890
		003	142,458
		004	149,027
STRATEGIC DIRECTORS	CD01	001	108,598
		002	112,619
		003	114,357
		004	118,296
HEADS OF SERVICE	HDS01	001	80,122
		002	82,128
		003	84,177
		004	86,277

Appendix C: SOULBURY SALARY RATES – 1 SEPTEMBER 2021
i) EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)

SPINE POINT	SALARY FROM 1.9.20	SPINE POINT	SALARY FROM 1.9.20
1	37,056	26	68,434
2	38,383	27	69,616
3	39,637	28	70,815
4	40,907	29	72,016
5	42,168	30	73,215
6	43,431	31	74,404
7	44,758	32	75,611
8	46,035*	33	76,819
9	47,552	34	78,056
10	48,849	35	79,291
11	50,158	36	80,560
12	51,425	37	81,809
13	52,860**	38	83,071
14	54,140	39	84,316
15	55,553	40	85,561
16	56,831	41	86,811
17	58,113	42	88,061
18	59,371	43	89,309
19	60,668	44	90,564
20	61,338***	45	91,815
21	62,626	46	93,069
22	63,749	47	94,327
23	64,985	48	95,574****
24	66,093	49	96,825****
25	67,278	50	98,079****

NOTES:

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate employees.

* normal minimum point for EIP undertaking the full range of duties at this level

** normal minimum point for senior EIP undertaking the full range of duties at this level

*** normal minimum point for leading EIP undertaking the full range of duties at this level

**** extension to range to accommodate structured professional assessments.

ii) EDUCATIONAL PSYCHOLOGISTS

EDUCATIONAL PSYCHOLOGISTS - SCALE A	
SPINE POINT	SALARY FROM 1.9.21
1	38,865
2	40,838
3	42,811
4	44,782
5	46,755
6	48,727
7	50,584
8	52,440
9	54,179*
10	55,921*
11	57,544*

NOTE:

*The 11-point scale A provides for up to 3 additional SPA points to be added to the post holder entitlement on the appropriate 6-point range

ii) SENIOR EDUCATIONAL PSYCHOLOGISTS

SENIOR AND PRINCIPAL EDUCATIONAL PSYCHOLOGISTS (B) SALARY RANGE			
SPINE POINT	SALARY FROM 1.9.21	SPINE POINT	SALARY FROM 1.9.21
1	48,727	10	61,945
2	50,584	11	63,177
3	52,440*	12	64,431
4	54,179	13	65,707
5	55,921	14	66,941**
6	57,544	15	68,235**
7	58,210	16	69,514**
8	59,456	17	70,803**
9	60,690	18	72,090**

NOTES:

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate employees.

* Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level

** Extension to range to accommodate discretionary scale points and structured professional assessments

Appendix D: TEACHERS' SALARY RATES – 1 SEPTEMBER 2021

i) TEACHER PAY RANGES

QUALIFIED TEACHERS – pay rate from 1/9/21 – 31/8/22	WALES		
MAIN RANGE	£ p.a.	UPPER PAY RANGE	£ p.a.
M1		UPS1	39,368
M2(min)	27,491	UPS2	40,827
M3	29,699	UPS3	42,333
M4	31,987		
M5	34,506		
M6 (max)	37,974		

UNQUALIFIED TEACHERS – pay rate from 1/9/21 – 31/8/22	WALES
1	18,487
2	20,637
3	22,786
4	24,936
5	27,088
6	29,238

ii) ADDITIONAL ALLOWANCES / PAYMENTS

TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS	ANNUAL ALLOWANCE £		ANNUAL ALLOWANCE £	
TLR 3 BAND (fixed-term award only)	Minimum	581	Maximum	2,883
TLR 2 BAND	Minimum	2,924	Maximum	7,140
TLR 1 BAND	Minimum	8,437	Maximum	14,276
SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES	ANNUAL ALLOWANCE £			
SEN RANGE	Minimum	2,310	Maximum	4,558

iii) PAY SPINE FOR THE LEADERSHIP GROUP 1/9/2021 – 31/8/2022
 (This spine applies to Headteachers, Deputy Headteacher, and Assistant Headteachers)

LEADERSHIP PAY – 1/9/21 – 31/8/22			
	WALES		
MAIN RANGE	£ p.a.		
1	42,934	24*	74,847
2	44,008	24	73,766
3	45,107	25	77,474
4	46,230	26	79,391
5	47,381	27*	80,553
6	48,571	27	81,358
7	49,877	28	83,376
8	51,029	29	85,441
9	52,302	30	87,568
10	53,646	31*	88,841
11	55,038	31	89,731
12	56,307	32	96,961
13	57,714	33	94,245
14	59,153	34	96,575
15	60,624	35*	97,996
16	62,237	35	98,976
17	63,665	36	101,426
18*	64,620	37	103,947
18	65,266	38	106,520
19	66,886	39*	108,035
20	68,543	39	109,116
21*	69,544	40	111,838
21	70,240	41	114,632
22	71,984	42	117,504
23	73,766	43	119,248

*These points and point 43 are the maximum salaries for the eight headteacher group ranges

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Fairness and Equalities Impact Assessment (FEIA)

Version 3.6 May 2017

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

Completed by: Rachael Davies **Role:** HR&OD Manager

Head of Service: Rhys Cornwall **Date:** October 2020

I confirm that the above Head of Service has agreed the content of this assessment

Yes / No

When you complete this FEIA, it is your responsibility to submit it to
impact.assessment@newport.gov.uk

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

The Pay Policy is an annual statement required to be adopted by the Council. It outlines the organisation's approach to pay and reward for the workforce and sets out the terms and conditions related to pay. This FEIA considers the impact from one new proposal within the policy, and not the policy in itself. The proposal is to restrict re-employment to those who apply for voluntary redundancy to 24 months and to restrict re-employment to those who terminate employment via a settlement agreement.

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

Consultation with trade unions on behalf of the workforce

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

Discussed with CMT group and received feedback from trade unions.

4. Equalities and Welsh language impact

Protected characteristic	Impact:			Provide further details about the nature of the impact in the section below. Does it: 1. Promote equal opportunity 2. Promote community cohesion 3. Help eliminate unlawful discrimination/ harassment/ victimisation?
	Positive	Negative	Neither	
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There is evidence to suggest potential disproportionate impact on older people because of their age. Over 50s regularly struggle to regain employment in entry level to medium seniority roles, however are successful in senior and management roles. Whilst older workers may be more likely to opt for voluntary redundancy on the basis that they can access their pension benefits from age 55, this is the compensatory benefit to requesting voluntary redundancy. The organisation will take into account the reasons that employees choose voluntary redundancy and consider alternative adjustments if those reasons could be related to other characteristics e.g. changes to their long term health (physical, mental and wellbeing) or who have a change in circumstances, or who have a wealth of knowledge, expertise and experience. For example, a part time role may benefit them with reduced responsibilities that was not available to them previously when they were employed. As new opportunities arise it would be best practice to wish to recruit the best talent for the role, regardless of previous employment with NCC.</p> <p>A focus on professional development of older workers to retain skills and experience in the workplace will be considered.</p> <p>Any compulsory redundancy would not preclude any worker from returning to the organisation with immediate effect.</p>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There is no evidence of any disproportionate impact on people because of their disability. There may be changes to their previously employed disability status, which may impact the need to return to employment</p>

Protected characteristic	Impact:			Provide further details about the nature of the impact in the section below. Does it: 1. Promote equal opportunity 2. Promote community cohesion 3. Help eliminate unlawful discrimination/ harassment/ victimisation?
	Positive	Negative	Neither	
Gender reassignment/transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is some potential disproportionate impact on people because of their gender identity. This could depend on their gender 'status' when employed and if this had any bearing on the reasons they took redundancy and if this has changed, but no direct impact from policy
Marriage or civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no evidence of any disproportionate impact on people because of their marital or civil partnership status.
Pregnancy or maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no evidence of any disproportionate impact on people because of their pregnancy/maternity. The Council's Job Security Policy references the pregnancy/maternity impact when going through a redundancy process and this is taken into consideration at the time of selection.
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no evidence of any disproportionate impact on people because of their race.
Religion or Belief or non-belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no evidence of any disproportionate impact on people because of their religion, belief or non-belief.
Sex/ Gender Identity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no evidence of any disproportionate impact on people because of their sex or gender identity.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no evidence of any disproportionate impact on people because of their sexual orientation.
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no evidence of any disproportionate impact on people because of their ability to speak Welsh.

5 How has your proposal embedded and prioritised the sustainable development principle in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.
 <p>Long Term</p> <p>Balancing short term need with long term needs</p>	<p><i>The proposal to introduce restrictions on reemployment following redundancy provides a longer term need to protect the Council's budget in releasing severance packages against the short term decisions that are taken to reduce staffing resource.</i></p>
 <p>Collaboration</p> <p>Working together to deliver objectives</p>	<p><i>Not relevant</i></p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p><i>Consultation with trade unions on behalf of the workforce Consultation with CMT group</i></p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p><i>Not relevant</i></p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.
 <p data-bbox="244 660 336 683">Integration</p> <p data-bbox="140 698 424 842">Considering impact on all wellbeing goals together and on other bodies</p>	<p data-bbox="459 304 647 336">Not relevant</p>

6

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

No

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

Adopting an approach already followed by many other Welsh Councils to protect the public purse from severance packages that are then followed by reemployment shortly afterwards is a fair and balanced proposal. Our duty to minimise public money being spent in this way gives opportunity for budget to be focused on delivering services to all residents.

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

Any negative impacts (potentially related to age and older workers being more likely to apply for voluntary redundancy) are considered proportionate due to the higher percentage of older workers that the Council recruits and continues to employ. They are also balanced against the proposal being relevant to voluntary redundancy only, which is a choice that employees will elect to request and their re-employment is a matter for them. However, we should recognise that older people may be more likely to take voluntary redundancy and be mindful of the reasons why someone is taking it (age, disability etc.) which should be mitigated by our approach to developing/supporting those members of the workforce to remain in work if they want/need to.

Any decision on the part of the Council to make a compulsory redundancy will not impact on any worker.

Heads of Service will need to ensure that within their areas any volunteers for redundancy are aware of the potential impact on the re-employment of such individuals before any requests are accepted, as this could mitigate the potential negative impact on not being able to return to the organisation for 24 months.

10 Monitoring, evaluating and reviewing

The policy is reviewed and updated every 12 months

11 Involvement

Guidance will be sent to managers via heads of service and department managers, and placed on the intranet.

12 Summary of Impact (for inclusion in any report)

Equality Act 2010 AND Welsh Language

Wellbeing of Future Generations (Wales) Act 2015

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Report

Cabinet Meeting

Part 1

Date: 6 April 2022

Subject National Collaborative Arrangements for Welsh (local authority) Adoption and Fostering services

National Adoption Service for Wales and Foster Wales – Enhancing Governance, Leadership and Enabling

Purpose

1. To update on the proposals for developing the governance and enabling for the National Adoption Service for Wales as it assumes responsibility for Foster Wales
2. To consider agreement to signing the Joint Committee Agreement for the proposed Joint Committee

Author Joanne Llewellyn and Dan Jones Service Managers

Ward All

Summary The report provides the background and legal framework to the National Adoption Service in Wales. Foster Wales is driving forward Local Authority fostering services with a national brand with the support of all Local Authorities, the WLGA and Welsh Government. The changes proposed will ensure effective governance for Foster Wales whilst minimising costs and avoiding duplication.

Proposal To agree to sign the Joint Committee Agreement.

Action by Cabinet to agree proposals below and sign off attached document.

Timetable Immediate action to agree and sign off the attached agreement.

This report was prepared after consultation with:

- Gareth Price Head of Legal
- Sally Jenkins Director Social Services
- Councillor Paul Cockeram – Cabinet Member

Signed

Background

The National Adoption Service has been in existence since 2014 and has enabled significant change and improvement in adoption services across Wales. Its structure and governance through national, regional and local arrangements were agreed by all councils at that time; a review in 2018 led to proposals to streamline governance and improve accountability. Some of these e.g. creating a Combined Governance Board (bringing together the Advisory Group and Governance Board required by the legislation) and a new Partnership Agreement to replace the original functional model have been already implemented.

Legal advice obtained by the Welsh Local Government Association (WLGA) determined that in order for NAS to operate effectively on behalf of all 22 Welsh authorities, and for there to be a robust hosting arrangement with the host authority for the national and enabling functions (Cardiff), co-operation between Welsh local authorities needed to be put on a formal footing. The preference of the WLGA and the Association of Directors of Social Services Cymru (ADSSC) was that this should be through a Joint Committee. Work on a National Joint Committee, to give proper effect to the co-operation and oversight from all 22 local authorities, has continued and is ready for implementation.

Since 2015, the National Adoption Service Director and central team has been supporting the work of the National Fostering Framework (NFF) to create a similar national, regional and local collaborative arrangement to improve Welsh fostering services albeit not through the creation of a national fostering service. Foster Wales has now emerged from the NFF and will support a defined range of fostering functions linked to recruitment and retention of local authority foster carers. Throughout this time, the WLGA and ADSS-C as lead bodies wanted the national functions for fostering to be linked to the National Adoption Service national functions to reduce duplication and costs as well as to maximise resilience, flexibility and longevity across both functions.

The proposed Joint Committee and the agreement underpinning it have been extended to include Foster Wales as has the capacity and functions for national co-ordination and enabling through a combined Central Team. The linking to the Joint Committee is critical for Foster Wales given the lack of a legislative basis for such co-operation for fostering services.

Governance

The proposed governance structure is presented diagrammatically and with a narrative in Appendix one. The national Joint Committee will, on behalf of the 22 Welsh Local Authorities, exercise their powers for the provision of the collaborative arrangements for the National Adoption Service for Wales (NAS) and for Foster Wales (FW). It will be comprised of Council Members meeting twice yearly.

WLGA lawyers have drafted a Joint Committee legal Agreement to be signed by all 22 local authorities; this is now ready to progress and is available alongside this report. This also contains a formal Scheme of Delegation and provision for the formal agreement with the host local authority for national functions.

The Joint Committee will provide the mechanism for all Welsh local authorities to discharge an executive and oversight role for NAS and FW. It will approve / receive:

- The Annual Report of NAS and of Foster Wales;
- The annual programme of work for the NAS and for Foster Wales;
- The budget for the office of the Director and national work for NAS and for FW; and
- The agreement, and any changes to the agreement, for the host authority support of the office of the Director and national work for NAS and FW.

For the National Adoption Service only it will also oversee how the authorities work together to exercise their powers and comply with the National Assembly Directions.

Enabling - National infrastructure

A functional structure is proposed which, below the Director, has separate lead functions for adoption and fostering but a combined business and enabling function supporting both. The range of functions that will be carried out is described in Appendix Two with a staffing structure of 9.5 f.t.e. staff (incl. Director).

The core funding for the national functions for the National Adoption Service and Foster Wales is provided from a top slice of the Revenue Support Grant made available through the WLGA. This allocation, currently £473k per annum for adoption and £400k per annum for fostering, is subject to the agreement of the relevant WLGA committee periodically. Foster Wales has been awarded Welsh Government grant funding up to the end of March 2023 to fund specific purposes, this is £573 for 2021/22 reducing by a small amount for 2022/23. Although Welsh Government investment is available to adoption this is fully utilised for direct service delivery through the regional structure. There are resources in both the Foster Wales WLGA allocation and the Foster Wales Welsh Government grant aid that part fund posts on a regional basis to directly support local authority activities.

The total cost of the proposed national structure is £586,384 for 2021/22 salary rates. Total available core budget across NAS and Foster Wales for 2021/22 is circa £1,449,000 albeit that over half the Foster Wales funding stream is subject to WG grant conditions for specific purposes as indicated above.

The structure is affordable up to the end of the Welsh Government Grant period (31.03.23) but there are pressures on staffing and operating budgets for both NAS and Foster Wales beyond that. The financial pressures have been flagged with Welsh Government, but work is commencing to consider how to resolve this beyond the current grant aid period. Resolving this will require the commitment of both Local Government and Welsh Government.

The proposals outlined are being progressed in order to formalise and consolidate the existing position of the Central Team in respect of the work it is currently doing for the National Adoption Service and for Foster Wales. This will allow both collaborative arrangements to continue to function and meet agreed plans and commitments in the short to medium term.

Engagement of stakeholders

Local authority members have been kept informed throughout via the WLGA, most recently, during September 2021 via the Cabinet Members (social care and health) Network and the WLGA Council.

The National Adoption Service Governance Board, the Foster Wales Lead Heads of Children's Services and Social Services Directors via ADSSC have agreed these proposals in principle.

The proposals have been informed by and developed with the full engagement of these key stakeholder groups.

Financial Summary (Capital and Revenue)

As outlined above, funding for the governance arrangements and central / national leadership and enabling, is provided from the WLGA via a top slice of the Rate Support Grant plus grant funding from the Welsh Government. There is no expectation that individual councils will incur additional costs in relation to these functions.

Risks

Individual local authorities remain legal responsible and accountable for the provision and adoption and fostering services. In respect of adoption services, the legal provisions outlined below require adoption responsibilities to be delivered in accordance with the arrangements for the National Adoption Service.

The legal basis underpinning the National Adoption Service is contained in section 3A of the Adoption and Children Act 2002 [which was inserted by the Social Services and Well Being (Wales) Act 2014] and the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015. These set out in detail expectations on local authorities to co-operate at regional and national level to deliver and improve adoption services. They do not, however, contain provisions that explicitly create a mechanism that gives proper legal effect to the co-operation at national level or for the agreement with one local authority to host the national functions. The Joint Committee, and the Agreement that will accompany it, will put this on a formal legal footing as well as providing greater clarity and certainty for all authorities, the WLGA as well as the National Adoption Service and Foster Wales.

There are no regulations underpinning Foster Wales so the Joint Committee will provide the basis for the co-operation that is needed so it can operate as proposed.

Risk Title / Description	Risk Impact score of Risk if it occurs* (H/M/L)	Risk Probability of risk occurring (H/M/L)	Risk Mitigation Action(s) What is the Council doing or what has it done to avoid the risk or reduce its effect?	Risk Owner Officer(s) responsible for dealing with the risk?
No regulations underpinning Foster Wales if agreement is not signed.	M	H	Without agreeing to this proposal there is no mitigation to allow the co operation of the process as proposed.	Sally Jenkins- Director Joanne Llewellyn- Resources
There are no provisions for the proper legal effect or for one LA to host within legislation; without the agreement there will be less clarity and greater uncertainty for LA's.	M	H	There is no mitigation of the agreement is not signed.	Sally Jenkins – Director Joanne Llewellyn- Resources Dan Jones- Operations
The structure is affordable up to the end of the Welsh Government Grant period (31.03.23) but there are pressures on staffing and operating budgets for both NAS and Foster Wales beyond that.	H	H	The financial pressures have been flagged with Welsh Government, but work is commencing to consider how to resolve this beyond the current grant aid period. Resolving this will require the commitment of both Local Government and Welsh Government.	Sally Jenkins Director

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

This proposal has been discussed and considered at WLGA level. This is a collaboration on a national basis for Fostering and Adoption to ensure governance of Foster Wales. Through working nationally Foster Wales has enabled Newport City Council to increase recruitment of local Foster carers and enable the authority to meet placement sufficiency duty as per the corporate plan.

Options Available and considered

Agreeing these proposals and signing the Joint Committee Agreement will put Newport City Council's cooperation in these collaborative arrangements on a formal basis as well as clarifying roles and responsibilities for the hosting of and delivery of national functions which support and enable local authority delivery of their adoption and fostering responsibilities.

Through not agreeing the proposals Newport City Council will not be working collaboratively and will not be utilising the supports available to effectively deliver its adoption and fostering responsibilities.

Preferred Option and Why

The preferred option is to agree the proposals and sign the joint committee agreement.

Comments of Chief Financial Officer

This report seeks approval to collaborate with the National Adoption Service for Wales as it assumes responsibility for Fostering services across Wales and signing up to the proposed joint committee. The report confirms that this is a positive development that will minimise cost and duplication. The structure is affordable in year 1 up to the 31/3/23 and will be funded by the WLGA. There is uncertainty about the funding after that as there are pressures on staffing and operating budgets for both NAS and Foster Wales. Whilst the report states that individual Local Authorities will not be expected to contribute to any shortfall, that can't be guaranteed until finalisation of any permanent solution to the funding challenges outlined. NCC have not budgeted for any pressure on its budgets in relation to this and this will need to be reviewed in due course.

Comments of Monitoring Officer

The proposed joint-working arrangements are in accordance with the Council's statutory powers under section 3A of the Adoption and Children Act 2002 and the Joint Adoption Arrangements (Wales) Directions 2015, and also the general powers to discharge functions jointly under sections 101, 102, 112 and 113 of the Local Government Act 1972 and sections 19 and 20 of the Local Government Act 2000. The proposed governance arrangements will require the delegation of adoption and fostering functions on a national level to Cardiff Council, as the host authority, who will employ the relevant staff and discharge the operational functions under the direction and management of a Joint Committee, comprising representatives of all 22 local authorities and the WLGA. The Joint Agreement that will establish the Joint Committee and the delegation of functions is based on the standard operating model for this type of collaborative arrangement, with mutual commitments on behalf of the participating councils and joint indemnities for the host authority in respect of the liabilities for the work being undertaken. The Joint Agreement formalises the previous arrangements that have been in place for the National Adoption Service since 2014 and extends the management and governance to include Foster Wales in order to put these collaborative arrangements on a proper legal footing. The funding for the joint service is already provided for in the current RSG top-slicing and grant payments made available through the WLGA. Cabinet is asked to authorise the statutory officers to finalise and complete the Joint Agreement on behalf of the Council. Cabinet will also need to recommend to full Council the appointment of the Council's voting representative on the Joint Committee, which could most appropriately be the Cabinet Member for Social Services.

Comments of Head of People, Policy and Transformation

This report sets out the background and legal framework to the National Adoption Service in Wales. Foster Wales is developing Local Authority fostering services with a national brand with the support of all Local Authorities, the WLGA and Welsh Government. Agreeing the proposals set out in the report and signing the Joint Committee Agreement will formalise Newport City Council's collaboration in this National arrangement as well as clarifying roles and responsibilities for the functions that will support local authority delivery of their adoption and fostering responsibilities. The author has advised that there is no immediate direct negative impact of this proposal on the existing workforce. It will be necessary to review and implement revised operational working practices as part of the proposal and these will commence once the report has been agreed.

Scrutiny Committees

None

Fairness and Equality Impact Assessment:

- **Equality Act 2010 and Socio-economic Duty**

The collaborative arrangements for the economic growth of the National Adoption Service are

consistent with equalities and socio-economic duties. Whilst the partnership is not subject to the same statutory responsibilities as local authorities in relation to discharging public sector equalities and socio-economic duties, members of the partnership are and this responsibility is reflected in the decisions made.

• **Welsh Language (Wales) Measure 2011**

Whilst the partnership is not subject to the same statutory responsibilities as local authorities in relation to the Welsh Language, other Welsh Council members are and the Partnership ensures that responsibilities in relation to the Welsh language are discharged.

• **Wellbeing of Future Generation (Wales) Act**

- Long term: This evidences NCC's commitment to continually develop and support the most vulnerable families in Newport.
- Prevention: Considering the long- term outcomes for citizens of Newport, the prevention and early intervention services will assist in them determining support and what matters to them.
- Integration: This report shows the integration of services across Newport for foster carers, adopters and their children this links to improve the emotional well-being and outcomes and reducing the numbers of children in care.
- Collaboration: this whole report is based on the collaboration of services within Newport.
- Involvement: The voice of the child, adult and families that NCC work with is enshrined in legislation and a requirement for practice. All safeguarding practice involves and records not only the citizen's wishes and feelings but all partner agencies involved in the process.

Throughout this report the core principles of the WFG are referenced and interwoven. This is clearly a long term proposal which seeks to embed collaborative working as a way to ensure good outcomes for citizens. Integration with other elements of NCC and public bodies is key to the success of the proposal. Working in collaboration with families and partner agencies is vital and drives this plan. Throughout Children's Services we are looking for new ways to fully involve and engage children, young people, parents and carers this plan is key to that work.

A FEIA has not been completed because this is a revision of the 2014 National Adoption Framework to Include Foster Wales which is already in place. This is an amalgamation of the two services under one structure and governance and therefore the impact on citizens, on the ground, will have already been considered. This has been considered by the WLGA and therefore these considerations should have been already reflected as they have the same duties to discharge.

Consultation

This has already been discussed at the WLGA and therefore had a National Consultation.

Where a decision impacts on one or two individual wards report writer to ensure that ward members are informed of this. All members receive the report as part of the democratic process and any comments will be inserted here together with any Head of Service response in the final report.

Background Papers



FINAL Joint
Committee Agreeeme

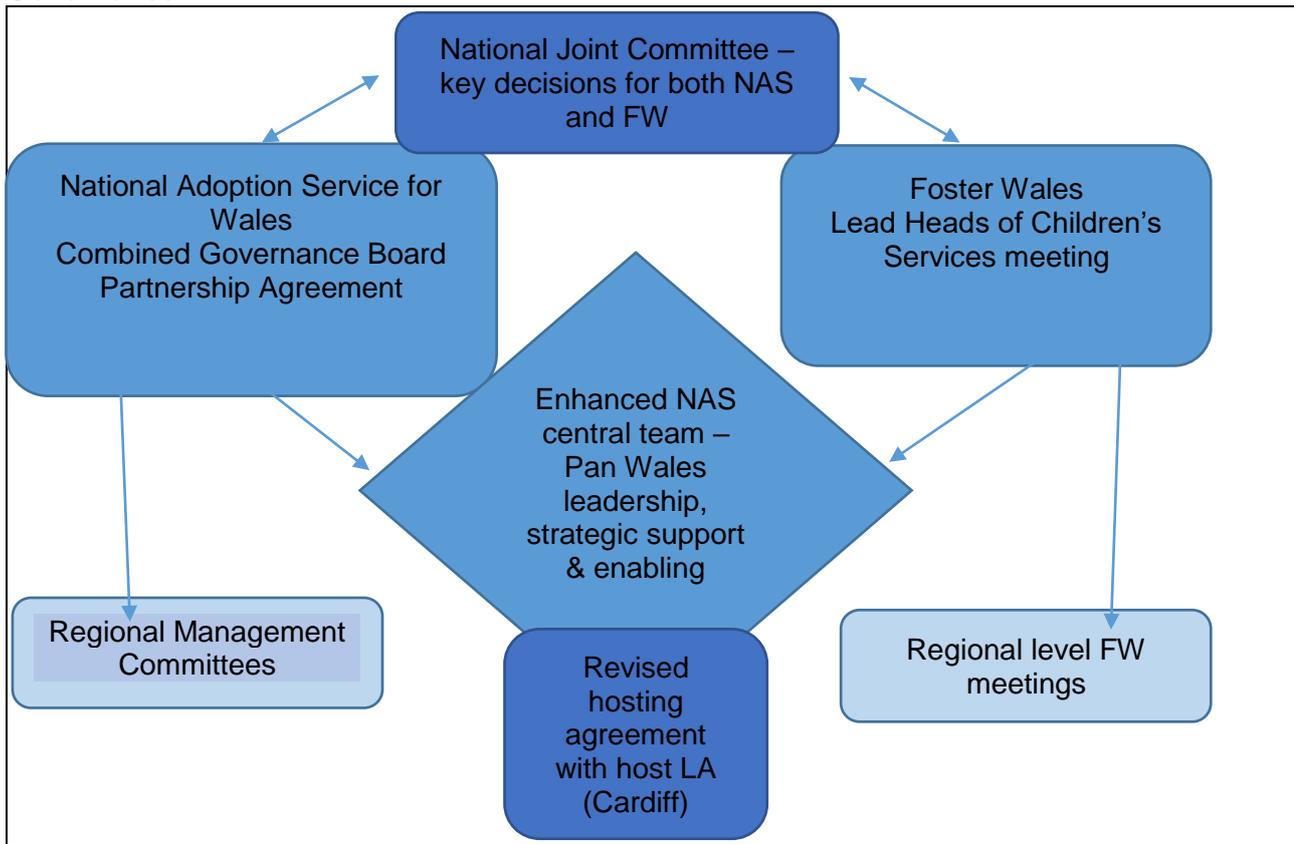


FINAL Joint
Committee Agreeeme

Dated: 30 March 2022

Appendix One

Governance



WLGA Joint Committee (all 22 LA’s) over-sees NAS & Foster Wales:

The Joint Committee will, on behalf of the 22 Welsh Local Authorities, exercise their powers with reference to the provision of the collaborative arrangements for the National Adoption Service for Wales (NAS) and for Foster Wales (FW). It will be underpinned by a legal agreement (Joint Committee Agreement) and be comprised of Council Members. Its role will be to oversee the work of NAS and Foster Wales and specifically approve / receive the below:

- The Annual Reports of NAS and of Foster Wales;
- The annual programmes of work for the NAS and for Foster Wales;
- The budget/s for the office of the Director and the national work of NAS and for Foster Wales; and
- The agreement, and any changes required, for the host LA support of the office of the Director to enable it to facilitate the work of NAS and FW.

For NAS only it will also oversee how the authorities work together to exercise their powers and comply with the National Assembly Directions.

NAS - National level - Combined Governance Board (CGB)

Provides strategic direction and decision making to facilitate the delivery and improvement of adoption services in Wales through the National Adoption Service arrangements in line the Senedd Directions and its Terms of Reference.

Foster Wales - National level - Lead Heads of Children’s Services meeting

Provides strategic direction and decision making in relation to the agreed national and regional functions of Foster Wales on behalf of Welsh local authorities in line with its Terms of Reference.

NAS – regional / LA level - Regional Management Boards & VAA's Boards

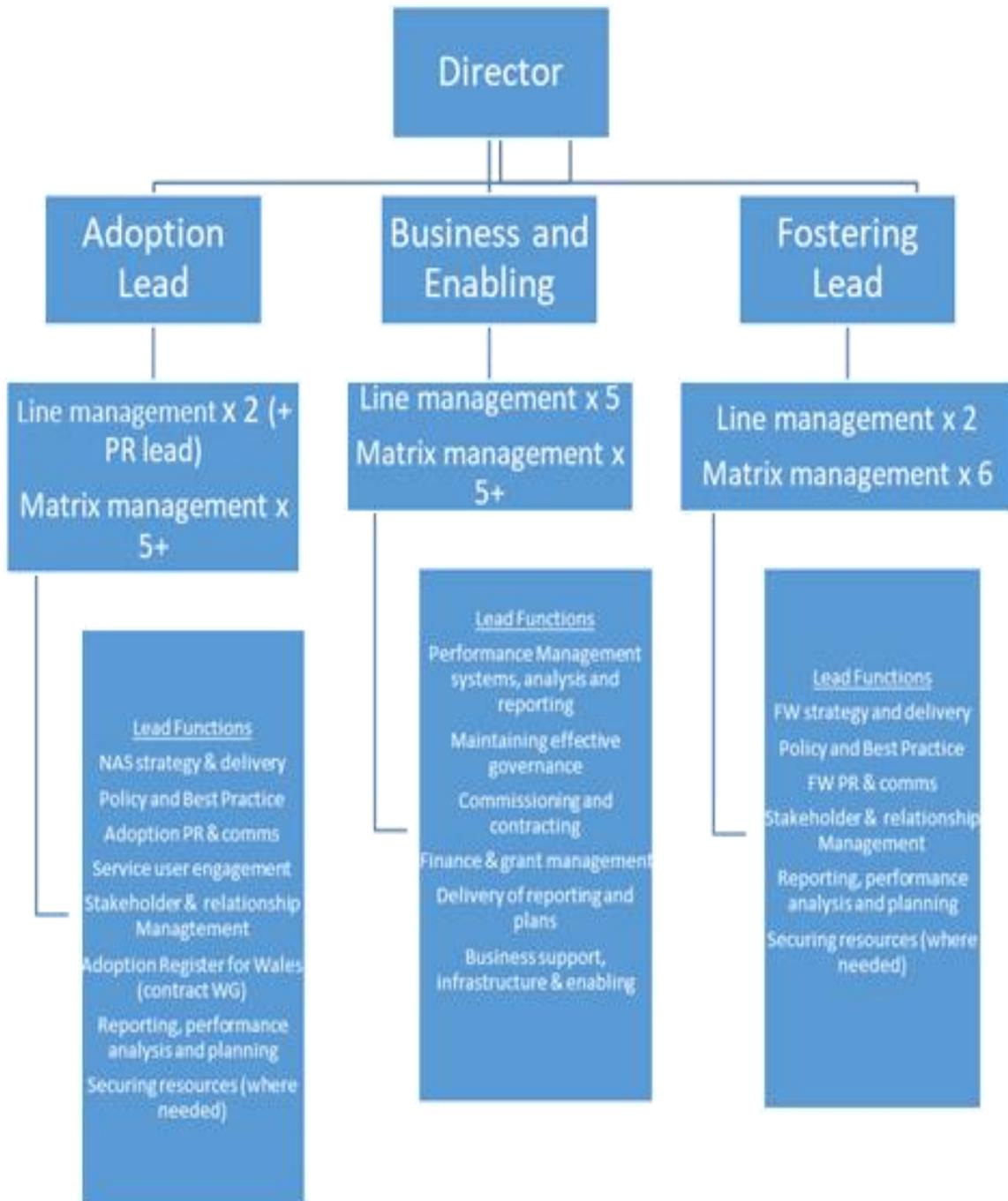
Each region is made up of specified local authority areas, set out in the Directions and overseen by Regional Management Boards (RMB's). Primary role is to coordinate adoption activities at the regional level and to implement decisions and strategies from the national Governance Board; may also have roles determined by their legal agreement. Plus VAA equivalent.

Foster Wales - regional / LA level - Regional HoS meeting

These are now in place and may be a specific FW meeting or included in the agenda of pre-existing HoS or HoS & DSS regional meetings.

Appendix 2

Central team – leadership and enabling



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Report

Cabinet

Part 1

Date: 6 April 2022

Subject Local Government & Elections (Wales) Act 2021 – Corporate Self-Assessment

Purpose To present to the Cabinet the proposed approach to the Council’s annual Corporate Self-Assessment as per the Local Government & Elections (Wales) Act 2021.

Author Strategic Director - Transformation and Corporate
Head of Law & Regulation
Head of People, Policy, and Transformation

Ward All

Summary The Local Government and Elections (Wales) Act 2021 requires local authorities in Wales to undertake a Self-Assessment of its governance and performance.

Following Welsh Government guidance, and feedback from the Council’s Governance and Audit Committee, it is proposed that the Council will integrate its Self-Assessment into the Council’s Annual Corporate Report. Through integrating the Self-Assessment into this Annual Report, the Council will be able consider the findings and assessments completed through its other statutory annual reports. The new Annual report will enable the Council to reflect on where it has performed well and where further improvements can be made. An action plan to improve governance and performance will be monitored and reported by the Council.

The Report will continue to be subject to scrutiny review by the Council’s Overview Management Scrutiny Committee and will now consider feedback from the Governance and Audit Committee. The final report will be published in Welsh and English following the Cabinet’s approval in quarter 2 of 22/23.

Proposal For Cabinet approve the proposed approach outlined in this report and for the first Self-assessment to be completed as part of the Council’s Corporate Annual Report 2021/22.

Action by Executive Board
Corporate Management Team

Timetable Immediate

This report was prepared after consultation with:

- Governance and Audit Committee
- Executive Board
- Corporate Management Team

Signed

Background

In February 2021, the Local Government and Elections (Wales) Act (the Act) received Royal Assent and replaced the previous Local Government (Wales) Act 1994. One of the requirements in the Act is for local authorities in Wales to:

- Conduct an annual self-assessment of performance; and
- Conduct periodic review to provide an external, expert perspective on performance.

For the purpose of this report the focus will be on the Council's approach to undertaking an annual self-assessment. There is ongoing work to finalise the approach Councils will take towards periodic external reviews also known as Peer Reviews. The approach that the Council will take will be reported in a future report to the Council's Cabinet.

To support the implementation of these new requirements, the Welsh Government published guidance for local authorities to consider and adopt the best approach to suit its own governance and performance monitoring requirements. A link to the Welsh Government guidance can be found [here](#). In summary:

1. **Keep performance under review** – ensuring that the Council is exercising its functions effectively; using its resources economically, efficiently, and effectively; and that governance arrangements are effective for securing these areas.
2. **Duty to consult on performance** – ensuring that Councils consult with local people, businesses operating in Newport, Council staff and Trade Unions.
3. **Duty to report on performance** – demonstrating the extent to which the Council has performed in the previous financial year, the action it intends to take or has taken to meet and increase upon performance requirements.

The Council will have to report its Self-Assessment to the Auditor General for Wales, Her Majesty's Chief Inspector of Education and Training in Wales and Welsh Minister's including Care Inspectorate Wales.

The Act allows all local authorities to determine the best approach they wish to take and the appropriate format for the assessment to be published. Before the self-assessment is published, there is a requirement for the views of the Council's Governance and Audit Committee to:

- Ensure the self-assessment has been completed in accordance with the Act.
- Reviewing the draft report, its conclusions, and actions; and
- Proposing recommendations for changes to the assessment.

The Act also states that the report must be published four weeks after the final approval of its preferred approach.

Newport City Council's Self-Assessment Approach

Over the last nine months Newport Council has been researching and discussing with other local authorities and Welsh Local Government Association (WLGA) on the best approach to take in undertaking the Corporate Self-Assessment. In developing the Council's approach, three options were considered:

1. Undertaking a standalone self-assessment of the Council's Governance and performance requesting service areas to self-assess each of their areas and overall corporate governance.
2. Integrating the self-assessment into the Council's Annual Governance Statement (AGS) as this report already assesses the effectiveness and efficiency of the Council's governance, performance and use of resources.
3. Integrating the self-assessment into the Council's annual Corporate Well-being Report (Annual Report) to assess the overall performance and governance of the organisation.

Following a review of the three options, the preferred approach is option 3 (integration with the Annual Report) as the best approach to undertake a self-assessment within the resources of the Council. This considers the additional resource and time required with the other two options to comply with the Act and also the duplication with other statutory reports eg. Annual Governance Statement, Director of Social

Services Report etc produced by the Council in relation to governance, assessment of performance and compliance with statutory duties.

The integration of the self-assessment into the Annual Report is the preferred option as:

1. The Annual Report includes an assessment of performance against performance measures and an overall assessment of what the Council has delivered in the previous financial year.
 - a. Where measures are underperforming, commentary is provided outlining the reason(s) and where further action is being taken to improve performance.
 - b. The report links into the End of year Service Plan reviews that are completed by each service area and subject to Performance Scrutiny Committee review.
2. The Annual Report integrates and links into other statutory annual reports that are produced by the Council which includes (not exclusive):
 - a. Annual Governance Statement
 - b. Strategic Equalities Annual report
 - c. Welsh Language Annual report
 - d. Director of Social Services Annual Report
 - e. Annual Statement Accounts
 - f. Corporate compliments, comments, and complaints
 - g. Annual Digital and Information Report
3. The Report includes how the Council has consulted and engaged with the City's residents, businesses and staff on key strategic decision making and its performance.

A copy of the last Annual Report can be found [here](#).

To comply with the new requirements in the Act and guidance, several enhancements will be made to the Annual Report but also to other statutory annual reports to support the Council's overall assessment:

- The Annual Report will state how the Report supports the requirements of the Act and enables the Council to effectively self-assess its performance.
- The Annual Report will be more self-reflective and challenging in what it has achieved and where further improvements can be made.
- Inclusion of additional assessment and coverage on the effectiveness of the Council's corporate governance and performance management.
- Widen the coverage of how the Council has effectively engaged and consulted with the key stakeholders (residents, businesses, staff, and Trade unions) outlined in the Act.
- Incorporate and include an action plan outlining how it will improve its governance and corporate performance. The recommendations and actions from other statutory reports will be included and subject to monitoring by the Council's service areas.

Governance and Scrutiny

The Act and guidance state it is at the discretion of each local authority to determine the approach and format which its Self-Assessment is completed. One stipulation in the Act is that the Self-Assessment is reviewed by the local authorities' Governance and Audit Committee (GAC) and that it is formally approved by the Council's Cabinet and/or Council. Once approved it must be published within 4 weeks (in Welsh and English).

At Newport City Council, service areas undertake quarterly monitoring and reporting of their performance, and risk management. Mid and End of Year reviews of service area performance are reported to the council's Performance Scrutiny Committees and Cabinet. In addition, performance and risk are subject to regular senior officer reviews including underperforming areas or where risks are not being mitigated effectively.

The Council's performance scrutiny committees will continue their review of service area performance as well as undertaking reviews into specific areas delivered by the Council. For the Council's Annual Report, both GAC and the Overview and Scrutiny Management Committees responses /

recommendations will be taken into consideration before the final version is approved by the Council's Cabinet and published. For clarity the role of each Committee will be:

- **Governance and Audit Committee** – To ensure the self-assessment has been completed in accordance with the Act; reviewing the draft report, its conclusions, and actions; and proposing recommendations for changes to the assessment.
- **Overview and Scrutiny Management Committee** – To review the Annual Report and to scrutinise the performance of the Council in the last financial year ensuring the Council is meeting its Well-being goals and strategic priorities.

Next Steps

Recommendations from the Council's Governance and Audit Committee will be considered and incorporated into the development of the Annual Report. An information report will also be presented to the Council's Democratic Services Committee for information.

The Council's People, Policy and Transformation service will be drafting the report that will be presented to the Council's Governance and Audit Committee and Overview and Scrutiny Management Committee for comment. The final version will be presented to the Council's Cabinet following these meetings for approval. The first publication will be published in Welsh and English.

The Council will also update its Planning, Performance and Risk Management Framework and its supporting Planning and Performance Policy to incorporate the new requirements of the legislation. The framework and policies will be presented at a future Governance and Audit Committee in 2022/23.

Financial Summary (Capital and Revenue)

The implementation of the new requirements in the Act will be made within existing resources of the Council.

Risks

Risk Title / Description	Risk Impact score of Risk if it occurs* (H/M/L)	Risk Probability of risk occurring (H/M/L)	Risk Mitigation Action(s) What is the Council doing or what has it done to avoid the risk or reduce its effect?	Risk Owner Officer(s) responsible for dealing with the risk?
Non-compliance with the Local Government & Elections Act	M	L	The Approach outlined in the report will mitigate against non-compliance with the Act.	Director for Corporate and Transformation

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

Corporate Plan 2017-22

Other statutory Annual Reports produced by Newport Council.

Options Available and considered

1. Cabinet approves the Council's approach to the Self-Assessment outlined in this report ensuring the Council complies with the new requirements set in the Local Government & Elections Act 2021.
2. Cabinet do not accept the proposed approach outline in this report and require further information to support the Council's approach.

Preferred Option and Why

Option 1 is the preferred option and officers will consider the feedback from Cabinet and proceed to developing the first self-assessment as part of the Corporate Annual report 2021/22 as outlined in the report presented.

Comments of Chief Financial Officer

There will be no budgetary impact as a result of this report which merely requests that the Governance and Audit Committee provide comments and recommendations on the Council's proposed approach in completing its annual Corporate Self-Assessment. Any actions required as a result of the self-assessment process will need to be dealt with through the budget setting process and Medium-Term Financial Plan.

Comments of Monitoring Officer

There are no specific legal issues arising from the report. Cabinet is being asked to approve and endorse the proposed arrangements for developing and publishing the annual self-assessment performance report, building-on the current Annual Corporate Well-being Report. The Local Government & Elections (Wales) Act 2021 has removed the previous statutory duty under the Local Government (Wales) Measure 2009 for councils to secure continuous improvement in the delivery of services. The continuous improvement duty has been replaced by a more flexible performance self-assessment process which requires the Council to keep under review the extent to which it is exercising its functions effectively, using its resources economically, efficiently and effectively and has in place effective governance arrangements to secure these performance requirements. As part of that self-assessment process, the Council is required to produce an annual self-assessment report, setting out its conclusions on the extent to which it has met these performance requirements and any actions it intends to take, or has already taken, to increase performance. The annual self-assessment process will require consultation with a number of key stakeholders, including the public, local businesses, Council staff and trade unions. Governance & Audit Committee have a new statutory role under the 2021 Act in relation to this performance self-assessment process and will be required to review the annual draft self-assessment and can make recommendations for changes to the conclusions or action contained in the draft report. Scrutiny will also have an important role to play in monitoring performance and commenting on the annual self-assessment report. How the Council develops and publishes the annual self-assessment performance report is a matter for the Council to determine but, of the available options, it has been agreed that utilising the Annual Corporate Well-being Report would be the most appropriate way of discharging this duty, as it already encompasses most of the evidence-based requirements for the self-assessment process.

Comments of Head of People, Policy and Transformation

The new requirements in the Local Government and Elections (Wales) Act 2021 provides an opportunity for the Council to improve the reporting and assessment on the effectiveness of the Council to its stakeholders in the city. Over the last 4 years the Council has been making steady progress to improving its governance and performance reporting and this new requirement provides the next evolution stage to this work.

The Well-being of Future Generations Act and other statutory duties has been at the centre of how the Council plans the delivery of its services, monitor its performance, and manages the risks of the Council. The Council's senior teams have been consulted throughout its development and support the approach outlined in this report. However, as this is the first year of reporting, the Council also accepts that continuous improvements will be made to the overall self-assessment process in the Council.

Local issues

None.

Scrutiny Committees (Governance and Audit Committee)

A report was presented to the Council's Governance and Audit Committee on 31st March 2022 for comment and recommendations on the proposed approach.

Fairness and Equality Impact Assessment:

In the development of the new Local Government and Elections (Wales) Act 2021, the Welsh Government undertook extensive consultation with stakeholders on the requirements and guidance of the Act. As part of any legislative output produced by Welsh Government, considerations of the Fairness and Equality Impact Assessment were undertaken.

Wellbeing of Future Generation (Wales) Act

The requirements set out in the Local Government and Elections Act have integrated the Wellbeing of Future Generations Act in its guidance and legislation. The final report published will be integrated into the Council's Corporate Annual Report which provides an overview of the Council's performance in delivering its Well-being Goals and strategic priorities.

Welsh Language Standards

In development of the new Local Government and Elections (Wales) Act 2021, the Welsh Language Standards were considered and consulted. In the development and publication of the Self-Assessment, the Council's annual Welsh Language Report will be considered as part of the Council's assessment. The final version of the report will be made available in Welsh and English as per the requirements set out in the Act.

Consultation

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

Background Papers

Corporate Annual Report

Corporate Plan 2017-22

Local Government and Elections (Wales) Act 2021

Dated: 28 March 2022



Report

Cabinet

Part 1

Date: 6 April 2022

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
Head of People Policy and Transformation

Ward All

Summary Following March update to Cabinet, Wales remains at Alert Level 0 with further eased restrictions to reflect the falling case rate across Wales. In Newport and Gwent, the case rate across the community is also reducing, although Covid continues to be prevalent. The Welsh Government advice remains to self-isolate and to wear face coverings indoors and on public transport, however on the 28th of March all remaining restrictions may come to an end if the current public health situation remains.

Newport Council will carry on monitoring the situation whilst services continue to see disruption and ongoing demand on front line services. Newport Council continues to follow Welsh Government's guidance for staff to work from home unless it is required for their role.

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

Action by Corporate Management Team

Timetable Immediate

This report was prepared after consultation with:

- Gold Recovery Group
- Corporate Management Team

Signed

Background

Since the last Cabinet Report in [March 2022](#), Newport Council and its partners have continued to monitor the Covid-19 cases in the city through its role at the multi-agency Gwent Incident Management Team the Council's Emergency Response and Recovery Group (Covid Gold) and liaison with Welsh Government (WG), Public Health Wales (PHW) and ABUHB partners.

Wales Covid-19 Update (March/April)

Since the last Covid update, the reported case rate in Wales has started to see an increase in the case rate to over 400 cases per 100,000 population (Not including positive lateral flow tests). Further information can be obtained from the [Public Health Wales Dashboard](#).

The number of hospitalisations and beds occupied with Covid-19 related patients continues to remain low. However, hospital settings across Wales and Gwent continue to report significant pressures on NHS services, as they continue to manage the impact of Covid-19 aligned with other illnesses and pressures across the whole system. Most recent operational data indicates approximately 25% of patients are actively requiring treatment for Covid-19. Health Boards are looking at returning to pre Covid level of elective activity over the next few months and how they start dealing with the significant levels of backlog.

The vaccination programme to boost and ensure those that haven't been vaccinated is continuing. To date 87% of those eligible have received their booster vaccination in Wales. Health Boards are already planning to offer the vaccine to all 5–11-year-olds from mid-March onwards, and they will now be factoring in the need to prioritise a second spring booster for the most vulnerable, following the advice from the Joint Committee on Vaccination and Immunisation.

From the 28th March, several restrictions remain in place, namely that face coverings remain legally required in health and care settings; and workplaces and premises open to the public must continue to do coronavirus risk assessments. The following requirements have now been legally removed and will continue to be recommended in public health advice:

- Face coverings will no longer be required by law in retail settings and on public transport.
- The requirement to self-isolate will also move into guidance. A £500 self-isolation payment to support people will continue to be available until June 2022.
- Regulations for individuals involved in the organising of large unlicensed music events and legal requirements on election campaigns will also be removed.

From the 1st April, people will be advised to take a lateral flow test if they have symptoms and isolate for a minimum of 5 days. Health, social care and special school staff can access PCR tests if they have symptoms or if they are a household contact by contacting their local health board and those individuals fall into the covid treatment group (those previously advised to shield). Welsh Government will further assess the potential to remove remaining legal measures at the next 21-day review by 14th April 2022. Further information on the Welsh Government long term plan can be [found here](#).

Newport City Council Update

Following the Welsh Government's announcement for workplaces and premises open to the public to continue to do coronavirus risk assessments, the Council will continue to operate on the basis of existing risk assessments for staff to work remotely from home unless their role requires staff to be present in Council offices. The Council is continuing its preparatory work to enable a phased return and approaching a hybrid approach to working. The Council's management teams will be working with Trade Unions, staff and elected members on introducing a phased and safe return, assessing room occupancy numbers, IT/office requirements and updates to Council policies.

NCC and Welsh Government Support

Throughout the last financial year, Newport Council has been providing support to households and businesses in Newport struggling with the increasing cost of living around energy, fuel, food and household goods. Newport Council has been supporting the city's foodbanks and groups that are supporting some of its most vulnerable and low-income households. Funding from the Council and WLGA is continuing to be distributed across the foodbanks and charities. Newport Council also announced at the Council meeting in March that businesses will receive rate relief from [Welsh Government](#) but also Newport Council will be using its [discretionary powers](#) to support businesses in the city centre as well. For households, the Council will be implementing the Welsh Government's Council Tax rebate for properties in band A-D.

A summary of the Council's activity since the last Cabinet Report is outlined below with a full update provided in appendix 1.

Strategic Recovery Aim	Summary of Council's activities to 1 st April 2022
Strategic Recovery Aim 1 – Supporting Education & Employment	<ul style="list-style-type: none"> • Welsh Government have confirmed the extension of Free School Meals holiday provision up to academic year 22/23 and will cover the fourth coming May half term and summer holiday period. • The Council has been working across our community hubs and libraries providing drop-in sessions for basic digital skills and provide courses through adult community learning.
Strategic Recovery Aim 2 – Supporting the Environment and the Economy	<ul style="list-style-type: none"> • Businesses in Newport will receive Welsh Government rate relief as well as further rate relief from Newport Council's discretionary powers in 2022/23. • Climate Change Plan approved by Council and will be commencing delivery in 2022/23.
Strategic Recovery Aim 3 – Supporting the Health & Wellbeing of Citizens	<ul style="list-style-type: none"> • Newport Council is still following Welsh Government guidance for staff to work from home unless required by their role. There is ongoing work as part of the New Normal project for staff to work hybrid from both their homes, Council offices or other suitable locations. We will continue to work closely with managers and trade union representatives as legislative measures are relaxed. • Library and museums services now being delivered as per the pre pandemic format with some infection control measures in place until the Welsh Government's guidance changes.
Strategic Recovery Aim 4 – Supporting Citizens post Covid-19	<ul style="list-style-type: none"> • Participatory Budget events have concluded. Over 450 people participated in voting events, and a total of 80 projects have secured funding, covering a diverse range of activities and audiences. • £62k has been awarded to food projects across the city to respond to winter demand. • NCC has provided GAVO with funding to recruit a fixed term Food Sustainability Co-ordinator to consider preventative work in relation to food poverty. The postholder will work closely with third sector partners and managing a grant programme which will further boost the capacity of food related projects

Financial Summary (Capital and Revenue)

The Council's financial (revenue and capital) update is reported separately as part of the Council's regular budget reports to Cabinet. The Covid-19 impact(s) are considered in the finance reports and are closely monitored as part of the Council's financial management processes.

Risks

Through the Council's Risk Management process, the Covid risk has been monitored every quarter to the Council's Cabinet and Audit and Governance Committee. Below is the latest update taken from Quarter 3 (October to December) 2021/22 risk report update. Quarter 3 update to be provided in December.

Risk Title / Description	Risk Impact score of Risk if it occurs* (1-5)	Risk Probability of risk occurring (1-5)	Risk Mitigation Action(s) What is the Council doing or what has it done to avoid the risk or reduce its effect?	Risk Owner Officer(s) responsible for dealing with the risk?
Covid 19 Pandemic	5	4	See Report on action being undertaken by the Executive Board, CMT and Gold group to manage the Council's response.	Executive Board

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 briefings.

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. The fund also includes loss of income compensation; again, within a set criteria. The fund ran for the entire 2020/21 financial year and will continue until the end of March 2022, albeit with a reduced scope for the second half of this financial year. In addition, where relevant, Welsh Government have provided specific grant funding to fund particular costs arising. This means that, overall, the financial impact of the pandemic upon the Council has been largely mitigated and this remains the case while restrictions continue to be eased.

Close monitoring of the financial issues arising, as a result of Covid, will continue until the end of the financial year, with the overall impact during 2021/22 to be reported as part of the Outturn Report. All activities detailed in this report have either been funded via core budgets, specific grants or the Hardship Fund. To date, and in a similar vein to 2020/21, an overall underspend against the revenue budget is being projected. However, the underlying reasons for the underspend are not solely due to the effects of the pandemic and are largely one-off in nature. Also, there are a number of service pressures contained within the position and, therefore, this means that aspects of the medium-term outlook remain challenging.

The release of the draft settlement for local authorities took place on 21st December 2021 and confirmed that the Hardship Fund will end as of 31st March 2022, with local authorities expected to manage the continuing financial impact of the pandemic from within existing resources. Therefore, as part of the budget setting and medium-term planning process, consideration was given to the potential ongoing financial impact, both in terms of additional expenditure and loss of income, beyond the 2021/22 financial year. The 2022/23 budget reflects the outcome of those discussions with resources allocated on both a

one-off and recurring basis, to be reviewed on an annual basis as clarity regarding the permanent financial impact is achieved. A process for internally managing the additional costs and lost income during 2022/23 is currently being determined.

Comments of Monitoring Officer

There are no specific legal issues arising from the Report, which provides an update on the actions taken to deliver the Council's Covid-19 Response and Strategic Recovery Aims and progress since the previous report. Any legal issues will be picked up at the appropriate time as part of the operational delivery of the individual actions, within service areas. The phased relaxation of the previous legal controls and the removal of all legal restrictions as of 28th March will significantly reduce the work of Environmental Health and Trading Standards teams in managing clusters, containing transmission, and enforcing compliance with the Covid Regulations. Environmental Health continue to provide some support for care settings and schools but there will be a phased transfer of responsibility to Public Health Wales, as the virus response becomes a public health measure as opposed to a pandemic emergency. As testing is scaled back, and self-isolation rules are relaxed, then the TTP work will refocus on the most vulnerable cases, and the service will need to be restructured as from June. Trading Standards officers will continue to provide advice and assistance as part of their other statutory inspections, but all Covid regulatory work will cease. Therefore, Public Protection staff are gradually returning to their other statutory work, particularly in relation to food inspections, as the Covid-related support and enforcement work is scaled-back.

Comments of Head of People, Policy and Transformation

There are no HR related issues arising directly from this report, and we will continue to work closely with managers and trade union representatives as legislative measures are relaxed. Continuing to adopt the rate relief scheme is in line with the Council's strategic recovery aims and its Well-being Objective to "Promote economic growth and regeneration whilst protecting the environment" and will support the "Newport Offer" intervention within Newport's Well-being Plan.

Scrutiny Committees

Not Applicable

Fairness and Equality Impact Assessment:

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, 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.

Consultation

Not Applicable

Background Papers

Cabinet Report (Strategic Recovery Aims) – July 2020

[Corporate Plan 2017-22](#)

[Responding to the 'New Normal' Report to Overview and Management Scrutiny Committee](#)

Dated: 28 March 2022

Appendix 1 – Progress of Delivery against Strategic Recovery Aims (to 1st March 2022)

<p>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.</p> <p>Supports Wellbeing Objective 1 – To improve skills, education and employment opportunities.</p>									
Strategic Aim Step	April 2022 Update (By Exception)								
Support schools and other educational establishments to safely reopen for staff and pupils.	<p>Schools remain open to all learners. Schools are following guidance from Welsh Government that was last updated in late February 2022 https://gov.wales/schools-coronavirus-guidance</p> <p>Welsh Government confirmed on 10th March 2022 that Free School Meal holiday provision will be extended up to the start of the 2022/23 academic year and therefore will cover the forthcoming May half term and summer holiday periods. There has however to date been no further information as to whether provision will continue beyond the cessation of the Covid hardship scheme on 31st March 2022 in relation to eligible pupils who are unable to attend school due to being Covid positive or having to self-isolate.</p> <p>In line with the end of the Covid hardship scheme, Headteachers are arranging for school meals services to return to pre-pandemic arrangements from 1st April 2022. Where for specific reasons this cannot be implemented immediately, additional costs will be charged to individual school budgets.</p>								
Work to prevent and reduce inequality of progress and outcomes in education for mainstream and vulnerable learners.	<p>The levels of pupil attendance across both primary and secondary sectors showed small levels of improvement in the period prior to the February half term holiday.</p> <table border="1"> <thead> <tr> <th colspan="2">Average % of pupils who were in attendance</th> </tr> </thead> <tbody> <tr> <td>31/01/2022 to 04/02/2022 (p) (r)</td> <td>87.8</td> </tr> <tr> <td>07/02/2022 to 11/02/2022 (r)</td> <td>90.6</td> </tr> <tr> <td>14/02/2022 to 17/02/2022 (p) (r)</td> <td>90.6</td> </tr> </tbody> </table> <p>(r) Revised (p) Provisional</p> <p>Education Welfare Officers continue to work closely with schools to identify pupils who are persistent absentees and provide support to help improve rate of attendance.</p>	Average % of pupils who were in attendance		31/01/2022 to 04/02/2022 (p) (r)	87.8	07/02/2022 to 11/02/2022 (r)	90.6	14/02/2022 to 17/02/2022 (p) (r)	90.6
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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.

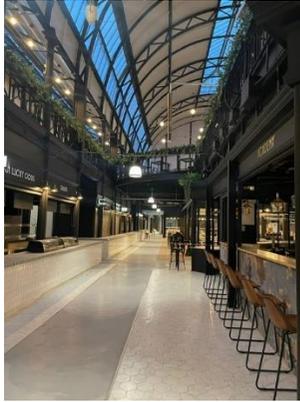
Supports Wellbeing Objective 1 – To improve skills, education and employment opportunities.

Strategic Aim Step	April 2022 Update (By Exception)
Support schools to enhance and develop digital skills; digital teaching and learning platforms; and enhanced support for digitally excluded learners.	Whilst there is an overall improvement in access to a stable broadband service, intermittent connectivity is still an issue for many schools in Newport. The Welsh Government PSBA team continues to work closely with BT and local authorities across Wales to address these issues. The Welsh Government's independent review of this incident has been completed with feedback to local authorities expected over the next month. The project to move school users of @newport.gov.uk emails to Hwb using the @newportschools.wales domain is ongoing with 35 schools having migrated to date.
Ongoing employment support is being offered through existing programmes, including face to face appointments. Employment event proposed for 6 th April at Pill Mill..	Ongoing employment support is being offered through existing programmes, including face to face appointments. Employment event proposed for 6 th April at Pill Mill. Our 'Get Connected' digital skills have been shared across the council, its partners, and its external stakeholders. We are also working across our community hubs and libraries providing drop-in sessions for basic digital skills, and provide courses through adult community learning, for sustainability. We are working with the college and USW, and Kiddicare, and EYST amongst other partners to develop basic digital skills.
Support people who have been affected by unemployment to access new opportunities through training and re-employment required for post Covid 19 businesses.	Ongoing employment support is being offered through existing programmes, including face to face appointments. Employment event proposed for 6 th April at Pill Mill.
Ensure our diverse communities are appropriately supported through tailored interventions specific to their needs, including consideration of language, culture and points of access.	A draft specification for the recommissioning of Families First services has been prepared and a supplier day proposed for early April. Applications have opened for playscheme during the Easter holidays, including complex needs provision.

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.

Strategic Aim Step	April 2022 Update (By Exception)
<p>Maintain our focus on regenerating Newport to deliver existing and new investment projects.</p>	<p>At March's Council meeting, it was approved for the retail, leisure and hospitality rate relief scheme from Welsh Government to be applied for 2022/23. It is expected for up to 1,200 businesses to benefit from the reduced rates. Newport Council also announced Newport City Centre Rate Relief for existing city centre businesses to recover from the economic impact of the pandemic and supporting new businesses to move into and trade from empty premises. Further information can be found in the Council report here.</p> <p>Indoor Market open to public 19/03/22</p>  <p>Work on Chartist Tower is progressing with an expected opening date in May 2022. An additional 20 City of Newport Business Development grants have been awarded.</p>
<p>Enable and support the construction industry to re-establish the supply of new and affordable housing.</p>	<p>The authority continues to work with Housing Association partners to facilitate the delivery of affordable housing via the Social Housing Grant Programme. Increased costs of materials and contractor availability continues to present challenges as well as the complex nature of some developments currently on site. Despite this, £7.6m of funding has been drawn down to date.</p>
<p>Enable and support businesses to re-establish normal operations whilst maintaining the health and safety of their workers and customers.</p>	<p>Officers continue to provide advice regarding COVID regulations and interventions continued. This work programme will come to an end on 31 March 2022. Officers continue the Illegal Tobacco Enforcement Campaign. Investigations are ongoing and there are plans to close further shops using ASB closure powers.</p> <p>Officers continue to carry out business enforcement work; issues under scrutiny; licensed premises adherence to conditions; rogue traders active at people's homes; and age restricted products to children and others. Routine food</p>

<p>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.</p>	
<p>Supports Wellbeing Objective 2 – To promote economic growth and regeneration whilst protecting the environment.</p>	
Strategic Aim Step	April 2022 Update (By Exception)
	<p>standards work continues; the emerging threat is a high proportion of businesses failing to deploy an adequate allergens protection system.</p> <p>Officers hope to improve support to businesses wishing ‘to get things right’ and plan to run food allergen training and launch a responsible retailer scheme in the coming months.</p> <p>Officers have carried out safety checks of taxis during the 6 Nations Rugby Tournament. 43 vehicles and drivers were inspected during night-time enforcement. Further enforcement planned 11 and 19 March 2022.</p>
Enable and support businesses to prepare for future trade arrangements resulting from Brexit negotiations.	The Council is continuing to monitor and report the Council’s response since the UK left the EU. A separate update is reported to Cabinet on the Council’s progress.
Protect and improve the environment, including air quality and decarbonisation of the city for its residents, businesses, and visitors.	<p>The Organisational Climate Change Plan 2022-27 was agreed by Cabinet on 9th March 2022. This sets out the themes, priorities, actions, and milestones that we need to take as a Council over the next five years to:</p> <ul style="list-style-type: none"> • Reach net zero carbon as an organisation by 2030. • Review the services we provide to ensure they support the city’s journey to net zero and adaptation to climate change. <p>Delivery will commence in April 2022. The Local area Energy Plan is currently being finalised and will be presented to Cabinet in May/June.</p> <p>A training seminar for Letting Agents and Landlords marketing properties with inefficient energy certification has been arranged for 17 March 2022. Advice work with private sector landlords has seen 48 homes move from energy inefficient F and G ratings to more efficient A-E ratings. Decarbonisation analysis will be undertaken during April 2022.</p> <p>Newport City Council have successfully applied for Welsh Government funding to purchase real-time air pollutant monitors and these are in the process of being deployed across the city. We also successfully sought funding to support our ongoing work on the Air Quality Action Plan.</p>
Continuing support and safe delivery of the Council’s City services including waste, cleansing and highways.	There are no significant changes to City Services since the last report and services continue to operate as normal.

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

Strategic Aim Step	April 2022 Update (By Exception)
Support people to remain living independently in their homes and communities.	<p>The number of packages of care that are required continues to pose a challenge for Newport residents, but is a steady number of around 31 waiting for a service.</p> <p>A risk assessment audit tool is used each week by teams to ensure the most vulnerable are highlighted and any change of circumstances requiring an urgent service is attended to.</p> <p>Home first (a social work regional service based at the front door of the hospitals) continues to work with citizens attending the hospital to ensure they are only admitted for urgent medical care/treatment. Support to return home with additional support when required is provided.</p> <p>The wider pressures within our community for providers to recruit a reactive workforce across social care in both domiciliary and residential care continues. Welsh Government proposals to provide free driving lessons and access to driving tests through the Local Authority may be an added incentive for citizens to consider care as a career.</p>
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.	<p>Workforce pressures across adult and children residential services have been further impacted by the rise in recent COVID transmissibility and positive results for our staff.</p> <p>The relaxing of restrictions has not applied to residential care and therefore the impact of positive staff is considerable on the working environment. Adult services have reported to Care Inspection Wales two regulation 60 reports during March to the regulatory body due to the low numbers of staff available some days. This is with a full recruitment drive internally/externally and across agencies.</p>
Assess the impact and the long-term sustainability of the social care sector in Newport informing future service requirements.	<p>The workforce pressures and continued drive to address this is a number one priority for Adult and children services.</p> <p>Confirming fee uplifts with our commissioned services for 22/23 will provide assurance that we have provider services available for our most vulnerable citizens. This continues to be a national driver across all social care.</p>
Safeguard and support children and young people to remain safely with their families.	Immediate safeguarding referrals for adults and children within Newport continue to be high to our front door and are attended to with full partnership collaboration and intervention when required.
Improve opportunities for Active Travel and work towards improved air quality.	<p>Work continues to progress on the Devon Place Bridge over the railway with the fabrication of the steps and ramps and the works for the foundations into which the ramp supports will be fixed.</p> <p>The surfacing work for the Bettws Canal link has commenced and the towpath will have to be closed intermittently over the next two months, for works to be undertaken. In January a new bridge design (for implementation next year) will be</p>

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

Strategic Aim Step	April 2022 Update (By Exception)
	submitted for planning permission. Work has started on the Tredegar to St David's link as have ground investigation works for the fourteen locks bridge. Design works for links at NISV, Lliswerry Ponds, Sorrel Drive, Albany street, Bassaleg school, Queenshill, Mill street connections, City Centre Cycle ways and storage facility (GAP project) are underway with schemes moving towards implementation in the new financial year.
Regulate businesses and support consumers / residents to protect and improve their health.	<p>Environmental Health activity is still disrupted by delivering the response to the Covid-19 pandemic, but to a lesser degree than previously. Excellent progress has been made on programmed inspections of Food businesses to meet the requirements of the Food Standards Agency's Recovery Plan. Additional resources will be made available for this work in April as resources for the Covid response are further reduced. A new Food Safety EHO joined NCC in late October and a Food Safety Agency EHO is also in place to increase performance in this area. Health & Safety issues of a serious nature will continue to be investigated/responded to and an additional Agency EHO, specialising in H&S, joined NCC at the end of February to assist with the workloads. Regulation of Houses in Multiple Occupation to protect health (which includes licensing) has also started to recover from the impact of the pandemic.</p> <p>All regulatory activity provides support to businesses wherever possible to avoid formal regulatory action.</p>
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.	Library and museums services now being delivered as per the pre pandemic format with some infection control measures in place until the Welsh Government's guidance changes. It is likely that some Covid control measures will remain including advisory mask wearing and screens at public service points. Enhanced cleaning will also continue to be retained as a control measure.
Sustain a safe, healthy and productive workforce.	<p>Newport Council is still following Welsh Government guidance for staff to work from home unless required by their role. There is ongoing work as part of the New Normal project for staff work hybrid from both their homes, Council offices or other suitable locations.</p> <p>We will continue to work closely with managers and trade union representatives as legislative measures are relaxed.</p>

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

Strategic Aim Step	April 2022 Update (By Exception)
<p>Work together with our partners to reduce poverty, address homelessness and support our most vulnerable people as a priority.</p>	<p>Welsh Government hardship funding has been used to support the additional pressures on temporary accommodation due to WG guidance for authorities to accommodate all those presenting as homeless. These expectations are expected to continue into 22/23 and the authority is working with WG to access financial support after the hardship fund ceases. However additional funding is unlikely to cover the full costs of these increased demands for accommodation and this has been identified as a financial pressure. We continue to work in partnership with Registered Social Landlords to provide suitable, affordable move on accommodation, although supply remains a challenge.</p> <p>The authority will continue to encourage the take up of WG funding to prevent homelessness for those living in the private rental sector and housing association accommodation who have rent arrears due to the pandemic. However, this funding is likely to cease at 31/03/22.</p> <p>There are delays relating to the construction of Social Housing Grant funded schemes developed in partnership with Housing Associations due to labour and material issues. This is also impacting on the delivery of the Disabled Facility Grant programme with longer contractor/material lead times. Additional funding has been requested to address this backlog.</p> <p>£100k has been made available to foodbanks and food projects across Newport with the fund currently being open to bids. The Council is working in partnership with GAVO to recruit a Food Sustainability Co-ordinator to look at longer term preventative work in relation to food poverty, working closely with third sector partners.</p>
<p>Assess and address the inequalities that Covid 19 has highlighted or contributed to within our communities.</p>	<p>Newport Council continues to support the city's foodbanks and food projects. In collaboration with Gwent Association of Voluntary Organisations (GAVO), this work will continue, as well as monitoring the impact that the cost of living is having on households in the city. GAVO will also manage a grant programme to provide funding to food projects over the next year. Over £60k has recently been awarded to food projects to respond to winter demand.</p>
<p>Identify, develop and seek to sustain any positive developments emerging during the crisis.</p>	<p>Following the last report, the Covid Recovery Fund participatory budgeting programme events have now concluded. Around 415k was allocated in 6 voting events, the largest of its kind in Wales with over 450 people participating in voting events. 113 projects were presented to voters, and a total of 80 projects have secured funding, covering a diverse range of activities and audiences. The high standard of all the projects was noted by voters and the feedback received was overwhelmingly positive from voters and the organisations seeking funding.</p>
<p>Developing opportunities for people to access suitable and affordable housing.</p>	<p>The Social Housing Grant Programme is funding the development of over 500 new affordable housing units with several schemes due to complete within the current financial year. However, delivery schedules continue to be impacted by issues with materials and labour, along with associated increased costs. This is being closely monitored.</p>

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

Strategic Aim Step	April 2022 Update (By Exception)
	<p>47 units of accommodation for older people are shortly due to be completed at the Tredegar Court sheltered housing scheme. Additional units of accommodation for older people are also due to complete at Treberth in the coming months as well as general needs accommodation at Coverack Road.</p>
<p>Deliver a community cohesion programme that effectively responds to community tensions and creates a shared sense of identity across the city.</p>	<p>The Council's connected Communities Team continues to meet regularly with policing and other partner colleagues to monitor and respond to emerging community tensions. Funding from the community cohesion work programme has been utilised to support the second round of Participatory Budgeting and the team have engaged with communities across the city to ensure they are able to access and engage with the programme and its funding opportunities.</p> <p>EU and Welsh Language community grant schemes are now in place with funds allocated to support grassroots groups to build resilience, cultural awareness and promote positive community relations across the city.</p>
<p>Prevent and address instances of antisocial behaviour (ASB) impacting upon the residents and the business community of Newport.</p>	<p>Licencing Officers remain active improving the practices of businesses that facilitate drunken misbehaviour in communities and the city centre. Meetings and audits have been carried out at key venues.</p> <p>Youth Justice Service (YJS) continues its involvement on the Operation Ashton Panel which continues to be a positive support to children, their families, and the community.</p> <p>YJS has now recruited two members of staff from ethnically diverse backgrounds to represent the ethnically diverse children within our community. Both workers are strong cultural advocates for children, one is now an established member of staff and starting to lead on specific and relevant projects and the other has just started with us and also keen to assist in service development in this area.</p> <p>We have made some progress in our quest for a pop-up shop in the town centre area and have some options to improve visible support to children in the city centre, particularly in the evening and are looking at a Friday evening up to 8pm. We have made links with the Tin Shed Company who have a venue in the centre and are keen to work in partnership with YJS to provide opportunities for children which will be aimed at diverting them away from crime. Positive Futures and the social work exploitation team and the YJ Police Officer will all be part of the planning of this provision and form part of the support offered.</p> <p>We have scheduled a meeting with Education Safeguarding Lead next week to see if we can work on joint projects to tackle ASB and domestic abuse via and to provide support to teachers with partnerships and re-engaging the ASB subgroups to improve information sharing and partnership working.</p>

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

Strategic Aim Step	April 2022 Update (By Exception)
Re-establish Community Regeneration facilities and services where it is safe to do so for staff and its service users.	All hubs open and operating in accordance with risk assessments. Hubs continue to deliver a range of services, many of which are delivered on an appointment basis. Community centres are operational, similarly on a risk assessed basis.
Develop opportunities for community involvement participation and engagement.	Following the last report, the Covid Recovery Fund participatory budgeting programme events have now concluded. Around 415k was allocated in 6 voting events, the largest of its kind in Wales with over 450 people participating in voting events. 113 projects were presented to voters, and a total of 80 projects have secured funding, covering a diverse range of activities and audiences. The high standard of all the projects was noted by voters and the feedback received was overwhelmingly positive from voters and the organisations seeking funding.

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Report

Cabinet

Part 1

Date: 6 April 2022

Subject Post EU Transition Update for Newport City Council

Purpose To present an update to Cabinet on developments since the UK left the European Union on Newport Council services and Newport's communities and economy.

Author Chief Executive
Head of People, Policy and Transformation

Ward All

Summary Since the UK left the European Union in December 2020 the UK and Wales has been adjusting to the trade arrangements and reacting to the wider global economic impacts and Covid restrictions.

In the last month the global economic challenges and uncertainty has continued to put pressure on households and businesses as costs continue rise. The cost-of-living increases are not just affecting low-income households but also middle-income households as food, fuel and energy costs are increasing but salaries are not keeping pace.

Newport Council is implementing the Welsh Government's £150 Council Tax rebate for properties in bands A to D). The Council will also be supporting businesses with rate relief in the city. Funding continues to be provided to local food banks / groups to support the city's most vulnerable households.

There continues to be support provided to the city's EU/EAA communities with late EU Settlement Scheme applications and advice around rights and entitlements. Newport Council is also preparing to support Ukrainian refugees and is offering support to the Ukrainian families living and working in Newport. We also recognise the impact that the conflict in the Ukraine is having on our wider EU communities, many of whom have links to neighbouring countries who are also affected.

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

Action by Corporate Management Team

Timetable Immediate

This report was prepared after consultation with:

- Heads of Service and officer 'Task and Finish' group.

Signed

Background

The UK and Wales continues to see positive and negative impacts on the UK economy since leaving the EU. The global economic position continues to bring significant uncertainty as economies recover from the Covid pandemic and the current ongoing conflict in Ukraine. These global impacts are having an effect on the cost of living for households and businesses in Newport and Wales. Since the last Cabinet Report there has continued to be inflationary increases in the cost of living resulting from increases in the cost of fuel (petrol and diesel), Energy prices, food and other household goods and services. Businesses are also having to increase their own costs due to the ongoing [inflationary pressures](#) and are being passed onto the consumer. Reports from the UK Government and Welsh Government are indicating further inflationary and economic pressures throughout 2022 which are impacting significantly on low-income families but are now affecting middle income families.

Following the Welsh Government's announcement to provide householders living in bands A to D properties £150 Council Tax rebate, the Council's Revenue team will be making payment arrangements. At the last Council meeting it was announced that the Council has adopted the [Welsh Government's Retail, Leisure and Hospitality Rate Relief scheme for 2022/23](#) to support businesses across the city. In addition, the Council will be extending the rate relief in 2022/23 offering 25% for existing and new businesses that occupy previously empty premises, and self-isolation payments continue.

Position of Migrant Communities living in Newport and Wales

Newport Council recognises the contributions of all of our residents and are proud that Newport is a multi-cultural city with a rich, diverse heritage. All of our migrant communities continue to play a vital role in our economic and cultural growth.

Ukrainian Arrivals

The Ukrainian refugee crisis has seen unprecedented numbers of women, children and vulnerable adults displaced. A significant number of refugees have fled to neighbouring countries around Ukraine. The UK Government has encouraged Ukrainian nationals to utilise their Family Visa Scheme to bring extended family members to the UK, and Newport has started to see small numbers arrive in the city through this route. The Homes for Ukraine initiative is now live, which will see further arrivals being placed in local homes as part of UK Government's sponsorship scheme, and Welsh Government has recently committed to supporting around 1000 refugees as a 'super sponsor', working with local authorities to place people around Wales.

To date, over 150,000 expressions of interest have been received via the Homes for Ukraine scheme, with around 10,000 of these being in Wales. Newport, Swansea and Cardiff will likely have the largest intake of refugees in Wales although we are awaiting further detail in relation to locations and arrivals. Welsh Government's super sponsor scheme is expected to go live on the 26th March allowing people to identify Welsh Government as their sponsor, and will see a network of Welcome Centres established across the country, providing initial accommodation to families before they are moved to more permanent housing. This is likely to be a combination of social housing, private rented accommodation and community sponsorship, and Welsh Government will work closely with local authorities to manage this transition.

People will arrive with the right to work and access benefits and leave to remain in the UK for 3 years, however, local authorities will play a key role in supporting both new arrivals and hosts as people start to arrive in Wales. UK Government has announced a tariff of £10.5k per person under the Homes for Ukraine Scheme and committed to additional funding for associated education costs.

Welsh Government guidance on the Homes for Ukraine scheme is currently in draft, but it is likely that this will mirror the recently published guidance for England. The guidance places a number of expectations on local councils, including carrying out DBS and safeguarding checks on host placements, administering the £350 per month payment to hosts, provision of wrap around integration support and in person visits to check suitability of housing.

With arrival numbers remaining largely unknown, the council has established a local response group to co-ordinate our approach to welcoming and supporting people arriving in Newport. This group is currently mapping capacity and potential demand across a range of key areas including social care, housing, education and integration support. The council is working closely with partners and other Gwent authorities to ensure a joined up, cohesive approach to Ukrainian resettlement, taking a regional approach wherever possible to maximise efficiency.

EU/EAA Citizens

Newport has seen a significant number of residents obtaining either settled or pre-settled status. The Home Office continues to receive late applications from any EU citizen who has 'reasonable grounds' for missing the deadline. Reasonable grounds include a serious medical condition, where a parent or guardian has failed to apply on behalf of a child, or where a person is isolated or digitally excluded and has not been able to access the application system.

The latest statistics to 31st January 2022 show that a total of 6,493,300 applications have been received. 437,000 applications were received after 30th June 2021 deadline. 6,192,600 applications were concluded with:

- 51% (3.17 million) granted settled status
- 41% (2.5 million) granted pre-settled status
- 4% (0.2 million) refused
- 4% (0.2 million) withdrawn, void or invalid

EU citizens who were resident in the UK after the 31st December, but haven't made an application no longer have their rights protected, including the right to live, work, study and access benefits and services in the UK. If an EU citizen is identified by someone in Immigration Control who may be eligible for the EUSS, they will be given 28 days to make a late application. From mid-September the Department of Work and Pensions also suspended benefits for all EEA citizens who do not apply for EUSS within 28 days of reminder letters.

The council's Connected Communities team continue to support and signpost EU/EAA citizens and their family members to specialist support services that are able to make late applications to the EUSS, challenge negative decisions and provide advice around rights and entitlements. The team co-ordinate a weekly multi-agency drop in at Community House, Eton Road, and over the coming months plan to deliver Rights and Entitlements sessions to communities, using local schools as a base and develop an online information session for professionals.

Services, provided by voluntary sector organisations including Citizens Advice Bureau, Tros Gynnal Plant (TGP) Cymru, Newport Mind, Settled and Newfields Law are funded by the Welsh Government and Home Office until the end of March 2022. There has been an indication from both the Welsh Government and the Home Office that funding may be extended to September-December, which is welcomed, however the council recognises that demand for advice services is escalating, cases are increasingly complex, and this is likely to continue post-December.

Concerns continue to be raised through local networks about the vulnerability of EU citizens and their family members, including the risk of exploitation due to restricted rights, discrimination, or hardship. The Connected Communities Team has developed a referral pathway for partners and council colleagues to access migration advice from the team and is currently mapping out services which can be accessed for a range of support across the city.

Citizens with No Recourse to Public Funds

Colleagues across Social Services, Housing, Health, and Connected Communities teams have been working to understand the local picture in relation to people and families with no recourse to public funds (NRPF). A Hardship Group has also been established to ensure that the increasing number of people presenting as having NRPF are supported effectively. This work is enabling the Council to examine how we can improve and coordinate services and is contributing towards policy development.

It is anticipated that the number of families and individuals presenting as needing support due to restrictions of their rights and entitlements will continue to increase over the coming months.

Financial Summary (Capital and Revenue)

As part of the Council's financial monitoring process, the Council's Finance team continue to work with managers to identify, monitor, and report any impacts on budgets due to Covid-19, the response to the Ukraine refugee crisis and Brexit.

Risks

The Council's Post EU Transition risk is recorded on the Council's Corporate Risk Register which is presented to Cabinet and Audit Committee every quarter. The Quarter three risk score is detailed below:

Risk Title / Description	Risk Impact score of Risk if it occurs* (1-5)	Risk Probability of risk occurring (1-5)	Risk Mitigation Action(s) What is the Council doing or what has it done to avoid the risk or reduce its effect?	Risk Owner Officer(s) responsible for dealing with the risk?
Post EU Transition	4	3	See Report.	Head of People, Policy and Transformation
Supporting Ukrainian refugees to settle in Newport.	4	2	See this Report on the Council's response to the Ukrainian refugee re-settlement programme.	Corporate Management Team.

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

Corporate Plan
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

As commented in previous reports, the lasting financial impact of Brexit is still uncertain, however, there are emerging issues, as referenced in this report, which have the potential to impact upon both capital and revenue budgets. Whilst no significant financial impact has been explicitly reported to date, increased costs and delays to schemes have been identified as part of the Capital Programme, which are partly due to increased costs of materials and challenges with the availability of labour. Between now and the end of the financial year, any impacts, on the in-year revenue budget in particular, will need to be managed from within existing resources and the overall Council underspend, supplemented by earmarked reserves, if required.

Looking ahead to the next financial year, budget managers will be expected to continue to monitor the impact of leaving the EU and will need to work with Finance colleagues to escalate any material financial implications and report them where relevant. Any material impacts will need to be factored into medium term financial planning and the development of the new capital programme.

The report identifies two specific issues that will need monitoring for their potential impact. The first is the implementation of the Winter Fuel Payments, which will require oversight and administration by Council services, albeit there should be no net cost upon the Council, as this is fully funded by Welsh Government. The second issue is the ending of the grant funding currently being utilised by voluntary sector organisations to support those impacted by the EU exit. Whilst there is the potential for the funding to be extended, it will be important to monitor this situation to ensure there is no financial impact upon the Council. Linked to this, officers will continue to explore the possibilities of accessing any grant funding that is being made available to public bodies in supporting the impact of the new arrangements.

In addition to the issues identified above, the emergence of the Ukrainian refugee crisis presents the potential for specific financial implications. Details regarding the schemes introduced by both UK Government and Welsh Government require further clarity before the full financial impact can be understood. Specifically, it is not yet known whether the costs incurred by the Council in coordinating its response will be fully funded or whether any degree of cost will fall upon the Council. Therefore, in this initial period, it will be important that costs incurred are separately recorded and steps are already being taken to ensure this is achieved.

Comments of Monitoring Officer

There are no specific legal issues arising from the Report, which provides an update for Cabinet regarding the Council's Brexit preparations. The specific risks associated with the withdrawal have now been mitigated by the belated trade deal, subject to ratification by the member states. However, despite the agreement regarding no tariffs and quotas on imported and exported goods, there is still remaining uncertainty regarding the impact on other areas, such as services and data security. Any legal implications for existing contracts for supplies, services and care provision, data security matters and any regulatory enforcement issues, particularly in relation to port health, will be addressed once the details of the trade agreement are clarified and implemented in national legislation. Despite the non-imposition of tariffs and quotas, additional port health checks will be required in terms of certifying compliance with new Regulations. Environmental Health officers have now been trained to undertake import and export food health certificate checks, and this will have significant resource implications once the port activity increases. Local business advice and support is also being provided in relation to Brexit compliance. The UK Shared Prosperity Fund and the implementation of the Internal Markets legislation will have implications in terms of public sector contracts and procurement also equivalent state-aid, fair competition requirements.

The Homes for Ukraine scheme will have significant implications for the Council, particularly in relation to DBS and safeguarding checks of host placements, administering payments and providing support for educational and social needs. There may also be residual housing duties in the longer term, if host placements are not extended.

Comments of Head of People, Policy and Transformation

The Council's Brexit Task and Finish officer group is continuing to monitor the people aspects of support required and regular updates will continue to be provided by finance, regulatory and other supporting services. The Council and its partners remain committed to support EU/EAA citizens as outlined in the Report. In addition, the Council's Gold team is providing strategic oversight and support to enable Ukrainian refugees to settle in Newport. Newport Council and its partners are taking necessary actions to identify the necessary resources for services to be able to effectively support refugees settling in the City and mitigating any impacts on existing services.

Scrutiny Committees

The Council's Audit Committee receives regular risk register updates on the Council's Risk Register which includes the Brexit Risk.

Fairness and Equality Impact Assessment:

Not applicable as this is an information only report

Wellbeing of Future Generations

There is potential long-term impacts of post EU and single market Trade Negotiations which could affect the future demand on our services to provide the necessary support, advice and guidance. There may also be opportunities that could arise, and the Council will need to prepare accordingly. In preparation we have been working collaboratively across the Council and with our partners to make sure that our services to prevent any scenario where services are disrupted and to provide resilience across the City and to our local partners.

We have also been involving our stakeholders and where necessary providing the necessary advice and guidance to those that need our support. We will continue to monitor and report where necessary any impacts which Brexit could have on the delivery of our services.

Consultation

Not Applicable

Background Papers

Welsh Government website '[Preparing Wales to leave the EU](#)'

Welsh Local Government Association '[Brexit Website](#)'

Newport City Council's '[Brexit Webpage](#)'

Dated: 28 March 2022

Appendix 1 – Summary of ongoing Council Activity

Theme	Progress of Activity completed by Newport Council to 1 st April 2022
Social Services and Education	<ul style="list-style-type: none"> • Education Welfare Officers and schools were reminding parents to apply to EUSS prior to the deadline. In September Education Welfare Officers will be supporting schools to identify any pupils that have not returned to school as a result of returning to their home country. • All schools were reminded to inform EU families of the need to apply and offered further support from Newfield's Law who have been commissioned by Welsh Government to work within schools. • The council has engaged Newport MIND to support all eligible children who are looked after to apply to the EUSS. • Maindee Primary School collaborating with Compas to deliver a project supporting Roma children and their families to improve their understanding and knowledge of the Roma community, their history and traditions. This work is also supporting the identification of community leaders and influencers to support this work.
Policy and Partnership Team	<ul style="list-style-type: none"> • The Council received additional funding for 2021/22. This funding is being used to support two officers to support Migration work and additional work related to Brexit. • Remaining funding will be used to support services with any Brexit / Covid work in 2022/23.
Local Community (Community Cohesion) <ul style="list-style-type: none"> • EU Settled Status / EU communities • Food Poverty • Homelessness (EU Citizens) • Community cohesion 	<ul style="list-style-type: none"> • The council has awarded £62,000 to food projects across Newport to respond to winter demand. A Food Sustainability post is also being hosted by GAVO to develop the city's approach to food poverty issues and manage a grant programme over the next 12 months • The Connected Communities Team worked with local Hungarian, Polish, Czech, and Slovak communities in early December to celebrate St Nicholas Day. Community events across the city reached around 200 families who were signposted to appropriate support and received information on the EUSS. A community survey on perceptions of the city and council services was also distributed. • The work of our Community Cohesion officers continues to focus on post-Brexit rights and access to key services in the City for EU citizens • Complex migration cases continue to present to the council for support, and this is expected to continue. • The council are aware of a growing number of EU and non-EU nationals who are finding themselves with no recourse to public funds as a result of EUSS outcomes, and the hidden demand for support which is at present masked by extended COVID duties which require LAs to house people with no recourse to public funds, as well as the current restrictions on private evictions. • We continue to provide free school meals to any family that is identified as having no recourse to public funds. • Hardship Group has been established to consider complex migration cases and develop organisational policy in relation to NRPF. • A weekly partnership drop in for EU communities continues to be coordinated and supported by the council. • A bi-monthly EU Citizens forum continues to bring services providing support to EU citizens to maintain a cohesive response to emerging issues. • Some delays with the construction of Social Housing Grant funded schemes developed in partnership with Housing Associations. Increased labour and material costs impacting the delivery of

Theme	Progress of Activity completed by Newport Council to 1 st April 2022
	<p data-bbox="549 194 1342 255">Disabled Facilities Grant Programme and possible impact on affordable housing in the city.</p> <ul data-bbox="512 264 1453 454" style="list-style-type: none"> <li data-bbox="512 264 1453 324">• EU Community Grant Scheme launched and awarded 4 projects with funding. <li data-bbox="512 333 1453 394">• EU citizens' rights cards distributed to community venues across Newport. <li data-bbox="512 403 1453 454">• Rights and entitlements sessions for communities and professionals planned for Spring 2022.



Report

Cabinet

Part 1

Date: 6 April 2022

Subject **Cabinet Work Programme**

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

Author Governance Team Leader

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 2023, 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 for 2022/23**

Action by Governance Team Leader

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 2023, 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: 30 March 2022

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Cabinet

Work Programme: June 2022 to May 2023

Meeting	Agenda Items	Lead Officer
Cabinet 15/06/22	<ul style="list-style-type: none"> ▪ Corporate Risk Register Update (Q4) ▪ Welsh Language Annual Report ▪ Annual Corporate Safeguarding Report ▪ Covid Update Report ▪ Post EU Transition Report ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HP&BC ▪ HP&BC ▪ HYPs ▪ CX/HP&BC ▪ CX/HP&BC ▪ GTL
Cabinet 13/07/21	<ul style="list-style-type: none"> ▪ 2020/21 Treasury Management Year End Report ▪ 2020/21 Revenue Budget Outturn ▪ 2020/21 Capital Outturn and Additions ▪ Responding to the New Normal Report ▪ MIM Strategic Partnership Agreement ▪ Replacement LDP – Vision, Issues and Objectives ▪ Covid Update Report ▪ Post EU Transition Report ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HoF ▪ HoF ▪ HoF ▪ HP&BC ▪ CE dO ▪ HRIH ▪ CX/HP&BC ▪ CX/HP&BC ▪ GTL
Council 19/07/21	<ul style="list-style-type: none"> ▪ Council Appointments ▪ 2021/22 Treasury Management Year End Report ▪ Regional PSB Report ▪ PSPO: Dog Control 	<ul style="list-style-type: none"> ▪ DSM ▪ HoF ▪ HP&BC ▪ SD: ES
Cabinet 14/09/22	<ul style="list-style-type: none"> ▪ Revenue Budget Monitor ▪ Capital Budget Monitor ▪ Corporate Risk Register Update (Quarter 1) ▪ Annual Safeguarding Report ▪ Replacement LDP – Growth Options ▪ Covid Update Report ▪ Post EU Transition Report ▪ PSB Summary of Business ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HoF ▪ HoF ▪ HP&BC ▪ SD: People ▪ HRIH ▪ CX/HP&BC ▪ CX/HP&BC ▪ HP&BC ▪ GTL
Council 27/09/22	<ul style="list-style-type: none"> ▪ Council Appointments ▪ Scrutiny Annual Report 	<ul style="list-style-type: none"> ▪ DSM ▪ HL&R
Cabinet 12/10/22	<ul style="list-style-type: none"> ▪ Corporate Plan Annual Report ▪ Strategic Equality Plan Annual Report ▪ Covid Update Report ▪ Post EU Transition Report ▪ PSB Summary of Business ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HP&BC ▪ HP&BC ▪ CX/HP&BC ▪ CX/HP&BC ▪ HP&BC ▪ GTL

Cabinet 16/11/22	<ul style="list-style-type: none"> ▪ Revenue Budget Monitor ▪ Capital Budget Monitor and Additions ▪ Annual Report on Compliments, Comments and Complaints Management 2021 ▪ Covid Update Report ▪ Post EU Transition Report ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HoF ▪ HoF ▪ Customer Services Mgr ▪ CX/HP&BC ▪ CX/HP&BC ▪ GTL
Council 22/11/22	<ul style="list-style-type: none"> ▪ Council Appointments ▪ City Centre PSPO ▪ Strategic Equality Plan Annual Report ▪ Replacement LDP – Preferred Strategy ▪ Democratic Services Annual Report ▪ Standards Committee Annual Report 	<ul style="list-style-type: none"> ▪ DSM ▪ HL&R ▪ HP&BC ▪ HRIH ▪ HL&S ▪ HL&S
Cabinet 12/12/22	<ul style="list-style-type: none"> ▪ Treasury Management Report ▪ Corporate Risk Register Update (Quarter 2) ▪ AW Certificate of Compliance ▪ Director of Social Services Annual Report ▪ Covid Update Report ▪ Post EU Transition Report ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HoF ▪ HP&BC ▪ HP&BC ▪ HP&BC ▪ CX/HP&BC ▪ CX/HP&BC ▪ GTL
Cabinet 11/01/23	<p><u>Budget:</u></p> <ul style="list-style-type: none"> ▪ 2022/23 Revenue Draft Budget and MTFP: Final Proposals ▪ Revenue Budget Monitor ▪ Capital Budget Monitor ▪ Welsh National TOMs for Social Value ▪ Mid-Year Performance Analysis 2021/22 ▪ Post EU Transition Report ▪ Covid Recovery ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HoF ▪ HoF ▪ HoF ▪ HoF ▪ HP&BC ▪ CX/HP&BC ▪ CX/HP&BC ▪ GTL
Council 24/01/23	<ul style="list-style-type: none"> ▪ Council Appointments ▪ 2022/23 Treasury Management 6 monthly report ▪ Council Tax Reduction Scheme ▪ Director of Social Services Annual Report ▪ Schedule of Meetings 2023/24 ▪ Mayoral Nomination 2023/24 	<ul style="list-style-type: none"> ▪ DSM ▪ HoF ▪ HCS ▪ SD: People ▪ GTL ▪ GTL
Cabinet 15/02/23	<ul style="list-style-type: none"> ▪ 2023/24 Capital Strategy and Treasury Management Strategy ▪ 2023/24 Revenue Final Budget and MTFP: Final Proposals ▪ Verified Key Stage 4 and 5 Pupil Outcomes ▪ 21st Century Schools ▪ Western Gateway ▪ Covid Recovery Update ▪ Post EU Transition Report ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HoF ▪ HoF ▪ CEo ▪ CEo ▪ HRIH ▪ CX/HP&BC ▪ CX/HP&BC ▪ GTL
Cabinet 15/03/23	<ul style="list-style-type: none"> ▪ EAS Business Plan 2021/22 ▪ Corporate Risk Register Update (Quarter 3) 	<ul style="list-style-type: none"> ▪ CEo ▪ HPP&T

	<ul style="list-style-type: none"> ▪ Pay and Reward Statement 2023/24 ▪ Covid Recovery Update ▪ Post EU Transition Report ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HPP&T ▪ CX/HPP&T ▪ CX/HPP&T ▪ GTL
Council 21/03/23	<u>Budget:</u> <ul style="list-style-type: none"> ▪ Council Appointments ▪ 2023/24 Council Tax and Budget ▪ 2023/24 Capital Strategy and Treasury Management Strategy ▪ National Non-Domestic Rates: Discretionary Relief: High Street Relief Scheme 2023/24 	<ul style="list-style-type: none"> ▪ DSM ▪ HoF ▪ HoF ▪ HoF
Cabinet 12/04/23	<ul style="list-style-type: none"> ▪ Annual Corporate Safeguarding Report ▪ Covid Recovery Update ▪ Post EU Transition Report ▪ PSB Summary Document (for information/ awareness) ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HC&YPS ▪ CX/HP&BC ▪ CX/HP&BC ▪ HP&BC ▪ GTL
Council 25/04/23	<ul style="list-style-type: none"> ▪ Council Appointments ▪ Pay and Reward Statement 	<ul style="list-style-type: none"> ▪ DSM ▪ HPP&T
Cabinet 10/05/23	<ul style="list-style-type: none"> ▪ Covid Recovery Update ▪ Post EU Transition Report ▪ Work Programme 	<ul style="list-style-type: none"> ▪ CX/HP&BC ▪ CX/HP&BC ▪ GTL
Council 17/05/22	<u>AGM:</u> <ul style="list-style-type: none"> ▪ Council Appointments 	<ul style="list-style-type: none"> ▪ DSM

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