

Agenda



Cabinet

Date: Wednesday, 10 January 2024

Time: 4.00 pm

Venue: Council Chamber / Hybrid

To: Councillors J Mudd (Chair), D Davies, D Batrouni, J Clarke, Y Forsey, D Harvey, J Hughes, L Lacey and S Marshall

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 - 16)
4	<u>2024/25 Budget and Medium-Term Financial Plan (MTFP)</u> (Pages 17 - 124)
5	<u>November Revenue Budget Monitor</u> (Pages 125 - 140)
6	<u>Capital Programme Monitoring and Additions Report - November 2023</u> (Pages 141 - 162)
7	<u>Council Tax Premiums</u> (Pages 163 - 176)
8	<u>Mid-Year Assessment Report 2023/24</u> (Pages 177 - 188)
9	<u>People Plan 2023-2028</u> (Pages 189 - 204)
10	<u>Quarter 2 2023/24 Corporate Risk Register Update</u> (Pages 205 - 250)
11	<u>NCC External Pressures - Cost of Living</u> (Pages 251 - 256)
12	<u>One Newport Summary Document (for information/awareness)</u> Click on the following link to view the Summary of Business: https://sway.office.com/S4tq5PrUBWkehEHH?ref=Link
13	<u>Work Programme</u> (Pages 257 - 264)

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Date of Issue: 4 January 2024



Minutes

Cabinet

Date: 15 November 2023

Time: 4.00 pm

Present: Councillors J Mudd (Chair), D Davies, D Batrouni, J Clarke, Y Forsey, D Harvey, J Hughes, L Lacey and S Marshall

1 Apologies for Absence

None received.

2 Declarations of Interest

None received.

3 Minutes of the Last Meeting

The Minutes from 18 October 2023 were accepted as a true record.

4 September Revenue Budget Monitor Report

The first report presented by the Leader explained the current forecast position on the Council's revenue budget and the financial risks and opportunities within the July update.

This was the second revenue budget monitor report presented to Cabinet this financial year and it reflected an underspend of £3.5m, which was a £0.5m improvement on the July figures.

This position considered the contingency budget and the anticipated in-year underspend against capital financing budgets.

Whilst an overall underspend was projected, it was noted that service areas were collectively forecast to overspend by £3.5m, excluding schools.

This update provided confirmation that some of the known risks, as at the start of the year, have materialised and were causing significant overspends, especially within Children's Services. It was anticipated however, that it would be possible to offset service area overspends with the general contingency and underspends within capital financing.

The key variances contained within the overall position included:

- (i) An increased demand across key social care areas including children's out of area and emergency placements. These two areas alone contributed an overspend of almost £4.5m to the overall service position.
- (ii) An increased demand within adult residential and non-residential services also contributed £2.1m to the overall service position. This was, however, offset by the

overachievement of community care income as a result of an increased number of users contributing to their care.

- (iii) Significant pressures were evident within Housing and Communities, in relation to homelessness. Despite the Council allocating a significant budget increase for 2023/24, to address the ongoing impact of the overspend incurred last year, costs had increased further and an overspend of £1m was being projected. This was an area that had seen a significant increase in costs over the last two years, following the Welsh Government's policy aim to dramatically reduce homelessness.
- (iv) There were forecasted underspends against non-service budgets, specifically the general contingency and capital financing. Savings in these areas, as set out within the report, were more than offsetting the net service area overspends, resulting in an overall underspend for the whole Council.
- (v) There was an anticipated shortfall against the delivery of 2023/24 and prior year savings of over £1.6m. The two services responsible for the majority of the shortfall were Adult Services and Housing and Communities. It was not possible to evidence achievement of the saving within Housing and Communities, especially given the overall overspend in this area. Within Adult Services, whilst some proposals were proving difficult to currently achieve, it was identified that previously unachieved staffing-related savings (totalling £481k) could be permanently offset against the levels of residential income being received from service users. Cabinet was asked to approve the virement required in order for this saving to be shown as permanently achieved.

As school variances were managed via individual school's balances, the overall underspend of £3.5m did not include the schools' position. Schools were collectively forecasting an overspend against budget of £5.4m which would see balances reduced from £14.4m to £9.1m by the end of the financial year.

In light of the significant level of savings that schools needed to deliver during 2023/24 and the level of recurring expenditure included within the £5.4m overspend, officers would continue to closely monitor school balances over the medium term as part of the Council's deficit avoidance and prevention strategy.

Cabinet colleagues also noted that the report contained a request to approve the use of the Transformation Fund to support the resources required to deliver various aspects of the Council's Transformation Programme, predominantly the Assets stream of work. The request totalled £774k and covered a three-year period.

The report confirmed that there was adequate funding within the Fund to cover this expenditure. It was, however, important to note the Head of Finance's comments regarding the need to prioritise the replenishment of this fund from any underspend this year, to ensure that adequate funding was available for future commitments.

Now that the midway point of the year was reached, some of the previously reported risks no longer existed, such as the NJC pay award for this year, which was confirmed as being in line with previous expectations. Some risks remained however, particularly around demand-led services, which could show a high level of volatility. With this in mind, there remained the possibility that the position could change between now and the year end.

Given that there was a risk that this position could change and an overspend or reduced underspend emerged, efforts must continue to be made to mitigate overspending within service areas and to bring the service area position back towards a balanced position by the end of the year.

Part of the reason for needing to ensure an underspend was achieved, was because of the current constraints on capital resources and the Transformation Fund. A revenue budget underspend was one way of assisting with this challenge. This re-iterated the need for overspending service areas to take steps to improve their positions and underspending service areas should continue to ensure that their positions did not negatively change during the remainder of the year.

Comments of Cabinet Members:

- Councillor Davies noted that there were no spending reserves in Newport schools and as the Cabinet Member for Education and Early Years, Councillor Davies had to consider the risk that some school budgets might become unsustainable. Councillor Davies however was confident that the finance team, having worked closely with all schools, were on course to set a balanced budget for the next financial year, with support being provided where concerns were highlighted. Councillor Davies also mentioned that the overspend on additional learning needs (ALN) represented an increasing cost as well as an increasing need and understood the level of support these children required and was grateful for the support provided by schools but that Newport City Council was tied with funding.
- Councillor Batrouni was concerned that the underspend would be seen as a positive position for the Council, however, it was important that residents read the detail of the budget and the revenue pressures. There was overspend in out of area placement for children and in schools and whilst this was offset by capital finance, this might not be the case next year.
- Councillor Marshall highlighted context around children's issues and as a Local Authority, the Council was readying itself. The journey was challenging and placements were limited in relation to childcare provision. Officers were working hard to look at new assets to combat this moving forward. Councillor Marshall wanted to assure residents that this was always at the top of the agenda when meeting with officers.

Decision:

Cabinet:

- Noted the overall budget forecast position outlined within this report, which was comprised of service area overspending, offset by underspends against non-service budgets.
- Noted the risks identified throughout the report and in the Head of Finance comments, such as in relation to demand issues being faced.
- Noted the overall shortfall in the delivery of savings accepted as part of the 2023/24 revenue budget.
- Noted the forecast movements in reserves.
- Noted the overall position in relation to schools' budgets, acknowledging the risk that some individual deficit positions could emerge by the end of the financial year.
- Approved the virement within Adult Services, as detailed within the report.
- Approved the use of the Transformation Fund to cover the cost of internal and external resource requirements for the Transformation Programme, as set out in the report and Appendix 5 of the report.
- Noted the recommendation from the Head of Finance that replenishment of the Transformation Fund was made a priority for any underspend at the end of the financial year, in order to ensure adequate funds to be able to support savings proposals that would be critical for future years' budget setting processes.

The Leader presented the Capital Programme monitoring and additions report for September 2023.

This was the second monitoring report of the year on capital activity and provided an overview of the updated capital programme, alongside the projected outturn position as of September of this year.

The report provided an update on the level of available capital headroom and also detailed the additions to the programme that was identified and sought approval for these additions.

The first section outlined the movement in the capital budget since the last report was presented to Cabinet in September, which was the July 2023/24 monitoring and additions report.

The net value of additions and amendments to the current capital programme in 23/24 since then was £5.5m, and a breakdown of these additions was given in Appendix A. Cabinet was required to approve these additions and amendments.

As a result of these additions as of September 2023, the current budget for 2023/24 was now £90.3m, which was still substantial and would be challenging to deliver in full.

The additions within this report included the addition of works to the Duffryn District Heating System totalling £3.139m, for which the Council was liable. The report explained the specific accounting implications surrounding this and Cabinet was specifically required to approve the retrospective use of the Capital Expenditure reserve to fund the creation of the provision that would cover these costs.

Cabinet noted that the balance in the reserve carried forward into this financial year would now be reduced by £3.139m. The overall level of capital headroom, however, was no lower than it would have been, as this was the funding source that would have been used for these works, had a provision in the 2022-2023 accounts not been required.

The report also outlined the level of slippage currently being forecasted against the revised £90m budget.

Currently, a variance of circa £8m was being projected, the majority of which related to slippage. The report however, noted that these figures were subject to continual review and might change between now and the end of the financial year.

The report also detailed the level of capital headroom currently available, which could be used to support new schemes and emerging priorities. This was £8.259m, having decreased by £3.139m following the addition of Duffryn District Heating System onto the programme.

Whilst the level of available headroom was higher than it was a year ago, Cabinet noted that it only took a few significant issues to arise for this to be consumed. The use of this needed to be very tightly controlled, in order that the Council was able to respond to critical issues, as and when they emerged. This would require clear prioritisation of only the most pressing and urgent issues.

In addition, any opportunity to further increase the headroom needed to be taken, so that it was possible to support as many priorities as possible to ensure that sufficient funding existed to respond to any issues that arose.

These regular updates included information on the Council's compliance with its prudential and treasury management indicators.

The Council complied with all of its indicators, as of 30 September 2023, as referred to in Appendix D. The Leader thanked the finance team for assuring the Council's compliance.

Comments of Cabinet Members:

- Councillor Davies noted in the report the wonderful work being undertaken in Education, such as completion of work in Bassaleg School, as well as the Whitehead site, which was on its way to being developed for the new Pillgwenlly School. The original Pillgwenlly School site would then be used for the seedling school Ysgol Gymraeg Nant Gwenlli. The Capital budget was going at pace and doing right by the children of Newport.
- Councillor Batrouni emphasised that despite the challenges and thanks to prudence, the Council was investing in the highest level of capital in 92 years. Significant investment as outlined in the report meant that Newport was not holding back. This was testament to the Leader, Cabinet, and the finance team.

Decision:

Cabinet:

1. Approved the additions to the Capital Programme requested in the report (Appendix A), including the addition of the Duffryn District Heating System and the retrospective use of the Capital Expenditure Reserve to fund this.
2. Noted the predicted capital expenditure outturn position for 2023/24.
3. Noted the amendments to the capital programme.
4. Noted the available remaining capital resources ('headroom') and the earmarked usage of that resourcing.
5. Noted the inclusion of the treasury management prudential indicators, included within the report.

6 Half Yearly Treasury Management Monitoring Report 2023/24

The Leader presented the Council's treasury management report which outlined the activity for the first half of 2023-2024 and confirmed that the treasury activities completed so far during the year complied with the Treasury Strategy previously considered and set by Members.

The report compared activity with the year-end position for 2022-2023 and detailed the movement from April to September 2023-2024 and the reasons for those movements. This is the first of two reports received by Cabinet on treasury management during the year.

The report included the following information:

- Reminder of the Treasury Strategy agreed.
- Details of borrowing and investment activity throughout the year.
- Wider economic considerations e.g. economic climate.
- A medium to long-term outlook for borrowing need.
- An examination of activity against prudential indicators, confirming compliance.

The report was presented to Governance and Audit Committee in October and was endorsed by them prior to the report being considered by Cabinet.

The key highlights included the level of borrowing, which, as of 30 September 2023, decreased by £3.1m from the 2022-2023 outturn position and was now £135.5m. This decrease is in relation to:

- a number of loans which are repaid in instalments over the life of the loan,

- the redemption of two small Public Works Loan Board (PWLB) maturity loans at the end of September, which did not need to be re-financed, and
- this was netted off by a minimal amount of new long-term borrowing that was taken out, totalling £300k from Salix which was interest free and linked to a specific energy efficiency project.

As at the end of September, the Council's overall borrowing also included six Lender Option/Borrower Option (LOBO) loans totalling £30m. Whilst in the first half of the year these loans were not subject to any change in interest rates, in late October the Council received notification that the lender of a £5m LOBO had elected to increase the interest rate. Following advice from the Council's treasury advisors, the Council redeemed the loan, rather than accept the increased interest rate. This was because the revised interest rate was higher than the current rate and not dissimilar to current borrowing rates via the PWLB. The Council had sufficient investment balances available at this point to be able to afford the repayment, without the need for new long-term borrowing.

The Council received notification earlier this month from another lender of a £5m LOBO loan who had also elected to change the interest rate. Again, following advice, the Council chose to redeem this loan as well, as the revised interest rate was higher than current borrowing rates from the PWLB.

Whilst redeeming these loans would ultimately accelerate the Council's need to undertake new external borrowing, exiting from LOBO arrangements allowed the Council to de-risk an element of its borrowing portfolio, by taking away the risk of further interest rate rises on these specific loans.

With regard to investments, the report confirmed that the level of investments increased by £7.4m to £54.7m. However, it was anticipated that investment balances would naturally reduce as the year progressed, mainly due to progress in delivering capital schemes.

Within the report was a forward-looking indicator called the Liability Benchmark, which provided a graphical illustration of the Council's existing and future borrowing requirement. This was an important indicator to understand as it demonstrated the impact that decisions taken now in relation to capital expenditure had on the long-term net borrowing requirement, which ultimately impacted upon the revenue budget in the form of capital financing costs.

The Council's underlying long-term need to borrow, coupled with the need to refinance existing loans, means the Council would be exposed to a higher level of interest rate than experienced over recent years. As a result, the Council continued to defer the need to take out long-term borrowing for as long as possible. It was hoped that, by adopting this approach, interest rates may have reduced from their current levels by the time new borrowing was required, reducing to some extent the impact upon the revenue budget of undertaking new borrowing. Any decision regarding the undertaking of additional long-term borrowing would be made in line with advice from the Council's treasury management advisors and only where there was a clear financial benefit.

The final aspect outlined was the Prudential Indicators. The Authority measured and managed its exposure to treasury management risks using various indicators, as shown in Appendix A. The report confirmed that for the first half of the year, the Council complied with the Prudential Indicators set for 2023/24.

Comments of Cabinet Members:

- Councillor Davies thanked the finance team led by the Head of Finance, alongside the Audit team and Governance and Audit Committee. With prudence and care, the Council was borrowing and investing appropriately. Councillor Davies was grateful for the work the team undertook.

- Councillor Batrouni mentioned that Newport was investing heavily in capital due to sound financial management. The internal borrowing mechanism also minimised the way the Council paid. Councillor Batrouni added that bank rates might have peaked, however, they could spike further. Therefore, to be prudent to offset any increases in rates or loans was sound financial management.

Decision:

Cabinet noted the report on treasury management activities during the first half year period of 2023-24 and provided feedback as required for the subsequent report to Council.

7 Council Tax Premiums Report

The next report presented by the Leader dealt with the matter of consulting with residents on the introduction of a Council Tax Premium applied to long-term empty properties and second homes in the city as an incentive to bring these homes back into use.

Full Council would determine whether this would be undertaken and this report was asking for the Cabinet's approval to start a consultation exercise with residents on the issue.

There was a high demand for affordable homes in the city, while at the same time, there were nearly 1,000 long-term empty properties in the city and to a lesser extent, second homes.

Newport City Council tried to incentivise homeowners to bring these back into use when it was agreed to charge the full rate of Council Tax on these properties and ended the 50% discount, they previously had in 2018/19. Unfortunately, this did not have the impact the Council was seeking.

Councils in Wales have the power to charge a Council Tax premium on certain properties such as long-term empty properties and second homes in order to meet various housing and community-related policy objectives in their local areas. The vast majority of other Councils in Wales had already or were soon to introduce some form of premium.

Cabinet therefore wished to explore the use of these powers and this report asked Cabinet to approve a consultation on this issue with the residents of Newport. This would be available on the Council's website.

There was concern about the increasing demand for quality and affordable housing in the city and the need to bring as many of these properties back into meaningful use as soon as possible.

Cabinet would consider the results and decide on this towards the end of the year and if it would be taken forward, it would be brought to Council in January.

Comments of Cabinet Members:

- Councillor Clarke referred to the demand for temporary accommodation. This applied not just to Newport but throughout the UK. Councillor Clarke also mentioned the Council's commitment to improve the outcome for citizens and to ensure that homelessness was rare. This proposal encouraged property owners to put their properties back into use and would be welcomed by residents. Councillor Clarke hoped that residents would get behind a consultation process, should it take place, and put their opinions forward.
- Councillor Harvey agreed with charging a premium but would much prefer to allow a family to be homed. This issue was not just with homeless people but with people struggling to

find a home or fleeing domestic violence. Councillor Harvey therefore fully supported the report.

- Councillor Hughes thanked the Leader for bringing this report forward and said that it was not just about raising revenue but a civic duty for residents who owned empty properties to think about what they were doing as part of the development of the city. Councillor Hughes therefore encouraged residents to get involved in the consultation as it would make a difference in the environment and the city that they lived in within Newport.
- The Leader agreed with comments and added that it was important to get houses to a usable standard. The use of council tax premiums would inform the Council's thinking. In 2019, the Leader made a commitment to being a listening Council and would consider the results of the consultation and address this at the end of the year and bring to Council in January.

Decision:

Cabinet noted the contents of the report and agreed that a public consultation on the introduction of council tax premiums was undertaken.

8 Leisure and Wellbeing Project Update

In February 2021, Cabinet approved the delivery of a brand-new Leisure and Wellbeing facility on the land adjacent to the University of South Wales (USW) campus on Usk Way. This decision followed a public consultation exercise which saw over 1000 people giving feedback on their views. There was overwhelming support for the provision of a new leisure and wellbeing facility.

The Leader was pleased to note that work on the detailed design of the new facility was progressing well, and the report provided an update on the project.

The proposed new leisure and wellbeing facility replaced the former Newport Centre and would provide new, modern, and accessible facilities for residents and visitors, complementing the wider sporting offer which was available across the city.

As outlined in the previous report to Cabinet, retaining the former Newport Centre was not a viable option. It was the oldest facility within the Council's leisure estate and needed significant investment. It was also the most expensive Council-owned leisure facility to operate. The centre had complex and outdated plant systems and was wholly reliant on gas. Upgrading this building to achieve carbon net zero standards and comply with modern accessibility standards would not have been achievable without further significant, direct capital investment from the Council.

The new facility was being designed to be carbon net zero in operation and Cabinet was advised that this scheme had the potential to be the first carbon net zero leisure centre in the UK and the first all-electric facility of its type in the UK. The design team also recovered materials from the Newport Centre for reuse in the new facility, including light fittings, timber panels and glass. This showed a true commitment to circular economy principles.

The development of a new leisure and wellbeing facility on the new site also enabled the release of the former Newport Centre site to Coleg Gwent in order for them to relocate their Nash Campus to the City Centre. This was huge benefit to learners who would have a new, modern, and accessible campus in the city centre.

Having over 2000 students coming into the city centre would also bring more vibrancy and footfall to the city centre, supporting and benefitting our local businesses. Importantly,

residents wanted a new, modern leisure facility and they supported the reuse of the Newport Centre site for a new college campus.

The report confirmed that good progress was being made in delivering the new facility. Planning permission was in place and early in the new year further enabling works would be undertaken on the site. The tender for the main construction project was programmed to be released in February with construction to start on site in June. The build time for the new facility was expected to take approximately 18 months.

The benefits of the new leisure and wellbeing facility could not be understated and would enable the Council to continue delivering transformational regeneration within the city centre, and deliver a fit for purpose, modern and sustainable leisure and wellbeing facility for the people of Newport and visitors from further afield.

The Leader looked forward to seeing the development commence in the new year.

Comments of Cabinet Members:

- Councillor Harvey mentioned that the people of Newport wanted this new facility and provided the following statistics: 94% of residents said that they wanted a new leisure and wellbeing facility; 85% indicated that they supported the reuse of Newport Centre for the provision of a new college campus and 74% said that they would use the new facilities more often. This was a win-win situation.
- Councillor Hughes mentioned that it was worth noting that Newport continued to invest in its future. The improved carbon neutral modern facilities would increase footfall, which would bring economic regeneration. This was positive news for Newport and was delivering on the corporate plan. As we approached the building phase, Newport could look forward to a landmark building in the city that served the people.
- Councillor Clarke referred to the points made by his colleagues, which were well-made and felt that the report was a timely update. There was a need to recognise that we were in tough times and councils within in the UK were struggling. Whilst the Council was making tough decisions in Newport there was a determination to move forward. The new facility would provide another attraction to Newport, health and wellbeing for all and an increase in footfall. Residents of Newport would therefore recognise this as a positive move.
- Councillor Davies mentioned the shop owners talking about loss of trade in the city centre and their worries. Councillor Davies was able to talk about the leisure centre and the positive knock-on effect, with increased footfall as well as the new campus for the city centre. Links to opportunities and employment was a positive impact that would make great changes.
- The Leader also referred to Small Business Saturday next month and thanked colleagues for their contributions.
- Councillor Marshall was pleased to hear the progress and that change was already visible, with the old leisure centre already completely removed. It was important to add significant changes with college students coming to the city. People wanted to socialise, and this would be a draw. Councillor Marshall hoped that this would be an exciting city centre moving forward, that allowed more people to consider studying and apprenticeships.
- Councillor Forsey echoed the comments of colleagues and noted that the new development would be an energy efficient facility and commended the net zero design.

Decision:

Cabinet noted the good progress being made on delivering the new leisure and wellbeing facility.

9 **Annual Digital Report 2022/23**

The report provided an assessment of the digital programme for the Council and highlighted where action was required to deliver improvements.

This was the fourth Annual Digital Report and the first reporting on the Digital Strategy 2022-27 agreed by Cabinet earlier this year.

The strategy was a key component of the delivery of the Council's Corporate Plan's aspirations for digital infrastructure, skills and services and would be an important underpin for data-driven transformation of services.

The annual report was presented to Overview and Management Scrutiny Committee on 8 September 2023 where valuable feedback and comments were received.

The Council, much like other organisations, had an increased reliance on IT systems for effective and efficient service delivery and this was highlighted further by the impact of the pandemic.

The report highlighted progress towards the outcomes of the Digital Strategy 2022-27. This was guided by important principles: innovation, data driven, user centred, inclusive, collaborative, secure and green.

The strategy had four themes, and the report outlined some key achievements:

At this point, the Leader invited Councillor Batrouni to comment on the report. Councillor Batrouni thanked the Digital Team who did a tremendous job during the pandemic by rapidly upscaling and up-skilling the digital provision. This work was continued post pandemic.

The Cabinet Member highlighted issues achieved as outlined in the report.

In the Digital Transformation theme, the website redevelopment project commenced with an implementation partner to implement Local Government Drupal. A Council "Smart Home" pilot was launched, led by Adult Services to promote the use and availability of assistive technologies for independent living as well as accessibility issues to meet the needs of residents in the 21st century. For those who were not digitally connected, those voices were heard, and opinions taken on board, with initiatives such as free Wi-Fi in public buildings.

In the Digital Skills and Inclusion theme, the Adult Community Learning team delivered a range of fully accredited ICT and Digital Skills courses. Digital skills courses and Computers Don't Bite were now free. All Council libraries provided free public access to internet-enabled PCs and the Council provided a free public Wi-Fi service in over 50 public buildings and on Newport buses, in partnership with Newport Transport.

With regard to data and collaboration, Newport was at the forefront of this agenda and Monmouthshire Council would be visiting Newport soon to talk about further collaboration.

Great strides made with Shared Resource Service (SRS) were highlighted, alongside the work of the Council's Digital team and service areas in improving IT provision and the impact on service delivery. Audit Wales acknowledged that considerable progress had been achieved by the Council in using evidence and data to inform decision-making through use of the Newport Intelligence Hub services. Information risk management arrangements were reported in the Annual Information Risk Report. Information and Cyber Security were also reported in the Corporate Risk Register which was also reported to Cabinet.

Comments of Cabinet Members:

- Councillor Davies was pleased to see, as noted in the report, that the Ed Tech grant of £567,000 was effectively used to support learning for schools including 924 digital devices as well as projectors and digital screens. The IT strategic group formed by Karen Keane, Assistant Head of Education – Engagement and Learning, continued to function, working closely with SRS to ensure that any purchase was evidence based and informed by digital development in Education.
- Councillor Marshall mentioned that the speed of which technology progressed was phenomenal. The annual report set out some of the ambitious work. Automation was a great tool to free up staff time and the change with mobility and hybrid technology made a difference. Residents' ability to access more from the Council's services was improving. Grant provision from Welsh Government to care homes for broadband for residents was also making a difference. The Smart Hub also allowed people to stay at home in the community a lot longer, which helped their confidence. This was exciting and Councillor Marshall was looking forward to the future and thanked all the officers involved.
- Councillor Clarke referred to the reliance on IT moving forward was important and it was great to see positive progress being made. Officer involvement was invaluable and the leadership and efforts of Councillor Batrouni should be.
- Councillor Hughes supported Councillor Marshall's comments and referred to the transformation of Social Services provision. Newport City Council was using precise data for the long term, and this helped meet the needs of clients.
- The Leader also thanked the volunteers who came forward to help support with the website development.

Decision:

Cabinet endorsed the Annual Digital Report 2022-23 and proposed actions.

10 **Annual Compliments, Comments and Complaints Report**

The Leader presented the report, which provided an overview of how the Council manages compliments, comments and complaints and the Council's performance for the last year.

This report provided an overview broken down by service areas and complaint types and highlighted key trends and themes drawn from the data.

The report also reflected on lessons learned for the Council and actions to deliver improvements.

This item was presented to Governance and Audit Committee in September where valuable feedback and comments were received.

The report itself detailed compliments, comments and complaints separately and some of the key points relating to each were:

- 106 corporate compliments and 36 Social Services compliments were recorded in 2022/23.
- The Council was raising awareness with service areas to ensure that compliments were recorded appropriately.

- 2693 comments were recorded during 2022/23. This was a 63% decrease since 2021/22 which reflected improvements made to the categorisation of feedback received, to ensure requests for service were recorded effectively.

At this stage, the Leader invited Councillor Batrouni to comment on the report.

Councillor Batrouni built on his previous comment about collaboration as well as being a listening Council, which was fundamental. It was important to understand when residents had issues and when they were happy with the service as this was critical to the Council's understanding. Councillor Batrouni asked residents to please comment on any improvements that could be made by the Council.

Comments of Cabinet Members:

- Councillor Davies welcomed the openness and transparency of this report, which was a positive outcome for the Council and residents. Whilst no one wanted complaints, they were a lesson to be used to improve processes which was a positive outcome. Councillor Davies always welcomed the compliments and passed this on to the Refuse team, in City Services, when a request for a blue bag was delivered in 24 hours, which made a massive difference to a family, and their recycling needs. Councillor Davies said well done to all involved. Councillor Davies added that we were never quick enough to give compliments or praise for officers that worked hard. Officers cared passionately about Newport and Councillor Davies wanted to extend her thanks.
- Councillor Lacey mentioned that City Services had the highest number of complaints as well as the highest number of compliments. Councillor Lacey then read out two compliments, one relating to the new footbridge over the train station, where a resident started coming into the city centre more frequently as a result. The other compliment referred to a Highways operative, Simon Lock, who helped a distressed mother whose baby was choking. Simon looked after the mother and child and made sure that they went home safely.
- The Leader agreed that officers were a tremendous asset to the Council.

Decision:

Cabinet endorsed the Annual Report on Compliments, Comments and Complaints Management 2022-2023 and proposed actions.

11 **NCC External Pressures - Cost of Living**

The Leader presented the final report, providing colleagues with an update on the external pressures facing the Council and information on how we were collaborating with our partners and communities to support those in need across the city.

This report provided local and UK research on how the cost-of-living crisis continued to impact on household finances, including information on a 6.9% increase in private rental prices across Wales.

In Newport, the lead reason for homelessness continued to be due to loss of rented accommodation and rising rent costs, which had the potential to further increase demand on our housing and homelessness services.

The Council was working closely with local and national partners to provide support, advice and guidance where possible, including promoting national schemes such as Warm Wales, and the Welsh Government 'Help to Stay' equity loan scheme launched last week to support

homeowners who were struggling to afford their mortgage payments and facing the threat of repossession and homelessness.

The Leader took the opportunity to urge residents experiencing difficulties to reach out and contact the Council for information and signposting on the advice and support available; this could be done in person, by phone or by visiting our support and advice pages on the website.

Colleagues would be aware of Cabinet's commitment within the Corporate Plan to work towards Newport becoming a Living Wage City. The importance of this commitment was reinforced with the announced 10% increase in the Living Wage estimated to benefit over 22,800 workers in Wales.

Officers working with our partners and Welsh Government, made significant progress in moving on Ukrainian guests from their initial accommodation by finding alternative housing solutions.

The Leader was delighted to attend the formal launch of the Building a Fairer Gwent report event at the Lysaght's Institute last month, which further ignited the regional commitment to address health inequality across all of our communities.

As the Leader of the Council and Chair of OneNewport, the Leader continued to advocate for partnership working as being vital in supporting residents and businesses and once again encouraged anybody in need to access the support available. This included linking residents with third-sector partners and the police.

Comments of Cabinet Members:

- Councillor Harvey echoed the Leader's comments that there was a lot of support for residents. Newport Live was providing support as well as Maindee Primary, that provided a drop-in session once a month, Housing services were available at Newport Library, as well as the Living Wage Foundation. Councillor Harvey thanked staff for their work and added that it was an emotional strain on staff and therefore wanted to recognise what they did for residents of the city. In relation to winter fuel payments, Councillor Harvey urged residents to pick up the phone and contact a councillor, the City Contact Centre, or Library, to find someone who would provide support.
- Councillor Batrouni referred to the cost-of-living situation and also echoed comments of the Leader and Councillor Harvey, adding that officers were committed to providing support.
- Councillor Marshall referred to financial abuse within homes, particularly around Christmas. Residents should reach out to seek support. Welsh Water hosted a Cost-of-Living event at the Riverfront recently which was a success. There were free events during Christmas such as carol services and community support was invaluable. Councillor Marshall also asked that people remember that staff working in shops were also finding it difficult and that people should consider this.
- Councillor Clarke echoed the comments of his colleagues. Christmas was a difficult time and reiterated that residents should get in touch with the Council.
- Councillor Hughes thanked all those people involved with the Royal British Legion, supporting veterans and their family during this crisis. Councillor Hughes also thanked all the staff in Newport City Council for supporting the Civic events that had taken place over the weekend.
- The Leader and Deputy Leader attended a 'Let's Connect' event recently and were overwhelmed with the positivity, range of support and advice and were proud to say that

it was done in partnership with Community Connectors and the engagement team. It was important to highlight that it was a very accessible event, and it was good to talk to everyone involved and the work that they did. The Leader added that all officers involved with this work touched the lives of citizens and therefore thanked them for their continued efforts. The Leader also thanked Councillor Harvey for her oversight.

Decision:

Cabinet considered the contents of the report on the Council's activity to respond to the external factors on Newport's communities, businesses, and Council services

12 **Work Programme**

This was the regular monthly report on the Work Programme.

Decision:

Cabinet agreed the Work Programme.

Report

Cabinet

Part 1

Date: 10 January 2024

Subject 2024/25 Budget and Medium-Term Financial Plan (MTFP)

Purpose To highlight key issues affecting the development of the Council's 2024/25 budget and Medium-Term Financial Plan (MTFP) and present the draft proposals for the 2024/25 budget. Cabinet is asked to agree the proposals in order to commence the budget consultation process for this year. Consultation results will be reported back to Cabinet in February 2024, when Cabinet will agree a final budget to recommend to full Council.

Author Head of Finance

Ward All

Summary This report presents the draft budget proposals for 2024/25.

Budget preparations this year have continued to be challenging, building on the unprecedented circumstances of the last few years. The Council, like others, are dealing with significant budget pressures. Cost increases and increasing demand are resulting in significant budget shortfalls over the immediate and medium term.

The timing of the draft budget and consultation has been changed this year so that the Council's draft financial settlement was known beforehand. Whilst there is still further work to complete before the final budget proposals can be completed; it does result in reducing a significant budget uncertainty. The 2024/25 budget shortfall before savings is £3,805k (£42,085k over the medium term), at this point though more analysis is required on certain elements of the Council's financial settlement. The Council is required to manage these shortfalls to both produce balanced annual budgets and which also delivers sustainable future finances to ensure the Council continues to deliver services to residents in Newport and meet priorities.

The Council received its draft 'Revenue Support Grant' (RSG) on 20th December and budget details included in this report include that. More detail on the settlement is included in this report.

Residents, service users, scrutiny committees, school forum and stakeholders, such as the independent Fairness Commission will have the opportunity to provide feedback for Cabinets consideration before they recommend their final budget proposals to full Council.

The report, along with the appendices, set out the draft budget pressures and investments, budget savings and increase in local council tax, which are key elements of the proposed budget.

- 1 Background
- 2 Context
- 3 The Budget Gap
- 4 Budget savings
- 5 Budget process and consultation
- 6 Risk, financial resilience, and performance
- 7 Report review and statutory comments

Appendix:

- | | |
|-------------|--|
| Appendix 1 | Budget investments |
| Appendix 2 | New budget savings for consultation |
| Appendix 3 | New budget savings implemented under delegated authority |
| Appendix 4 | Demand models for social care |
| Appendix 5 | Fees & charges for consultation |
| Appendix 6 | Financial resilience 'snapshot' |
| Appendix 7 | Medium term financial projections |
| Appendix 8 | Projected earmarked reserves |
| Appendix 9 | Corporate risk register summary - Quarter 2 |
| Appendix 10 | New budget savings for consultation – proposals |
| Appendix 11 | New budget savings implemented under delegated authority - proposals |

Proposal

1. **Cabinet agrees the following draft proposals for public consultation:**
 - i) Budget savings proposals in Appendix 2 (summary table) and Appendix 10 (detailed proposals).
 - ii) A council tax increase of 8.5%, a weekly increase of £1.50 - £2.01 for properties in Band A to C, the most common bands in Newport, as set out in paragraphs 3.8.
 - iii) Proposed fees and charges in Appendix 5.
 - iv) The budget investments shown in Appendix 1, including those for schools.

2. **Cabinet approves:**
 - v) Implementation of the delegated decisions in Appendix 3 (summary table) and Appendix 11 (detailed proposals) by Heads of Service with immediate effect, following the usual Council decision making processes.

3. **Cabinet notes:**
 - vi) The position on developing a balanced budget for 2024/25, noting that the position will be subject to ongoing review and updates between now and the February Cabinet when the final budget is agreed.
 - vii) The current position in the development of a 'Transformation Plan' for the Council and the HoF comments on the importance of that in relation to the medium/long term budget challenge and contributing to sustainable financial footing for services.
 - viii) Further work is required to specifically review and manage the financial impacts of some key risks coming out of the draft settlement for 2024/25.

Action by Executive Board/ Heads of Service

Timetable Immediate:

Decisions subject to consultation include investments set out in Appendix 1, savings set out in Appendix 2 (summary table) and Appendix 10 (detailed proposals), fees and charges (Appendix 5), and schools funding position (section 3). These, along with the proposed council tax increase will form the basis of the consultation process.

This report was prepared after consultation with:

- Leader of the Council
- Chief Executive
- Strategic Directors
- Head of Law and Standards
- Head of People, Policy and Transformation

Signed

1 BACKGROUND

- 1.1 The Medium-Term Financial Plan (MTFP) included within the Council's 2023/24 budget report, presented in March 2023, identified a potential budget gap of £15,170k in 2024/25. This report provides an update to reflect the on-going work undertaken on the Council's budget, MTFP and saving proposals to balance the budget gap which currently stands at £3,805k.
- 1.2 A significant number of factors are considered when reviewing the Council's budget and MTFP. These factors are influenced by both internal and external issues with the latter itself affected by local, Welsh and UK wide considerations. The table below compares the position back in March 2023 and currently in relation to the 2024/25 budget. The Council's Medium Term Financial Plan is shown in Appendix 7

Table 1. Budget Gap

	March 2023	Current	Significant movements
Funding			
RSG	+10,188	+13,450	Impact of demographic changes and up to date population numbers in particular
Council Tax	+ 2,827	+6,454	Increased to 8.5%, from 4%
Anticipated Teacher's pension increased funding		+3,419	Neutral to budget gap as matched off with costs
Cost Pressures			
Inflation/Increased costs	25,139	17,678	Energy costs reduction -£8,019k
Budget Investments / Pressures	3,046	9,450	Teachers' pensions increase +£3,419k Homelessness demand increases +£600k Children's services- placements +£2,664k
Budget Gap	15,170	3,805	

- 1.3 This report explains the key assumptions and issues which impact on the above factors thereby explaining the position. External considerations and issues drive a large part of the budget preparation, and these are explained first in this section.

2 CONTEXTS

- 2.1 The external considerations impacting on the Council are key aspects in the Council's financial planning. Budget preparations have continued to present significant challenges not only building on the unprecedented circumstances of the last few years but also the continuation of economic issues such as relatively high inflation rates.

UK Autumn budget and spending review 2023

- 2.2 This took place on the 22nd November and did not change the landscape of future public sector funding significantly from the current assumptions though there were some changes and announcements which have an impact on the Council's budget planning. The following outline the key messages and issues which impact on Local Government:
- (i) Minimum wage increased to £11.44 per hour, a 9.7% increase. This impacts on the Local Government National Joint Committee (NJC) pay structure which must meet this minimum at its lowest pay points and then impacts on all pay points above that in the overall pay structure. This brings about significant pay inflation into the Council's budget planning and assumptions. Newport City Council is committed to paying employees the 'foundation living wage' and

therefore, within the NJC pay structure, pay levels locally meets the 'foundation wage' minimum levels which is now £12 per hour, a 10% increase itself.

As well as for its own staff, the budget assumptions include an increase in social care commissioned services budgets which allows for at least this foundation living wage level to be paid in those sectors, which historically have paid less than this level in many instances. This has also resulted in significant contract price inflation in these service areas. The social services commissioning team who contracts with the care market are responsible in ensuring all contracted services providers commit to and pay at least this level.

- (ii) extended the cash freeze in capital spending for a further year meaning the WG block grant for core capital spending would fall by 6% in real terms.

Whilst not directly impacting on the Council's budgets, the Autumn budget also announced

- (iii) Local Housing Allowance increased to the 30th percentile of local rent levels which will increase the housing benefits limits available to those who rent in the privately owned housing sector. These benefits are administered by councils.
- (iv) Small business rates multiplier was frozen and the current retail, hospitality, and leisure business relief of up to 75% was extended for one year. In its own budget, the WG confirmed it too would extend the scheme by a further one year but at a rate of 40%. These reliefs are administered by councils.

- 2.3 The biggest impact of the Autumn budget was the confirmation that councils' funding outlook beyond the 2024/25 budget next year would potentially become very challenging. The budget confirmed the impact on the Welsh Government funding which would deliver a £305m consequential increase in funding over the three years to 2026/27, of which £167m would be for 2024/25. Given relatively high inflation levels persisting over the medium term; this equates to significant reduced Welsh Government funding levels in real terms over this period. This creates a potentially very significant funding challenge to Local Government in Wales in that if they were to "pass on" the additional funding to the NHS, schools, and pre-school childcare (the causes of the consequential increases above), spending outside of these areas could see cuts in funding.

Economic and process and demand issues

- 2.4 The continuation of relatively high price inflation and service demand continues as the Council's current year budget monitoring and the Autumn statement outlined above confirms. Key issues include:

- **Increasing inflationary costs** – the impact of specific elements of the consumer prices index (CPI) on council supplies and services; affecting both the Council's own direct costs and that of its key suppliers and service providers. Whilst inflation rates have recently fallen, they are still high by historical levels. As a foundation wage employer, the Council also increases its social care commissioned services contracts as outlined above. The significant rise in the foundation wage levels increase the budget inflation required here by significant amounts and it makes up most of the Council's contracts inflation uplifts.
- **Pay awards** – the impact of high inflation on actual and future potential pay awards. This relates to the Council's own pay awards (teachers and (NJC)) and as outlined above, the increase required in the Council's pay spine structure gives rise to significant pay budgets inflation.
- **Cost of living crisis** – the fall in real disposable income experienced since late 2021 has led to increasing requests for government support and demand on local services.
- **Labour market** – labour market challenges are increasing the cost of commissioned services in areas affected by labour shortages, such as social care and technical/professional roles.

- **Increasing demand** - for Council services which increase the Council's costs. These stem from legacy issues coming from the pandemic period as well as population and demographic/ societal changes. These are most acute in the budget areas of social services and housing services.

3 THE BUDGET GAP

3.1 The budget gap arises due to the Council's funding increase being insufficient to meet the cost increases being experienced and assumed by the Council. Cost increases come predominantly from pay/contract inflation and additional costs from service demand increases as explained in the previous section, and investments in services to meet priorities.

The Council's funding

Revenue Support Grant (RSG)

3.2 This was received on 20th December and confirmed an increase in funding of £13,450k. The following summary analysis explains the drivers behind the increase:

- base increase of 3.1% average across Wales	£8,707k
- increased funding to reflect NCC's greater share of the overall funding due to growing population, pupil numbers and other 'needs based' assessment	£4,552k
- other	£ 191k

The increases above are available to contribute to the Council's budget and the needs-based element is particularly high for 2024/25 due to the distribution formula finally including the full impact of the last census data.

3.3 the RSG is a crucial element in all Welsh Council's budgets and typically contributes c70%-75% of their core funding and at Newport City Council, this is currently 77% with Council Tax at 23%. Given all Council's significant reliance on RSG funding, what happens to this grant is crucial, as any reductions or below inflation increases cannot be easily offset by an increase in Council Tax. It also particularly impacts high growth area like Newport where there are significant cost pressures associated with that growth.

3.4 Whilst the overall core settlement was positive for the Council (it received the highest percentage increase across Wales) there is still outstanding work on-going to understand the full impacts of it. In particular, the settlement confirmed, at an all-Wales level, a significant reduction in a number of key specific grants which will have an impact on the Council's budgets, given that many of these are used for day-to-day service provision. These include:

- All Wales reduction in homelessness related grant - £11,500k
- All Wales reduction in social care workforce grant - £10,000k
- All Wales reduction in school related grants - £2,761k
- All Wales reduction in communities for work+ grant - £10,434k

Services are working through the potential reduction in Newport's element of these grants and any budget issues resulting from that will need to be incorporated, as needed, in the Cabinet's final budget recommendations.

In addition to this, a review of the potential RSG increases will be undertaken for future years beyond 2024/25. Currently, in line with current analysis of the Chancellor's Autumn budget, a nil increase is assumed but this requires further analysis and will be updated in time for the Cabinet's final budget in February and as always, reviewed thereafter from there.

Council Tax base

3.5 The Head of Finance (HoF) has set the Council Tax base (i.e. the number of Band D equivalent properties) for 2024/25 and it will increase by 0.6% to 61,329. This tax base is net of a 2% non-collection allowance. This practice is consistent with all councils across Wales and Newport's 'budgeted collection rate' is one of the highest in Wales. The net increase in available funding from the increased tax base is £488k based on the current rate of Council Tax and is reflected in the MTFP for 2024/25.

Council Tax increase

3.6 It is well documented that Newport's Council Tax is low compared to others in Wales, generating only 23% of the Council's net budget funding. This council's current year band D council tax rate is 10% lower than the Welsh average which represents about £8.2m in lower funding levels to the Council.

3.7 The budget position and figures set out within this report are based on an 8.5% increase within the MTFP in 2024/25 and 4% thereafter. The 2024/25 increase is subject to consultation before the Cabinet confirms their final recommendations on the Council's budget and required Council Tax increase to the Council in February 2024.

3.8 For contextual purposes, the table below shows the weekly increases in council tax based on a 8.5% increase. Given the low starting point on Newport's council tax, it will still be lower than most (if not all) of the neighbouring authorities, even if they have a lower level of increase. Newport City Council's proposed tax increase would maintain its position as one of the lowest in Wales.

Table 2: Scenarios illustrating weekly Council Tax increases based on an 8.5% increase.

Bands	A	B	C	D	E	F	G	H	I
Increase per year	£78.21	£91.24	£104.28	£117.31	£143.38	£169.45	£195.52	£234.62	£273.73
Increase per week	£1.50	£1.75	£2.01	£2.26	£2.76	£3.26	£3.76	£4.51	£5.26

3.9 The low starting point on Newport's council tax also means that, in cash terms, the increase is more modest than the percentage increase suggests. Given that over half of Newport's chargeable properties are banded A – C, most households would see an increase of between £1.50 and £2.01 per week based on this percentage increase.

Council cost increases assumptions

Several areas are explained in this report.

Increasing costs and demand

3.10 Financial pressures and demands on our services continue to grow significantly both for next year 2024/25 and over the medium term. The main issues include:

Inflationary Increases

- With inflation continuing to be relatively high, this is a key area in the setting of this budget. Unavoidable pay and inflationary cost increases, including schools, equate to £17,678k in 2024/25 and £58,279k over the three-year period to 2026/27;
- Commissioned care costs and pay are key areas. Whilst energy remain volatile, we have seen costs reduce since budgets were set for the current year and significant savings are included for those and explained later in this report.

- Significant Income budgets under the Council's decision making are inflated at 4% standard and services can adjust as needed as budget pressures (to go lower) or savings (to go higher) as needed.

Staff Costs

- Staff costs account for over half of all council costs. For the current and previous financial years, pay awards have been based on a cash increase to all pay points in the NJC pay structure, resulting in high percentage increases lower down in the pay grades and lower in the higher grades. Teacher's pay has been based on a more traditional percentage increase across the pay scales. Our planning assumptions for NJC and Teacher's pay assume the continuation of these albeit at lower levels to the previous two years.
- NJC pay award assumption is a £1,340 cash increase (£1,925 in 2022/23 & 2023/24) for pay points up to point 43, equivalent to an average 4.2% across this range, and 2.6% on pay points thereafter. This follows the pattern/structure of the last two year's pay awards, albeit at lower levels.
- Teacher's pay award assumption is a 4.0% increase (from September 2024)

As noted above, the minimum wage and real living wage both increased significantly recently, and these have largely driven the above assumptions.

Service Demand

- The Council is experiencing exceptional levels of demand and cost pressure in some areas, most significantly in Children's and housing services. Demand pressures are closely monitored as part of the Council's 'risk based' financial management arrangements and these provide information to assess demand alongside other considerations.
- Increasing demand is also exacerbated with significant workforce pressures in the social care sector and fragility of the care market.
- In housing service, the main issue is the continuing large number of individuals/ households accommodated in temporary accommodation, due to the lack of suitable accommodation options. This has resulted in significant use of hotel and B&B options at a much higher cost than more traditional options. This is because of the inability of housing benefit subsidy to cover these costs as it is capped for short term accommodation; therefore, the additional cost falls to the council.

3.11 Detailed demand models for social care have been included within Appendix 4 and form the basis of the investments proposed for inclusion within the medium-term projections.

3.12 For 2024/25 specifically, the Council is currently planning to invest around £9,021k in the draft budget over and above an allowance for pay and pricing inflation. More details on proposed investments are included in Appendix 1 and some of the key items include:

- £3,419k for increasing teachers' pension costs and £393k for increasing Additional Learning Needs both within Newport schools and outside.
- £3,074k for increasing demand (£2,774k) and other pressures (£300k) in social care for both children and adult services and investment in children looked after
- £600k for increasing demand in homelessness provision.
- £500k for capital annual sums

3.13 Detailed investments proposals will be finalised in the Cabinet's February meeting and will be done so considering feedback from the public consultation. As well as the permanent investment in the revenue budget, the Cabinet will also propose one-off investments, such as in relation to implementation costs arising from savings proposals, funded from current reserves.

- 3.14 The financial pressures facing the Council continue to come from pricing and inflation pressures over the three-year period, accounting for nearly £56m or 76% of total investment required over the next three years.

Capital programme and financing

- 3.15 Unfunded capital expenditure (i.e. not from external grants, capital receipts or reserves) undertaken by the Council gives rise to a need to borrow funds. This results in a long-term and fixed commitment to fund the associated revenue costs that come with this for the repayment of that borrowing (Minimum Revenue Provision (MRP)) and interest costs – together called ‘capital financing costs’.
- 3.16 The Council’s capital programme moved to a rolling 5-year programme starting from the current 2023/24 financial year. No new schemes funded from Council borrowing have been added to it and the current programme is made up of slippage from the previous 5-year programme and new schemes funded from grants and capital reserves. The capital financing costs arising from the existing schemes in the programme were fully funded as part of the 2021/22 revenue budget and, therefore, there is no requirement to make new revenue budget provision in connection with the current programme.
- 3.17 As outlined in the Council’s Capital & Treasury Management Strategy, and in accordance with its legal obligations, the Council should only commit to unfunded capital expenditure (i.e. that funded via borrowing and, ultimately, the revenue budget via MRP/interest costs) where it is prudent, affordable, and sustainable to do so. Considering the significantly challenging revenue budget outlook facing the Council over the medium term, it would be difficult to argue that any new capital financing commitments, driven by new unfunded capital expenditure, would meet these criteria. In saying that, the Council will inevitably face unavoidable capital commitments from such events as building failures, with unavoidable and immediate impacts and other issues where there are no alternative choices. These will need to be assessed as and when they arise, though the financial impact of approving these are potentially very serious and challenging. At this time therefore, given the context described above, the draft revenue budget for 2024/25 and the MTFP do not include any revenue provision for new unfunded capital expenditure. Any new capital expenditure requirements from 2024/25 will need to be fully funded from external or existing resources, such as capital receipts or WG grants. In addition, service changes requiring capital investment, could be funded from savings or re-prioritised budgets which may come about as part of those changes.

School’s funding

- 3.18 The MTFP identifies pressures relating to schools amounting to £9,454k in 2024/25, which equates to an increase of 7.3% on the current schools’ budget. This is based on an assumed level of inflationary pay award and non-pay increase as noted above in paragraph 3.10, cost pressures highlighted in paragraph 3.12 and the additional costs of new / expanding schools. For the full three-year MTFP period, assessed school pressures amount to nearly £24m, based on current assumptions. These will, like other MTFP assumptions, need to be reviewed regularly and any actual proposed funding increases confirmed through the budget process. Table 3 below sets out the detailed school budget pressures over this timeframe.
- 3.19 The draft budget includes budget provision for an increase in teacher’s pension costs at £3,419k and it is assumed and expected that further funding will be made available from the Welsh Government for this. At this time, the Welsh Government is waiting on confirmation from the UK Government on consequential funding to its budget for this which will be distributed to councils. It therefore remains a potential risk at this time for funding and an update on the position will be included in the final budget proposals in February.

Table 3: School budget pressures 2024/25 to 2026/27

	2024/25 £k	2025/26 £k	2026/27 £k
Teaching Staff – pay award assumption	4,026	3,367	3,066
Non-teaching staff – pay award assumption	2,404	1,621	1,550
Contract/Income inflation	(669)	1,018	1,142
New & growing schools	(37)	1,273	1,360
Teachers' Pension increases	3,419		
Other school investments	311	519	

Summary of key budget assumptions

- 3.19 The budget gap results from the various factors outlined above. The table below summarises these and provides a sensitivity analysis for the assumptions, for information.

Table 4: Summary of key assumptions

	2024/25 Actual	2025/26 Budget Planning Assumption	2026/27 Budget Planning Assumption	Sensitivity Analysis +/- 1% change
RSG Increase - core	13,450k	-	-	£3,000K
RSG Increase – data driven changes		500k	500k	n/a
Council Tax – 8.5% 24/25 and 4% thereafter	7,195k	3,521k	3,662k	£711K
Pay inflation – average 4% 2024/25 and 3% thereafter	10,153k	8,026k	7,528k	Teacher's - £550k NJC - £1,150k
Contract inflation – various	6,717k	10,008k	10,787k	Energy- £110k Care providers - £666k

4 Budget savings

- 4.1 The Council is required by law to set a balanced budget every year. Therefore, there has been a need to consider all potential options for addressing the budget gap. Given the very real potential prospect for significant funding shortfalls over the last two years of the current MTFP, it is important to agree a sustainable and prudent budget to provide a solid foundation to move on from.
- 4.2 The identification of significant new savings is a requirement to balance the budget for 2024/25. The draft proposed savings identified for 2024/25 to date total £5,130k, of which £4,417k are new savings with £713k being full year impact of already agreed savings as part of the current 2023/24 financial year. The table below provides a summary of the new savings by decision over the 3-year planning horizon.

Table 5: Summary of projected savings

Saving Decision Type	2024/25 £K	2025/26 £K	2026/27 £K	Impact on posts FTE
Budget savings for full Cabinet recommendation. (Appendix 2)	592	55	0	0.6
Budget savings delegated to officers. (Appendix 3)	3,825	126	126	12.5
TOTAL BUDGET SAVINGS	4,417	181	126	

- 4.3 The Cabinet takes some budget decisions collectively for Council consideration. These proposals total £592k for 2024/25 and £647k over the life of the MTFP. Some lower level, operational and efficiency type budget proposals are delegated to Heads of Service for decision and implementation. These proposals, totalling £3,825k for 2024/25 and £4,077k over the life of the MTFP are listed in Appendix 3.

Fairness and Equality Impact Assessments (FEIAs)

- 4.4 All budget proposals have been reviewed against our Equality and Welsh language duties, and, where appropriate, have had an initial Fairness and Equality Impact Assessment completed. The initial FEIA identifies potential negative or positive impacts in relation to protected characteristics, as defined by the Equality Act 2010, and on Welsh language. These FEIAs will be further informed as a result of public consultation and developed in line with the new Socioeconomic Duty. FEIAs for all proposals requiring one can be found [here](#).

5 Budget process and consultation

- 5.1 This report presents the draft proposals for the 2024/25 budget. The report asks Cabinet to note:

- the position on developing a balanced budget for 2024/25, acknowledging that the position will be subject to ongoing review and updates.

- 5.2 The report also asks Cabinet to agree a series of proposals for public consultation. This includes:

- proposed budget investments in Appendix 2.
- proposed savings in Appendix 2 and 3 (summary tables) and Appendix 10 and 11 (detailed saving proposals).
- proposed fees and charges in Appendix 5.
- the position regarding the proposed school funding for 2023/24 in section 3

Budget engagement

- 5.3 As part of a cycle of engagement to inform budget setting and Council spending, pre-budget engagement is undertaken every year. This year, as part of the work on the community safety Strategic Needs Assessment a public survey was undertaken in the summer. The opportunity was taken to ask respondents to give their views on how community safety and community cohesion compares to other local issues in terms of Council services and spending. We received almost 300 responses which indicated the high importance the public attach to both community safety and cohesion. These findings are made available to senior decision makers as part of the budget setting process.

- 5.4 The proposed investments set out in this report have been identified with previous public engagement in mind, and citizens will now be invited to give their views on the draft budget and medium-term financial plan during the consultation period. Unlike during the Covid-19 pandemic, the Council again faces severe financial pressures, and this is reflected in the consultation, which will focus on the proposed cost savings and proposed increase to council tax which are needed to balance the budget.

Below is this year's timetable for consulting on and approving the 2024/25 budget:

Table 6: Budget consultation timetable 2023/24

Cabinet agrees draft budget proposals as a basis for consultation	10 January 2024
Consultation period	11 January 2024 to 9 February 2024
Cabinet considers feedback from consultation and agrees final budget recommendations to Council including Council Tax rate	14 February 2024
Final time / date for members / groups written amendments on budget proposals for Council consideration to be received by the 'proper officer' (Head of Law & Standards)	5.00pm, 21 st February 2024
Council approves the 2024/25 budget, service funding and Council Tax rate	29 February 2024

6 Risk, financial resilience, and performance

- 6.1 A key driver in the Council's budget strategy and MTFP framework is the need to manage the Council's general and financial risks, its financial resilience and performance. This next section looks at these issues and identifies how they are dealt with, whilst considering how they influence the Council's 2024/25 budget and medium-term projections.

Risk

- 6.2 The Council maintains a corporate risk register, which is regularly reviewed by the Corporate Management Team and Cabinet, as well as the Governance & Audit Committee from a procedural / risk management framework viewpoint. The Council's budget strategy and MTFP framework needs to reflect risks and incorporate appropriate financial mitigation, where required.
- 6.3 The Quarter 2 Corporate Risk Register identifies 15 risks that are considered to have a significant impact on the achievement of the Council's objectives and legal obligations. Overall, 9 of these risks are severe and, in many cases, link the issues set out within the economic context and earlier sections of this report. In some cases, it is increasingly difficult for the Council to effectively prepare and quantify the financial impact of some of these risks until outcomes are known. There are several risks identified in the risk register that to fully mitigate would be unaffordable. In these cases, the risk is identified, and the Council needs to consider and assess how best to mitigate and continue lobbying WG to provide more funding in these areas, as these risks are not unique to Newport. These areas do, however, continue to be monitored closely to

ensure that where information is available these risks are considered and where appropriate factored into the Council’s financial planning.

- 6.4 Four current risks with significant uncertainty are (i) stability of social services providers, (ii) pressures on adult services (iii) pressure on delivery of children services and (iv) pressure on housing and homelessness services and in the case of challenges facing social care have already been considered earlier in this report.
- 6.5 A number of budget investments /pressures are included in this draft budget which directly impact positively on some current risks in the corporate risk register:

Table 7 – Corporate Risk register and the draft budget

RISK	DRAFT BUDGET
Demand for education Additional Learning Needs / Special Education Needs support	budget pressure included in the draft budget
Education out of county placements	
School Finance / cost pressures	no savings included for schools in the draft budget core funding for pay currently funded via grant which is stopping and funding of increased school pupil numbers in the draft budget
Pressure on housing and homelessness	budget pressure included in the draft budget
Stability of social care providers	budget inflation fully funded to maintain at least a living wage level to care providers staff in the draft budget
Pressure on adult services	
Pressure on delivery of children’s service	budget inflation fully funded to maintain at least a living wage level to care providers staff in the draft budget budget pressure for increased demand and investment in the safeguarding hub included in the draft budget
Welsh Government net zero carbon target by 2030	The budget saving for reduced energy costs for 2024/25 is ‘net’ of £500k which has been earmarked / invested for annual match funding for WG funding streams in relation to net zero projects

6.6 In the context of the challenging economic climate, whilst there are potential options to manage these risks, the likelihood is that the following areas of mitigation will be required to support the challenges set out above. Appendix 9 sets out the current risks included within the register.

- existing revenue contingency budget;
- existing revenue budgets not yet committed and could, in whole or part, be set aside to manage revenue budget risks in the short term;
- specific reserves earmarked for budget risks;
- investment in revenue budgets to mitigate risks on an on-going basis.

- 6.7 The HoF is required to independently assess and report on the adequacy of the budget (and council tax level as an integral part of this) and reserves in the context of the financial issues and risks facing the Council. The assessment of the risks mentioned here and how we plan and utilise the above options are key to this.

Financial Resilience

- 6.8 A robust view is taken in managing budget risks and protecting the financial health of the Council. The following are key considerations for the HoF in fulfilling his s151 responsibilities in this regard:

- Close monitoring of a number of key indicators relevant to financial resilience. A ‘snapshot’ of these are shown in Appendix 6 showing an overview of the health of the Council currently. Key headlines include:
 - The relatively low funding levels for the Council due to low Council Tax.
 - A relatively high level, by historical standards, of unachieved savings.
 - Increasingly high levels of service area overspending which has been mitigated by contingencies and non-service underspends to date but the ability for this to continue is reducing significantly from 2024/25 onwards.
 - A growing ‘Capital Financing Requirement’ and ‘Liability Benchmark’ which measures the Council’s underlying need for borrowing.
 - A relatively large internal borrowing position in the context of high interest rate environment, diminishing cash reserves and reserves which are reducing over the short to medium term.
- *Earmarked & General Reserves*: In line with planned use, earmarked reserves are forecast to reduce by c£26m in the current 2023/24 year and whilst the total remaining is still relatively high at c£112m, nearly all of these are earmarked for specific purposes. However, as a last resort they do provide some mitigation but use of them means that the original purpose would be affected and/or would result in a budget pressure to build those reserves up again, as well as delaying the identification of recurring mitigation for the identified budget gap.
- *Revenue Contingency budget – General Reserves*: The contingency base budget and other specific risk reserves held by the Council are taken into consideration when assessing the level of the general reserve and help to mitigate the risk to the Council. The general reserve is increasingly becoming too low, as the Council’s net budget increases each year but can be maintained at that level due to the overall level of reserves which, in the last resort, provide more than adequate financial mitigation, albeit with resulting impacts as noted above.
- *School budgets- Reserves*: Although the position in relation to school reserves has improved over the last couple of years, there is a forecasted large reduction in these in 2023/24 as they spend additional grants received over those years and more worryingly, overspending in their day-to-day activities. The forecast net spends against school budgets this year will see reserve balances reduce by nearly £5m to £9.8m at the end of this financial year.
- *Current budget savings-managing the revenue budget – demands on the revenue budget*: The Council has identified and continues to monitor budget reductions of nearly £12m in 2023/24 and whilst understandable delays in delivery is evident, HoS continue to confirm they can and will be implemented though are high, by historical standards at this point. This needs to be viewed within the context of continued significant demands which are faced by service areas, namely children’s social care and homelessness, which have been highlighted throughout the year as part of the budget monitoring process. Mitigation for these have been mainly provided from planned savings on the Council’s ‘capital financing budgets’ but this will reduce from 2024/25 onwards as the capital programme is delivered. Whilst financial management is increasingly challenging in some areas, all services need to ensure they

spend at their approved budget levels and the budget investments provided in the budget will assist in this respect.

- *Transformation Programme* - The Council has yet to finalise a developed and costed strategic transformation programme and work on that is on-going. Several individual projects have already started but some of these and key projects in Children's social care and homelessness, which have not yet started have yet to finalise business cases. The development of a costed programme, with target savings and an appropriate governance structure to support and review progress is key to the future financial sustainability of the Council. The Council has its 'transformation plan fund' (previously invest to save) reserve to fund the one-off cost of change and Cabinet have already been recommended to invest the current year's underspend back into this reserve to ensuring on-going sustainability of this reserve which is key. The programme is integral to developing ongoing financial sustainability whilst also ensuring key services can be delivered.
- *Loss of specific grants and worsening homelessness finances* – The settlement was received on the 20th December and confirmed potentially large reductions in several key grants streams, some of which fund demand led services. The Cabinet will need to consider and where needed, address these in the final budget recommendations. As noted earlier in this report, a significant investment in homelessness provision is already included in the budget but at this time, further pressures are also evident and will also need further consideration and addressing in the final budget. Lastly here, funding for the teacher's increased pension costs is still outstanding and this will need to be reviewed as the final budget recommendation is conformed in February 2024.

6.8 The HoF will need to consider all of the above when a final budget is proposed to the Council. It is evident that whilst finances have been managed very robustly in recent years, the on-going challenges in services managing within budgets, delivery of savings and managing future borrowing requirements will be difficult in the forthcoming MTFP period and all done within an environment of low funding coming from relatively low Council Tax and increasing demand on services.

7 Report review and statutory comments

7.1 Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Planning parameters around inflation are incorrect	H	H	<ol style="list-style-type: none"> 1 Use of contingency, where required 2 Use of reserves, where appropriate 	Head of Finance Exec Board
Planning parameters around Welsh Government revenue grant are incorrect over medium term	H	M	<ol style="list-style-type: none"> 1. Use of contingency, where required 2. Keep the assumptions under constant review 3. Use of conservative assumptions 	Head of Finance
Increasing budget pressures over medium term	H	M	<ol style="list-style-type: none"> 1. Manage demand, where possible 2. Keep MTFP under constant review 	Exec Board

			3. Exec Board review all budget pressures within MTFP	
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* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

The overall aim of the budget and MTFP is to ensure resource allocation is based on priorities, supports the delivery of the Council's soon to be developed change programme, saving proposals and protects the financial health of the Council.

Options Available and considered.

There are few options available as the Council is required to consult on its budget where decisions do not fall under delegated authority and therefore needs to agree the basis of its consultation.

Preferred Option and Why

To consult on the new medium-term package of investments and savings to ensure a sustainable offering deliverable over the medium term.

Comments of Chief Financial Officer

The budget report is seeking Cabinet approval to begin consultation on a range of draft budget proposals. Cabinet will agree final proposals in their February meeting after considering consultation feedback. Final proposals will be considered by full Council in their February meeting and a budget agreed, alongside a Council Tax rate, at that point.

There are outstanding issues that remain to be worked through between this time and the final budget proposals as officers work through the detailed issues of the settlement, in particular specific grants and other issues like levies. These will inevitably lead to considerations of further budget investments / pressures and savings as it does every year.

In the context of potential real terms reductions in RSG funding from 2025/26 onwards, delivering a robust budget is important as it provides a solid foundation to move into those future years. The draft budget here does not rely on a general use of reserves to 'balance the budget' and that is important in this respect. Similarly, developing a more medium term, strategic approach to identify budget savings will be more important than ever. Whilst a number of corporate wide transformation projects are on-going, there is still a need for further plans in other areas, in particular Children's services and housing services to manage the demand and cost issues impacting on these areas. A key requirement will also be to identify financial savings from these projects as soon as practically possible and appropriate governance arrangements to support and monitor progress.

Comments of Monitoring Officer

There are no specific legal issues arising from the Report at this stage. Cabinet is being asked to approve the draft savings proposals and council tax rate set out in the Report in order to deliver a balanced budget for 24/25 and as the basis for public consultation, where the relevant business cases will have an impact on service delivery and are not matters delegated to Heads of Service. Cabinet will then take the final decisions on those business cases in the light of the responses to the public consultation, prior to full Council approval of the annual revenue budget and council tax rate for 24/25. Relevant business cases have been the subject of fairness and equality impact assessments to ensure that the Council has regard to its public sector equality duties under the Equality Act and is acting fairly in terms of the impact of the proposed changes on service delivery. In addition, where specific proposals require more focussed consultation with staff and key stakeholders, this will be carried out prior to the implementation of any proposed changes. The setting of the overall base budget and council tax rate for 24/25 is a matter for full Council as these are non-executive reserved matters under the Constitution.

Comments of Head of People, Policy and Transformation

This report describes the challenging financial position facing the council, its residents, staff, and businesses. The financial position for 2024/25 reflects the increasingly challenging situation in the

medium term which is expected to impact on service delivery and meeting our public sector duties. Officers across service areas are working closely to support actions to enable a balanced budget across the council.

Public consultation will take place on the proposals as outlined in the report. Any direct impact on Council staff will require formal consultation with those staff impacted and the relevant recognised Trade Union Officers. The Human Resources team are supporting senior officers and staff members during this period and will continue to do so during consultation period. Minimising the impact on staff will be a priority, however the scale of budget challenge will likely mean that the Council may have to make redundancies though the numbers are low by historical levels, especially on posts which are currently occupied. Feedback from consultation, both public and staff, will be included in the report to Cabinet in February and decision making around proposals will consider relevant feedback.

The Fairness and Equalities Assessments undertaken will be amended following consultation with due consideration for ensuring we meet our public sector equality duties with all decisions.

Scrutiny Committees

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

Fairness and Equality Impact Assessment:

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

Long term - The medium-term approach that is in place for financial planning within the Council is intended to bridge the gap between longer-term strategic aspirations and sustainable development concerns with the more immediate pressures of setting a balanced budget each year.

Prevention – Taken as a whole, the proposed investments are geared towards sustaining preventative type services and focussing on some of the most vulnerable groups which should have the greatest impact over the longer term and will help to prevent negative outcomes getting worse.

Integration – The budget and medium-term financial plan has the overall aim of balancing resource allocation across services to support the range of strategic priorities and the delivery of the Council's change programme whilst ensuring financial sustainability.

Involvement – The budget is informed by insight gained from public engagement work, including previous budget consultations. Pre-budget public engagement on the relative prioritisation of Council services has informed the proposed budget investments. Newport Fairness Commission along with other stakeholders will be engaged as part of the consultation.

Collaboration – Whilst the budget and medium-term financial plan is a Council owned document it recognises that services are increasingly delivered in a collaborative public sector landscape with a greater emphasis on regional working e.g. through Corporate Joint Committees, Gwent-wide and South East Wales based partnerships.

Consultation

Details included within body of the report.

Background Papers

November Revenue Budget Monitor
2023/24 Budget and Medium-Term Financial Plan (MTFP)

Dated: 4 January 2024

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New Pressures and Investments

Service Group	Category	Description	2024/25 £'000	2025/26 £'000	2026/27 £'000
Social Services					
Children Services	Demand – Social Care	Out of Area Residential Placements - the number of children that will be in externally provided Out of Area placements from April 24 exceed the current budget available.	2,264	0	0
Children Services	Demand – Social Care	Emergency Placements – a temporary pressure whilst additional placement capacity is created.	400	0	(400)
Children Services	Demand – Social Care	Legal fees associated with children’s cases.	110	0	0
Children’s Services	Demand – Social Care	Safeguarding Hub additional resource requirement.	190	0	0
Adult Services	Other	Additional contribution to the GWICES pooled arrangements from all partners to pay for the increased cost of living incurred by supplier.	56	0	0
Adult Services	Other	IDVA Contract - Gwent Directors of Social Care agreed to increase funding for the VAWDASV service where NCC is the Lead Authority.	54	0	0
Education					
Non Schools	Demand - Other	SEN Out of County (OOC) and Local provision (LPD) pupil demand. Demand increasing by 4 places at Sporting Chance provision at an average cost of £25k and 4 places at Catch 22 provision at an average cost of £28k. These additional places will grow capacity locally and avoid more expensive OOC costs.	162	0	0

Appendix 1 – Budget Pressures and Investments

Service Group	Category	Description	2024/25 £'000	2025/26 £'000	2026/27 £'000
Environment & Sustainability					
Housing & Communities	Demand - Other	Shortfall in Housing Benefit subsidy arising from increasing demand for temporary accommodation.	600	0	0
Environment & Public Protection	Other	Costs associated with increasing requirement for tree maintenance.	115	115	115
Environment & Public Protection	Other	Landfill site closure – associated loss of income.	0	975	0
Infrastructure	Demand – Other	Bus station departure charges.	225	0	0
Infrastructure	Other	Fleet maintenance – budget pressures in relation to tyres and other supplies.	175	0	0
Regeneration & Economic Development					
Regeneration & Economic Development	Other	Staffing resource to fulfil the client role in relation to leisure services.	65	0	0
Regeneration & Economic Development	Pricing	Energy budget requirement for new leisure centre.	0	0	500

Appendix 1 – Budget Pressures and Investments

Service Group	Category	Description	2024/25 £'000	2025/26 £'000	2026/2 £'000
Transformation & Corporate					
Law & Standards	Other	Increased contribution to Coroner’s Service, resulting from additional staffing resources and the running costs of the new building.	85	0	0
Law & Standards	Other	Resources (external and internal) required to support the Transformation Programme.	75	0	0
People, Policy & Transformation	Other	Property budget pressures, including income shortfalls and additional maintenance costs.	205	-115	0
Finance	Other	Resources (external and internal) required to support the Transformation Programme.	60	0	0
Total New Pressures and Investments			4,841	975	215

Previously agreed / revised pressures and investments

Service Group	Category	Description	2024/25 £'000	2025/26 £'000	2026/27 £'000
Social Services					
Children Services	Demand – Social Care	The creation of 2 fully staffed NCC owned annexes and the use of Brynglas Bungalow to provide 5 new placements and will avoid the use of unregulated, more expensive placements.	0	2,222	0
Adult Services	Demand – Social Care	Increased demand on Adult Learning Disability Budget arising from learning disability (LD) children turning 18 and LD clients who were previously looked after by relatives now requiring care.	0	277	0
Education					
Schools	Demand – Other	ALN funding to schools to support universal ALN provision.	231	467	0
Schools	Other	Increase in the teachers' pension employers contribution rate from 23.68% to 28.68%. To take effect from April 2024.	3,419	0	0
Environment & Sustainability					
Environment & Public Protection	Investment	New Household Waste Recycling Centre.	0	0	300
Transformation & Corporate					
People, Policy & Transformation	Other	Community Safety Network – permanent budget requirement following the full use of the earmarked reserve previously supporting this area.	30	0	0
People, Policy & Transformation	Other	Welsh Language Translation – permanent budget requirement following the full use of the earmarked reserve previously supporting this area.	0	20	20
Non-Service					
Non-Service	Other	Increase to annual sums capital budget to support programme of asset maintenance and renewal/replacement.	500	500	0
Total previously agreed / revised pressures and investments			4,180	3,486	320

Appendix 2 – New Budget Savings for Consultation

Service Group	Proposal Number	Proposal Title	2024/25 £'000	2025/26 £'000	2026/27 £'000
Social Services					
Adult Services	1	Domiciliary care support to be enhanced with assistive technology to reduce the levels of care hours required.	109	0	0
Environment & Sustainability					
Housing & Communities	2	To transform Malpas Court Mansion House into a new Community Learning Centre. To meet changing customer demand, develop Library community outreach whilst reducing the number of physical sites.	104	55	0
Environment & Public Protection	3	Charge for replacement (residual waste) bins	42	0	0
Infrastructure	4	Highways fees and Charges - Increase of Fees by 8%	24	0	0
Regeneration & Economic Development					
Regeneration & Economic Development	5	Reduction in Newport Live Management Fee	194	0	0
Transformation & Corporate					
People, Policy & Transformation	6	Closure of Civic Centre for two days a week, reducing spend on utilities	94	0	0
Finance	7	Fraud prevention initiative	25	0	0
Total Savings			592	55	0

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Appendix 3 – New Budget Savings Implemented under Delegated Authority

Service Group	Proposal Number	Proposal Title	2024/25 £'000	2025/26 £'000	2026/27 £'000
Social Services					
Children Services	01	To delete a vacant Social Work post	60	0	0
Children Services	02	Independent Fostering Agency Savings	338	126	126
Children Services	03	Deletion of 1 post in the Youth Justice Team	43	0	0
Adult Services	04	Realignment of the Residential Care and community care budgets to reflect the current levels of income achieved.	353	0	0
Adult Services	05	To provide additional capacity within the appointeeship service to support vulnerable adults to generate additional income to become a self-funding service	48	0	0
Adult Services	06	Change in contribution requirement for regional Frailty pooled budget.	129	0	0
Prevention & Inclusion	07	Maximise use of external grants to reduce existing core budgets.	136	0	0
Prevention & Inclusion	08	Reduction of staff cover budgets in the Youth Service	5	0	0
Education					
Non Schools	09	Appropriate use of Welsh Government administration grant to support the roll out of universal free school meals	77	0	0
Non Schools	10	School Kitchen Maintenance and Repairs Budget	50	0	0
Non Schools	11	Reduction in Pupil Referral Unit Budget	60	0	0

Appendix 3 – New Budget Savings Implemented under Delegated Authority

Environment & Sustainability					
Housing & Communities	12	To maximise the use of the Housing Support Grant to fund Citizens Advice Bureau specialist debt advice to people who are homeless or threatened with homelessness.	40	0	0
Housing & Communities	13	Reducing council expenditure on temporary accommodation - homelessness	372	0	0
Housing & Communities	14	Increase fees - Environmental Health Housing	8	0	0
Housing & Communities	15	Reduction in Housing Strategy Legal Advice Budget	15	0	0
Environment & Public Protection	16	Heating energy cost reduction	75	0	0
Environment & Public Protection	17	Reduction in 'Energy for Waste' costs	25	0	0
Environment & Public Protection	18	Savings in waste budget	165	0	0
Infrastructure	19	Fleet Maintenance Team restructure	38	0	0
Infrastructure	20	Reduction in staffing and grant maximisation within Infrastructure	74	0	0
Regeneration & Economic Development					
Regeneration & Economic Development	21	Increasing Non-Statutory Fees for Planning Services	13	0	0
Regeneration & Economic Development	22	Events Management Service	38	0	0
Regeneration & Economic Development	23	Planning Enforcement Student Officer	14	0	0

Appendix 3 – New Budget Savings Implemented under Delegated Authority

Transformation & Corporate					
Law & Standards	24	Reduction in Law and Standards admin support	16	0	0
People, Policy & Transformation	25	Reduce core funding for entry points and maximise the use of grant funding	94	0	0
People, Policy & Transformation	26	Increased income generation through provision of Newport Intelligence Hub services	36	0	0
People, Policy & Transformation	27	IT infrastructure and licence rationalisation	100	0	0
People, Policy & Transformation	28	Printing and Document Services Review	43	0	0
Finance	29	Realignment of budget to reflect income from collections (court costs)	50	0	0
Finance	30	Realignment of the discretionary rate relief budget	25	0	0
Finance	31	Transactional cost savings - future digital developments	73	0	0
Non Service					
Non Service	32	Reduction in energy budgets	324	0	0
Non Service	33	Reduction to the Council Tax Reduction Scheme budget to reflect current level of underspending.	250	0	0
Non Service	34	Reduction to the centrally held budget for Housing Benefit related costs.	150	0	0

Appendix 3 – New Budget Savings Implemented under Delegated Authority

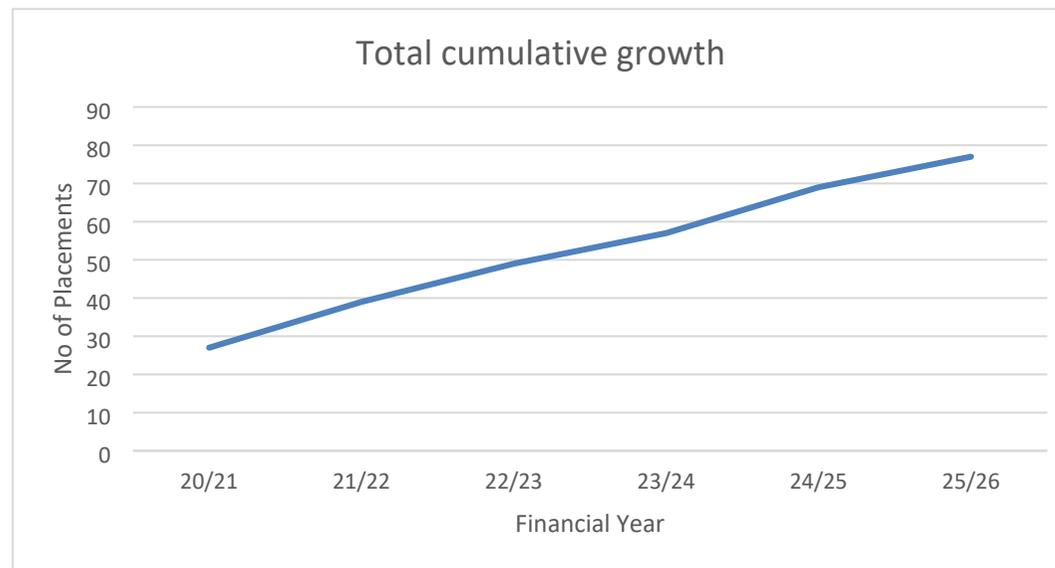
Cross Service					
Cross Service	35	Reduce operational budgets across service areas	143	0	0
Cross Service	36	Increase vacancy provision across all service areas.	345	0	0
Total Savings			3,825	126	126

DEMAND MODELLING SOCIAL CARE 24-25

ADULT & COMMUNITY SERVICES

This is a very complex area made up of a number of provisions with fluctuating demands and changing care needs. Modelling is based on current known users and trend analysis. A budget pressure of £277k has been requested for 25/26. The main reason is due to children turning 18 moving into adult social care and relatively younger adults who have ageing carers that can no longer support them. Modelling for demand statistics are as follows:

	20/21	21/22	22/23	23/24	24/25	25/26	Average annual value per place
Children moving into supported living	4	7	7	3	6	2	£86,811
Direct Payments turning 18	8	4	2	4	5	5	£7,487
Ageing carers	7	1	1	1	1	1	£86,811
Total	27	39	49	57	69	77	

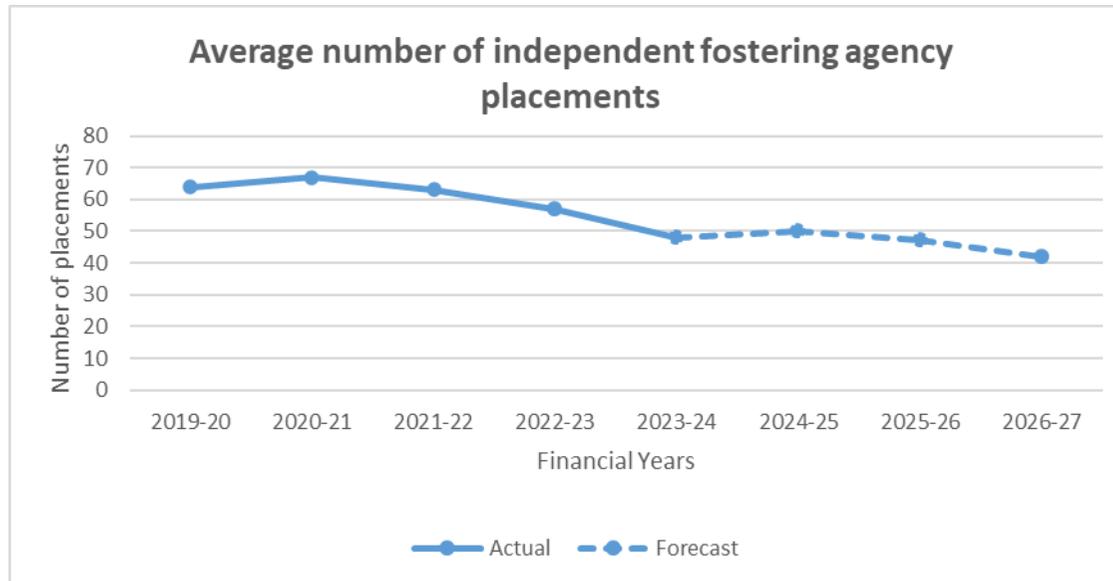


Figures are cumulative

CHILDREN & YOUNG PEOPLE

Independent Fostering Agency

The chart shows the average number of Children in Independent Fostering Agency placements since 2019/20. There is a proposed budget saving of £590,000 in the Medium Term Financial Plan to reflect the decline in numbers over the next 3 years enabling the 24-25 budget to afford 50 placements at an average cost of £846.56 per week. The individual placement cost can vary significantly per child reflecting individual care needs. It should be noted that 57.89% of placements fall within the £727 to £900 per week price range.

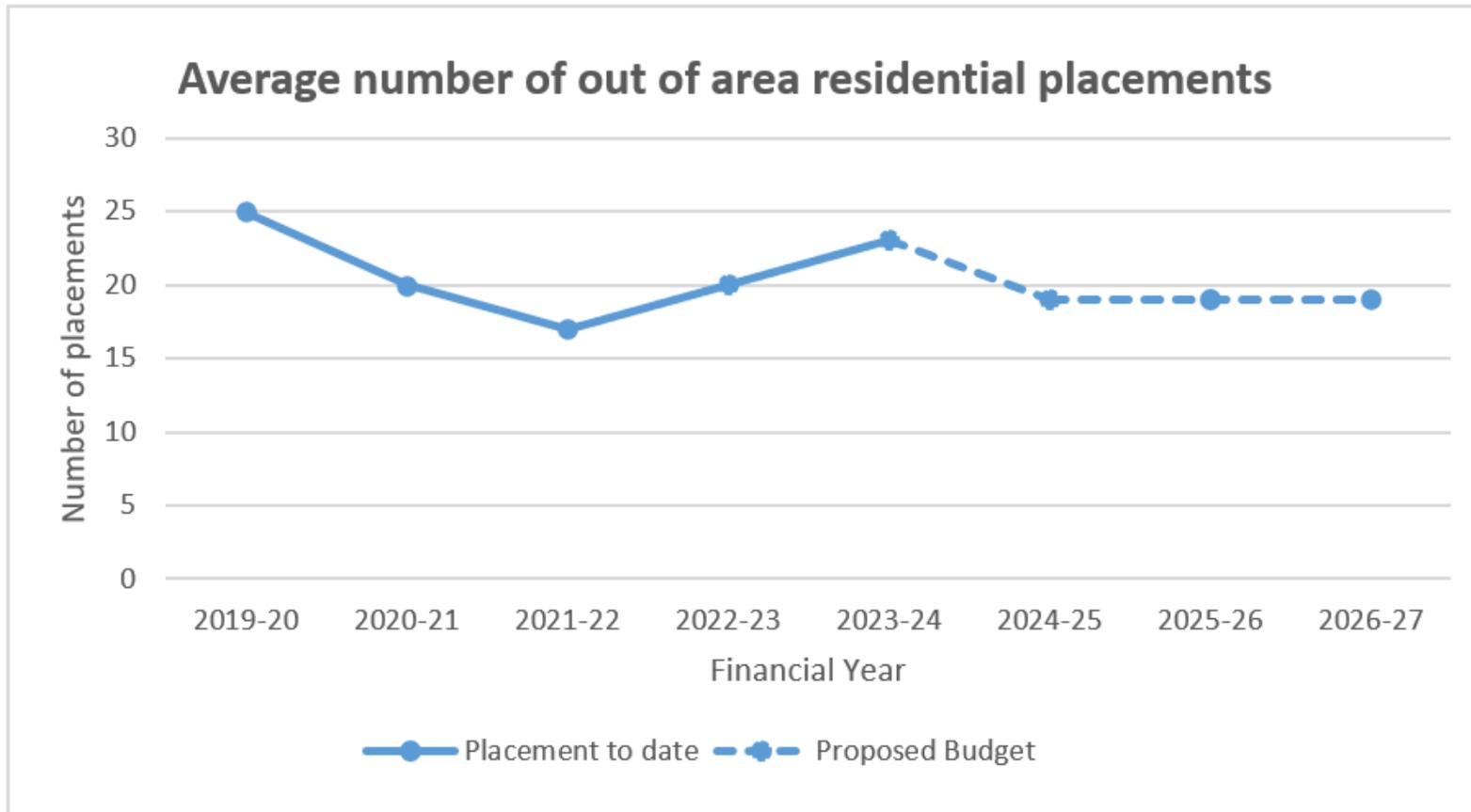


APPENDIX 4 – Demand Models for Social Care

Children’s Out of Area Residential

The chart shows the average number of children in Out of Area Residential placements since 2019/20. The council opened a new children’s home in 2019/20, one in 2020/21 and another in January 2023. This has enabled some children in expensive out of authority placements to be accommodated within Newport.

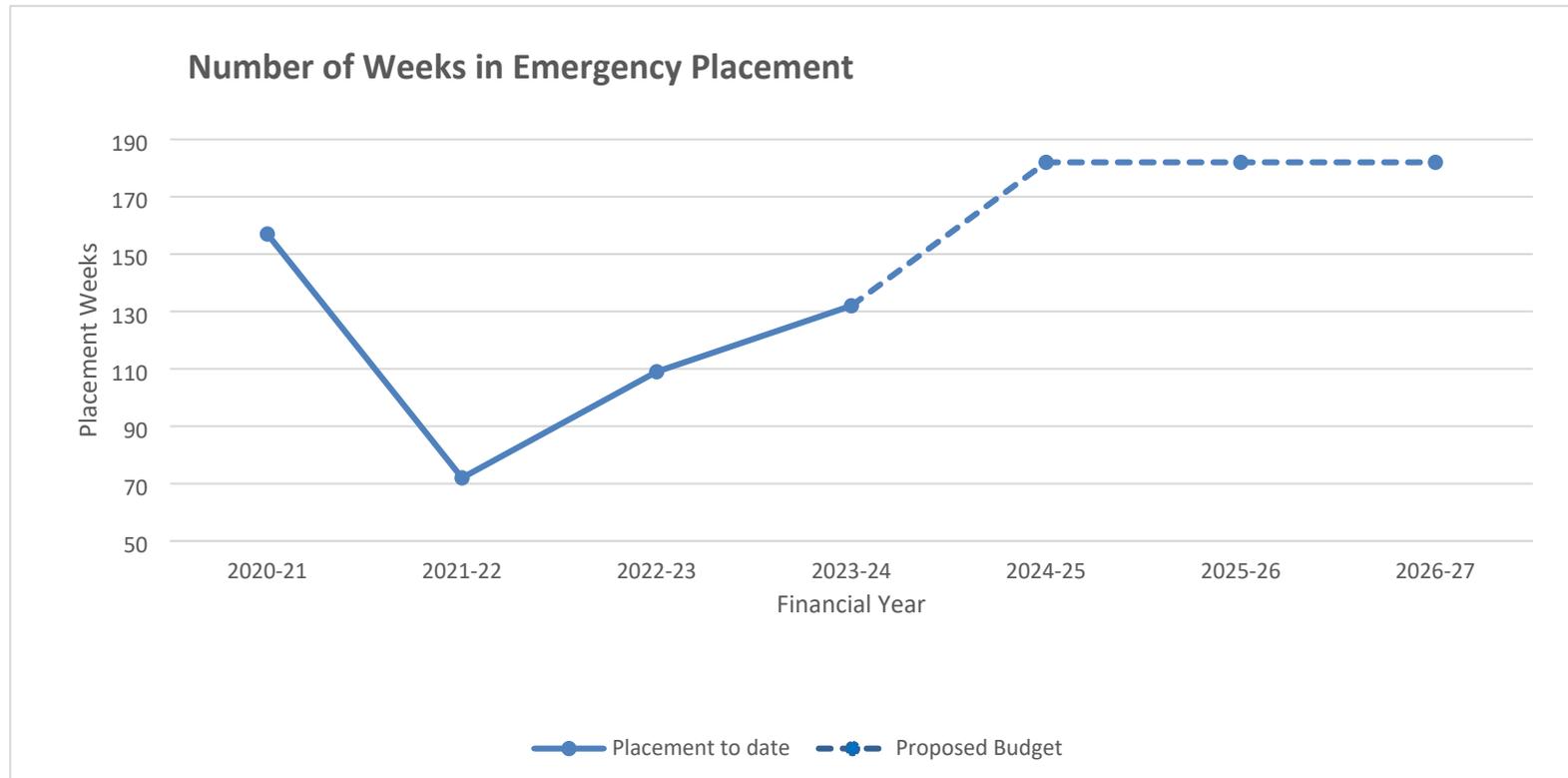
59% of current year placements are costing between £5,801 and £15,750 per week (£302k and £821K per annum). The requested investment of £2.264m included in the MTFP will allow 19 placements at an average cost of £5,461 per week (£284k per annum). The type of placement that this budget is used for will change as per the Eliminate Agenda from 25/26 as the requirement will be for not for profit or in-house placements only.



APPENDIX 4 – Demand Models for Social Care

Emergency Placements

The graph below shows the number of weeks emergency placements have been used since 2020/21. A pressure of £2.22m for 2025/26 will enable the use of 3 fully staffed NCC owned homes/annex's providing 5 placements and should avoid the use of unregulated, more expensive placements. Please note these plans are currently being reviewed as part of the eliminate profit and Windmill Farm projects. Using the current operational model budgets would have allowed for 113 weeks in emergency provision but with our own homes/annexes it will fund 182 weeks assuming 70% occupancy..



Appendix 5 – Fees & Charges

Schedule of Fees and Charges 2024/25 - Social Services

Income Source	23-24 Charge	Proposed 24-25	Unit of Charge (per	%
Other Local Authority Charges				
NCC Residential Homes (£ per week)				
Blaen-y-pant - Residential/Dementia Care	943	1,015	per week	7.6%
Parklands - Residential Care	807	868	per week	7.6%
Spring Gardens - Dementia Care	943	1,015	per week	7.6%
Respite Facilities (£ per week)				
Centrica - additional direct care support		variable depending on need		
Centrica - Standard rate	1,263	1,996	per week	58.1%
Day Services (£ per week)				
Short Breaks - sessional rate	57	61	per session (half day)	7.6%
Children's Residential charge to other LA or Health (£ per week)				
In-house children residential homes	Variable depending on needs of the child			
Newport Residents Charges				
NCC Residential Homes (£ per week)– stays over 8 weeks and permanent admissions).				
Blaen-y-pant - Residential/Dementia Care	943	1,015	per week	7.6%
Parklands - Residential Care	807	868	per week	7.6%
Spring Gardens - Dementia Care	943	1,015	per week	7.6%
<i>Applicable to those who have capital in excess of £50k (capital threshold level set by the WG) or sufficient disposable income.</i>				
NCC Residential Homes Respite/Short stays up to 8 weeks (£ per week)				
Blaen-y-pant - Residential & Dementia Care	Charged under the Welsh Government non-residential charging policy which is currently capped at £100 per week. The Council will seek to increase this in line with any uplifts in the cap. For example, if Welsh Government increase the cap to £120 per week, that would be chargeable from the date of policy change.			0%
Parklands - Residential Care				
Spring Gardens - Dementia Care				
Centrica				
Supported Housing (£ per week)				
Supported Housing for Learning Disability clients				
Day Services (£ per day)				
Day Services/Opportunities – Learning Disability				
Day Services/Opportunities – Mental Health/Older People				
Spring Gardens Short Breaks				
Legal and Administration Charges				
Deferred Payment Administration Charge (DPA)	£158	£290	each	83.5%
Legal charge	£210	£210	each	0.0%
Interest Charges	Variable - applied to property sales			
Residential care - provided by external providers				
<i>Applicable to those who have capital in excess of £50k (capital threshold level set by the WG) or sufficient disposable income.</i>			Residents charge will be dependent on weekly charge from external provider	
Non-residential care - provided by external providers				
Direct payments			Charged under the Welsh Government non-residential charging policy which is currently capped at £100 per week. The Council will seek to increase this in line with any uplifts in the cap. For example, if Welsh Government increase the cap to £120 per week, that would be chargeable from the date of policy change.	
<i>Where services are provided by external providers the charges made are based on actual costs paid to providers (after income assessment has been made)</i>				
Telecare				
Telecare package	Dependent on external provider charge			
New telecare package installation charge	£0	to be introduced in 24-25. Work on-going to determine charge		
Pendant Alarm monitoring basic package	£5	£5	per alarm per week	0.0%
Appointeeships				
Residential/Nursing	£32.88	£66.43	per month	102.0%
Supported Living/Community based/Complex	£60.32	£108.38	per month	79.7%
Management of Funerals	£25 p/hr	£1,854	per Funeral	
Management of mobility cars	£250	£1,030	per annum	
Deputyships				
Dependent on external provider charge				
Animal welfare/property clearances				
Dependent on external provider charge				
Protection of property NCC administration charge	0.00	49.50	per week	
Protection of property	Dependent on company charge			

Appendix 5 – Fees & Charges

Schedule of Fees and Charges 2024/25 - Infrastructure

Income Source	23-24 Charge (exc VAT) £	24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Transport and Highways				
Streetworks				
Skip License (28 days)	51.50	55.62	each	8%
Unauthorised skips	197.00	212.76	each	8%
Private works: new apparatus Sec 50	624.00	673.92	per metre	8%
Sec 50 – Licence for repair or replace	660.00	712.80	per metre	8%
S171 Highway Excavation	256.30	276.80	each	8%
Tower Crane Over sailing the Highway Licence: 10 working days notice required.	686.40	741.31	each	8%
Road space booking	228.80	247.10	each	8%
Filming on the highway (small scale)	220.00	237.60	each	8%
Filming on the highway (large scale)	600.00	648.00	each	8%
Temporary Traffic Orders	2,420.00	2,613.60	each	8%
Emergency Temporary Traffic Orders	2,420.00	2,613.60	each	8%
Bus service departure Fees (Market Square)	0.75	0.75	each	0%
SAB Pre Applications - area is <0.4 ha	302.50	314.60	each	4%
SAB Pre Applications - area is 0.5-0.99 ha	715.00	743.60	each	4%
SAB Pre Applications - area is >0.99 ha	1,193.50	1,241.24	each	4%
Pre Application Meeting - area is <0.49 hectares	143.00	148.72	each	4%
Pre Application Meeting - area 0.5-0.99 hectares	343.20	356.93	each	4%
Pre Application Meeting - area is > 0.99 hectares	572.00	594.88	each	4%
Additional SAB services	54.00	56.16	each	4%
SAB Full Applications - fees set by WG	£420 to maximum £7,500 (depending on size of site)	£420 to maximum £7,500 (depending on size of site)	each	
Section 38 application fees	1,716.00	1,716.00	application	0%
Section 278/111	1,716.00	1,716.00	application	0%
Vehicle crossing service - installation and inspection	£1,500 - £2,500 depending on size	£1,500 - £2,500 depending on size	each	0%
APM Access protection markings	286.00	297.44	each	4%
Temporary Sign Application	95.15	102.76	each	8%
Permanent/Tourism Sign applications	185.90	200.77	each	8%
E/O per sign	12.00	12.96	each	8%
Switch off existing signal installation and reinstate within office hours	484.00	522.72	each	8%
Switch off existing signal installation and reinstate outside office hours	572.00	617.76	each	8%
Cesspit emptying:				
1,000 gallons	174.72	174.72	per 1,000 gallons	0%
2,000 gallons	220.48	220.48	per 2,000 gallons	0%
Parking				
Residents parking permits	36.50	37.96	each	4%
Visitor parking permits (Book of 10)	14.00	14.56	per book of 10	4%
Business Parking	1,125.00	1,170.00	per annum	4%
Car Park Charges (exc Maindee)				
Up to 3 hours	2.60	2.80		8%
Up to 5 hours	4.70	5.10		9%
Over 5 hours	6.20	6.70		8%
City Centre Kingsway - up to 1 hour	1.10	1.20		9%
Maindee Car Park				
Up to 2 hours	1.10	1.20		9%
Up to 5 hours	2.60	2.80		8%
Over 5 hours	3.20	3.50		9%

Appendix 5 – Fees & Charges

Schedule of Fees and Charges 2024/25 - People, Policy & Transformation

Income Source	23-24 Charge (exc VAT) £	Proposed 24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc.)	% Increase
Civic Centre Room Hire				
<i>The charges for the Civic Centre below are subject to charging under the following criteria:</i>				
<ul style="list-style-type: none"> - Full Charge : Industrial or Business Organisations; Organisations whose members are engaged in trade, business or professional practice (other than student associations); Statutory official or Government Bodies including Local Government except where reciprocal arrangements apply. - Half Price : Political, Social or Trade Union Groups not included under full price or free - Free (this applies to evening sessions only) : Organisations devoted exclusively to charitable causes; Societies for the handicapped; Organisations for promotion of recreational activities for young people; Trade Union Branches whose members are employed by Newport City Council; Any political group meetings of Councillors and invited guests are free of charge (provided that not more than 25 % of the people attending the political group meetings are non Councillors). NB Any registered charities chaired by the Mayor of Newport can use the meeting rooms free of charge at any time 				
Council Chamber	85.00	88.40	per session	4%
	260.00	270.40	per day	4%
Committee Room 1	45.00	47.00	per session	4%
	130.00	135.00	per day	4%
Committee Room 2	30.00	31.00	per session	3%
	95.00	99.00	per day	4%
Committee Room 3	30.00	31.00	per session	3%
	95.00	99.00	per day	4%
Committee Room 4	30.00	31.00	per session	3%
	95.00	99.00	per day	4%
Committee Room 5	25.00	26.00	per session	4%
	75.00	78.00	per day	4%
Committee Room 7	75.00	78.00	per session	4%
	230.00	239.00	per day	4%
Equipment Hire				
Full facilities in Committee Room 7 including staff assistance	64.50	67.00	per meeting	4%
Council Chamber Microphones	32.00	33.50	per meeting	5%
Council Chamber 1 Microphone	14.50	15.00	per meeting	3%
Beechwood House				
Meeting room - G1	67.50	70.00	half day	4%
Meeting room - G1	130.00	135.00	full day	4%
Meeting room - G5	67.50	70.00	half day	4%
Meeting room - G5	130.00	135.00	full day	4%
Meeting room - G6	52.00	54.00	full day	4%
Reception Room	52.00	54.00	full day	4%
Street Naming				
Property naming/renaming (does not cover newly built properties)	48.50	50.50	per property	4%
Single Plot Development	134.00	139.50	per plot	4%
Development 2+ Plots	182.50	190.00	per site and per additional plot	4%
Changes to Development Layout after Notification	48.50	50.50	per plot affected	4%
Street Renaming at Residents Request	182.50	190.00	per street and per property	4%
Confirmation of Address to Conveyancers etc	48.50	50.50	per property	4%

Appendix 5 – Fees & Charges

Schedule of Fees and Charges 2024/25 - Law & Standards

Income Source	23-24 Charge (exc VAT) £	Proposed 24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Legal Services (discretionary)				
Local Land Charges Official Search (Con 29 R)	118.80	124.00	per search	4%
Optional questions	14 (for 20 out of 22 questions) 17 (2 out of the 22 questions)	14 (for 20 out of 22 questions) 17 (2 out of the 22 questions)	per search	
Solicitors own questions	28.08	30.00	per search	7%
Additional parcel fee (Con29 R)	28.12	30.00	per search	7%
Additional parcel fee (total)	28.08	30.00	per search	7%
Query re: personal search (dealing with errors etc)	28.08	30.00	per search	7%
Legal Services (statutory)				
Local Land Charges (LLC1 only)	6.00	6.00	per search	0%
Local Land Charges (Nlis LLC1))	4.00	4.00	per search	0%
Additional parcel fee (LLC1)	1.00	1.00	per search	0%
Registrars Fees & Charges (statutory)				
Register Office (simple ceremony)	46.00	46.00	per event	0%
Church/Chapel ceremony attendance	86.00	86.00	per event	0%
Legal notice of marriage or civil partnership	35.00	35.00	per notice	0%
Designated Office Notice	47.00	47.00	per notice	0%
Certificate (issued at time of registration)	11.00	11.00	per certificate	0%
Certificate (issued within 28 days)	11.00	11.00	per certificate	0%
Same Day Service				
Certificate (from archive)	35.00	35.00	per certificate	0%
Regular Service				
Standard Certificate (from archive)	11.00	11.00	per certificate	0%
Short Certificate (from archive)	11.00	11.00	per certificate	0%
Ceremony Charges (discretionary)				
Mansion House - Monday to Friday	365.00	384.00	per event	5%
Mansion House - Saturday	440.00	462.00	per event	5%
Garden Room Wednesday	160.00	168.00	per event	5%
Approved Venue - Monday to Friday	475.00	499.00	per event	5%
Approved Venue - Saturday, Sunday	555.00	583.00	per event	5%
Approved Venue - Bank holidays	640.00	672.00	per event	5%
Commemorative certificate packs	11.00	11.00	per pack	0%
Save the Date Fee	35.00	37.00	per request	6%
Approved Premise Licensing	1,800.00	1,800.00	per licence	0%
Citizenship Ceremony (individual)	105.00	110.00	per event	5%
Citizenship ceremony (additional relative)	50.00	50.00	per person	0%
Certificate Search Fees				
Search 1 year either side of date				
Search a further 5 years	10.00	10.00	per request	0%
Search a further 10 years	20.00	20.00	per request	0%
Certificate Postage Costs - "signed for" delivery				
Administration Charge - Registrar Certificate	3.00	3.50	per envelope	17%
Administration Charge - Superintendent Certificate	3.00	3.50	per envelope	17%
Same day service certificates *	38.00	38.50		1%
Regular service applications *	14.00	14.50		4%
<i>* These total charges are made up of 2 elements - the certificate (statutory fee for Priority or Regular service) plus postage - see sections above</i>				
NEW "Pilot" Fees proposed for 2024-25				
Intimate Ceremony - Garden Room Monday-Friday	N/A	88.00	per ceremony	N/A
Proof of life and residence for foreign pensions	N/A	10.00	per request	N/A

Appendix 5 – Fees & Charges

Schedule of Fees and Charges 2024/25 - Regeneration & Economic Development

Income Source	23-24 Charge (exc VAT) £	Proposed 24-25 Charge (exc VAT) £	Current Retrospective Charge (applies to Building Control Charges only)	Proposed Retrospective Charge (applies to Building Control Charges only)	Unit of Charge (per hr / day etc.)	% Increase
Building Control Fees						
Single Storey Extensions						
Single storey extension, floor area not exceeding 10m ²						
Full plans charge	325.00	357.50	487.50	536.00	each	10%
Single storey extension, floor area exceeding 10m ² but not exceeding 40m ²						
Full plans charge	404.17	444.50	606.26	667.00	each	10%
Single storey extension, floor area exceeding 40m ² but not exceeding 100m ²						
Full plans charge	466.67	513.50	700.00	770.00	each	10%
Two Storey Extensions						
Two storey extension not exceeding 40m ²						
Building notice charge	466.67	513.50	700.00	770.00	each	10%
Two storey extension, floor area exceeding 40m ² but not exceeding 100m ²						
Full plans charge	570.83	628.00	856.25	942.00	each	10%
Loft Conversions						
Loft conversion that does not include the construction of a dormer	420.83	463.00	631.25	694.50	each	10%
Loft conversion that does include the construction of a dormer	466.67	513.50	700.00	770.00	each	10%
Garages and Carports						
Erection of extension of a non exempt detached domestic garage or carport up to 100m ²	245.83	270.50	368.75	405.50	each	10%
Erection of a non exempt attached single storey extension of a domestic garage or carport up to 100m ²	245.83	270.50	368.75	405.50	each	10%
Other						
Conversion of a garage to a habitable room(s)	245.83	270.50	368.75	405.50	each	10%
Alterations to extend or create a basement up to 100m ²	466.67	513.50	700.00	770.00	each	10%
Underpinning	229.17	252.00	343.76	378.00	each	10%
Renovation of a thermal element to a single dwelling	87.50	96.50	131.25	144.50	each	10%
Creation of New Dwelling						
i) Plan charge	203.13	223.50		0.00	each	10%
ii) Inspection charge	406.87	447.50		0.00	each	10%
iii) Building notice charge	610.00	671.00	915.00	1,006.50	each	10%
Internal Alterations						
i) cost of works <£2,000	125.00	137.50	187.50	206.50	each	10%
ii) cost of works £2,001 to £5,000	204.17	224.50	306.26	337.00	each	10%
iii) cost of works £5,001 to £15,000	245.83	270.50	368.00	405.50	each	10%
iv) cost of works £15,001 to £25,000	345.83	380.50	380.50	570.50	each	10%
v) cost of works £25,001 to £40,000	441.67	486.00	662.50	729.00	each	10%
vi) cost of works £40,001 to £60,000	537.50	591.50	806.35	887.00	each	10%
Window Replacement						
Window replacement (non competent persons scheme) - 1 to 3 windows	83.33	91.50	125.00	137.50	each	10%
Window replacement (non competent persons scheme) - 4 to 20 windows	125.00	137.50	187.50	206.50	each	10%
Window replacement (non competent persons scheme) - 20+ windows	208.33	229.00	312.50	343.50	each	10%
Electrical Work						
Electrical work (not competent persons scheme) carried out by a qualified electrician in accordance with BS7671	133.33	146.50	200.00	220.00	each	10%
Electrical work carried out by others	279.17	307.00	418.76	460.50	each	10%
Installation of Heat Producing Appliance						
Installation of solid fuel heat producing appliance where the installer is not a member of a competent persons scheme	125.00	137.50	187.50	206.50	each	10%
Non Domestic Work						
Commercial Building - Floor Area not exceeding 40m ²	533.00	586.50	799.50	879.50	each	10%
Commercial Building - Floor Area exceeding 40m ² but not exceeding 100m ²	612.50	674.00	918.75	1,010.50	each	10%
Commercial Building - Floor Area exceeding 100m ² but not exceeding 200m ²	891.67	981.00	1,337.51	1,471.50	each	10%
Underpinning - Est. cost up to £50,000	341.67	376.00	512.51	564.00	each	10%
Underpinning - Est. cost exceeding £50,000 and up to £100,000	441.67	486.00	662.51	729.00	each	10%
Underpinning - Est. cost up to £100,000 and up to £250,000	550.00	605.00	825.00	907.50	each	10%
Window Replacement						
Window Replacement - 1 to 20 windows	204.17	224.50	306.63	337.00	each	10%
Window Replacement - 21 to 50 windows	325.00	375.50	487.50	536.50	each	16%
New Shop front(s)						
Window Replacement - 1 to 20 windows	291.67	321.00	437.51	481.50	each	10%
Window Replacement - 21 to 50 windows	370.83	408.00	556.25	612.00	each	10%
Renovation of a thermal element - Est. cost up to £50,000	204.17	224.50	306.63	337.00	each	10%
Renovation of a thermal element - Est. cost exceeding £50,000 and up to £100,000	245.83	270.50	368.75	405.50	each	10%
Renovation of a thermal element - Est. cost exceeding £100,000 and up to £250,000	312.50	344.00	468.75	515.50	each	10%

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	Proposed 24-25 Charge (exc VAT) £	Current Retrospective Charge (applies to Building Control Charges only)	Proposed Retrospective Charge (applies to Building Control Charges only)	Unit of Charge (per hr / day etc.)	% Increase
Alterations not described elsewhere inc. structural alterations and installation of controlled fittings						
Estimated cost up to £5,000	204.17	224.50	306.63	337.00	each	10%
Estimated cost exceeding £5,000 and up to £15,000	262.50	289.00	393.75	433.00	each	10%
Estimated cost exceeding £15,000 and up to £25,000	345.83	380.50	518.75	570.50	each	10%
Estimated cost exceeding £25,000 and up to £50,000	508.33	559.00	762.50	838.50	each	10%
Estimated cost exceeding £50,000 and up to £75,000	675.00	742.50	1,012.50	1,114.00	each	10%
Estimated cost exceeding £75,000 and up to £100,000	795.83	875.50	1,193.75	1,313.00	each	10%
Installation of Mezzanine floor up to 500m ²	587.50	646.50	881.25	969.50	each	10%
Office Fit Out - floor up to 500m ²	570.83	628.00	856.25	942.00	each	10%
Office Fit Out - floor 500m ² to 2000m ²	733.33	806.50	1,100.00	1,210.00	each	10%
Shop fit out - Floor up to 500m ²	570.83	628.00	856.25	942.00	each	10%
Shop fit out - Floor 500m ² to 2000m ²	733.33	806.50	1,100.00	1,210.00	each	10%
Letter of acceptance to Als	20.00	22.00	20.00	22.00	each	10%
Preliminary enquiries	50% of plan fee	50% of plan fee			each	
Museum and Art Gallery						
Educational Publications UK Rights	21.50	22.50				5%
Educational Publications World Rights	41.50	43.50				5%
Commercial Publications & Websites UK rights	42.50	44.50				5%
Commercial Publications & Websites world rights	88.50	92.00				4%
Publication Jacket, Covers & Homepages UK Rights	101.50	105.50				4%
Publication Jacket, Covers & Homepages World Rights	205.50	214.00				4%
Television Flash Fees UK rights	101.50	105.50				4%
Television Flash Fees world rights	200.50	208.50				4%
Digital Image 300 dpi	8.00	8.50				6%
Loans to UK based institutions (outside of Wales)	250.00	260.00				4%
Loans to Worldwide institutions	350.00	364.00				4%
Commission on artworks	Variable 33% of art work value	Variable 33% of art work value				0%
Ship Project						
Staff Consultancy and Training services						
Hourly Rate	80.00	83.20			per hour	4%
Staff Consultancy and Training services						
Day Rate	500.00	520.00			per day	4%
Faro Arm Rental	100.00	104.00			per day	4%
Transporter Bridge						
Day Ticket - Adult	4.00	4.00			per ticket	0%
Day Ticket - Child	3.00	3.00			per ticket	0%
Gondola - Adult (one way)	1.50	1.50			per ticket	0%
Gondola - Adult (return)	2.00	2.00			per ticket	0%
Gondola - Child (one way)	1.00	1.00			per ticket	0%
Gondola - Child (return)	1.50	1.50			per ticket	0%
Abseil Fee	280.00	291.00			per event	4%
Private Service	75.00	78.00			per event	4%
Filming fee	150.00	156.00			per hour	4%
Development Management Fees	Statutory fees - no change	Statutory fees - no change			per application	0%
Pre-application advice	Various depending on the scale of development	Various depending on the scale of development			per application	0%
Dangerous Structures - Building Control	Statutory fees - no change	Statutory fees - no change			per application	0%
Demolition Notice	Statutory fees - no change	Statutory fees - no change			per application	0%
Scaffolding permits (up to 6 months)	180.00	187.00			per 3 month permit	4%
Additional fee for scaffolding permits erected more than 6 months	90.00	93.00			per 3 month permit	3%
Additional fee for scaffolding permits erected more than 12 months	180.00	187.00			per 3 month permit	4%

Appendix 5 – Fees & Charges

Schedule of Fees and Charges 2024/25 - Housing & Communities

Income Source	23-24 Charge (exc VAT) £	Proposed 24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc.)	% Increase
Community Centres Room Hire				
Caerleon Town Hall				
Non Profit Making/ Voluntary Organisations				
Town Hall (Monday to Friday)	11.00	12.00	per hour	9%
Town Hall (Weekend)	15.75	17.00	per hour	8%
Memorial Hall (Monday to Friday)	8.50	9.00	per hour	6%
Memorial Hall (Weekend)	13.75	15.00	per hour	9%
Hire of Kitchen	6.25	6.75	per hour	8%
Small Group Organisations				
Town Hall (Monday to Friday)	13.75	14.75	per hour	7%
Town Hall (Weekend)	19.00	20.50	per hour	8%
Memorial Hall (Monday to Friday)	10.50	11.25	per hour	7%
Memorial Hall (Weekend)	15.75	17.00	per hour	8%
Hire of Kitchen	7.50	8.00	per hour	7%
Commercial/ Business (per hour)				
Town Hall (Monday to Friday)	17.00	18.25	per hour	7%
Town Hall (Weekend)	22.00	23.75	per hour	8%
Memorial Hall (Monday to Friday)	13.75	14.75	per hour	7%
Memorial Hall (Weekend)	19.00	20.50	per hour	8%
Hire of Kitchen	9.00	9.75	per hour	8%
Ringland Community Centre				
Non Profit Making/ Voluntary Organisations (per hour)				
Main Hall	16.75	18.00	per hour	7%
Meeting Rooms	16.75	18.00	per hour	7%
Membership Fee	1,250.00	1,350.00	per annum	8%
Small Group Organisations - Member Rates				
Meeting Rooms	22.00	23.75	per hour	8%
Main Hall - Half Day	65.75	71.00	Half Day	8%
Main Hall - Full Day	131.50	142.00	Half Day	8%
Small Group Organisations - Non Member Rates				
Meeting Rooms	29.50	31.75	per hour	8%
Main Hall - Half Day	99.00	107.00	Half Day	8%
Main Hall - Full Day	185.00	200.00	Full Day	8%
Alway Community Centre				
Non Profit Making/ Voluntary Organisations (per hour)				
Main Hall (Monday to Friday)	8.50	9.00	per hour	6%
Main Hall (Weekend)	19.50	21.00	per hour	8%
Meeting Rooms (Monday to Friday)	7.50	8.00	per hour	7%
Meeting Rooms (Weekend)	12.50	13.50	per hour	8%
Hire of Kitchen	5.75	6.25	per hour	9%
Small Group Organisations (per hour)				
Main Hall (Monday to Friday)	11.50	12.50	per hour	9%
Main Hall (Weekend)	23.50	25.50	per hour	9%
Meeting Rooms (Monday to Friday)	9.50	10.25	per hour	8%
Meeting Rooms (Weekend)	14.75	16.00	per hour	8%
Hire of Kitchen	5.75	6.25	per hour	9%
Commercial/ Business (per hour)				
Main Hall (Monday to Friday)	14.25	15.50	per hour	9%
Main Hall (Weekend)	29.50	31.75	per hour	8%
Meeting Rooms (Monday to Friday)	14.75	16.00	per hour	8%
Meeting Rooms (Weekend)	16.75	18.00	per hour	7%
Hire of Kitchen	5.75	6.25	per hour	9%

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	Proposed 24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc.)	% Increase
Rivermead Community Centre				
Non Profit Making/ Voluntary Organisations (per hour)				
Both Halls (Monday to Friday)	21.50	23.25	per hour	8%
Both Halls (Weekend)	30.50	33.00	per hour	8%
Main Hall (Monday to Friday)	10.50	11.50	per hour	10%
Main Hall (Weekend)	20.00	21.50	per hour	8%
Meeting Rooms (Monday to Friday)	10.50	11.50	per hour	10%
Meeting Rooms (Weekend)	19.50	21.00	per hour	8%
Small Group Organisations (per hour)				
Both Halls (Monday to Friday)	24.75	26.75	per hour	8%
Both Halls (Weekend)	34.00	36.75	per hour	8%
Main Hall (Monday to Friday)	12.50	13.50	per hour	8%
Main Hall (Weekend)	21.50	23.25	per hour	8%
Meeting Rooms (Monday to Friday)	12.00	13.00	per hour	8%
Meeting Rooms (Weekend)	21.00	22.75	per hour	8%
Commercial/ Business (per hour)				
Both Halls (Monday to Friday)	30.50	33.00	per hour	8%
Both Halls (Weekend)	40.00	43.25	per hour	8%
Main Hall (Monday to Friday)	15.00	16.25	per hour	8%
Main Hall (Weekend)	24.75	26.75	per hour	8%
Meeting Rooms (Monday to Friday)	14.75	16.00	per hour	8%
Meeting Rooms (Weekend)	24.00	26.00	per hour	8%
Bettws Day Centre				
Non Profit Making/ Voluntary Organisations (per hour)				
Main Hall (Monday to Friday)	11.00	12.00	per hour	9%
Main Hall (Weekend)	15.75	17.00	per hour	8%
Day Club (Monday to Friday)	8.50	9.25	per hour	9%
Day Club (Weekend)	13.75	14.75	per hour	7%
Hire of Kitchen	6.25	6.75	per hour	8%
Small Group Organisations (per hour)				
Main Hall (Monday to Friday)	12.50	13.50	per hour	8%
Main Hall (Weekend)	19.00	20.50	per hour	8%
Day Club (Monday to Friday)	10.50	11.25	per hour	7%
Day Club (Weekend)	15.75	17.00	per hour	8%
Hire of Kitchen	7.50	8.00	per hour	7%
Commercial/ Business (per hour)				
Main Hall (Monday to Friday)	16.75	18.00	per hour	7%
Main Hall (Weekend)	22.00	23.75	per hour	8%
Day Club (Monday to Friday)	13.75	14.75	per hour	7%
Day Club (Weekend)	19.00	20.50	per hour	8%
Hire of Kitchen	9.00	9.75	per hour	8%
Cefn Wood Centre				
Small Group Organisations (per hour)				
Leased to Education - SLA		As per SLA		
Maesglas Community Centre				
Main Hall (Monday to Friday before 6pm)	11.00	12.00	per hour	9%
Main Hall (Monday to Friday after 6pm)	22.00	24.00	per hour	9%
Main Hall (Weekend)	22.00	24.00	per hour	9%
Committee Room (Monday to Friday before 6pm)	11.00	12.00	per hour	9%
Committee Room (Monday to Friday after 6pm)	22.00	24.00	per hour	9%
Committee Room (Weekend)	22.00	24.00	per hour	9%

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	Proposed 24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc.)	% Increase
Community Centres - Equipment Hire				
Flip Charts	6.50	7.00	per pad	8%
Digital Projector	5.50	6.00	per day	9%
Interactive Screen	5.50	6.00	per day	9%
Malpas Court				
The Library Room	36.75	40.00	per half day	9%
The Drawing Room	57.75	62.50	per half day	8%
Library and Drawing Room combined	73.50	80.00	per half day	9%
Room 14	52.50	56.50	per half day	8%
The Library Room	63.00	75.00	per full day	19%
The Drawing Room	105.00	120.00	per full day	14%
Library and Drawing Room combined	147.00	160.00	per full day	9%
Room 14	94.50	102.00	per full day	8%
Library and Drawing Room combined	21.00	22.75	per hour	8%
Room 14	15.75	17.00	per hour	8%
Eveswell Community Centre				
Voluntary Groups				
Main Hall (Monday to Friday)	8.50	9.25	per hour	9%
Main Hall (Weekend)	19.50	21.00	per hour	8%
Meeting Rooms (Monday to Friday)	7.25	7.75	per hour	7%
Meeting Rooms (Weekend)	12.50	13.50	per hour	8%
Hire of Kitchen (flat charge per booking)	5.75	6.25	per hour	9%
Chargeable Sessions				
Main Hall (Monday to Friday)	11.50	12.50	per hour	9%
Main Hall (Weekend)	23.75	25.75	per hour	8%
Meeting Rooms (Monday to Friday)	9.50	10.25	per hour	8%
Meeting Rooms (Weekend)	14.75	16.00	per hour	8%
Hire of Kitchen (flat charge per booking)	5.75	6.25	per hour	9%
Commercial Rate				
Main Hall (Monday to Friday)	14.25	15.50	per hour	9%
Main Hall (Weekend)	29.50	31.75	per hour	8%
Meeting Rooms (Monday to Friday)	14.75	16.00	per hour	8%
Meeting Rooms (Weekend)	16.75	18.00	per hour	7%
Hire of Kitchen (flat charge per booking)	5.75	6.25	per hour	9%
Gaer Community Centre				
Non Profit Making/ Voluntary Organisations (per hour)				
Hall	14.75	16.00	per hour	8%
Playgroup Room	12.75	13.75	per hour	8%
Café Room	12.50	13.50	per hour	8%
Training Room	14.75	16.00	per hour	8%
121 Room	12.50	13.50	per hour	8%
Small Group Organisations				
Hall	14.75	16.00	per hour	8%
Playgroup Room	12.50	13.50	per hour	8%
Café Room	12.50	13.50	per hour	8%
Training Room	14.75	16.00	per hour	8%
121 Room	12.50	13.50	per hour	8%
Commercial/Business				
Hall	14.75	16.00	per hour	8%
Playgroup Room	12.50	13.50	per hour	8%
Café Room	12.50	13.50	per hour	8%
Training Room	14.75	16.00	per hour	8%
121 Room	12.50	13.50	per hour	8%

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	Proposed 24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc.)	% Increase
Libraries				
Fines (per day)	0.20	0.22	per day	10%
Overdue Administration Adult	0.30	0.32	per letter	7%
Replacement Library Card	4.00	4.00	each	0%
Lost Books and other items	Sliding scale linked to Book Price	Sliding scale linked to Book Price	each	
Photocopying B&W A4	0.20	0.22	per copy	10%
Photocopying B&W A3	0.30	0.32	per copy	7%
Photocopying Colour A4	1.10	1.20	per copy	9%
Photocopying Colour A3	1.60	1.75	per copy	9%
Computer Printout A4	0.20	0.22	per copy	10%
Computer Printout A3	0.30	0.32	per copy	7%
Hire of Talking Books	1.40	1.50	each	7%
Charge for late return of Talking Books	0.20	0.22	per day	10%
Family History Research	30.00	32.50	per hour	8%
Hire of Rooms	16.00	17.25	per hour	0%
Houses in Multiple Occupation Pre-licensing Advice Service				
Property inspection and report with one schedule & fire plan	238.37	257.44	per survey	8%
Property inspection and report with 2 schedules & fire plans	297.82	321.65	per survey	8%
Each additional proposal over 2 proposals above	59.45	64.21	per additional proposal	8%
Property Surveys (Non-Statutory)	230.11	253.12	per survey	10%
Health and Safety - swimming pool/spa pool resamples following unsatisfactory result (plus VAT)	84.70	93.17	per sample	10%
Houses In Multiple Occupation Licensing Fees				
(i) Initial Licence	1,231.47	1,354.61	per licence	10%
(For larger HMO (6+ units of accommodation/households)	£67.31 extra per additional unit up to a max of 1,704	£74.04 extra per additional unit up to a max of 1,874	per additional accommodation unit	10%
(ii) Renewal of Licence made before expiry of existing licence	918.49	1010.34	per renewal	10%
(For larger HMO (6+ units of accommodation/households)	£67.31 extra per additional unit up to a max of 1,499	£74.04 extra per additional unit up to a max of 1,874	per additional accommodation unit	10%
(iii) Renewal of Licence made after expiry of existing licence	1,161.76	1,277.94	per renewal	10%
(For larger HMO (6+ units of accommodation/households)	£67.31 extra per additional unit up to a max of 1,704	£74.04 extra per additional unit up to a max of 1,874	per additional accommodation unit	10%
(iv) Licensing following revocation of previous licence (where ownership unchanged)	918.49	1010.34	per application	10%
(For larger HMO (6+ units of accommodation/households)	£67.31 extra per additional unit up to a max of 1,499	£74.04 extra per additional unit up to a max of 1,874	per additional accommodation unit	10%
(v) Licence Variations				
Property inspection required	104.94	115.43	per variation	10%
Licensing inspections - owner/manager etc. cancellations with less than 48 hours' notice/failure to attend to	30.00	33.00		10%

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	Proposed 24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc.)	% Increase
Camp Site Licences	805.07	885.58	per site licence	10%
Mobile Homes				
Site Licence fees - small site (3-10 caravans)	805.07	885.58	per site licence	10%
Site Licence fees - medium site (11-49 caravans)	898.88	988.77	per site licence	10%
Site Licence fees - large site (50+ caravans)	1,072.72	1,179.99	per site licence	10%
Site Licence fees - sites of 2 or fewer pitches	0.00	0.00	per site licence	0%
Amendment to site licence conditions - variation	73.14	80.45	per amendment	10%
Amendment to site licence conditions - variation requiring an inspection	189.74	208.71	per amendment	10%
Fee to deposit site rules	60.95	67.05	per fee	10%
Fee for replacement licence	18.02	19.82	per replacement licence	10%
Fixed Penalty Notice charge	101.23	111.35	per FPN charge	10%
Housing Act 2004 Notice Fees	440.96	485.06	per notice	10%
Each additional notice (where schedule is identical) served on another recipient at the same time (charges added and split equally across recipients)	59.36	65.30	per notice	10%

Appendix 5 – Fees & Charges

Schedule of Fees and Charges 2024/25 - Environment & Public Protection

Income Source	23-24 Charge (exc VAT) £	24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Cemeteries				
Exclusive right of burial and issue deed and marker for:				
Standard grave space not exceeding 2.15m x 0.76m (30") including headstone permit	1,325.50	1,378.52	per plot	4%
Large or special external coffin size over 30" including the extended size of coffin handles £60.00 per inch.	68.75	68.75	per inch	0%
Green burial in green burial area - excluding headstone permit	886.60	922.06	per plot	4%
Cremated remains in Garden of Rest – grave space not exceeding 0.23m x 0.92m	633.60	658.94	per plot	4%
Interments – including use of grass mats as necessary				
Stillborn child or child not exceeding one month	no charge	0.00	per plot	
Child one month to eighteen years	no charge	0.00	per plot	
Persons exceeding eighteen years	1,441.00	1,498.64	per plot	4%
Interment of second person in grave space on same day	229.35	238.52	per plot	4%
Cremated remains in full grave space	319.55	332.33	per plot	4%
Cremated remains in garden of rest	319.55	332.33	per plot	4%
Interment of second person cremated remains in same space on same day	319.55	332.33	per plot	4%
Scattering of ashes	173.80	180.75	each	4%
Scattering of ashes of second person at same time	136.95	142.43	each	4%
Headstones and Tablets – including all inscriptions				
Columbaria Sanctum 2000 Units – above ground	2,682.60	2,789.90	each	4%
second and subsequent Interment Sanctum 2000 units	74.80	77.79	each	4%
Memorial plaque - NCC owned and maintained bench	457.60	475.90	each	4%
Other Services and Items				
Administrative research of burial records (per 30 minute period)	39.05	40.61	per 30 minutes	4%
Provision of fibreglass burial cube	1,015.85	1,056.48	each	4%
Provision of BROXAP bench and concrete plinth	1,581.60	1,644.86	each	4%
Exhumation of Ashes	319.55	332.33	each	4%
Exhumation Full - Facilitation undertaken in house	2,856.00	2,970.24	each	4%
Exhumation of a child under the age of 3 years	655.20	681.41	each	4%
Exhumation of a child aged 3 - 8 years	904.80	940.99	each	4%
Exhumation of a child aged 8 - 14 years	1,154.40	1,200.58	each	4%
Exhumation of a child aged 14 -18 years	1,428.00	1,485.12	each	4%
Statutory Declaration	62.15	64.64	each	4%
Incorrect or missing details off forms. Interment forms not complete and where required, return to funeral directors to complete forms.	17.05	17.73	each	4%
Change in Circumstances (Grant name, marriage etc)	37.95	39.47	each	4%
Cancellation of Funeral (48hrs)	371.25	386.10	each	4%
Change in Funeral Times	37.95	39.47	each	4%

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Copy of Exclusive Right of Burial (LOST/MISPLACED)	185.90	193.34	each	4%
Grant of Exclusive Right - 50 YEARS	1,039.50	1,081.08	each	4%
Grant of Exclusive Right - 25 YEARS	519.75	540.54	each	4%
Fee for plot for Non Newport resident	2,549.25	2,651.22	each	4%
Additional Tablet on Existing plot with Headstone	227.70	236.81	each	4%
Fee for new ashes plot Non Newport resident	1,586.20	1,649.65	each	4%
Headstone fee - Before April 2011	438.90	456.46	each	4%
Tablet Fee - Before April 2011	227.70	236.81	each	4%
Additional inscription	71.50	74.36	each	4%
Weekend Burial Services (Standard Burial Charges also apply)	595.10	618.90	each	4%
Memorial tree (no plinth)	565.40	678.48	each	20%
Traditional Graves (allowing the installation of full kerb sets). Additional cost on top of the purchasing of a grant of exclusive right.	457.60	475.90	each	4%
Double Depth Grave	228.80	237.95	each	4%
Triple Depth Grave	343.20	356.93	each	4%
Test Dig of a Grave	160.60	167.02	each	4%
Bricking up a Single Grave	743.60	773.34	each	4%
Bricking up a Double Grave	1,487.20	1,546.69	each	4%
Poly urn for sanctums	290.50	290.50	each	0%
Allotment Rents - admin charge per plot	36.00	36.72	per plot	2%
Allotment Perch Fee (Plots can be made up of multiple perches - each perch represents approx 25m2)	4.07	4.07	per perch	0%
Public Rights of Way				
Public rights of way temporary order (minimum cost of officer time only)	1,830.40	1,903.62	each	4%
Public rights of way permanent order (minimum cost officer time only)	2,163.20	2,249.73	each	4%
Car Parking in City Parks				
Up to 2 hours	1.00	1.00		0%
Up to 5 hours	3.00	3.00		0%
Over 5 hours	5.00	5.00		0%
Car parking Fourteen Locks Canal Centre	0.00			
Up to 4 hours	1.00	1.00		0%
Up to 5 hours	2.50	2.50		0%
Over 5 hours	3.00	3.00		0%

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Waste Collection				
Trade waste collection:-				
Trade blue sacks	32.24	TBC	per roll of 13	
Trade blue labels	64.48	TBC	per pack of 26	
Recycling sacks	15.08	TBC	per roll of 13	
Cardboard labels	11.96	TBC	per pack of 10	
240 Litre bin	6.76	TBC	each	
360 Litre bin	8.84	TBC	each	
660 Litre bin	15.60	TBC	each	
1100 Litre bin	26.00	TBC	each	
New - cardboard bin collections	N/A	TBC		
New - cans and metal collections	N/A	TBC		
New - food waste collections	N/A	TBC		
New - sack collections	N/A	TBC		
* Charges TBC pending the implications of Workplace Recycling Regulations.				
Residual bin replacement	22.36	23.70	each	6%
New Developments - set of new bins	56.16	58.41	each	4%
Bulky/Special Collection	22.00	22.00	up to 3 item	0%
	6.00	6.00	additional items above £21	0%
Waste Disposal Charges				
Active Waste Disposal Charge (set gate fee but variables for asbestos and commercial waste contracts)	64.90	67.50	per tonne	4%
Inactive Waste Disposal Charge	19.25	20.02		4%
Parks And Open Spaces				
Belle Vue Park				
Commercial Photography (Wedding Photography professional)- Annual Permit	97.90	101.82	annually	4%
Caerleon Pavilion				
Commercial hire per hour	19.80	20.59	per hour	4%
Education hire per hour	15.95	16.59	per hour	4%
Children's Parties per hour	15.95	16.59	per hour	4%
Community Groups hire per hour	12.65	13.16	per hour	4%
Parks General				
Provision of BROXAP bench and concrete plinth	1,581.60	1,644.86	per item	4%
Memorial plaque - NCC owned and maintained bench	457.60	494.21	each	8%
Tredegar Park Bike Scheme				
Newport Resident under 18	0.00	0.00		0%
Newport Resident over 18	0.00	0.00		0%
Non Newport Resident under 18	3.63	4.17		15%
Non Newport Resident over 18	6.05	6.66		10%

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Sport and Leisure Pitch Hire				
Football				
Pitch only (adult) (per match/pitch) summer and winter	42.83	44.54	each	4%
Pitch and 1 x changing (adult) (per all sports summer and winter)	60.19	62.60	each	4%
Changing room (all ages)	25.41	26.43	each	4%
Seasonal football charge exclusive use – football pitch only	1,283.76	1,335.11	each	4%
Seasonal football charge exclusive use - football pitch and changing room	1,477.56	1,536.67	each	4%
Seasonal football charge priority - pitch only	673.40	700.34	each	4%
Seasonal football charge priority - pitch & changing room	906.95	943.23	each	4%
Seasonal football charge standard - pitch only	487.80	507.31	each	4%
Seasonal football charge standard - pitch and changing room	768.54	799.28	each	4%
Seasonal football charge general use - Sunday sides - pitch only	375.23	390.24	each	4%
Seasonal football charge general use - Sunday sides - pitch and changing room	519.72	540.51	each	4%
Football pitch hire aged 11-12 years	10.30	10.71	each	4%
Football pitch hire and changing rooms aged 11-12 years	17.05	17.73	each	4%
Football pitch hire aged 13-16 years	20.89	21.73	each	4%
Football pitch hire and changing rooms aged 13-16 years	31.83	33.11	each	4%
Rugby				
Pitch only (adult) (per match/pitch) summer and winter	42.83	44.54	each	4%
Pitch and 1 x changing (adult) (per all sports summer and winter)	60.19	62.60	each	4%
Changing room (all ages)	23.10	24.02	each	4%
Rugby - exclusive use pitch and changing	1,477.36	1,536.46	each	4%
Rugby - exclusive pitch only	1,283.57	1,334.91	each	4%
Rugby - standard pitch	487.92	507.44	each	4%
Rugby - standard pitch and changing	724.84	753.83	each	4%
Rugby pitch hire aged 11-12 years	10.30	10.71	each	4%
Rugby pitch hire and changing rooms aged 11-12 years	17.05	17.73	each	4%
Rugby pitch hire aged 13-16 years	20.89	21.73	each	4%
Rugby pitch hire and changing rooms aged 13-16 years	28.94	30.10	each	4%
Glan Usk				
Glan Usk Astro Juniors	27.74	28.85	each	4%
Glan Usk Astro Seniors	57.20	59.49	each	4%
Tennis courts - Tredegar Park (New charges)				
Annual Pass - student	N/A	39.00	Annual	N/A
Annual Pass - Family	N/A	19.00	Annual	N/A
Pay and Play	N/A	4.50	per hour	N/A

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Events				
Major Charitable Events - Price upon application Charity Events land hire (per day discretionary)	257.40	267.70	each	4%
Setup and Derig	367.95	382.67	each	4%
Fun fair 1-3 rides	367.95	382.67	each	4%
Fun fair 3 plus ride	612.70	637.21	each	4%
Outdoor cinema	490.60	510.22	each	4%
Catering/Commercial stall per trader	147.40	153.30	each	4%
Alcohol bar	1,226.50	1,275.56	each	4%
NCC Street Cleaning Service per day	371.80	386.67	each	4%
Major Commercial Events - Price upon application Commercial Events land hire (per day discretionary)	643.50	669.24	each	4%
Setup and Derig	619.30	644.07	each	4%
Fun fair 1-3 rides	495.00	514.80	each	4%
Fun fair 3 plus ride	619.30	644.07	each	4%
Outdoor cinema	619.30	644.07	each	4%
Catering/Commercial stall per trader	185.90	193.34	each	4%
Alcohol bar	2,475.00	2,574.00	each	4%
NCC Street Cleaning Service per day	371.80	386.67	each	4%
Low Key Community Events (no Income Generation (per day))	64.35	66.92	each	4%
Community Events Income Generation (per day)	124.30	129.27	each	4%
Catering/Commercial stall per trader (New)	N/A	64.00	each	N/A
Fun fair 1-3 rides/Inflatables (New)	N/A	64.00	each	N/A
Site clean up (if required) (New)	N/A	100.00	each	N/A
Land rental for car boot sales - location Tredegar park when available	321.20	334.05	each	4%
Lodges - Rental Costs				
Grove Park Lodge	658.90	685.26	per month	4%
Shaftesbury Park Lodge	660.00	686.40	per month	4%
Christchurch Cemetery Lodge	595.10	618.90	per month	4%
St.Woolos Cemetery Lodge	735.90	765.34	per month	4%
Belle Vue Park - top lodge	735.90	765.34	per month	4%
Belle Vue Park - Residential Lodge Rent	676.50	703.56	per month	4%
Filming				
Student Filming	0.00	0.00		
Independent Filiming (New)	N/A	93.60	per hour	N/A
Independent Filiming (New)	N/A	356.93	half day	N/A
Independent Filiming (New)	N/A	713.86	full day	N/A
Comercial Filming (New)	N/A	187.20	per hour	N/A
Commercial Filming	686.40	686.40	half day	0%
Commercial Filming	1,372.80	1,372.80	full day	0%
Displaying of Banners	28.60	28.60	display period	0%
CCTV for NCC clients		per SLA	per SLA	
CCTV for non-NCC clients		per contrac	per contract	
Environmental Health Advice and Training	Variable	Variable	per contract	

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Port Health Ship Sanitation Certificates				
Gross Tonnage				
Up to 1,000	As per APHA Board decision	As per APHA Board decision	per certificate	
1,001 to 3,000	As per APHA Board decision	As per APHA Board decision	per certificate	
3001 to 10,000	As per APHA Board decision	As per APHA Board decision	per certificate	
10,001 to 20,000	As per APHA Board decision	As per APHA Board decision	per certificate	
20,001 to 30,000	As per APHA Board decision	As per APHA Board decision	per certificate	
Over 30,000	As per APHA Board decision	As per APHA Board decision	per certificate	
With exception of vessels with capacity to carry between 50 and 100 persons	As per APHA Board decision	As per APHA Board decision	per certificate	
With exception of vessels with capacity to carry more than 1,000 persons	As per APHA Board decision	As per APHA Board decision	per certificate	
Extensions to Certificates	As per APHA Board decision	As per APHA Board decision	per certificate	
Tables and Chairs (Licence)				
Annual Fee	175.50	175.50	per licence	0%
4 chairs	64.50	64.50	per licence	0%
12 Chairs	99.50	99.50	per licence	0%
24 chairs	175.50	175.50	per licence	0%
24+ chairs	216.50	216.50	per licence	0%
smoking area	58.50	58.50	per licence	0%
change name on licence	29.00	29.00	per licence	0%

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Animal Establishment Licensing				
Application Audit Pre	50.00	50.00	per hour	0%
Audit Inspection				
Re Audit - In the event a licence is not issued following an audit the fee for an additional visit will be required.	50.00	50.00	per hour	0%
[a] Riding Establishments (Application Audit applies - see above)				
Up to 10 horses	138.00	143.52	per licence	4%
11 to 20 horses	169.00	175.76	per licence	4%
21 to 30 horses	181.00	188.24	per licence	4%
[b] Animal Boarding Establishments (Application Audit applies - see above)				
Pet Sitters	158.00	164.32	per licence	4%
Up to 25 animals	158.00	164.32	per licence	4%
25 to 50 animals	179.00	186.16	per licence	4%
Over 51 animals	210.00	218.40	per licence	4%
[c] Pet Shops (Application Audit applies - see above)				
	131.00	136.24	per licence	4%
[d] Dangerous Wild Animals (Application Audit applies - see above)				
	604.00	628.16	per licence	4%
[e] Dog Breeding Establishments (Application Audit applies - see above)				
	131.00	136.24	per licence	4%
[f] Zoo Licence (Application Audit applies - see above)				
	1,153.00	1,199.12	per licence	4%
<i>For [a] to [f] above, in addition to the licence fee, the licensee to pay the Council's veterinary fees. The fee is payable on application and is not refundable if a licence is not issued.</i>				
Stray Dogs Reclaiming Fees:				
Dogs reclaimed within 4 hours (New)	N/A	54.00	per dog	N/A
Dogs reclaimed after one day	104.00	108.16	per dog	4%
Dogs reclaimed after two day	120.00	124.80	per dog	4%
Dogs reclaimed after three day	137.00	142.48	per dog	4%
Dogs reclaimed after four day	151.00	157.04	per dog	4%
Dogs reclaimed after five day	168.00	174.72	per dog	4%
Dogs reclaimed after six overnight stays	183.00	190.32	per dog	4%
Dogs reclaimed after seven overnight stays	199.00	206.96	per dog	4%
Dogs reclaimed and staying with the kennels for an extended period (charge per night)	12.00	12.00	per dog	0%
<i>However there will be discretion given to the Kennels Officer on the level of charging due to unusual circumstances. Further, where the Council has found it necessary to pay for vet treatment, these fees should be passed on to the owner reclaiming the dog.</i>				
Dog re-homing fee	Variable		per dog	

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
[a] Ear piercing, acupuncture, electrolysis and Tattooing - Registration				
Premises	118.72	123.47	per registration	4%
Practitioners	118.72	123.47	per registration	4%
Replacement Certificates	29.68	30.87	per certificate	4%
Addition of new Procedure to existing Certificate	59.36	61.73	per certificate	4%
Temporary Premises for Public Event	82.15	85.44	per registration	4%
Temporary Practitioners for Public Event	40.81	42.44	per registration	4%
Voluntary Surrender of Food Certificate	71.02 for first half hour and 71.02 for every additional half hour or part thereof plus VAT	73.86 for first half hour and 73.86 for every additional half hour or part thereof plus VAT	per certificate	4%
Collection and Disposal of Food (with or without agreement)	To be determined by cost of disposal and officer time	To be determined by cost of disposal and officer time	per disposal & hour	
Food Hygiene Rating Scheme - Rescore Fee	180.00	180.00	per certificate/ abortive visit	0%
[c] Export Health Certificates				
Export Health Certificate - Food Safety (per certificate)	139.39	144.97	per certificate	4%
Local land searches/Environmental Information Regulations requests in respect of contaminated land etc. [other than those under the Local Land Charges Act 1975]	70.49 for first hour and 70.49 for each additional	73.31 for first hour and 73.31 for each additional	per hour	4%
UK Entrance Clearance - Premises Assessment				
Property inspection	229.90	239.10	per inspection	4%
Re-assessment for additional person (within 6 months)	117.70	122.41	per assessment	4%

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Works in Default - Administration fee				
	Fee charged by the contractor (ex.VAT) plus: 20% for fees up to £1,000	Fee charged by the contractor (ex.VAT) plus: 20% for fees up to £1,000		
	10% for fees £1,001+	10% for fees £1,001+		
	*Fee charged by contractor plus "officer time" charge (up to a max. of the above charge) where RS Manager agrees defaulter has special circumstances.	*Fee charged by contractor plus "officer time" charge (up to a max. of the above charge) where RS Manager agrees defaulter has special circumstances.		
Port Health – Water Sampling				
(i) Drinking water – Microbiological (First Sample) (Plus VAT)	122.65	127.56	per sample	4%
(ii) Drinking water – Microbiological (each subsequent sample) (plus VAT)	86.35	89.80	per sample	4%
(iii) Legionella water sample (first sample) (plus VAT)	145.75	151.58	per sample	4%
(iv) Legionella water sample (each subsequent sample) (plus VAT)	109.45	113.83	per sample	4%
Port Health – Organic Animal Feed and Food Import Certificate	45.00	45.00	National flat rate charge of £45	0%

Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Sports Grounds General Safety Certificates				
General Safety Certificates	Cost recovery up to maximum of £500	Cost recovery up to maximum of £500	per certificate	0%
Special Safety Certificates for Sports Grounds	186.56	194.02	per certificate	4%
Street Trading				
City centre pitch - application fee (monthly)	64.89	67.49	per licence	4%
City centre pitch - application fee (quarterly/full year)	196.56	204.42	per licence	4%
License fee (daily) - static trader	59.28	61.65	per licence	4%
License fee (weekly) - static trader	118.56	123.30	per licence	4%
License fee (monthly) - static trader	328.64	341.79	per licence	4%
License fee (quarterly) - static trader	460.72	479.15	per licence	4%
License fee (full year) - static trader	1,052.48	1,094.58	per licence	4%
City centre pitch - license fee (full year) - static trader	3,289.52	3,421.10	per licence	4%
License fee (daily) - mobile trader	59.28	61.65	per licence	4%
License fee (weekly) - mobile trader	118.56	123.30	per licence	4%
License fee (monthly) - mobile trader	155.53	161.75	per licence	4%
License fee (quarterly) - mobile trader	196.56	204.42	per licence	4%
License fee (full year) - mobile trader	394.16	409.93	per licence	4%
Taxi Licensing Fees				
Vehicles - less than 5 years	83.00	83.00	per licence	0%
Vehicles – more than 5 years, less than 10	114.00	114.00	per licence	0%
Vehicles – over 10 Years	166.00	166.00	per licence	0%
Drivers 3 year	249.00	249.00	per licence	0%
Driver instalments	83.00	83.00	per licence	0%
Operators 1-9 vehicles	1,000.00	1,000.00	per licence	0%
Operators 10-19 vehicles	1,500.00	1,500.00	per licence	0%
Operators 19-35 vehicles	2,000.00	2,000.00	per licence	0%
Operators 35+ vehicles	2,500.00	2,500.00	per licence	0%
Replacement rear plate	19.00	19.00	per item	0%
Replacement internal plate	12.00	12.00	per item	0%
Replacement licence	6.00	6.00	per licence	0%
Replacement bracket	13.00	13.00	per item	0%
Replacement Badge	19.00	19.00	per item	0%
Transfer Plate	65.00	65.00	per item	0%
Change of vehicle	115.00	115.00	per licence	0%
Knowledge test	65.00	75.00	per test	15%
Scrap Metal				
Site Licence	524.16	545.13	per licence	4%
Variation of licence	59.28	61.65	per licence	4%
Collectors licence	341.12	354.76	per licence	4%

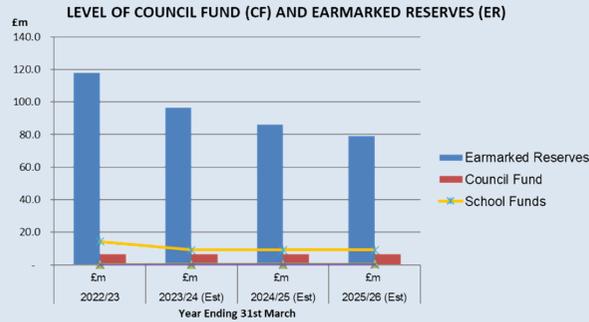
Appendix 5 – Fees & Charges

Income Source	23-24 Charge (exc VAT) £	24-25 Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Private Water Supplies				
Risk Assessment (each assessment) - Up to 3 hours	£189.00 for up to 3 hours plus £63.00 for each additional hour or	£189.00 for up to 3 hours plus £63.00 for each additional hour or	per assessment	0%
Sampling (each visit)	£100*	£100*	per sample	0%
Investigation (each investigation)	£100* plus the analysis cost	£100* plus the analysis cost	per investigation	0%
Grant of an authorisation (each authorisation)	£100*	£100*	per authorisation	0%
Analysis (taken under regulation 10)	£25*	£25*	per analysis	0%
Analysis (taken during check monitoring)	Analysis cost up to £100*	Analysis cost up to £100*	per analysis	0%
Analysis (taken during audit monitoring))	Analysis cost up to £500*	Analysis cost up to £500*	per analysis	0%
<i>* Maximum permitted by regulation</i>				
Fireworks - all year sales licence (set at statutory maximum)	500.00	500.00	per licence	0%

Appendix 6 - Financial Resilience

The following tables, charts and figures give an indication of the financial resilience of the Council as per the Statement of Accounts

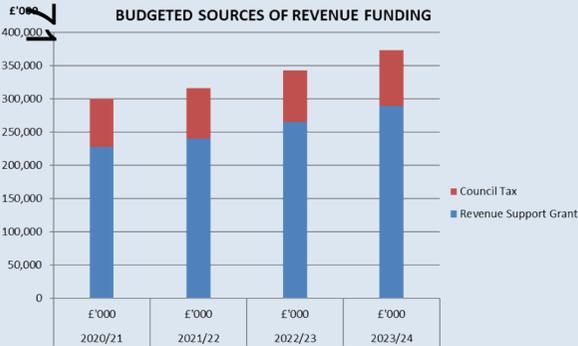
Level of Council Fund (CF) and Earmarked Reserves (ER)



Budgeted Sources of Funding

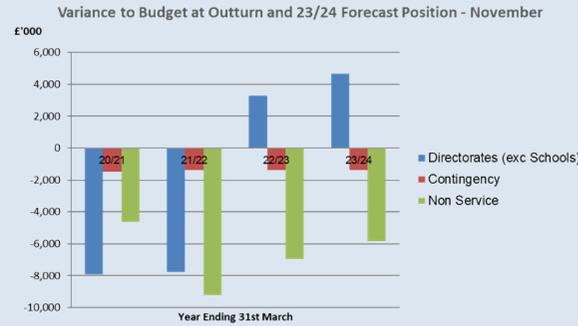
Total Revenue Funding	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Revenue Support Grant	228,077	240,796	265,612	289,522
Council Tax	72,193	75,134	77,400	84,154
Total	300,270	315,930	343,012	373,676

Budgeted Revenue Funding Split

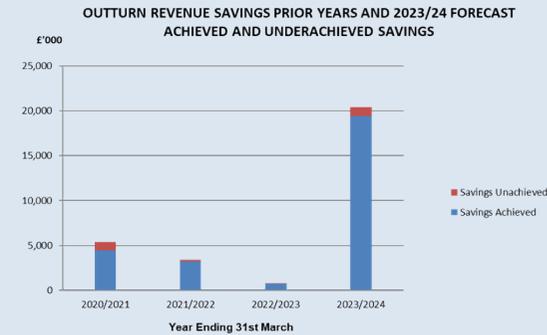


The figures below shows the outturn position for the prior 3 years for Revenue and the forecast position for 23/24

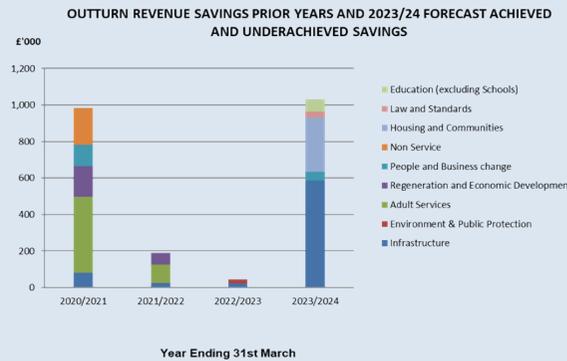
Revenue Outturn and 23/24 Forecast Position - November



Revenue Savings Achieved and Unachieved



Analysis of Unachieved Savings



The table below shows the forecast position for Capital.

2023/24 Capital Forecast Position - November

Services	Capital Expenditure 2023/24					Over / Underspend
	23/24 Budget approved November Cabinet	Additions / Amendments	23/24 Budget to be approved January Cabinet	Forecast	Slippage	
Education	36,394	137	36,531	34,364	(2,205)	38
Environment & Public Protection	11,918	602	12,520	11,896	(656)	32
Housing & Communities	104	0	104	104	0	0
People, Policy & Transformation	3,817	23	3,840	3,407	(236)	(197)
Prevention & Inclusion	3,111	558	3,669	3,736	77	(10)
Regeneration & Economic Development	19,326	60	19,386	13,417	(5,984)	(174)
Social Services	2,410	200	2,610	2,568	(42)	0
Infrastructure	10,114	176	10,291	9,901	(288)	(102)
Non Service	3,140	0	3,140	3,140	0	0
Total Budget	90,333	1,756	92,089	82,532	(9,143)	(413)

The tables below show the Medium Term Financial Plan (MTFP) and the risks facing the Council.

MTFP Scenario

	2024/25 £'000	2025/26 £'000	2026/27 £'000	Total £'000
Financial Pressures	26,699	24,374	20,775	71,848
Funding Uplift	(16,869)	(500)	(500)	(17,869)
Budget Requirement Reduction	9,830	23,874	20,275	53,979
Increase in Ctax/ tax base	(6,454)	(2,958)	(3,076)	(12,488)
Reserve transfers	429	165	0	594
Savings	(5,530)	(231)	274	(5,487)
Budget Gap	(1,725)	20,850	17,473	36,598

Capital Expenditure & Need to borrow

The table below is the Council's liability benchmark which compares the Authority's actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. It is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making.

	31.3.23 Actual	31.3.24 Forecast	31.3.25 Forecast	31.3.26 Forecast
Loans CFR	232.2	243.9	247.6	249.7
Less: Balance sheet resources	-125.3	-107.2	-101.1	-98.6
Net loans requirement	106.9	136.7	146.5	151.1
Plus: Liquidity allowance	10	10	10	10
Liability benchmark	116.9	146.7	156.5	161.1
Existing borrowing	-137.2	-159.3	-135.4	-130.9

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APPENDIX 7 – Medium Term Financial Projections (MTFP)

	2024/25 £'000	2025/26 £'000	2026/27 £'000	Total £'000
Funding				
Base change in WG Revenue Support Grant (as per draft settlement for 24/25 and cash flat thereafter)	(13,450)	-	-	(13,450)
Estimated increase in NCC share of RSG due to population changes	-	(500)	(500)	(1,000)
Specific grant - teachers pension	(3,419)	-	-	(3,419)
Increase in Council Tax Base - at 2023/24 rate	(488)	-	-	(488)
C. Tax @ 8.5% in 2024/25 and 4% thereafter	(7,195)	(3,521)	(3,662)	(14,378)
Less consequential increase in benefits	1,229	563	586	2,378
Change in Income/Funding	(23,323)	(3,458)	(3,576)	(30,357)
Revenue Investments / Increased Costs				
Pricing - Pay Inflation (non schools)	4,802	3,835	4,229	12,866
Pricing - Contract/ Income Inflation (non schools)	7,152	8,747	9,393	25,292
Pricing - Pay Inflation (schools)	6,430	4,988	4,616	16,034
Pricing - Contract/ Income Inflation (schools)	(669)	1,018	1,142	1,491
Demand - Schools	(37)	1,273	1,360	2,596
Standstill/ 'committed' position	17,678	19,861	20,740	58,279
Demand - Social Care	2,774	2,499	(400)	4,873
Demand - Other	1,218	519	-	1,737
Investments - Inc. Corporate Plan Promise	-	-	300	300
Other	5,029	1,495	135	6,659
Total Pressures	26,699	24,374	20,775	71,848
Reversal of previously agreed use of earmarked reserves	429	165	-	594
Gap Before Cost Reduction Plans	3,805	21,081	17,199	42,085
Budget Savings				
Previously agreed budget savings	713	50	-	763
New budget savings	4,417	181	126	4,724
Temporary use of earmarked reserves to offset pressures	400	-	(400)	-
Total Savings	5,530	231	(274)	5,487
Net budget gap/(surplus)	(1,725)	20,850	17,473	36,598

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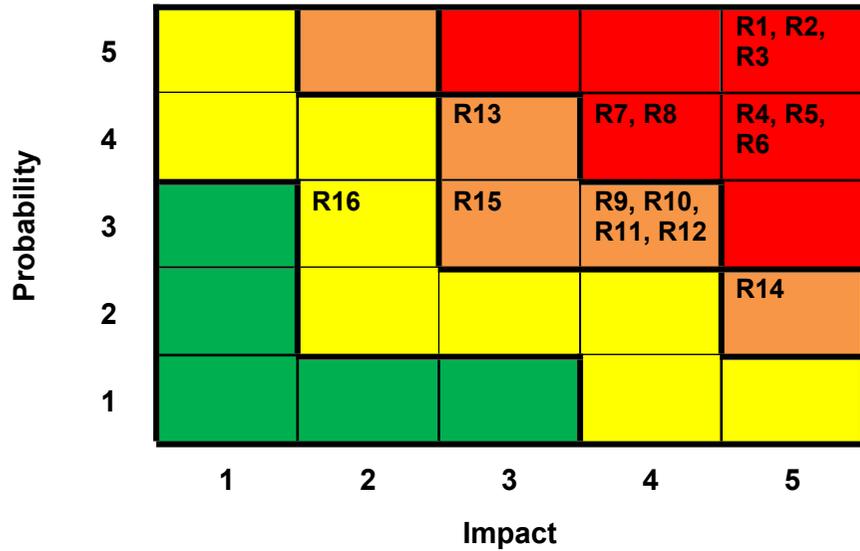
APPENDIX 8 – Projected earmarked reserves

Reserve	Balance at 31-Mar-23 (£'000)	Balance at 31-Mar-24 (£'000) (Forecast)	Balance at 31-Mar-25 (£'000) (Forecast)	Balance at 31-Mar-26 (£'000) (Forecast)
	£'000	£'000	£'000	£'000
Council Fund	(6,500)	(6,500)	(6,500)	(6,500)
Balances held by schools for future use	(14,427)	(9,765)	(9,765)	(9,765)
Earmarked Reserves:				
Music Service	(134)	(134)	(134)	(134)
Pay Reserve	(1,418)	(1,418)	(1,418)	(1,418)
Insurance Reserve	(1,755)	(1,755)	(1,755)	(1,755)
MMI Insurance Reserve	(602)	(602)	(602)	(602)
Education Achievement Service	(79)	-	-	-
Schools Redundancies	(1,585)	(1,585)	(1,585)	(1,585)
General Investment Risk Reserve	(2,676)	(2,412)	(2,148)	(1,884)
European Funding I2A & CFW	(1,640)	(1,476)	(1,476)	(1,476)
MTFP Reserve	(7,818)	(8,256)	(8,256)	(8,256)
GEMS Redundancies	(78)	(78)	(78)	(78)
COVID Risk Reserve	(570)	(420)	(420)	(420)
SUB TOTAL - RISK RESERVES	(18,355)	(18,137)	(17,873)	(17,609)
Capital Expenditure	(16,648)	(13,213)	(10,759)	(6,605)
Capital Grants Unapplied	(5,158)	(1,648)	(848)	-
Transformation Fund	(7,391)	(4,644)	(3,431)	(3,112)
Super Connected Cities	(42)	-	-	-
School Works	(27)	(27)	(27)	(27)
School Reserve Other	(458)	(458)	(458)	(458)
Schools ICT Sustainability	(100)	(150)	(200)	(250)
Feasibility Reserve	(135)	(127)	(61)	(61)
Usable Capital Receipts	(9,830)	(6,619)	(4,158)	(3,813)
SUB TOTAL - ENABLING RESERVES	(39,789)	(26,886)	(19,942)	(14,326)
Local Development Plan	(545)	(511)	(511)	(511)
Strategic Development Plan	(165)	(220)	(220)	(220)
Glan Usk PFI	(1,514)	(1,433)	(1,352)	(1,271)
Southern Distributor Road PFI	(39,439)	(38,375)	(37,311)	(36,247)
Building Control	(124)	(124)	(124)	(124)
Loan modification technical reserve (IFRS 9)	(258)	(258)	(258)	(258)
Soft Loan interest equalisation reserve	(1,584)	(1,584)	(1,584)	(1,584)
SUB TOTAL - SMOOTHING RESERVES	(43,629)	(42,505)	(41,360)	(40,215)

APPENDIX 8 – Projected earmarked reserves

Reserve	Balance at 31-Mar-23 (£'000)	Balance at 31-Mar-24 (£'000) (Forecast)	Balance at 31-Mar-25 (£'000) (Forecast)	Balance at 31-Mar-26 (£'000) (Forecast)
Works of art	(21)	(21)	(21)	(21)
Theatre & Arts Centre	(232)	(232)	(232)	(232)
Environmental Health - Improve Air Quality	(49)	(49)	(49)	(49)
City Economic Development Reserve	(370)	(370)	(370)	(370)
Welsh Language Standards	(100)	(45)	(45)	(45)
Port Health	(20)	(20)	(20)	(20)
Financial System Upgrade	(437)	(89)	0	0
Events	(282)	(319)	(319)	(319)
Voluntary Sector Grants	(27)	(27)	(27)	(27)
IT Development	(53)	-	-	-
Joint Committee City Deal Reserve	(662)	(662)	(662)	(662)
Civil Parking Enforcement	(11)	-	-	-
Business Support	(81)	(81)	(81)	(81)
Business Development Grants	(250)	(250)	(250)	(250)
IT Infrastructure	(309)	(107)	(107)	(107)
PSB Contribution	(5)	(5)	(5)	(5)
COVID Reserve	(351)	(351)	(351)	(351)
Chief Education Grant	(2,208)	(1,899)	(1,899)	(1,899)
Home to School Transport - St Andrews / Millbrook	(314)	(532)	(532)	(532)
Housing Supply review	(16)	(16)	(16)	(16)
Cariad Casnewydd	(166)	(166)	(166)	(166)
Community Gardening Schemes	(180)	-	-	-
Market Arcade owner contributions	(51)	(51)	(51)	(51)
Parks & Open Spaces	(2,090)	(910)	-	-
Discretionary Rate Relief	(900)	(540)	(540)	(540)
Domiciliary Care Service Capacity (now Direct Payments)	(34)	-	-	-
St. Andrews Primary	(152)	(133)	(66)	-
Communications Corporate Requirement	(232)	(232)	(232)	(232)
Growing space - 2 years	(100)	(50)	-	-
Spring Gardens - short breaks service	(200)	-	-	-
Residential Care Home Equalisation Reserve	(621)	(621)	-	-
Partnership funding - ABUHB - Windmill Farm	(57)	(57)	-	-
Levelling up	(38)	(2)	(2)	(2)
Cost of living Support Scheme Reserve	(485)	(380)	(380)	(380)
Prior year underspend	(5,065)	-	-	-
Empty Homes	-	(258)	(258)	(258)
Transporter Bridge	-	(94)	(94)	(94)
SUB TOTAL - OTHER RESERVES	(16,169)	(8,569)	(6,775)	(6,709)
RESERVES TOTAL	(138,868)	(112,361)	(102,214)	(95,123)

Appendix 9 – Quarter 2 2021/22 Risk Heat Map



Corporate Risk Heat Map Key (Quarter 2 2022/23)	
R1 - Stability of Social Services Providers	R9 - Cyber Security
R2 - Pressure on Adult & Community Services	R10 - Schools Finance / Cost Pressures
R3 - Pressure on the delivery of Children Services	R11 - Demand for ALN and SEN support
R4 - Balancing the Council's Medium-Term budget	R12 - Educational Out of County Placements
R5 - Highways Network	R13 - Climate Change
R6 - Pressure on Housing and Homelessness Service	R14 - City Centre Security and Safety
R7 - Ash Die Back Disease	R15 - COVID-19 Pandemic Outbreak
R8 - Newport Council's Property Estate	R16 - Post EU Transition

Risk Score Profile between Quarter 3 2021/22 and Quarter 2 2022/23

Risk Reference	Risk	Lead Cabinet Member(s)	Lead Directorate / Service Area	Risk Score Quarter 3 2021/22	Risk Score Quarter 4 2021/22	Risk Score Quarter 1 2022/23	(Current) Quarter 2 2022/23	Target Risk Score
R1	Stability of Social Services Providers	Cabinet Members for Social Services	Social Services / Adult Services	25	25	25	25	6
R2	Pressure on Adult & Community Services	Cabinet Members for Social Services	Social Services / Adult Services	25	25	25	25	10
R3	Pressure on the delivery of Children Services	Cabinet Members for Social Services	Social Services / Children Services	20	20	20	25	6
R4	Balancing the Council's Medium-Term budget	Leader of the Council / Cabinet	Transformation & Corporate / Finance	9	9	12	20	10
R5	Highways Network	Cabinet Member for Infrastructure & Assets	Environment & Sustainability / Infrastructure	20	20	20	20	15
R6	Pressure on Housing and Homelessness Service	Cabinet Member for Strategic Planning, Regulation & Housing	Environment & Sustainability / Housing & Communities	16	20	20	20	6
R7	Ash Die Back Disease	Cabinet Member for Climate Change & biodiversity	Environment & Sustainability / Environment & Public Protection	16	16	16	16	6
R8	Newport Council's Property Estate	Cabinet Member for Infrastructure & Assets	Transformation & Corporate / People, Policy & Transformation	16	16	16	16	9
R9	Cyber Security	Cabinet Member for Organisational Transformation	Transformation & Corporate / People, Policy & Transformation	16	16	16	12	10
R10	Schools Finance / Cost Pressures	Deputy Leader & Cabinet Member for	Chief Executive / Education Services	12	9	9	12	6

Risk Reference	Risk	Lead Cabinet Member(s)	Lead Directorate / Service Area	Risk Score Quarter 3 2021/22	Risk Score Quarter 4 2021/22	Risk Score Quarter 1 2022/23	(Current) Quarter 2 2022/23	Target Risk Score
		Education & Early Years						
R11	Demand for ALN and SEN support	Deputy Leader & Cabinet Member for Education & Early Years	Chief Executive / Education Services	16	12	12	12	6
R12	Educational Out of County Placements	Deputy Leader & Cabinet Member for Education & Early Years	Chief Executive / Education Services	12	12	12	12	5
R13	Climate Change	Cabinet Member for Climate Change & Biodiversity	Environment & Sustainability / Environment & Public Protection	12	12	12	12	10
R14	City Centre Security and Safety	Cabinet Member for Infrastructure & Assets	Environment & Sustainability / Infrastructure	10	10	10	10	8
R15	COVID-19 Pandemic Outbreak	Leader of the Council / Cabinet	Transformation & Corporate / People, Policy & Transformation	20	16	12	9	6
R16	Post EU Transition	Leader of the Council / Cabinet	Transformation & Corporate / People, Policy & Transformation	12	12	12	6	10

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MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
01	Domiciliary care support to be enhanced with assistive technology to reduce the levels of care hours required.	109	0	0	0	0.00	0.00	0.00	0.00	Yes	Cabinet	Yes

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

Provision of care and support under the Social Services and Well-being (Wales) Act 2014 , requires assessment and provision of services for those adults requiring a package of domiciliary care to remain living independently in the community. Ensuring robust assessments are in place and a greater emphasis on community resources will lead to a small reduction in the number of packages of care agreed each year. To ensure all assisted technology equipment is considered within the assessment will have a positive impact on the level of care hours required.

Specific Links with the Corporate Plan including climate implications of the proposed work

Strengthening and investing in services, ensures local and sustainable services are available for Newport residents, and enables families and friends to be in contact whilst having their care and support needs met. We have worked to develop walking runs for the delivery of domiciliary care ensuring a community connectivity and alternative delivery of care, which assists in supporting the climate change agenda. This work will continue to develop and the reduction in care hours and the use of assistive technology will also assist with climate targets.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

The long term sustainability of our domiciliary care services is essential to our communities to ensure they can continue to live within the City when they require supportive and positive care in their community. We will continue to work with local providers to deliver timely and effective packages of care. The investment and procurement of local providers of care services ensures the local economy is supported and invested in for local residents.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
02	To transform Malpas Court Mansion House into a new Community Learning Centre. To meet changing customer demand, develop Library community outreach whilst reducing the number of physical sites.	104	55	0	0	0.60	0.60	0.00	1.00	Yes	Cabinet	Yes

One off implementation costs

Revenue - redundancy / pension	30	0	0	0
Capital - building related	57	0	0	0
Other	10	0	0	0
Total implementation costs	97	0	0	0

Proposal Summary

Introduction:
 Through its asset rationalisation project, Newport City Council (NCC) is committed to making the best use of its buildings to ensure they are financially sustainable and meet the evidenced needs of the community. This proposal will reshape the Community Regeneration Service to make best use of community buildings, enhance NCC’s Adult Community Learning (ACL) service and deliver a library service tailored to post Covid demand and needs. Charges across Community Regeneration would rise by c.8%. The key aspects of the proposal are outlined below:

Adult Community Learning:
 ACL classes would move from their current location at St Julian’s Community Education Centre to Malpas Court Mansion House (MCMH), enabling NCC to offer a broader range of post 16 classes. It will locate Community Education in a Lower Super Output Area of evidenced need, and courses will be tailored as far as possible to unmet needs within those communities.

MCMH is underutilised by NCC, and the Malpas Court Social Enterprise (MCSE) are the only tenants currently onsite. MCSE run a community café onsite and undertake grounds maintenance on behalf of NCC. MCMH is not financially sustainable with unbudgeted running costs of £80k per year and a maintenance backlog of c.£500k. Without action these pressures will continue to grow.

This proposal will ensure that MCMH is financially viable by accessing capital to refurbish the building; transferring budget for St Julians; and taking building maintenance in-house. The contract with MCSE will be re-negotiated to maintain the Community Café. Together these measures will provide an additional financial benefit of £580k.

Library Service:
 Over the last 5 years, Library use in Newport has reduced and changed significantly with the Central Library and Virtual Service accounting for 69% of loans and 39% of issues. Excluding the CLM which was closed for refurbishment, the 3 Libraries with the most significant reductions in utilisation were Pillgwenlly, Ringland (East Hub), and St Julians. In contrast, use of virtual services has increased significantly with a 272% increase in issues and a combined total increase of 144% (the only positive figure). Participation at NCC’s community outreach events also increased significantly, as almost 45% more people attended community events in the 2023 summer program compared to 2019.

In response to changing patterns of use, NCC will transform its library service, placing a greater emphasis on community engagement by proactively delivering more events and activities which promote reading and improve literacy within Newport’s communities. This activity will be delivered by a new Community Librarian post working in community venues across the city. NCC will also adopt a “curating” approach to its Book Fund providing titles bespoke to the interests and needs of Newport Citizens, rather than using an external company to provide a generic offer. With fewer library sites, this new approach will allow NCC to reduce its book fund by £46k to £136k. As part of these changes, Bettws Library move will into the community centre preserving provision in the ward. Malpas Library will move into Malpas Court further enhancing the offer from this building. As two of the least utilised libraries Pill and St Julians will close. In mitigation, both sites will benefit from a bespoke and enhanced offer from the Community Librarian.

Buildings:

All the buildings vacated are being reviewed as part of the Asset Rationalisation Process. Options could include Community Asset Transfer to Community Groups, alternative use by the NCC or disposal for capital receipt.

Impact on staffing:

NCC require sufficient staffing to effectively engage with citizens and promote library stock. As such, we propose to delete 2 vacant Grade 5 professional posts, the VSS Officer and 1 x Operations Librarian and instead create the new role of Community/Outreach Librarian. One 0.6 Community librarian post working in the libraries which will be remodelled will be deleted.

Specific Links with the Corporate Plan including climate implications of the proposed work

This proposal will rationalise and enhance council buildings and strengthen the council's offer to families and individuals by providing more community based activities for families and individuals to live positive and healthy lives. The development of a new Adult Community Learning Centre will give residents the opportunity to achieve their potential and positively contribute to their communities. We will reduce the carbon footprint of the organisation by reducing the number of buildings we operate and by renovating Malpas Court Mansion House.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

These workstreams support Wales' Well-being Goals from the Well-being and Future Generations Act of: 'A More Equal Wales', 'A Wales of Cohesive Communities', A Wales of vibrant culture and thriving Welsh language and 'A Healthier Wales'. The work will meet the sustainable development principle established by the Act, including following the 5 ways of working, Long Term, Collaboration, Involvement, Integration and Prevention.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
03	Charge for replacement (residual waste) bins	42	0	0	0	0.00	0.00	0.00	0.00	Yes	Cabinet	Yes

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

To charge residents that request replacement black wheeled bins a fee to contribute in part to the administration and delivery cost.

Specific Links with the Corporate Plan including climate implications of the proposed work

The change contributes towards delivery of the Newport City Council and WG waste strategies for a carbon neutral public sector by 2030 and net zero carbon by 2050.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Integration – Providing containers for waste links to proposals to green our city, protecting and enhancing the environment.

Long Term – The proposal supports the delivery of waste reduction targets set by Welsh Government and supports work towards delivering Newport City Council waste strategy outcomes.

Prevention – Replacement bin charges support the longevity of services to residents at time when service costs are increasing.

Collaboration - Working together with residents, local and national government to achieve a consistent collection service. Replacement bins will help contain bags of waste that may otherwise be left on the street resulting in litter or fly tipping that needs removing by other departments. In preparing this proposal we have reviewed other local authority charges for replacement bins.

Involvement – The proposal will be subject to consultation as part of the MTFP process.

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
04	Highways fees and Charges - Increase of Fees by 8%	24	0	0	0	0.00	0.00	0.00	0.00	Yes	Cabinet	Yes

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The Council has a duty to control and administer a system for the authorised use of the highway and to permit stakeholders to utilise the highway for various purposes pursuant to legislation including the New Roads and Streetworks Act, the Highways Act, and the Traffic Management Act. To discharge this duty a suite of fees and charge are administered whereby utility and stakeholders make formal applications for approval to utilise the highway and submit a fee for the administration and supervision costs incurred by the Council. It also includes for penalty charges levied against companies or individuals who fail to comply with the formal applications process, or who use the highway for non legitimate purposes.

Specific Links with the Corporate Plan including climate implications of the proposed work

Enables the Council to achieve long term budget sustainability.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Long term - Provides for an appropriate level of fees and charges.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
05	Reduction in Newport Live Management Fee	194	0	0	0	0.00	0.00	0.00	0.00	Yes	Cabinet	Yes

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

Newport Live deliver leisure and arts services on behalf of the Council. A Funding and Management Agreement (FMA) was put in place in 2015 and requires a reduction in the subsidy paid to the Trust. In 2022/23, a 10% reduction in the subsidy payment was agreed by Cabinet. The subsidy payment to Newport Live in 2023/2024 is £1,944,032. A further 10% reduction is proposed for 2024/2025, equivalent to £194k.

Specific Links with the Corporate Plan including climate implications of the proposed work

The Corporate Plan Well-being Objective 1 around Economy Education and Skills commits to celebrating culture and delivering elite sporting events. Whilst Newport Live are not the only provider of elite sporting and arts/culture events in the city they are heavily involved in respect of specific sports which are hosted within their estate, including cycling and athletics. The implementation of this proposal may affect the provision of future events unless other sources of external funding are available.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

The WFG Act lists 'A Healthier Wales' and 'A Wales of Vibrant Culture and Thriving Welsh Language' as one of its well-being goals. A reduction in funding is not expected to see any significant withdrawal of access to health and culture facilities which are offered by Newport Live.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
06	Reduced operating hours within the Civic Centre for up to two days a week, reducing costs of running the building	94	0	0	0	0.00	0.00	0.00	0.00	Yes	Cabinet	Yes

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

This proposal is to reduce the opening hours of the Civic Centre by up to two days a week and recoup savings through reductions in utilities. Changes to work practices to more flexible models mean that many staff can work from home or other locations, although we need to consider an office environment for those who need it. It is appreciated that service redesign will be required for certain staff groups, CCTV, member meetings, social care and customer access through other buildings. Staff and union consultation will be required and careful consideration will need to be given to staff access and wellbeing, and to any contractual requirements of staff following consultation. There would also be an impact on democratic meetings held on these days.

Specific Links with the Corporate Plan including climate implications of the proposed work

This will have a direct impact on the Council's emissions and will go some way to achieving net zero. There are a range of factors that reduce the possibility and likelihood of the Civic Centre being retrofitted to become carbon neutral so to achieve net zero we will need to reduce emissions in the building while creating a credit elsewhere in the estate. The proposal also relates to the Corporate Plan commitment to rationalise our property and assets.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Any proposal that supports the Climate Change agenda will support the sustainable development principle. However staff wellbeing considerations will also be important.

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
07	Fraud prevention initiative	25	0	0	0	0.00	0.00	0.00	0.00	Yes	Cabinet	Yes

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

Introduce penalties as part of our benefit anti-fraud measures, supported by an anti-fraud strategy which includes a framework for when penalties would apply.

Specific Links with the Corporate Plan including climate implications of the proposed work

AN INCLUSIVE, FAIR AND SUSTAINABLE COUNCIL - having a robust policy for deterring fraud and penalising those that breach the rules ensures that the public purse is protected and ensures fairness within the system.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Reducing fraud and deterring fraud within the council Tax Reduction system ensures that funds are distributed to those that needs them most and as a result the number of vulnerable households that can benefit is maximised from the funds that are available.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
01	To delete a vacant Social Work post	60	0	0	0	1.00	0.00	1.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

Children Services frontline teams encompass the Safeguarding Hub, Child Protection and Family Support teams, Pathway and International teams, Disabled Children’s team, Family and Friends team and the Fostering services. This proposal has considered the current vacancies across Children’s Services and how internal resources are deployed to ensure services are protected and focussed on our most vulnerable children. The challenges in recruitment and retention in Children's Services are such there are consistently vacancies across the majority of teams.

Specific Links with the Corporate Plan including climate implications of the proposed work

Children's Services will continue to support children, young people and their families to have healthy and fulfilling lives. There are no climate implications to this saving.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

This saving will not impact on the work within Children's Services to offer early interventions when possible and support families with preventative services.

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
02	Development of services removing the profit in the use of Independent Foster Agencies (IFAs) and fees paid for agency placements in line with Welsh Government eliminate agenda.	338	126	126	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The ambition of Welsh Government is to radically reform the current services for children looked after and care leavers by eliminating private profit from the care of children looked after by 2027. There is a requirement on local authorities to transform services in order to use only local authority or not for profit provision. This proposal considers savings over a 3 year period. 24/25 will see a reduction in the numbers of placements budgeted for from 58 to 50 placements at an average weekly cost of £812.56. 2025/26 and 2026/27 will see further savings from the removal of profit from fees paid to agencies and foster carers.

Specific Links with the Corporate Plan including climate implications of the proposed work

The work of Children's Services will continue to support the health and well being of citizens. This proposal is key to supporting the continued development of high quality, sustainable services for children. There are no implications for climate change.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Delivering this change is part of the statutory duties for Children's Services to provide care and support for children who are looked after. The service is delivered in partnership with carers and children alongside their families and is rooted in delivering the best outcomes for children in the present and into the future.

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
03	Deletion of 1 post in the Youth Justice Team	43	0	0	0	1.00	1.00	0.00	1.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	27	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	27	0	0	0

Proposal Summary

To permanently delete 1 FTE Youth Worker Grade 6 in the Youth Offending Team resulting in savings of £43k.

Specific Links with the Corporate Plan including climate implications of the proposed work

The work of the youth justice service for children in Newport will continue to support the service plan within children services and will be in line with the Corporate plan keeping citizens well being at the centre of the service. This proposal will see no reduction in the service on offer to support children with early identification of potential offending behaviour. This is due to the continued development of the high quality service that are developed within wider partnerships for children.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

The work of the youth justice service for children in Newport will continue to deliver against the Well being objectives in the corporate plan. Ensuring children known to the youth justice service continue to have access to education and encourage them to all have access to active and healthy lives.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
04	Realignment of the Residential Care and community care budgets to reflect the current levels of income achieved.	353	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The level of contributions from service users are set nationally by Welsh Government. Newport City Council are not permitted to change the income assessment methodology for means testing or the amounts service users contribute. Income from service users contributing towards their package of care has consistently exceeded the budget forecast. This proposal is to increase the income budgets within residential and community care to accurately reflect levels of income currently being recovered.

Specific Links with the Corporate Plan including climate implications of the proposed work

Strengthening and investing in our internal services, ensures local and sustainable services are available for Newport residents, and enables families and friends to be in contact whilst having their residential care and support needs met. Local transport links to our residential establishments also enables contact for families. The investment in the energy efficiency of our establishments supports the Council's sustainable agenda.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

The long term well-being and sustainability of our internal residential services are essential to our communities to ensure they can continue to live within the City when they require residential care. Ensuring the cost of residential care is value for money is not only part of the Council's objectives but also the Welsh Government wider agenda to eliminate profit for the provision of care is a strength for the Council. Supporting residents to live independently in the community with packages of care provided by local care providers ensures support to the local economy.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
05	To provide additional capacity within the appointeeship service to support vulnerable adults to generate additional income and become a self-funding service	48	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

This proposal would increase the service offered by the appointeeship team therefore growing the service available to vulnerable adults in Newport. This would enable vulnerable adults to remain living within their communities, enabling community cohesion and independence. The additional capacity will generate additional income to become a self-funding service.

Specific Links with the Corporate Plan including climate implications of the proposed work

The proposal would grow the service available to vulnerable adults in Newport. This would enable vulnerable adults to remain living within their communities enabling community cohesion and independence. Supporting individuals to maintain their independence and introduce digital ways of finance management will safeguard their independence, housing and care and support needs. Strengthening independence will prevent the need for formal care or minimise the reliance on domiciliary packages of care. Supporting vulnerable adults to pay their rents and utility bills will have a positive impact on homelessness and other council resources.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Safeguarding vulnerable adults is a priority for the Council and within adult services this is a service that provides support to those requiring assistance with their financial management. It enables adults to maintain housing tenancies, pay for utility bills and care costs where required. This is a preventative service supporting the most vulnerable with independence in the community.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
06	Change in contribution requirement for regional Frailty pooled budget.	129	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

Saving targets have been implemented regionally for the Frailty pooled budget over the last two years. This has resulted in the budget held by Newport City council for contributions to the regional Frailty Pooled budget now being higher than required. The budget can now be reduced in line with required contributions.

Specific Links with the Corporate Plan including climate implications of the proposed work

This proposal has no impact on the Corporate plan but resonates with the key principles of the councils medium term financial plan (MTFP) and the needs of the service.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

This proposal resonates with the Wellbeing and future generations act by ensuring quality social care and community services are available and delivered across Newport.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
07	Maximise use of external grants to reduce existing core budgets.	136	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

This proposal seeks to appropriately maximise the use of external grant funding.

Specific Links with the Corporate Plan including climate implications of the proposed work

The proposal brings minimal impact on our capacity to deliver a whole range of support and interventions to individuals and families in Newport. We remain focussed and able to deliver services that will support residents to have healthy and fulfilling lives.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

The current and future wellbeing of Newport residents remains a priority for all services that sit within Prevention and Inclusion. The above proposals will bring minimal impact on this, instead focussing on our funding arrangements with partners and exploring different more sustainable ways of how a preventative agenda can be delivered.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
08	Reduction of staff cover budgets in the Youth Service	5	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

It is proposed to reduce the staff backfill costs to meet this saving proposal. Any underspend from vacant posts within the Youth Service programme will be used to provide a contingency to support this proposal. It should be noted that Newport City Council LA contributes the lowest core budget towards a youth service in its area in Wales. Furthermore an Estyn Inspection is due early in the new year. The Youth Service will now undergo an inspection in its own right and not tied into a wider Education inspection. No impact on service delivery.

Specific Links with the Corporate Plan including climate implications of the proposed work

This set of proposals does not deviate from the aspiration of the corporate plan - with Prevention and Inclusion services directly contributing to Wellbeing Objectives 1,3 & 4.. The proposals demonstrate our commitment to building sustainable preventative services, whilst engaging in sensible financial decision making to support the challenges faced by NCC.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Providing preventative support and services are key principles within both the SSWBA 2014 and WFG Act Wales 2015. This set of proposals demonstrates NCC commitment to supporting residents with a range of lower level advice and support, promoting their wellbeing, independence and resilience.

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
09	Appropriate use of Welsh Government administration grant to support the roll out of universal free school meals	77	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

A grant is available from Welsh Government to support the administration of the universal free school meals roll out. Use of this grant will be maximised.

Specific Links with the Corporate Plan including climate implications of the proposed work

This proposal supports the poverty agenda but does not have any negative consequences to the councils proposed work.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

This proposal does not have any negative impact on the WFG Act and supports all elements.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
10	Reduction in the School Meals Repairs & Maintenance budget to reflect current expenditure levels.	50	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The School Meals Repairs and Maintenance budget for financial year 23/24 is £633k. The budget has however regularly underspent in recent years. The recent grants from Welsh Government to upgrade kitchens and equipment in primary schools to support the roll out of universal entitlement to free school meals has also reduced pressure on this budget area. It is therefore appropriate to realign this budget and reduce by £50k next year.

Specific Links with the Corporate Plan including climate implications of the proposed work

The Corporate Plan includes a commitment to fully rollout Welsh Government's Universal Primary Free School Meals scheme from September 2023, this has been implemented. Ensuring that all school kitchens have adequate and appropriate equipment to support the delivery of an efficient and effective school meals service is key both to this scheme and the delivery of free school meals and a paying service across Newport's secondary schools. This budget reduction still allows regular investment to support the aforementioned provisions.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Welsh Government's Universal Primary Free School Meals scheme was fully implemented from September 2023, and has been supported by significant investment to ensure that all kitchens are able to support the scheme in the longer term. Alongside this, the Council's partnership with Chartwells also supports targeted investment projects. Adequate and appropriate central funding is essential to support delivery of an effective schools meals service across all schools in all sectors, however this budget has been underspent in recent years and therefore it is considered that the proposed budget reduction is sustainable. The Council will continue to collaborate with Chartwells and involve schools in decisions relating to the delivery of the school meals service across Newport.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
11	Reduction in Pupil Referral Unit Budget	60	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The Bridge Achievement Centre (BAC) is Newport's Pupil Referral Unit and is funded via the Education Service Budget (a non-schools budget). The BAC provides Education Other Than At School (EOTAS) for pupils of statutory school age. There are a range of efficiencies which could be made which do not include any reductions in staff currently employed at the BAC. There are a number of budget areas that can have small reductions in order to make this saving, these include pupil and staff transport costs, agency and supply costs, capitation for subject areas and placements in alternative education provisions. All of the aforementioned budget reductions are marginal and do not present a risk to the educational attainment of pupils within the Bridge Achievement Centre.

Specific Links with the Corporate Plan including climate implications of the proposed work

This proposal provides the ability to maintain a range of suitable learning provisions for learners across the city whilst making efficiencies in the running costs of the BAC. This supports Newport City Councils Corporate Plan 22-27 and Wellbeing Objective 1: Economy, Education & Skills: Newport is a thriving and growing city that offers excellent education and aspires to provide opportunities for all.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Integration – This proposal is supportive of continuing to improve educational attainment as the service will not significantly or disproportionately reduce.

Long Term & Prevention – The Council must achieve a balanced budget and maintain the best service for its customers. Customers are wider than those in schools alone. This budget proposal prevents a further, disproportionate funding reduction to wider council services.

Involvement – All budget proposals will be consulted upon. Key stakeholders linked to this proposal include Education Service staff and the Management Committee of the Bridge Achievement Centre.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
12	To maximise the use of the Housing Support Grant to fund Citizens Advice to provide specialist debt advice to people who are homeless or threatened with homelessness.	40	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

NCC commissions services which provide support and advice to people who are at risk of homelessness or become homeless through the Housing Support Grant (HSG). Unresolved debt issues are a cause of homelessness and also prevent people from moving on from Temporary and Supported Housing. Through this proposal the council will provide grant funding to enable Citizens Advice (CA) to undertake this work and will include a requirement to collocate the CA service within the council's housing department as well as working within temporary and supported housing settings

Specific Links with the Corporate Plan including climate implications of the proposed work

These workstreams support the delivery of the Service Plan and therefore the achievement of the Corporate Plan 2022-27. The purpose of this proposal is to focus on debt advice where it is most needed and to ensure that people are prevented from becoming homeless or can move on more quickly, thus reducing the amount of time people spend homeless and the potential trauma acquired as a result of this. Specifically, the work is linked to Wellbeing Objective 3, Strategic Priorities 2 (Safeguarding our children, young people, vulnerable adults and families so that future generations can maximise their potential and have control over their lives), 3 (We will support individuals and carers to maintain their independence and support them when they need help by providing equitable access to early intervention and prevention support) and 5 (Reduce the number of people that are and/or at risk of becoming homeless through the provision of a holistic housing and preventative multi-agency support services). There will be a positive impact on climate change as the worker will be collocated within existing locations thus reducing the overall carbon footprint of the service.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

These priorities in turn support Wales' Well-being Goals from the Well-being and Future Generations Act of: 'A More Equal Wales', 'A Wales of Cohesive Communities' and 'A Healthier Wales'.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25	2025/26	2026/27	2027/28	FTE	FTE	FTE	Head	FEIA	Decision Point	Consultation
		Saving	Saving	Saving	Saving	Impact	Filled	Vacant	Count	Required		Required
		£'000	£'000	£'000	£'000							
Savings												
Reference	Title											
13	Reducing Council Expenditure on Temporary Accommodation - Homelessness	372	0	0	0	0.00	0.00	0.00	0.00	Yes	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	154	0	0	0
Total implementation costs	154	0	0	0

Proposal Summary

Like many areas in Wales, and the wider UK, Newport is facing unprecedented demand for temporary accommodation provided under statutory homelessness duties. Due to the lack of suitable alternative options, the council is reliant on nightly purchased accommodation to meet demand. This does not provide settled housing and is very expensive, because the Housing Benefit Subsidy Cap prevents the council from recovering the full cost of providing this accommodation. This proposal is that the council will act as a rent guarantor and provide financial incentives to private rented sector (PRS) landlords encouraging them to establish tenancies with people living in TA, where this is suitable and affordable. The proposal will provide settled housing for people living in TA and reduce costs because these tenancies will not be subject to the Housing Benefit Subsidy Cap. Additionally, the council will continue working with our current suppliers to establish better value contractual arrangements and improved management oversight of the emergency booking of accommodation at nightly rates.

Specific Links with the Corporate Plan including climate implications of the proposed work

These workstreams support the delivery of the Service Plan and therefore the achievement of the Corporate Plan 2022-27. Specifically, the work is linked to Wellbeing Objective 3: 'Quality Social Care and Community Services', Strategic Priority 2: "Safeguarding our children, young people, vulnerable adults and families so that future generations can maximise their potential and have control over their lives." because it is accepted that residing in unsuitable forms of Temporary Accommodation is damaging to many individuals. Also Strategic Priority 5: "Reduce the number of people that are and/or at risk of becoming homeless through the provision of a holistic housing and preventative multi-agency support services."

Specific Links with Wellbeing of Future Generations Act (WFG) Act

These workstreams support Wales' Well-being Goals from the Well-being and Future Generations Act of: 'A More Equal Wales', 'A Wales of Cohesive Communities' and 'A Healthier Wales'. The work will meet the sustainable development principle established by the Act, including following the 5 ways of working, Long Term, Collaboration, Involvement, Integration and Prevention.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
14	This proposal is to increase the fees charged by the Council's Environmental Health team to Private Landlords, Agents, and Property Developers for licensing, advice, and enforcement action.	8	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	Yes

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

This proposal is to increase the fees charged by the Council's Environmental Health team to Private Landlords, Agents, and Property Developers for licensing, advice, and enforcement action. This will cover two areas of work:
 Statutory Services: The council proposes to increase charges for "Statutory Services" by 8%. This will include activities such as the licensing of Houses in Multiple Occupation (HMOs), undertaking works in default of property owners and the service of enforcement notices to improve the condition of properties.
 Non-Statutory Services: The council proposes to increase charges for "Non-Statutory Services" by 10%. This will include activities such as works to properties or land to assist the public, property inspections related to immigration requests, and pre license advice for prospective HMO landlords.

Specific Links with the Corporate Plan including climate implications of the proposed work

These workstreams support the delivery of the Service Plan and therefore the achievement of the Corporate Plan 2022-27. Specifically, the work is linked to:
 - Wellbeing Objective 2: 'Newport's Environment and Infrastructure', Strategic Priority 7: "Support and champion reputable businesses that comply with environmental and regulatory requirements and take action against organisations that do not."
 - Wellbeing Objective 3: 'Quality Social Care and Community Services', Strategic Priority 2: "Safeguarding our children, young people, vulnerable adults and families so that future generations can maximise their potential and have control over their lives." because it is accepted that residing in unsuitable forms of Temporary Accommodation is damaging to many individuals. Also Strategic Priority 5: "Reduce the number of people that are and/or at risk of becoming homeless through the provision of a holistic housing and preventative multi-agency support services."

Specific Links with Wellbeing of Future Generations Act (WFG) Act

These workstreams support Wales' Well-being Goals from the Well-being and Future Generations Act of: 'A More Equal Wales', 'A Wales of Cohesive Communities' and 'A Healthier Wales'. The work will meet the sustainable development principle established by the Act, including following the 5 ways of working, Long Term, Collaboration, Involvement, Integration and Prevention.

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
15	Reduction in Housing Strategy Legal Advice Budget	15	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

Following a review of the Housing Strategy legal advice budget including predicted demand for next year, savings of £15k have been identified. These will be reduced from the budget in 2024-25.

Specific Links with the Corporate Plan including climate implications of the proposed work

There are no specific link with the WFG Act.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

There are no specific link with the WFG Act.

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
16	Heating energy cost reduction	75	0	0	0	0.00	0.00	0.00	0.00	Yes	Head of Service	Yes

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	10	0	0	0
Total implementation costs	10	0	0	0

Proposal Summary

Reduction of energy costs by reducing the temperature of the heating systems in Council buildings

Specific Links with the Corporate Plan including climate implications of the proposed work

Wellbeing Objective 2: Newport's Environment and Infrastructure. Actions 1, 2, 4 and 5.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Contributes to Wellbeing Goals: A globally Responsible Wales, and A Resilient Wales.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
17	Reduction in 'Energy for Waste' costs	25	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

Reduction in the total costs linked to the contract for incineration of municipal waste

Specific Links with the Corporate Plan including climate implications of the proposed work

N/A

Specific Links with Wellbeing of Future Generations Act (WFG) Act

N/A

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
18	Savings in waste budget	165	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

Removal of pre-existing budget provision in the waste budgets to cover salary increases that are no longer required. No impact on existing posts or post provision.

Specific Links with the Corporate Plan including climate implications of the proposed work

N/A

Specific Links with Wellbeing of Future Generations Act (WFG) Act

N/A

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
19	Fleet Maintenance Team restructure	38	0	0	0	1.00	0.00	1.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	38	0	0	0
Total implementation costs	38	0	0	0

Proposal Summary

Deletion of 1 x vacant post made possible by implementing upgrades to Tranman system which will streamline labour intensive administrative processes.

Specific Links with the Corporate Plan including climate implications of the proposed work

This proposal would contribute towards enabling the Council to achieve longer term budget sustainability.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Development of the Transport systems and processes will lead to more innovative ways of working enabling a more efficient service moving forward which in turn may allow for further development and innovation down the line leading to a more sustainable service in the future.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
20	Reduction in staffing and grant maximisation within Infrastructure	74	0	0	0	1.00	0.00	1.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The staffing levels of Infrastructure have been considered across the department and consideration of the removal of posts from various teams within the department undertaken, along with the consequential effect on service provision. Opportunities are limited as the department has over recent years reduced its service provision to primarily that of statutory services only at a limited level of provision, and acts as a provider/facilitator of services for other service areas within the Council. The staffing review has led to the proposed removal of one vacant post from the structure and has also prompted a fresh approach to funding the Active Travel Team whereby increased levels of grant will be sought to fund a post.

Specific Links with the Corporate Plan including climate implications of the proposed work

This proposal would contribute towards enabling the Council to achieve longer term budget sustainability.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Long term - maximises grant use and contributes towards longer term budget sustainability.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
21	Increasing Non-Statutory Fees for Planning Services	13	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	Yes

One off implementation costs - preferred option (drop down menu):

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

Increasing the fee income target on non-statutory Planning services, including Section 106 (S106) Monitoring Fees and Non-Statutory Pre-Applications Advice to off-set the cost of delivering these services. S106 Planning Obligations are negotiated on a variety of planning applications to secure necessary infrastructure and include an on-going monitoring charge. Non-Statutory (Discretionary) Pre-Application Advice is a service offered prior to the formal submission of a planning application. Discretionary fees were last reviewed in 2019. Costs of providing these advice and monitoring services have increased in line with inflation and in order to better reflect the actual cost of delivering these services, the charges for S106 monitoring should be set at 25% of application fee or 3% of value of total contribution, subject to a £300 minimum fee and the charge for discretionary advice should be increased by an average of 20%.

Specific Links with the Corporate Plan including climate implications of the proposed work

- Well-being Objective 2: Newport's Environment and Infrastructure. Objectives 2 (2)(4)(5): Collaborate and involve developers, communities, and businesses to create buildings for working and living in that are sustainable, affordable and enhance the environment; To protect and enhance the biodiversity and environment of Newport's urban and rural communities, improving well-being and health; and Transform Newport's highways and transport system to improve air quality and safety. Promote active travel across the city and south east Wales region.
- Links to Well-being Goals of a Resilient Wales, a Wales of Cohesive Communities and a more Equal Wales. With regards to the 5 Ways of Working, it would ensure a long-term approach to ensure services can be delivered efficiently going forward. Collaboration with other sections of the Council to provide quality, bespoke advice.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

- Links to Well-being Goals of a Resilient Wales, a Wales of Cohesive Communities and a more Equal Wales. With regards to the 5 Ways of Working, it would ensure a Long-term approach to ensure services can be delivered efficiently going forward. Collaboration with other sections of the Council to utilise funding and ensure contributions are managed and monitored effectively.
- Well-being Objective 2: Newport's Environment and Infrastructure. Objectives 2 (2)(4)(5): Collaborate and involve developers, communities, and businesses to create buildings for working and living in that are sustainable, affordable and enhance the environment; To protect and enhance the biodiversity and environment of Newport's urban and rural communities, improving well-being and health; and Transform Newport's highways and transport system to improve air quality and safety. Promote active travel across the city and south east Wales region.

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
22	Events Management Service	38	0	0	0	1.00	0.00	1.00	0.00	Yes	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The removal of 1xFTE from Destination Development/Events team which is currently vacant.

Specific Links with the Corporate Plan including climate implications of the proposed work

Objective 3 - Revitalise its city centre and wider communities to benefit families, businesses and visitors. Objective 4 - Become a destination that celebrates cultural diversity, heritage and delivers elite sporting events. The reduction in staff will potentially impact the delivery of events but the post has been vacant for 12 months and additional support can be secured for events from the wider RED team and through volunteers.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

In the development of Newport as a destination for visitors, investors and new businesses supporting the sector, Destination Development underpins all the objectives of Newport's Corporate Plan, Economic Growth Strategy, and forthcoming Cultural and Placemaking Strategies. The objectives of these plans each contribute to the economic and social resilience of the city and therefore the future well-being of what is a very fast-growing city. A potential positive impact under WFG could be an increased focus on collaboration between the private, third sector and other partners.

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
23	Planning Enforcement Student Officer	14	0	0	0	1.00	0.00	1.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The proposal involves the replacement of 1 x FTE (Grade 7) Planning Enforcement Officer position (currently vacant) with a fixed term student planner position (Grade 4). The post holder would ideally be a "year-out" student undertaking their placement year in industry and would require a rolling appointment to fill on an annual basis.

Specific Links with the Corporate Plan including climate implications of the proposed work

Objective 2 Newport's Environment and Infrastructure seeks to collaborate and involve developers, communities, and businesses to create buildings for working and living in that are sustainable, affordable and enhance the environment, as well as support and champion reputable businesses that comply with environmental and regulatory requirements. There is a requirement to take action against organisations that do not. The recruitment of a Student Enforcement Officer will not significantly impact our ability to enforce against inappropriate development. The removal of the post altogether will have a significant impact.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Links to Well-being Goals of an Equal Wales, a Wales of Cohesive Communities and a Resilient Wales. With regards to the 5 Ways of Working, it is important to resource an enforcement team in order to ensure that prevention and good quality development is safeguarded in the longer term.

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
24	Reduction in Law and Standards admin support.	16	0	0	0	0.50	0.50	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	13	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	13	0	0	0

Proposal Summary

The structure could be reviewed and consideration could be given to some activities which are being undertaken for other areas of the Council. Other service areas would need to absorb these activities.

Specific Links with the Corporate Plan including climate implications of the proposed work

The proposed reduction would limit the impact of reducing the Law and Standards team further in terms of provision of support in the delivery of the Corporate Plan. If more efficient ways of delivering the duties currently placed on the team can be found in terms of IT solutions this will further support Newport City Council's digital aspirations as part of the Corporate Plan.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

n/a

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
25	Reduce core funding for entry point employment opportunities and maximise the use of grant funding in its place	94	0	0	0	3.00	0.00	3.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The Council has a central fund for apprenticeships and graduates as part of its aspirations to support recruitment and increase representation across the Council. This proposal is to reduce core funding which supports 2x apprentices £52k, 1x graduate £42k and utilise opportunities for the next 18 months through external grant funding through SPF. A bid to SPF has been successful and up to 20 apprentices have been agreed, significantly increasing the Council's activity in this area.

Specific Links with the Corporate Plan including climate implications of the proposed work

These roles support aspirations for an inclusive and diverse workforce, as set out in our strategic equalities work and so successful grant funding bids will be essential.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Entry points roles support the longer term aspirations of the workforce and develops a career development principle under the sustainable development elements of the WFG

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
26	Increased income generation through provision of Newport Intelligence Hub services	36	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The Transformation & Intelligence team currently commercialise and 'sell' some services to other LAs on an SLA basis. The resultant income is utilised for salary recovery but in addition returns a 'surplus' trading income. Additionally, the established formal collaborative agreement in place with another LA, provides additional income to management, administration and consultancy and development services. This could be extended to a wider range of local authority partners and services through development of a potential scalable Regional Service Delivery Model. Viable options to be modelled over the next 12-18 months.

Specific Links with the Corporate Plan including climate implications of the proposed work

The work to extend intelligence services supports Corporate Plan digital aspirations through the Digital Strategy 22-27.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

The proposal supports the partnership and integration elements of the sustainability development principle.

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
27	IT infrastructure and licence rationalisation	100	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

Proposal relates to infrastructure / licence savings as follows: telephone system savings due to migration to Microsoft Teams Phone with licence rationalisation for the replacement and existing solution; consolidation of Corporate and Public Wi-Fi Connections; saving to system support budget given most priority systems are now cloud hosted; and reduction in PC replacement budget with a minimal extension to laptop replacement cycle (meaning laptops are replaced less frequently). Telephone system savings will require joint delivery and contract with SRS.

Specific Links with the Corporate Plan including climate implications of the proposed work

Moves to using the new phone technology in this way supports more resilient ways of working. The effective use of technology and effective infrastructure is also part of the digital strategy delivery, supporting our Corporate Plan.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Our technology is delivered in partnership with the SRS with consideration to the long term needs of the Council as set out by the Digital Strategy and so supports the sustainable development principle.

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
28	Printing and Document Services Review	43	0	0	0	1.00	1.00	0.00	1.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	25	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	25	0	0	0

Proposal Summary

Review of Mail, Print and Scanning provision including the charging of external organisations to drive efficiencies and make further savings. Reduction of resources in Document Services as part of review. This saving follows and is in addition to savings made on print reductions and contracts in previous years reflecting changes to ways of working.

Specific Links with the Corporate Plan including climate implications of the proposed work

Ongoing increase in electronic solutions and reductions in print support the climate change agenda, and are part of the development of the organisation's digital strategy.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

Our technology and digital services is delivered in partnership with the SRS and a range of suppliers with consideration to the long term needs of the Council as set out by the Digital Strategy and so supports the sustainable development principle. ☑

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
29	Realignment of budget to reflect income from collections (court costs)	50	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

Due to the increased number of cases that are going through the courts for non-payment of council tax the amount raised in court costs will increase. The proposal is that the income from court costs within the council tax budget is increased by £50k to reflect the increase in cases and the additional income raised.

Specific Links with the Corporate Plan including climate implications of the proposed work

n/a

Specific Links with Wellbeing of Future Generations Act (WFG) Act

n/a

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
30	Realignment of the discretionary rate relief budget	25	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

To reduce the unused annual discretionary rate relief budget by £25k.

Specific Links with the Corporate Plan including climate implications of the proposed work

n/a

Specific Links with Wellbeing of Future Generations Act (WFG) Act

n/a

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
31	Transactional cost savings - future digital developments	73	0	0	0	2.00	1.00	1.00	1.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	25	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	25	0	0	0

Proposal Summary

Customer Services: Reduction of 1 FTE Customer Services Officer. This is based on future improvements to the Council website and more Council Tax self-service resulting in lower demand levels.

Council Tax: Reduction of 1 FTE Council Tax Officer. This is based on future improvements in transactional processes and self-service which will lower demand levels.

Specific Links with the Corporate Plan including climate implications of the proposed work

It aligns with the Council's Digital strategy where savings can be generated from use of more digital solutions.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

MTFP Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
32	Reduction in energy budgets	324	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

This proposal is to reduce energy budgets to reflect the reduced usage across various sites and services. It has been possible to identify this saving following an exercise undertaken earlier in the year to transfer surplus energy budgets from service areas into a central budget. This proposal is to reduce the budget by £324k, leaving a residual £500k budget which would be used as a matchfunding source for future carbon reduction initiatives.

Specific Links with the Corporate Plan including climate implications of the proposed work

By ensuring that a matchfunding budget is retained, it means that the Council will be able to pursue new carbon reduction schemes and ensure it progresses towards its Corporate Plan ambitions around net zero.

Specific Links with Wellbeing of Future Generations Act (WFG) Act

By ensuring that a matchfunding budget is retained, it means that the Council will be able to pursue new carbon reduction schemes and ensure it continues on its journey towards net zero targets.

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
33	Reduction to the Council Tax Reduction Scheme budget to reflect current level of underspending.	250	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The CTRS budget is forecasting an underspend of circa £400k in 2023/24, based on the current level of claimants. The proposal is to reduce this budget by £250k, on the assumption that claimant numbers will remain fairly static. This proposal would still leave a small amount of headroom for a growth in numbers during 2024/25.

Specific Links with the Corporate Plan including climate implications of the proposed work

N/A

Specific Links with Wellbeing of Future Generations Act (WFG) Act

N/A

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
34	Reduction to the centrally held budget for Housing Benefit related costs.	150	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The proposal is to reduce the centrally held budget for Housing Benefit related costs, such as local authority errors and technical overpayments. The proposed reduction is in line with the forecasted underspend in 2023/24.

Specific Links with the Corporate Plan including climate implications of the proposed work

N/A

Specific Links with Wellbeing of Future Generations Act (WFG) Act

N/A

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
35	Reduce operational budgets across service areas	143	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

A series of operational budgets have been identified across the authority and these will be removed as part of the budget setting process.

Specific Links with the Corporate Plan including climate implications of the proposed work

No major impact

Specific Links with Wellbeing of Future Generations Act (WFG) Act

No major impact

MTPF Budget Saving Proposals

2024/25 to 2027/28

		2024/25 Saving £'000	2025/26 Saving £'000	2026/27 Saving £'000	2027/28 Saving £'000	FTE Impact	FTE Filled	FTE Vacant	Head Count	FEIA Required	Decision Point	Consultation Required
Savings												
Reference	Title											
36	Increase vacancy provision across all service areas.	345	0	0	0	0.00	0.00	0.00	0.00	No	Head of Service	No

One off implementation costs

Revenue - redundancy / pension	0	0	0	0
Capital - building related	0	0	0	0
Other	0	0	0	0
Total implementation costs	0	0	0	0

Proposal Summary

The proposal is to review the level of vacancy provision currently held across all services and increase all vacancy provisions to a minimum of 2% of total employee budgets. Where appropriate (e.g. grant funded areas or front line services which cover vacancies with agency staff), exceptions will be made and no vacancy provision will be implemented.

Specific Links with the Corporate Plan including climate implications of the proposed work

N/A

Specific Links with Wellbeing of Future Generations Act (WFG) Act

N/A

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Report

Cabinet

Part 1

Date: 10 January 2024

Subject **November Revenue Budget Monitor**

Purpose To highlight the current forecast position on the Council's revenue budget and the financial risks and opportunities that present themselves within the November position. This is the third Cabinet update of the 2023/24 financial year.

Author Head of Finance

Ward All

Summary The September 2023 revenue monitoring position reflects a forecasted underspend of £2.523m taking into account the contingency budget. This reflects a reduced underspend compared with the £3.5m underspend reported in respect of September 2023. The change in this position is due to increasing pressures within the Housing & Communities, in relation to homelessness, where the total overspend within this directorate has increased by over £1m between reporting periods. Whilst there have been changes evident within other directorates, such as increased costs within Education and reducing overspends within Children's Services, these changes have largely offset one another. Whilst an overall underspend is projected, it should be noted that service areas are collectively forecast to overspend by £4.678m, excluding schools. This significant service area overspending is offset by underspends in non-service areas, such as Capital Financing.

The most significant element of service area overspending is within Children's Services (£2.548m), where significant demand levels for, and individual cost of, out of area and emergency placements are the underlying factors. Housing & Communities is also reporting a significant overspend (£2.183m), with other services, such as Education and People, Policy & Transformation, reporting reasonably large overspends, the details of which are outlined further in the report. Partly offsetting these service area overspends is a significant underspend within Adult Services (£837k).

Schools are separately projecting expenditure in excess of budget totalling £4.662m, which represents a much-reduced figure from that reported in respect of September. This expenditure comprises both planned, one-off, use of reserves, as well as a large element of recurring expenditure totalling circa £2.3m, which, for this year, will be offset by available surplus balances. Going forward, there is a risk that this level of recurring expenditure in excess of budget will result in certain individual schools entering a deficit budget position unless they make the savings required to balance their individual budgets. Therefore, close monitoring will be required during the final part of this year to ensure that schools are managing their finances as required and taking action to ensure that deficit positions are avoided wherever possible.

Whilst an overall underspend is currently being projected, it is important to note that there remain a number of risks that could result in the position deteriorating over the last quarter of the year. This risk has been evidenced by the reduced underspend compared with the September position. For example, demand issues that are causing the service area

overspending could increase between now and March and place further pressure on services such as Children's Services and Housing & Communities.

The appendices to the report are as follows:

Appendix 1	Overall budget dashboard
Appendix 2	Revenue summary monitor
Appendix 3	School balance outturn position
Appendix 4	2023/24 reserve movements

Proposal That Cabinet:

- Note the overall budget forecast position outlined within this report, which is comprised of service area overspending, offset by underspends against non-service budgets.
- Note the risks identified throughout the report and in the HoF comments, such as in relation to demand issues being faced.
- Note the overall shortfall in the delivery of savings accepted as part of the 2023/24 revenue budget.
- Note the forecast movements in reserves.
- Note the overall position in relation to schools' budgets, acknowledging the risk that some individual deficit positions could emerge by the end of the financial year.

Action by Cabinet Members / Head of Finance / Executive Board:

- HoS implement actions to ensure that agreed 2023/24 and previous year budget savings are achieved as soon as practically possible, but by the end of the financial year at the latest.
- Cabinet Members and HoS promote and ensure robust forecasting throughout all service areas.

Timetable Immediate

This report was prepared after consultation with:

- Leader of the Council
- Chief Executive
- Strategic Directors
- Head of Finance
- Head of Law & Standards
- Head of People, Policy & Transformation

Signed

1 Background

- 1.1 As set out in previous monitoring reports, the 2023/24 revenue budget was set against an incredibly challenging financial backdrop, driven by the high levels of inflation, resulting in rapidly increasing prices, as well as increasing demand for services such as homelessness and emergency children's placements, in the wake of the COVID-19 pandemic. Because of this, the Council faced a significant budget gap when setting its budget for this financial year, requiring a range of mitigating actions to be taken in order to ensure that a balanced budget was achieved. Part of these mitigating actions included savings totalling circa £20m, representing a stepped change from the level of savings required over the last two years. Therefore, coming into the 2023/24 financial year, there was already a potential risk that it would be difficult to achieve all agreed savings in full by the end of March 2024, as well as having any reasonable certainty on inflationary cost pressures and increased demand for services as the year progressed.
- 1.2 In order to mitigate some of these risks, the Council has an unallocated contingency of £1.373m which can be used to offset unforeseen costs. Whilst a valuable and much needed contingency, in the context of a net budget totalling £373m, this provides a relatively small amount of mitigation, particularly if multiple issues present themselves in the year. Some earmarked reserves are held to provide mitigation for such issues, although, again, these are not significant and may be insufficient in addressing all issues that could emerge. Fortunately, it was known that there would be a large underspend against the capital financing budget in 2023/24, due to the fact that the capital programme was forward funded in 2021/22 and slippage in delivering the programme has resulted in this budget not being fully spent/committed to date. However, this is very much temporary mitigation and cannot be relied upon in future years, as the full delivery of the capital programme will result in this budget being fully utilised.
- 1.3 The first monitoring position of the year, as at July 2023, confirmed that some of those known risks, at the start of the year, had materialised and were set to cause significant overspends, especially within Children's Services. The September forecast that followed, whilst improved, reflected a continuation of the issues first reported in July. The November forecast, which is the subject of this report, reflects a reduced underspend caused by some of those risks increasing and leading to increased overspends in certain areas. However, as outlined in the previous reports, it remains possible to more than offset these service area overspends with the general contingency and underspends within capital financing. This leaves a projected underspend of £2.523m, at this point of the year. It should be noted that this position does not include the recent HSE fine, which the Council has received. This will be accounted for as part of the final outturn, although whether this impacts upon the final position will be dependent upon a decision regarding a funding solution.

A summary of the key areas contributing to the overall position, excluding schools, is below:

Children's Services overspend (primarily emergency & other placements)	£2,548k
Housing & Communities overspend (primarily homelessness provision)	£2,183k
Other Service Area Variances (net)	(£52k)
Non-Service - Council Tax, CTRS and other Non-Service budgets	(£1,622k)
SUB-TOTAL – OVERSPEND BEFORE CONTINGENCIES	£3,057k
General revenue budget contingency	(£1,373k)
Capital Financing underspend	(£4,207k)
TOTAL	(£2,523k)

- 1.4 Given that the underspend is lower than the capital financing temporary underspend, it confirms that service area overspending needs to be lower in the future, otherwise the Council's budget would be overspent.

2 Key Areas Contributing to Position

- 2.1 The following section details some of the key areas that feature within the position, with Appendices 1 and 2 providing further detail. As any under or overspend within schools is offset via a transfer to or from school reserves, the collective impact of this is neutralised within the overall position, and does not affect the bottom line:

- (i) Risk-based area variances
- (ii) Other service budget variances
- (iii) Non-service variances
- (iv) Delivery of budget savings

(i) Risk based area variances

- 2.2 The Council takes a risk-based approach to budget monitoring, with additional focus being given to those areas that tend to exhibit volatility or have a history of significantly overspending. Those risk-based areas, which often reside within demand-led services, are collectively forecasting a net overspend of £2.284m. Significant overspends within that net figure are outlined below:

- Children's Services out of area placements (+£3.321m). The budget available, which is supplemented by external grant funding, allows for an average of 15 placements per month. At the end of November 2023, there were 22 placements, and it is anticipated that this will remain the figure at the end of the financial year. In addition to numbers exceeding the available budget, in some cases the cost of a placement has significantly increased when compared with previous years, which has added to the overspend. In addition to out of area placements, there is also an overspend of £586k in relation to emergency placements being projected.
- Adult Services residential and non-residential service (+£1.482m). The non-residential care budget can accommodate 936 service users at an average cost. Currently, the forecast reflects service users totalling 945 and, of that figure, the care packages of circa 54% of service users exceed the average weekly cost that the budget allows for. In relation to residential care, there are currently 569 residential placements compared to the 566 that the budget can afford. Approximately 12% of care packages exceed the average weekly cost, which has added to the level of overspend.
- Education Additional Learning Needs (ALN) local provision development (+£648k). Additional costs are being incurred following the procurement of capacity within Newport in order to avoid the higher cost of out of area placements. As well as this, several pupils are currently being supported to remain in mainstream settings, which assists with avoiding the more expensive out of area placements but has added cost against this budget.

- 2.3 Partly offsetting the overspends outlined above, and detailed in Appendix 1, are a number of risk-based areas that are identifying underspends, which are set out in the following paragraph.

- Adult Services community care – supported living (-£354k). The budget can accommodate 170 service users at an average weekly cost. The current number of service users is 171, however the cost of packages can vary significantly and currently the proportion of packages costing less than the budgeted weekly cost is resulting in an underspend.
- Adult Services community care income (-£2.012m). This underspend relates to service users (both residential and non-residential) contributing towards the cost of their care. As service user numbers are currently higher than anticipated, there is a greater level of income being generated than was budgeted for. In the case of residential care, service users are assessed as to their ability to pay (with no weekly cap in place) meaning that the level of income generated can fluctuate year to year.

- Children’s Services independent fostering agencies (-£631k). The budget can accommodate 58 placements per month, however, at the end of November, there were 38 placements. This, coupled with the fact that less than a third of placements are costing more than the average cost the budget allows for, is resulting in a significant underspend.

(ii) Other service area budget variances

- 2.4 As well as those areas that have been assessed as requiring a risk-based approach to monitoring, there are other variances that emerge and contribute towards the overall position forecasted.
- 2.5 The main variance identified in the November position relates to the current demand for the homelessness service within Housing & Communities. This is an area that has seen a significant increase in costs over the last two years, following the Welsh Government’s policy aim to dramatically reduce homelessness. Despite the Council allocating a significant budget increase for 2023/24, to address the ongoing impact of the overspend incurred in 2022/23, costs have increased further and an overspend of £2.400m is being projected. This overspend is mainly due to the costs associated with temporary accommodation, for which sufficient income to offset costs, in the form of housing benefit or recharges to service users, has not been identified. In addition, there are additional staffing costs, driven by the volume of referrals to be processed, and a deficit in housing benefit subsidy, which are contributing to the position. It should be noted that homelessness will likely form part of the risk-based approach from 2024/25 onwards.
- 2.6 Material variances in other service areas include an overspend of £280k within the Environment & Leisure part of the Environment & Public Protection service, which is the result of the need to incur additional costs in relation to tree inspections. An overspend of £341k is being projected within the Fleet service within Infrastructure, because of increased maintenance and hire costs. In addition to this, within the People, Policy & Transformation service, there are net overspends totalling £907k in relation to assets and property. Some of these overspends are the result of additional maintenance costs being incurred and others being the consequence of loss of income or additional contract payments. Across all directorates, there are a number of vacancies being experienced and recruitment challenges are resulting in vacancies being held for longer, which, unless covered by agency staff, are generating underspends.

(iii) Non-service variances

- 2.7 There are a number of budgets within non-service areas that are projecting underspends and, ultimately, more than offsetting the net service area overspends, resulting in an overall underspend for the whole council. The main variances are listed below:
- | | |
|---------------------------------------|-----------|
| • General unallocated contingency | (£1,373k) |
| • Capital financing | (£4,207k) |
| • Council Tax Reduction Scheme (CTRS) | (£425k) |
- 2.8 The most significant of these variances is the capital financing underspend, which is the product of underspends against the budgets for Minimum Revenue Provision (MRP) and external interest payable, as well as a projected surplus in relation to interest receivable. The underspends on MRP and interest payable were expected, due to having forward funded the budgets necessary to meet the cost of the total capital programme. Slippage in delivering the programme has resulted in the full utilisation of this budget being delayed, which has led to a temporary underspend in this financial year, as well as potentially, although to a lesser extent, in the next year. Regarding the additional interest receivable being generated, this is the result of rising interest rates, meaning the return on investments made is greater than the budget assumes, coupled with higher than expected investment balances, resulting from the aforementioned slippage and the consequent deferral in new external borrowing this has led to.
- 2.9 The projected underspend in relation to CTRS follows a significant budget reduction as part of setting the 2023/24 budget. Despite this reduction, numbers are remaining relatively stable,

meaning that the headroom that was retained within the budget for growth in numbers has not been required, to date.

(iv) Delivery of budget savings

- 2.10 As outlined in the background section to this report, the 2023/24 budget setting process was set against a particularly challenging financial backdrop, culminating in the need for savings totalling £19.385m being required in order to balance the budget. The table below outlines the progress made to date in delivering those savings and highlights the fact that £1.031m is not expected to have been achieved by the end of the year. In addition, there remains £105k of unachieved savings from previous years. These shortfalls are part of the overall position being reported and, if not addressed, will be carried forward as a pressure into future years. It is important to note that the level of unachieved savings has reduced significantly since the September report, following Cabinet's decision to approve a budget virement within Adult Services, which has enabled previously unachieved savings to be reported as achieved.

Summary by Portfolio	Social Services	Environment & Sustainability	Transformation & Corporate	Regeneration & Economic Development	Education	Non Service	Total
2023/24 MTRP Target (£) Total	2,686	1,619	1,910	953	9,642	2,575	19,385
Total Savings Realised by Year End 2023/24	2,099	1,323	1,830	953	9,574	2,575	18,354
Variation to MTRP Target	-587	-296	-80	0	-68	0	-1,031
Variation % to MTRP Target	-22%	-18%	-4%	0%	-1%	0%	-5%
Undelivered Savings from Previous Years	0	-41	-64	0	0	0	-105
Total Undelivered Savings	-587	-337	-144	0	-68	0	-1,136

- 2.11 In terms of the specific undelivered savings to date, the two services responsible for the majority of the shortfall are Adult Services and Housing & Communities. Within Housing & Communities, the main shortfall relates to a £296k proposal to reduce the expenditure on temporary accommodation via a range of methods, including increasing move-on opportunities and the level of support given to those individuals in this type of accommodation. To date, it has not been possible to evidence achievement of this saving, especially given the overall overspend in this area. Within Adult Services, savings shortfalls total £587k, relating to two proposals which aim to reduce the cost of commissioned services and deliver savings in relation to eligible care and support needs.

3 Schools

- 3.1 The table below and Appendix 3 provide an overview of the position regarding individual school balances. As can be seen, the total balances brought forward into 2023/24 reflected a combined surplus position of £14.4m. Within this total, one school had a deficit balance. This overall closing position was better than had been anticipated during the 2022/23 financial year, partly as a result of schools putting on hold areas of one-off expenditure in anticipation of a challenging 2023/24 budget setting process.
- 3.2 For 2023/24, all schools have been able to set a balanced budget, although, in the majority of cases, this has only been achieved via the planned use of existing surplus balances in order to fund either recurring or one-off expenditure, some of which has been deferred from the previous year. The latest monitoring position suggests that all schools, with the exception of two, are forecasting being able to avoid a deficit position by the end of the year. In the case of those two schools, the level of projected deficit is small, and it is hoped that it will prove possible to return these positions to balanced ones by March 2024.
- 3.3 Overall, school balances are forecast to reduce to £9.8m by the end of the financial year, which is a significant reduction on the balances carried forward. Of this £4.6m reduction, a proportion is due to one-off use of balances that were, in effect, temporarily inflated due to the late receipt of Welsh Government grant funding in previous years. However, of more concern is the fact that half of this use of balances is to fund recurring expenditure at circa £2.3m. For some schools, this is an unsustainable position, as surplus balances are limited, and, therefore, there is a risk of entering a deficit position in future years. Because of this, robust monitoring will be required for the remainder of the year to ensure that schools plan for this risk and take the necessary steps to avoid this or minimise the impact.

	Reserves balance 31/03/23	In year Under/(overspend)	Reserves Balance 31/03/24
	£	£	£
Nursery	123,199	(27,978)	95,221
Primary	8,082,726	(2,404,528)	5,678,198
Secondary	5,692,010	(2,389,988)	3,302,022
Special	528,441	(339,748)	188,693
Total	14,426,375	(5,162,242)	9,264,133
Assumed grant and other compensation		500,000	500,000
		-	-
Total	14,426,375	(4,662,242)	9,764,133

4 Use of reserves

4.1 Appendix 4 illustrates the planned movements in reserves throughout the year. At this point, the appendix shows the opening balance as at 31st March 2023 of £138.9m and the forecasted use during the year, which currently totals £26.5m, reducing balances to £112.4m. It should be noted that this includes the projected movement of school balances, which accounts for £4.7m of that movement. The other movements are planned or budgeted and in line with the purpose of the earmarked reserve. Also contained within the total position is the General Fund Balance, which totals £6.5m, as it has for a number of years. This reserve would only be accessed in the event of last resort and where all other options had been considered. The general level of cover provided by this balance is low, standing at 2.7% of the net budget, excluding schools. This reinforces the fact that this should only be accessed where absolutely necessary.

4.2 On the face of it, the Council currently has a good level of reserves, although these are diminishing, as shown by the reduction of £13m in 2022/23 and projected reduction of £26.5m this year. However, whilst the total level of reserves is good, with the exception of the General Fund Balance, they are all either earmarked or ringfenced for specific purposes, including the financial impacts of risks the Council is facing. Having said that, if absolutely necessary, earmarked reserves could be repurposed to meet an overspend or specific unforeseen costs. In doing so, it may result in a certain policy objective no longer being achievable, or the requirement to repay the reserve in future years. The requirement to repay reserves would place an immediate additional pressure upon the Council's Medium Term Financial Plan and, because of this, the unplanned use of reserves should be avoided wherever possible.

5 Outlook for the remainder of the year

5.1 The position outlined in this report represents the third one of the year and reflects a worsened position compared to the positions previously reported. In previous years, the general trend has been for the position to improve throughout the year. This can be because of unexpected grant funding allocations from Welsh Government, which can offset core expenditure, or because of changes to forecasts resulting from vacancies, for example. However, this position somewhat goes against this trend and highlights the issues that existing risks can create if they materialise. Therefore, caution is required and it shouldn't be assumed that the final position will be better than that currently being reported. This is more relevant this year, in light of Welsh Government's financial challenges which may reduce the likelihood of unexpected grant funding being allocated between now and the year-end.

5.2 In addition to the risk of grant funding not materialising, there are other risks that could negatively impact the position. These include:

- Specific inflationary pressures emerging, despite the reducing level of overall inflation nationwide.
- Demand pressures increasing further and resulting in increasing overspends against demand-led services, such as Housing & Communities and Children's Services.

- 5.3 Therefore, whilst there is currently an overall underspend being projected, there remains a risk that this position could worsen further in the final quarter of the year. An overspend position is something that needs to be avoided, so that earmarked reserves can be retained for their intended purpose. Services should, therefore, maintain a focus on financial management and ensure that emerging issues are addressed and managed within existing resources. Where overspends are already being projected, services should be taking steps to reduce these overspends and, ideally, return to a balanced position.
- 5.4 It is recognised that, despite the worsened position, there is a significant underspend forecast and, whilst it is still relatively early to have certainty on this position, especially given the potential risks outlined within the report, it is important that as much of an underspend as possible is generated in order to boost capital resources. The Head of Finance recommends early consideration of the potential use of this underspend at year end for this purpose. Any transfer to capital resources would add much needed resources to the Council's capital funding headroom and provide scope to respond to unforeseen capital pressures/priorities as and when they arise.

Timetable

Ongoing

Risks

Detailed financial risks are included in the report and appendices where applicable.

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Risk of overspending, due to increased demand, cost increases or unforeseen costs.	H	M	Regular forecasting and strong financial management. Services to identify ways to absorb pressures within existing budgets. Existence of contingency budgets to provide mitigation.	CMT / SFBPs and budget holders HoF
Poor forecasting	M	M	A revised approach to forecasting, which is intended to create capacity for Finance Business Partners to adequately review the forecasts submitted by budget holders within service areas. Review and refinement in service areas of risk-based modelling. Chief Executive and Cabinet setting out clear expectations of budget manager and HoS responsibilities for robust forecasting and financial management.	Asst. HoF SFBPs and budget managers CX / Leader

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

Managing the in-year financial position within available resources is a key requirement for the Council and a key component of sound financial management. The medium-term challenges being faced by all councils heightens the need for the Council to avoid an overspend within this financial year.

Options Available and considered

In terms of the overall forecast position and financial management there are no options – the Council needs to operate within its overall budget. Cabinet is, therefore, asked to note the position.

Preferred Option and Why

To note the monitoring position being reported and the risks that could cause this to change during the remainder of the year.

Comments of Chief Financial Officer

The monitoring position outlined in this report reflects an overall underspend of £2.523m, which is a deterioration on the position reported in September, albeit still a significant underspend. Whilst this reflects an overall positive position, with only a quarter of the year remaining, this underspend is only achievable due to the availability of contingencies and temporary significant underspends in non-service areas. The level of service overspending is a significant concern when considering the additional budget that was allocated to alleviate some of these pressures as part of the 2023/24 revenue budget setting process. As these temporary contingencies reduce over the next two years, services will need to manage at or closer to their budgets to ensure the Council's outturn is balanced.

The report outlines a number of risks that could result in the position deteriorating as the year comes to its conclusion. These risks are very real, as evidenced by the level of overspend within Children's Services, and the recent increase in the level of overspending within Housing & Communities. Therefore, caution is still required during the final part of the year and all services need to ensure that they manage within their available resources and take mitigating action for any unforeseen costs that may emerge. In addition, services need to pay close attention to any grant allocations that are yet to be confirmed, as there is a risk that these may not be forthcoming, in light of the recent announcements by Welsh Government.

As well as managing any emerging issues within their existing budgets, service areas also need to ensure that the savings agreed as part of the 2023/24 budget setting process are delivered in full, as far as possible. Currently, a significant shortfall of £1.136m is predicted against savings targets, including unachieved savings carried forward from previous years. These shortfalls form part of the overall position and, whilst they are being mitigated in 2023/24, this may not be possible in future years. Therefore, it is essential that steps are taken to ensure full delivery of savings by the end of this financial year, so they do not continue to represent a pressure from 2024/25 onwards.

Comments of Monitoring Officer

This update report is for noting only and there are therefore no legal implications arising directly from it. The Local Government Act 1972 requires the Council to make arrangements for the proper administration of its financial affairs and the information in this report will assist officers and members in formulating realistic budget proposals for the forthcoming financial year in order to discharge that duty.

Comments of Head of People, Policy, and Transformation

The report highlights the current forecast position on the Council's revenue budget and the financial risks and opportunities that present themselves at the November position. An overall underspend is projected, whilst acknowledging the potential risks that could continue to cause this to change during the remainder of the year.

The Well-being of Future Generations Act requires public bodies to apply the five ways if working to any financial planning, which balances short-term priorities with the need to safeguard the ability to meet long-term needs. This is supported through the analysis and review of reserves, which are critical for financial resilience over the long-term and is regularly undertaken by the Head of Finance and detailed in this report.

There are no direct HR implications associated with the report. A Fairness and Equality Impact Assessment was not required but is considered as part of service delivery and will feature in annual finance reports.

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**

For this report, a full Fairness and Equality Impact Assessment has not been undertaken. This is because this report is not seeking any strategic decisions or policy changes, with its purpose being to update Cabinet on the current year financial performance against the budget agreed for the year. However, fairness and equality are considered as part of service delivery and will feature in annual finance reports, such as the Budget Report and Capital Strategy.

In terms of the Wellbeing of Future Generations (Wales) Act, and the five ways of working contained within it, this report highlights examples of these being supported. For example, whilst this report is focussed on the current year, there are references to the longer-term impact, via medium term financial planning, and on taking preventative action, to ensure that financial problems existing now are addressed as quickly as possible, to ensure they do not have a detrimental impact in future years. Analysis and review of reserves, which are critical for financial resilience over the long term, is regularly undertaken by the Head of Finance and detailed in this report.

In the case of the Welsh Language, the service will continue to ensure that, wherever possible, services or information is available in the medium of Welsh.

Consultation

N/A

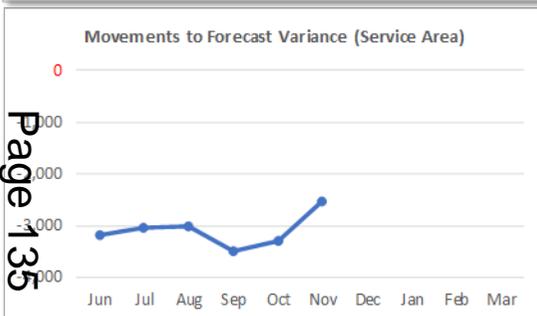
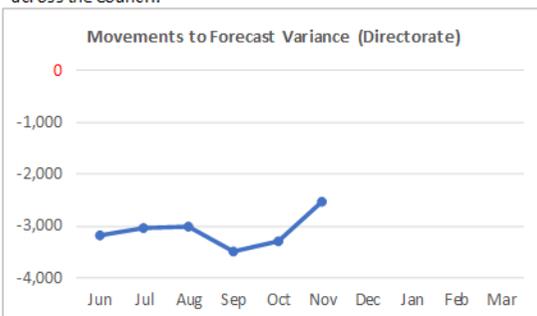
Background Papers

Dated: 3 January 2024

APPENDIX 1 Overall monitoring dashboard – November 2023

Revenue Monitoring Dashboard 2023-24

The following tables, charts and figures give an indication of the financial performance of each Directorate and Service Areas across the Council.



Subjective	Budget £'000	Forecast £'000	Variance £'000
Employees	242,341	248,188	5,847
Premises	31,900	36,294	4,394
Transport	11,269	12,490	1,221
Supplies & Services	78,221	76,206	-2,015
Agency & Contracted Services	159,816	167,160	7,344
Transfer Payments	37,472	37,200	-272
Support Services	0	0	0
Income	-190,209	-205,857	-15,648
Miscellaneous	-7,807	-9,379	-1,572
Minimum Revenue Position	10,673	8,851	-1,822
Grand Total	373,677	371,154	-2,523

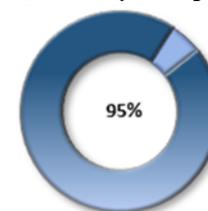
The following tables and charts provide an update on the financial performance for identified risk areas across the Council.

Risk Based Areas	Budget £'000	Forecast £'000	Variance £'000
Adult Services			
Community Care - Non Residential Service	15,879	17,135	1,256
Community Care - Residential Service	34,342	34,568	226
Community Care - Supported Living	14,826	14,472	-354
Community Care Income - Residential & Non Residential	-10,968	-12,980	-2,012
Children Services			
Emergency Placements	332	918	586
In House Fostering	3,856	3,875	19
In House Residential	2,379	2,125	-254
Independent Fostering Agencies	2,517	1,886	-631
Out of Area Residential	2,960	6,281	3,321
Special Guardianship Orders	1,351	1,426	75
Education			
ALN Local Provision Development	877	1,525	648
ALN Out of County Placements	4,235	4,045	-190
ALN Transport	2,592	2,295	-297
Special Home to School Transport	1,275	1,694	419
Infrastructure			
Home to School Transport - College	228	184	-44
Home to School Transport - Primary	1,555	1,330	-226
Home to School Transport - Secondary	1,884	1,625	-259
Grand Total	80,120	82,404	2,284

The figures and charts below report the performance against the 2023/24 savings target.

Service Area	MTRP Target	Savings Realised	Variation to MTRP Target	Variation % to MTRP Target
Adult Services	1,394	807	-587	-42%
Children Services	1,200	1,200	0	0%
Contingency Provisions	1,575	1,575	0	0%
Education	1,387	1,319	-68	-5%
Environment & Public Protection	616	616	0	0%
Finance	408	408	0	0%
Housing & Communities	413	117	-296	-72%
Infrastructure	590	590	0	0%
Law & Standards	188	156	-32	-17%
Levies / Other	1,000	1,000	0	0%
People, Policy & Transformation	1,314	1,266	-48	-4%
Prevention & Inclusion	92	92	0	0%
Regeneration & Economic Development	953	953	0	0%
Schools	8,255	8,255	0	0%
Grand Total	19,385	18,354	-1,031	

2023/24 Delivery of Savings (forecast)



% of MTRP Target Achieved

APPENDIX 2 Revenue Summary Monitor - November 2023

	Current Budget	Projection	(Under) / Over
	£'000	£'000	£'000
Summary Revenue Budget 2023/24			
Social Services			
Children Services	29,405	31,953	2,548
Adult Services	69,153	68,296	(857)
Prevention & Inclusion	913	817	(95)
	99,471	101,067	1,596
Transformation & Corporate			
Finance	5,581	5,405	(176)
People, Policy & Transformation	15,068	15,507	439
Law & Standards	4,975	5,264	289
	25,624	26,176	552
Environment & Sustainability			
Housing & Communities	8,249	10,431	2,183
Environment & Public Protection	16,320	16,357	37
Infrastructure	15,269	15,181	(88)
	39,838	41,970	2,132
Chief Executive			
Regeneration & Economic Development	6,215	6,219	4
Education	17,626	18,020	394
Schools	129,127	133,790	4,662
	152,968	158,029	5,061
Sub Total - Service Areas (inc schools)	317,901	327,241	9,340
Earmarked reserves: Transfer to/(from) Schools		(4,662)	(4,662)
Sub Total - Service Areas (net of school reserves)	317,901	322,579	4,678
Capital Financing Costs and Interest			
Capital Financing Costs and Interest (Non-PFI)	16,564	12,357	(4,207)
	26,264	22,057	(4,207)
Sub Total - Service/Capital Financing	344,165	344,637	471
Contingency Provisions			
General Contingency	1,373	-	(1,373)
Centralised Insurance Fund	616	617	-
Non Departmental Costs	40	20	(20)
Other Income and Expenditure	3,218	2,107	(1,111)
	5,247	2,744	(2,504)
Levies / Other			
Discontinued Operations - pensions	1,451	1,338	(113)
Discontinued Operations - Ex Gratia Payments	3	3	-
Levies - Drainage Board, Fire service etc	10,810	10,857	47
CTAX Benefit Rebates	13,739	13,314	(425)
	26,002	25,512	(490)
Transfers To/From Reserves			
Base budget - Planned Transfers to/(from) Reserves	(1,739)	(1,739)	-
Earmarked reserves: Transfer to/(from) Capital	-	-	-
Invest to Save Reserve	-	2,400	2,400
Invest to Save Reserve (from)	-	(2,400)	(2,400)
	(1,739)	(1,739)	-
Total	373,676	371,153	(2,523)
Funded By			
WG funding (RSG and NNDR)	(289,522)	(289,522)	-
Council Tax	(84,154)	(84,154)	-
Council Tax Deficit	-	-	-
Total	(0)	(2,523)	(2,523)

APPENDIX 3 School Balances Position

School Name	Opening Reserve 23/24	Final ISB Allocation (inc Post 16)	In Year U/(O) Spend March 24	Closing Reserve 31/03/24
	£	£	£	£
Bassaleg School	688,103	9,253,564	(497,037)	191,066
Newport High	467,836	6,285,687	(306,718)	161,118
Caerleon Comprehensive	481,691	7,596,434	(50,856)	430,836
The John Frost School	868,055	7,962,535	(543,171)	324,884
Llanwern High	623,817	5,919,289	2,615	626,432
Lliswerry High	373,491	6,151,256	32,172	405,663
St Josephs R.C. High	692,782	7,245,337	(389,660)	303,122
St Julians School	1,247,263	8,131,316	(489,680)	757,583
Ysgol Gyfun Gwent Is Coed	248,971	2,917,903	(147,652)	101,318
Sub Total	5,692,010	61,463,321	(2,389,988)	3,302,022
Alway Primary	182,838	1,790,357	(148,433)	34,405
Caerleon Lodge Hill	170,699	1,444,080	(62,676)	108,023
Charles Williams CIW	711,625	2,014,348	(127,171)	584,454
Clytha Primary	20,600	967,542	(28,923)	(8,323)
Crindau Primary	215,536	1,701,817	(2,012)	213,523
Eveswell Primary	625,722	1,842,472	(93,851)	531,871
Gaer Primary	66,296	2,036,572	(49,621)	16,675
Glan Usk Primary	345,969	2,439,005	(140,161)	205,808
Glan Llyn Primary	362,335	2,078,018	74,820	437,155
Glasllwch Primary	48,668	953,927	(43,177)	5,490
High Cross Primary	34,693	1,083,984	(17,722)	16,970
Jubilee Park	271,870	1,588,865	(152,208)	119,662
Langstone Primary	201,600	1,334,543	(156,124)	45,476
Llanmartin Primary	151,052	830,391	(74,279)	76,772
Lliswerry Primary	48,832	2,341,034	22,675	71,507
Maesglas Primary	36,860	1,303,731	(28,551)	8,308
Maindee Primary	107,393	2,185,056	(80,980)	26,413
Malpas CIW Primary	43,818	1,183,151	5,524	49,342
Malpas Court Primary	65,103	1,367,445	(51,293)	13,810
Malpas Park Primary	253,430	1,009,325	(97,355)	156,075
Marshfield Primary	119,988	1,749,316	(83,356)	36,632
Millbrook Primary	208,686	1,416,720	(162,314)	46,372
Milton Primary	155,501	2,047,705	(121,625)	33,876
Monnow Primary	69,584	1,790,137	(3,460)	66,124
Mount Pleasant	58,640	1,042,274	(18,833)	39,807
Pentrepoeth Primary	44,950	1,815,652	43,765	88,714
Pillgwenlly Primary	(72,203)	2,557,855	109,477	37,275
Ringland Primary	139,537	1,177,600	(128,011)	11,527
Rogerstone Primary	114,039	2,446,399	(41,361)	72,679
Somerton Primary	143,469	793,842	6,276	149,745
St Andrews Primary	175,597	3,087,581	(139,190)	36,407
St Davids RC Primary	195,048	949,503	(35,246)	159,802
St Gabriels RC Primary	134,835	842,433	(38,574)	96,261
St Josephs RC Primary	94,670	860,073	(29,013)	65,657
St Julians Primary	370,870	2,596,859	(42,838)	328,032
St Marys Rc Primary	269,924	1,630,972	(114,472)	155,452
St Michaels RC Primary	81,330	959,025	(55,860)	25,470
St Patricks RC Primary	126,764	893,202	(51,992)	74,772
St Woolos Primary	39,221	1,358,881	(53,840)	(14,618)
Tredegar Park Primary	594,736	1,832,943	(193,259)	401,478
Ysgol Gym Bro Teyrnnon	339,915	923,865	(134,863)	205,052
Ysgol Gym Casnewydd	283,581	1,551,337	(43,799)	239,781
Ysgol Gym Ifor Hael	117,100	882,535	(89,189)	27,911
Ysgol Gym Nant Gwenlli	312,007	627,420	268,567	580,574
Sub Total	8,082,726	67,329,792	(2,404,528)	5,678,198
Newport Nursery	123,199	306,375	(27,978)	95,221
Sub Total	123,199	306,375	(27,978)	95,221
Maes Ebbw	297,340	4,347,665	(201,621)	95,719
Bryn Derw	231,101	3,075,611	(138,127)	92,974
Sub Total	528,441	7,423,276	(339,748)	188,693
Assumed additional grant and other compensation			500,000	500,000
Pay Award Pressure				
Grand Total	14,426,375	136,522,764	(4,662,242)	9,764,133

Reserve	Balance at 31-Mar-23 (£'000)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Balance at 31-Mar-24 (£'000) (Forecast)
Theatre & Arts Centre	(232)												-	(232)
Environmental Health - Improve Air Quality	(49)													(49)
City Economic Development Reserve	(370)													(370)
Welsh Language Standards	(100)												55	(45)
Port Health	(20)													(20)
Financial System Upgrade	(437)												348	(89)
Events	(282)												(37)	(319)
Voluntary Sector Grants	(27)													(27)
IT Development	(53)								53					-
Joint Committee City Deal Reserve	(662)													(662)
Civil Parking Enforcement	(11)												11	-
Business Support	(81)													(81)
Business Development Grants	(250)													(250)
IT Infrastructure	(309)								143				59	(107)
PSB Contribution	(5)													(5)
COVID Reserve	(351)												-	(351)
Chief Education Grant	(2,208)												309	(1,899)
Home to School Transport - St Andrews / Millbrook	(314)				(509)								291	(532)
Housing Supply review	(16)													(16)
Griad Casnewydd	(166)													(166)
Community Gardening Schemes	(180)												180	-
Market Arcade owner contributions	(51)													(51)
Parks & Open Spaces	(2,090)												1,180	(910)
Discretionary Rate Relief	(900)												360	(540)
Domiciliary Care Service Capacity (now Direct Payments)	(34)												34	-
St Andrews Primary	(152)												19	(133)
Communications Corporate Requirement	(232)													(232)
Growing space - 2 years	(100)												50	(50)
Spring Gardens - short breaks service	(200)												200	-
Residential Care Home Equalisation Reserve	(621)													(621)
Partnership funding - ABUHB - Windmill Farm	(57)													(57)
Levelling up	(38)												36	(2)
Cost of living Support Scheme Reserve	(485)												105	(380)
Prior year underspend	(5,065)					4,964							101	-
Empty Homes	-				(200)								(58)	(258)
Transporter Bridge	-				(53)								(41)	(94)
SUB TOTAL - OTHER RESERVES	(16,169)	-	-	-	4,202	-	-	-	196	-	-	-	3,202	(8,569)
RESERVES TOTAL	(138,868)	-	-	-	(41)	-	-	-	3,335	-	-	-	23,214	(112,361)

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Report

Cabinet

Part 1

Date: 10 January 2024

Subject **Capital Programme Monitoring and Additions Report – November 2023**

Purpose To provide Cabinet with a forecast of capital outturn against budget based on the activity incurred up to the end of November 2023.

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

To note the amendments to the capital programme

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

To update Cabinet on the position in relation to Treasury Management prudential indicators as at November 2023.

Author Chief Accountant / Assistant Head of Finance

Ward All

Summary The Council has an extensive capital programme, investing across the authority in areas such as schools, heritage assets, energy efficiency schemes, invest to save programmes and in the regeneration of the city centre. This report updates the Cabinet on its capital programme and the predicted outturn for the 2023/24 financial year, and specifically:

- The starting capital programme budget for 2023/24 was £94.783m. This was revised to a budget of £84.9m at the September Cabinet meeting and £90.3m in November's meeting. This report requests approval to increase the 2023/24 budget by a net £2.965m to now be £93.171m
- Against that revised budget, costs are predicted to be £83.615m introducing a £9.557m net variance.
- Of this variance, service managers and budget holders have confirmed that £9.143m relates to delayed progress with schemes.
- Approval of slippage from this year to future years will be sought as part of the final outturn report.

Proposal

1. **To note the predicated capital expenditure outturn position for 2023/24**
2. **To note the amendments to the capital programme**
3. **To note the available remaining capital resources ('headroom') and the earmarked usage of that resourcing.**
4. **To note the inclusion of the Treasury Management prudential indicators, included within the report.**

Action by Assistant Head of Finance

Timetable Immediate

This report was prepared after consultation with:

- Service Budget Holders and Project Managers
- Capital Assurance Group
- Norse Representatives
- Head of Finance

Signed

Background

The Council has a 5-year capital programme, with the current one beginning in 2023/24. Going forward, the Capital Programme will be a rolling 5 year programme, with a new year added on each year. Cabinet receive monitoring updates throughout the financial year and the Capital Programme is updated to reflect changes as they are received i.e. additions and amendments. Following the same approach as last year, approval of slippage, and associated revisions to budgets, will only be sought at the end of the financial year when the outturn is known.

The changes to the programme to date are shown in summary form in the table below, the detail of which is shown in Appendix A.

Table 1: Current Capital Programme

	2022/23 Budget Outturn	2023/24 Budget Budget	2024/25 Budget Budget	2025/26 Budget Budget	2026/27 Budget Budget	2027/28 Budget Budget	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Initial Budget	61,225	94,783	53,627	14,645	8,441	18,448	251,169
Revisions / Reprofiting Additions/deletions/ Amendments		(15,833) 5,917	2,495 (150)	13,017 (2,901)	351 0	(30) (12,649)	0 (9,783)
Revised July 2023 Budget	61,225	84,867	55,972	24,761	8,792	5,769	241,386
Additions/deletions Amendments		8,170 (2,706)	2,096 (1,177)	0 (1,718)	0 (1,374)	0 0	10,266 (6,975)
Revised September 23	61,225	90,333	56,891	23,043	7,418	5,769	244,677
Additions/deletions Amendments		2,757 81	127 0	0 0	0 0	0 0	2,884 81
Revised November 23	61,225	93,171	57,018	23,043	7,418	5,769	247,642

Additions

The growth to the programme is materially affected by the volume of extra grants secured by Council officers throughout the year, some of which are the outcome of bidding processes that occur, predominantly with Welsh Government. The table below provides a summary of the additions since the last monitoring report, with Appendix A providing a detailed list of all additions.

<u>Nature</u>	<u>Value £'000</u>
New Grants and Contributions	2,214
Section 106 funding	88
Service/Council funding	662
Capital Receipts funding	0
Reserve / Provision funding	0
External Contributions	0
Finance Lease	0
Total	2,965

Spending/Outturn 2023/24

Against a revised budget of £93.171m, costs predicted to be incurred total £83.615m, introducing a £9.556m net variance, of which the majority relates to slippage in delivering schemes.

The following table reflects the activity per service area, with a more detailed scheme by scheme analysis in Appendix B.

Services	Capital Expenditure 2023/24					
	23/24 Budget approved November Cabinet	Additions / Amendments	23/24 Budget to be approved January Cabinet	Forecast	Slippage	Over / Underspend
Education	36,394	137	36,531	34,364	(2,205)	38
Environment & Public Protection	11,918	1,424	13,342	12,718	(656)	32
Housing & Communities	104	0	104	104	0	0
People, Policy & Transformation	3,817	23	3,840	3,407	(236)	(197)
Prevention & Inclusion	3,111	558	3,669	3,736	77	(10)
Regeneration & Economic Development	19,326	60	19,386	13,417	(5,794)	(174)
Social Services	2,410	200	2,610	2,568	(42)	0
Infrastructure	10,114	436	10,551	10,161	(288)	(102)
Non Service	3,140	0	3,140	3,140	0	0
Total	90,333	2,839	93,171	83,615	(9,143)	(413)

The column of “true” over and underspends are reflected in the last column and total a £413k net underspend at the moment, which is largely the net effect of grant that is unlikely to be used in full and will need to be returned to the grant awarding body.

The main areas of particular note for November monitoring 2023 are as follows.

• Education

- **Whiteheads** - Good progress has been made by the contractors, the site remediation works are complete, however, due to the delay in starting the site remediation works, a revised profile of spend has now been completed to show the impact of this on the forecast spend in 2023/24, meaning that slippage of £1,884k is now being forecast.
- **St Mary's Urgent Capital repairs grant** - Works are progressing on site, however, some design works are still being confirmed, therefore slippage of £250k has been forecast in November monitoring. It is important to note that the Council is not directly responsible for this scheme.
- **23-24 Additional Learning Needs (ALN) Grant Funding** - Originally the ALN works were not expected to commence until 24-25 and the spend was profiled to reflect this. However, projects have now been identified and work can begin in 23-24, with full spend currently expected. Therefore, reverse slippage is being requested to move the ALN grant from 24-25 into 23-24.
- **Millbrook Primary Demolition** – A nominal amount is forecast for this financial year, with slippage of £550k forecast. The demolition is due to be completed next summer as there is a requirement to secure planning permission once certain surveys are complete, and the surveys can only take place at specific times of the year.
- **Welsh Medium Ysgol Gymraeg Gwent Is Coed Sports Hall** – Delays in Planning and Sustainable drainage Approval Body (SAB) approvals have resulted in a delay for the works to commence. Works are expected to commence in the latter stages of the financial year, depending on approvals obtained. This means slippage is expected of £1.2m.

- **Shared Prosperity Fund (SPF) Mon & Brecon Canal 14 Locks** – A reprofile of SPF projects has been requested and there is the potential to slip £540k of this budget into 24-25 as only design and minimal works will be completed in 23-24.
- **Transporter Bridge** – The latest forecast in November is based on the average valuations and remaining consultant fees due up until the end of March 24, assisted by the cost report provided in October from Newport Norse, therefore the amount of slippage expected in 2023/24 has reduced from the previous monitoring report.

Policy on available capital resources ('Capital Headroom')

Since February 2018, the Council has been working within a framework which maximises capital expenditure funded from sources other than borrowing, in order to minimise the pressure upon the Council's Medium Term Financial Plan. This was updated in the Capital and Treasury Management Strategy agreed in February 2023. The framework agreed that:

- Funding from sources other than borrowing needs to be maximised, by securing grant funding whenever possible and maximising capital receipts;
- Any change and efficiency schemes requiring capital expenditure, and generating savings as a consequence, would be funded by offsetting the capital financing costs against the savings achieved;
- Schemes and projects which generate new sources of income would need to fund any capital expenditure associated with those schemes.

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

As approved in the 2023/24 Capital and Treasury Management Strategy, because of the extremely challenging financial context facing the Council, the scope for additional borrowing over and above that approved in previous years is severely limited. Therefore, unless the financial outlook improves, it is possible that the only available capital resources will be limited to those outlined in the table below. Because of that, the new capital programme comprises annual sums, for activity such as asset maintenance, and unfinished schemes carried forward from the previous programme, which are detailed within Appendix B in the report. The size of the current programme will be challenging to deliver itself and any further additions, via the headroom, will add to the overall deliverability challenge of the programme.

Borrowing, Capital Reserves & Receipts Headroom to 2024/25	£'000
Unallocated Capital Expenditure Reserve	7,872
Unallocated Capital Receipts	1,597
21st Century Schools - SOP Extension	(1,267)
Borrowing Headroom	1,057
Potential Commitment - Northern Gateway regeneration match funding	(1,000)
Total	8,259

There have been no changes to the headroom from what was reported in the September monitoring report.

Update on Capital Receipts

Appendix D provides details of the receipts received this year to date, which, together with the unallocated balance brought forward, provides headroom of £1.6m to afford new capital aspirations.

That table also shows capital receipts held for the NCC/WG 'Joint Venture funds' totalling £2.2m. In relation to these receipts, the Council does not have unilateral decision in their use. Commonly, it will involve engagement with Welsh Government and, as previously reported to Cabinet, these funds tend to be "ringfenced" for city centre regeneration given the original asset sales involved. There have been no further receipts received since the last monitoring report.

Prudential Indicators April – November 2023/24

The 2021 Treasury Management Code introduced a new requirement that monitoring of the treasury management indicators and non-treasury management indicators should be reported on a quarterly basis. These are detailed in Appendix D. As at 30th November 2023, the Council has complied with all of its treasury management indicators.

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)	Risk Owner
Overspend against approved budget	M	L	Regular monitoring and reporting of expenditure in accordance with the timetables set by Cabinet/Council should identify any issues at an early stage and allow for planned slippage of spend.	Corporate Directors / Heads of Service / Head of Finance
Programme growing due to unforeseen events	M	M	Good capital monitoring procedures and effective management of the programme should identify issues and allow for plans to defer expenditure to accommodate urgent works. Priority asset management issues are now being dealt with through a specific programme allocation. Capital headroom exists and can be accessed where absolutely necessary.	Corporate Directors / Heads of Service / Head of Finance
Excessive levels of slippage between financial years	M	H	Regular monitoring of capital expenditure takes place and slippage is identified at the earliest stage possible. A more robust approach will be taken when schemes are added to the programme to ensure that a realistic profile is initially captured in the programme. An internal Capital Assurance Group has been created and will regularly review progress against schemes and hold officers to account for delivery.	Corporate Directors / Heads of Service / Head of Finance

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

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

Options Available and considered

- To approve the changes to the Capital Programme and note the projected outturn position as set out in the report, including the use of capital receipts.
- To note the current available headroom and prioritise future capital expenditure in order to maintain spend within the current affordability envelope.
- The Cabinet has the option not to take forward some or all of the changes to the Capital Programme set out in the report.

Preferred Option and Why

- To approve the changes to the Capital Programme and note the projected outturn position as set out in the report, including the use of capital receipts.
- Agree to prioritise capital expenditure to maintain spend within the current affordability envelope, recognising that the revenue pressures from future borrowing can add to any budget gap reflected in the MTFP.

Comments of Chief Financial Officer

This report provides an overview of the 2023/24 capital programme monitoring position, as at November 2023 and outlines the increase in the capital budget in 2023/24 since the last report was considered. The overall budget for 2023/24 now stands at £93.2m, although the report references likely expenditure of £83.6m against that budget, resulting in a variance of £9.6m. A large proportion of this variance is largely due to forecasted slippage against one specific scheme, although there are other schemes with reasonably large variances as well. It is important to note that should the total expenditure of £83.6m be achieved, it would represent a significant increase on amounts spent in previous years. Therefore, it will be a challenge to achieve and, because of this, there is a reasonable chance of further slippage being identified between now and the end of the financial year.

The report also outlines the level of capital headroom available, which continues to stand at £8.259m, as outlined in the previous report. Whilst the level of available headroom is higher than it was a year ago, it should be noted that it would only take a handful of significant issues to arise for this to be fully consumed. In addition, supplementing this headroom is limited to additional capital receipts and any use of revenue underspends to increase the Capital Expenditure Reserve. As well as this, the scope to undertake new borrowing is extremely limited, when considering the challenging medium term outlook the Council is facing, exacerbated by the increasing cost of actual borrowing resulting from high interest rates.

Because of these factors, approving commitments from the headroom needs to be done only where absolutely necessary and unavoidable. Where pressures do emerge, alternative funding sources, such as external grants, should be pursued, with new Council borrowing being the absolute last resort and only where it is clearly affordable, prudent and sustainable to do so. As a result, the Council will need to be very careful in its use of capital resources and clear prioritisation of issues and aspirations is required.

Comments of Monitoring Officer

There are no legal issues arising from this report.

Comments of Head of People, Policy & Transformation

The report provides Cabinet with a forecast of the Council's Capital Programme and predicted outturn for the 2023/24 financial year, with any additions to the programme submitted for approval. Good capital monitoring procedures and effective management of the programme form the basis for sound and sustainable investment in Council assets and the estate. Current and further budget additions will need to

continue to be considerate of the requirements of the Well-being of Future Generations Act for public bodies to apply the five ways of working to financial planning, which balances short-term priorities with the need to safeguard the ability to meet long-term needs.

There are no direct HR implications associated with the report. A Fairness and Equality Impact Assessment is not required but are considered as part of service delivery and will feature in annual finance reports.

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**

For this report, a full Fairness and Equality Impact Assessment has not been undertaken. This is because this report is not seeking any strategic decisions or policy changes, with its purpose being to update Cabinet on the prior year financial performance against the approved Capital Programme. However, fairness and equality are considered as part of service delivery and will feature in annual finance reports, such as the Budget Report and Capital Strategy.

An effective capital programme enables the Council to support long term planning in line with the sustainable development principle of the Wellbeing of Future Generation (Wales) Act

Long-term - This capital programme looks at both short and long term and links with the Corporate Plan and its priorities. It considers the overall capital programme in terms of the Council's Treasury Management activities and its associated costs, both short and long term to the Council.

Prevention – The capital programme, where possible, acts to prevent problems occurring or getting worse by considering the overall Council estate and how that can best be managed and maintained.

Integration - This report meets a number of wellbeing goals and, in addition, supports three of Newport City Council's wellbeing objectives;

- To promote economic growth and regeneration while protecting the environment
- To enable people to be healthy, independent and resilient
- To build cohesive and sustainable communities

Collaboration - The capital programme is developed and updated through engagement across the Council and certain projects are also being delivered in collaboration with other external bodies which helps the Council meet its Wellbeing objectives.

Involvement – Due to the variety of projects which are within the capital programme, there is involvement from a variety of stakeholders across the Council and the city which seeks to ensure that there is a key focus on sustainability, community benefit and wellbeing of citizens.

The Equality Act 2010 contains a Public Sector Equality Duty, which came into force on 06 April 2011. The Act identifies a number of 'protected characteristics', namely age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation; marriage and civil partnership. The new single duty aims to integrate consideration of equality and good relations into the regular business of public authorities. Compliance with the duty is a legal obligation and is intended to result in better-informed decision-making and policy development and services that are more effective for users.

The development and the monitoring of the Capital programme will ensure it does not discriminate but promotes equality and delivers the objectives of the corporate plan.

Consultation

N/A

Background Papers

Capital Strategy and Treasury Strategy – February 2023

Capital Outturn report 2022/23

Capital Monitoring and Additions report – July 2023

Capital Monitoring and Additions report – September 2023

Dated: 3 January 2024

Appendix A – Additions and changes to the Programme

Funding Source	Narrative	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget	2027/28 Budget	TOTAL Budget for this Capital Plan Duration
		£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Sept Budget as agreed by Nov Cabinet	61,225	90,333	56,891	23,043	7,418	5,769	244,676
	ADDITIONS / DELETIONS							
	<u>Education</u>							
Revenue Contribution	Primary Free School Meals		160					160
	<u>Environment and Public Protection</u>							
Grant	Brilliant Basics - EV charging at tourist sites		375					375
Revenue Contribution	Low Carbon Heat Grant 23/24		421					421
	<u>Prevention and Inclusion</u>							
Grant	HCF Capital Programme - Minor Projects							112
	DFG Top Sliced Funding		112					
Grant	SMAFT		446					446
	<u>Regeneration & Economic Development</u>							
Grant	Carbon Reduction Lighting - Riverfront Theatre		150					150
Grant	Newport Museum and Art Gallery - NCAG Offer		59	39				98
Grant	Onstreet Residential Chargepoint Scheme		401					401
	<u>Social Services</u>							
Grant	Rosedale Annexes		200					200
	<u>Infrastructure</u>							
Grant	EV Charging Infrastructure		173					173
S106 monies	Herbert Road S106 Highway Works			88				88
Grant	Burns Units 23/24		260					260
	Total Additions and Deletions		2,757	127	0	0	0	2,884

	Amendments							
	Transforming Towns Placemaking		(250)					(250)
	Kings Chambers		250					250
	Education Maintenance year 2		(23)					(23)
	Asset Maintenance		23					23
	Refit		81					81
			0					0
	Sub Total Amendments	0	81	0	0	0	0	81
	REVISED BUDGET	61,225	93,171	57,018	23,043	7,418	5,769	247,642

Appendix B – Detailed Budget Breakdown of the 5 year capital programme

	*Spend 18/19 - 22/23	Sept Budget 23/24	Additions / Amendments	Nov Budget 23/24	Nov Forecast 23/24	Slippage/ reprofiling	Under / Overspend	Budget 24/25	Budget 25/26	Budget 26/27	Budget 27/28
	£'000	£'000		£'000	£'000	£'000		£'000	£'000	£'000	£'000
Iscoed Secondary Band B	18,435	276	0	276	292	0	16	0	0	0	0
Bassaleg Secondary Band B	21,403	10,051	0	10,051	10,066	15	0	651	0	0	0
Caerleon Secondary Band B	328	0	0	0	5	5	0	4,500	6,000	672	0
Whiteheads Primary Band B	1,746	7,353	0	7,353	5,468	-1,884	0	5,101	0	0	0
Maesglas Primary Band B	7	0	0	0	0	0	0	0	1,793	0	0
Maindee Primary B	8	0	0	0	0	0	0	0	992	0	0
Llanwern Village Primary Schools Band B	2	0	0	0	0	0	0	792	400	0	0
St Andrews Demountables Band B	1,180	6,285	0	6,285	6,355	71	0	2,535	0	0	0
Welsh Medium Primary School	1,442	293	0	293	414	122	0	1,407	2,659	0	0
ED Tech Grant	297	65	0	65	65	0	0	0	0	0	0
Charles Williams Renovations	992	2,105	0	2,105	2,098	0	-7	0	0	0	0
Pentrepoeth - site accessibility	482	39	0	39	31	-8	0	0	0	0	0
St Mary's Urgent Capital repairs grant	61	766	0	766	516	-250	0	4,509	0	0	0
Education Maintenance Grant - 19/20	1,731	25	-23	2	2	0	0	0	0	0	0
Education Maintenance Grant - 20/21	1,252	753	0	753	706	-47	0	511	0	0	0
Education Maintenance Grant - 21/22	1,876	938	0	938	968	0	29	0	0	0	0
Education Maintenance Grant - 22/23	0	1,725	0	1,725	2,184	458	0	830	0	0	0
St Julians School Safeguarding	1	59	0	59	59	0	0	350	0	0	0
Education Accessibility Studies - Phase 1	279	19	0	19	33	14	0	0	0	0	0
Education Accessibility Studies - Phase 2	4	5	0	5	5	0	0	623	0	0	0
Free school meals capital works	908	2,158	160	2,318	2,318	0	0	0	0	0	0
Open Schools Outside Hours	376	646	0	646	646	0	0	0	0	0	0
Supporting Learners with Additional Learning Needs	42	980	0	980	980	0	0	0	0	0	0
23-24 ALN Grant Funding	43	0	0	0	1,049	1,049	0	1,049	0	0	0
Millbrook Demolitions	44	600	0	600	50	-550	0				
Gwent Is Coed Sports Hall	0	1,252	0	1,252	54	-1,198	0	2,085	0	0	0
Education - Sub total		36,394	137	36,531	34,364	-2,205	38	24,944	11,843	672	0
Refit	415	1,359	81	1,440	1,440	0	0	226	0	0	0

	*Spend 18/19 - 22/23	Sept Budget 23/24	Additions / Amendments	Nov Budget 23/24	Nov Forecast 23/24	Slippage/ reprofiling	Under / Overspend	Budget 24/25	Budget 25/26	Budget 26/27	Budget 27/28
	£'000	£'000		£'000	£'000	£'000		£'000	£'000	£'000	£'000
Kingsway Solar Panels		347	0	347	347	0	0	0	0	0	0
Tredegar Park Cycle improvements	137	16	0	16	0	-16	0	0	0	0	0
Local Places for Nature Grant	249	385	0	385	385	0	0	467	0	0	0
Parks Improvements	35	430	0	430	430	0	0	635	0	0	0
Cemeteries Improvements	375	750	0	750	750	0	0	275	0	0	0
Gwent Green Grid GI Project	2	67	0	67	74	0	7	0	0	0	0
Gwent Green Grid Trees Project		0	0	0	5	0	5	0	0	0	0
Gwent Green Grid Access Project	30	43	0	43	20	0	-23	0	0	0	0
St Julians High LED Lighting Upgrade	0	99	0	99	99	0	0	0	0	0	0
Brilliant basics - Installation of EV chargers at Tourist Sites	0	0	375	375	375	0	0	0	0	0	0
Docksway Landfill Capping Works	1,443	587	0	587	587	0	0	0	0	0	0
Public EV Charging	7	124	-4	120	120	0	0	0	0	0	0
Schools LED Lighting	300	182	0	182	180	0	-2	0	0	0	0
Three Weekly Containers+ULEV Vehicles		1,169	0	1,169	1,169	0	0	0	0	0	0
Pill Mill and Ruperra Street Play Area		96	0	96	96	0	0	0	0	0	0
City Centre Green Infrastructure		180	0	180	180	0	0	0	0	0	0
Wales Coast Path Improvements		58	0	58	58	0	0	0	0	0	0
Low Carbon Heat Grant 23/24		3,793	421	4,214	4,214	0	0	0	0	0	0
23/24 LED Lighting		141	0	141	141	0	0	0	0	0	0
Onstreet Residential Chargepoint Scheme		0	401	401	401	0	0	0	0	0	0
Carbon Reduction Lighting - Riverfront Theatre		0	150	150	150	0	0	0	0	0	0
ATF Core Allocation 22/23		0	0	0	45	0	45	0	0	0	0
SPF -Community Building decarbonisation/energy efficiency		125	0	125	125	0	0	250	0	0	0
SPF - Mon+Brecon Canal 14 Locks		1,236	0	1,236	696	-540	0	454	0	0	0
SPF - Tredegar Park		732	0	732	632	-100	0	1,565	0	0	0
Environment & public protection - Sub total		11,918	1,424	13,342	12,718	-656	32	3,872	0	0	0
Gypsy/Traveller Site Development	3,111	44	0	44	44	0	0	0	0	0	0

2025-26
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	*Spend 18/19 - 22/23	Sept Budget 23/24	Additions / Amendments	Nov Budget 23/24	Nov Forecast 23/24	Slippage/ reprofiling	Under / Overspend	Budget 24/25	Budget 25/26	Budget 26/27	Budget 27/28
	£'000	£'000		£'000	£'000	£'000		£'000	£'000	£'000	£'000
SPF - Food resilience programme	0	60	0	60	60	0	0	60	0	0	0
Housing & communities - Sub total		104	0	104	104	0	0	60	0	0	0
IT Replacement Schemes	602	150	0	150	275	125	0	414	202	150	150
Flexi Print		0	0	0	22	0	22				
Asset Management Programme	7,231	2,391	23	2,414	2,543	129	0	1,500	1,500	1,500	1,500
Civic Centre / Info Station Service Relocations	236	29	0	29	0	0	-29	0	0	0	0
Information Station		157	0	157	205	0	48	0	0	0	0
Library (infostation move)	1,267	234	0	234	36	0	-197	0	0	0	0
Boundary Wall	4	47	0	47	7	0	-40	0	0	0	0
Civic Centre Fire Remedial Works		144	0	144	144	0	0	0	0	0	0
Central Library - Structural Works	153	510	0	510	20	-490	0	0	0	0	0
Assistive Technology in Social Care	0	155	0	155	155	0	0	0	0	0	0
People, policy & transformation - Subtotal		3,817	23	3,840	3,407	-236	-197	1,914	1,702	1,650	1,650
Disabled Facilities	4,313	1,362	0	1,362	1,422	60	0	1,213	1,000	1,000	1,000
Safety at Home	1,778	450	0	450	467	17	0	300	300	300	300
ENABLE Adaptations Grant	1,031	197	0	197	197	0	0	0	0	0	0
DFG Top Sliced Funding		0	112	112	112	0	0	0	0	0	0
Childcare - Flying Start	1,805	97	0	97	97	0	0	0	0	0	0
Small Grant Scheme Childcare Offer	332	0	0	0	0	0	0	0	0	0	0
Small Grants Funding Childcare Offer	0	484	0	484	484	0	0	0	0	0	0
Flying Start Project Management Costs	0	50	0	50	50	0	0	0	0	0	0
SMAPF	1,516	423	446	869	869	0	0	0	0	0	0
GDAS - Outreach Service provision,	0	47	0	47	37	0	-10	0	0	0	0
Prevention & inclusion - Sub total		3,111	558	3,669	3,736	77	-10	1,513	1,300	1,300	1,300
0											
Market Arcade Townscape Heritage Scheme	2,088	500	0	500	510	0	10	0	0	0	0
Cardiff City Region Deal	1,405	348	0	348	348	0	0	1,238	1,294	978	0
Cardiff City Region Deal - Cost of Carry	0	0	0	0	0	0	0	0	0	0	0

	*Spend 18/19 - 22/23	Sept Budget 23/24	Additions / Amendments	Nov Budget 23/24	Nov Forecast 23/24	Slippage/ reprofiling	Under / Overspend	Budget 24/25	Budget 25/26	Budget 26/27	Budget 27/28
	£'000	£'000		£'000	£'000	£'000		£'000	£'000	£'000	£'000
Mill Street Development Loan	3,739	0	0	0	0	0	0	261	0	0	0
TRI Thematic Funding	460	828	0	828	828	0	0	0	0	0	0
Clarence House Loan	48	702	0	702	500	-202	0	0	0	0	0
Transforming Towns Placemaking	20	548	-250	298	213	0	-85	332	0	0	0
Transforming Towns Business Fund	27	98	0	98	0	0	-98	0	0	0	0
Kings Chambers	28	0	250	250	250	0	0	0	0	0	0
Transporter Bridge - Phase 2 Delivery	4,202	11,742	0	11,742	6,898	-4,843	0	807	0	0	0
Medieval Ship	11	1	0	1	0	0	-1	0	0	0	0
Placemaking capital projects	0	500	0	500	0	-500	0	0	0	0	0
Leisure and Wellbeing	2,283	1,143	0	1,143	894	-248	0	12,209	4,086	0	0
Coleg Gwent Demolition Costs		1,246	0	1,246	1,246	0	0	0	0	0	0
Newport Museum and Art Gallery - NCAG Offer		0	60	60	60	0	0	39	0	0	0
Shared Prosperity Fund		1,670	0	1,670	1,670	0	0	4,093	0	0	0
Regeneration & economic development - Sub total		19,326	60	19,386	13,417	-5,794	-174	18,980	5,380	978	0
Telecare Service Equipment	172	62	0	62	20	-42	0	30	30	30	30
Equipment for Disabled Grant (GWICES)	825	165	0	165	165	0	0	165	165	165	165
Rosedale Annexes	80	420	200	620	620	0	0	0	0	0	0
Disbursed accommodation and Covid-19 equipment	677	182	0	182	182	0	0	0	0	0	0
Cambridge House - HCF Grant	30	939	0	939	939	0	0	681	0	0	0
Forest Lodge HCF grant funding	75	596	0	596	596	0	0	0	0	0	0
VAWDASV Target Hardening Equipment		46	0	46	46	0	0	0	0	0	0
Social Care - Sub total		2,410	200	2,610	2,568	-42	0	876	195	195	195
Gwastad Mawr Flood Attenuation Works		36	0	36	14	0	-22	0	0	0	0
City Services Annual Sums	1,690	1,687	0	1,687	1,625	-61	0	1,371	500	500	500
CA Pontymason Lane	1,691	740	0	740	696	0	-44				
Peterstone Sewage Scheme	908	13	0	13	7	0	-6	0	0	0	0
Fleet Replacement Programme	7,831	1,978	0	1,978	2,161	184	0	2,829	2,123	2,123	2,123
Carnegie Court Emergency River Works	1,244	19	0	19	0	-19	0	0	0	0	0

2023/24

	*Spend 18/19 - 22/23	Sept Budget 23/24	Additions / Amendments	Nov Budget 23/24	Nov Forecast 23/24	Slippage/ reprofiling	Under / Overspend	Budget 24/25	Budget 25/26	Budget 26/27	Budget 27/28
	£'000	£'000		£'000	£'000	£'000		£'000	£'000	£'000	£'000
Private sector bus electrification	3,300	3,023	0	3,023	3,023	0	0	0	0	0	0
Placemaking capital projects (hostile vehicle)		571	0	571	180	-391	0	571	0	0	0
Station Road Flood Alleviation Scheme		37	0	37	37	0	0	0	0	0	0
Safe Routes in Communities		130	0	130	130	0	0	0	0	0	0
20mph Core Allocation 23/24		341	0	341	341	0	0	0	0	0	0
ATF Npt Central Connections		59	0	59	29	0	-31	0	0	0	0
Bus Stop Infrastructure 23/24		309	0	309	309	0	0	0	0	0	0
A467 Improvements (Resilient Roads)		500	0	500	500	0	0	0	0	0	0
EV Charging Infrastructure		672	176	848	848	0	0	0	0	0	0
Herbert Road S106 Highway Works		0	0	0	0	0	0	88	0	0	0
Burns Unit		0	260	260	260	0	0	0	0	0	0
Infrastructure - Sub Total		10,114	436	10,551	10,161	-288	-102	4,860	2,623	2,623	2,623
Non Service											
Duffryn District Heating System		3,140	0	3,140	3,140	0	0	0	0	0	0
Non Service - Total		3,140	0	3,140	3,140	0	0	0	0	0	0
TOTAL EXPENDITURE		90,333	2,839	93,171	83,615	-9,143	-413	57,018	23,043	7,418	5,769
Financed By:											
General Capital Grant		4,268	0	4,268				4,268	4,268	4,268	4,268
Supported Borrowing		4,155	0	4,155				4,155	4,155	0	0
Unsupported Borrowing		15,961	0	15,961				9,790	1,868	1,000	0
Prudential Borrowing		0	0	0				0	0	0	0
External Grants		46,328	2,176	48,504				28,879	9,189	650	0
S106		2,509	0	2,509				693	2,062	0	0
Other Contributions		510	0	510				276	0	0	0
Capital Receipts		3,211	0	3,211				2,461	0	0	0
Revenue Contributions		5,506	662	6,168				1,542	1,500	1,500	1,500
Reserves		7,886	0	7,886				4,953	0	0	0
Finance Lease		0	0	0				0	0	0	0

	*Spend 18/19 - 22/23	Sept Budget 23/24	Additions / Amendments	Nov Budget 23/24	Nov Forecast 23/24	Slippage/ reprofiling	Under / Overspend
	£'000	£'000		£'000	£'000	£'000	
TOTAL		90,333	2,839	93,171	0	0	

Budget 24/25	Budget 25/26	Budget 26/27	Budget 27/28
£'000	£'000	£'000	£'000
57,018	23,043	7,418	5,769

Appendix C – Recent Capital Receipts Activity

Asset Disposed	Receipts Received in Year	Total Available Receipts 2023/24
	£	£
Balance b/f from 2022/23		7,613
GENERAL CAPITAL RECEIPTS		
Sale of Land	56	
Total Sales		56
Amount used in 2023/24	-	0
Commitments within the Capital Programme		
Fleet Replacement Programme	- 410	
Replacement for Education maintenance grant funding 20/21 used on general activities	- 835	
Replacement for Free School Meals grant - displaced funding	- 1,985	
Leisure and Wellbeing	- 1,000	
St Mary's Primary School	- 950	
Newport Centre demolition (Council share)	- 892	
Total Usage		- 6,072
Total Amount Uncommitted		1,597
NEWPORT UNLIMITED		
Balance b/f from 2022/23		2,216
Total Amount Uncommitted		2,216
TOTAL NCC RECEIPTS (Uncommitted)		3,813

Appendix D - Prudential Indicators April – November 2023/24

Non Treasury Prudential Indicators

The Authority measures and manages its capital expenditure, borrowing service investments (where applicable) with references to the following indicators. It is now a requirement of the CIPFA Prudential Code that these are reported on a quarterly basis.

Capital Expenditure: The Authority has undertaken and is planning capital expenditure as summarised below;

Table 1: Prudential Indicator: Estimates of Capital Expenditure and Capital Financing in £ millions

	2022/23 Budget Outturn	2023/24 Budget Budget	2024/25 Budget Budget	2025/26 Budget Budget	2026/27 Budget Budget	2027/28 Budget Budget	Total
Revised September 23	61,225	90,333	56,891	23,043	7,418	5,769	244,677
Additions/deletions		2,757	127	0	0	0	2,884
Amendments		81	0	0	0	0	81
Revised November 23	61,225	93,171	57,018	23,043	7,418	5,769	247,642

The detail behind the movements and the changes in forecast are discussed at the beginning of the report.

Capital Financing Requirement: The Authority's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt.

The actual CFR is calculated on an annual basis.

Table 2: Prudential Indicator: Estimates of Capital Financing Requirement in £ millions

	31/03/23 Actual	31/03/24 Forecast	31/03/25 Indicative	31/03/26 Indicative	31/03/27 Indicative	31/03/28 Indicative
TOTAL CFR	270.7	282.7	284.9	278.8	271.5	263.3

Gross Debt and the Capital Financing Requirement: Statutory guidance is that debt should remain below the capital financing requirement, except in the short term. The Authority has complied and expects to continue to comply with this requirement in the medium term as is shown below.

Table 3: Prudential Indicator: Gross Debt and the Capital Financing Requirement in £ millions

	31/3/2023 Actual	31/3/2024 Forecast	31.3.2025 Budget	31.3.2026 Budget	31.3.2027 Budget
Debt (incl. PFI & leases and ST & LT borrowing)	176.5	171.6	220.0	228.8	221.3
Capital Financing Requirement	270.7	282.7	284.9	278.8	271.5

Debt and the Authorised Limit and Operational Boundary: The Authority is legally obliged to set an affordable borrowing limit (also termed the Authorised Limit for external debt) each year. In line with statutory guidance, a lower "operational boundary" is also set as a warning level should debt approach the limit.

	2023/24 Maximum	30.11.23 Actual	2023/24 Operational Boundary	2023/24 Authorised Limit	Complied? Yes / No
Borrowing	138	128.5	150	246	✓
PFI and Finance Leases	38	36.1	39	39	✓
Total debt	176	164.6	189	285	✓

Since the operational boundary is a management tool for in-year monitoring it is not significant if the boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Proportion of Financing Costs to Net Revenue Stream: Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and [MRP / loans fund repayments] are charged to revenue.

The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

Table 5: Prudential Indicator: Proportion of financing costs to net revenue stream

	2023/24 Budget	2023/24 Forecast	2024/25 budget	2025/26 budget
Financing costs* (£m)	23	20.5	22.8	23.2
Proportion of net revenue stream	6.10%	5.48%	5.90%	5.80%

New Capital Expenditure to be funded via borrowing; The table below shows the limit of new capital expenditure that can be funded via borrowing. There have been no new capital schemes funded by borrowing so far within 2023/24.

Table 6: Local Prudential Indicator: New capital expenditure to be funded via borrowing (£m)

	2023/24 limit	2024/25 limit*	2025/26 limit*
Borrowing headroom	1.1	0	0

Treasury Management Prudential Indicators

As required by the 2021 CIPFA Treasury Management Code, the Authority monitors and measures the following treasury management prudential indicators.

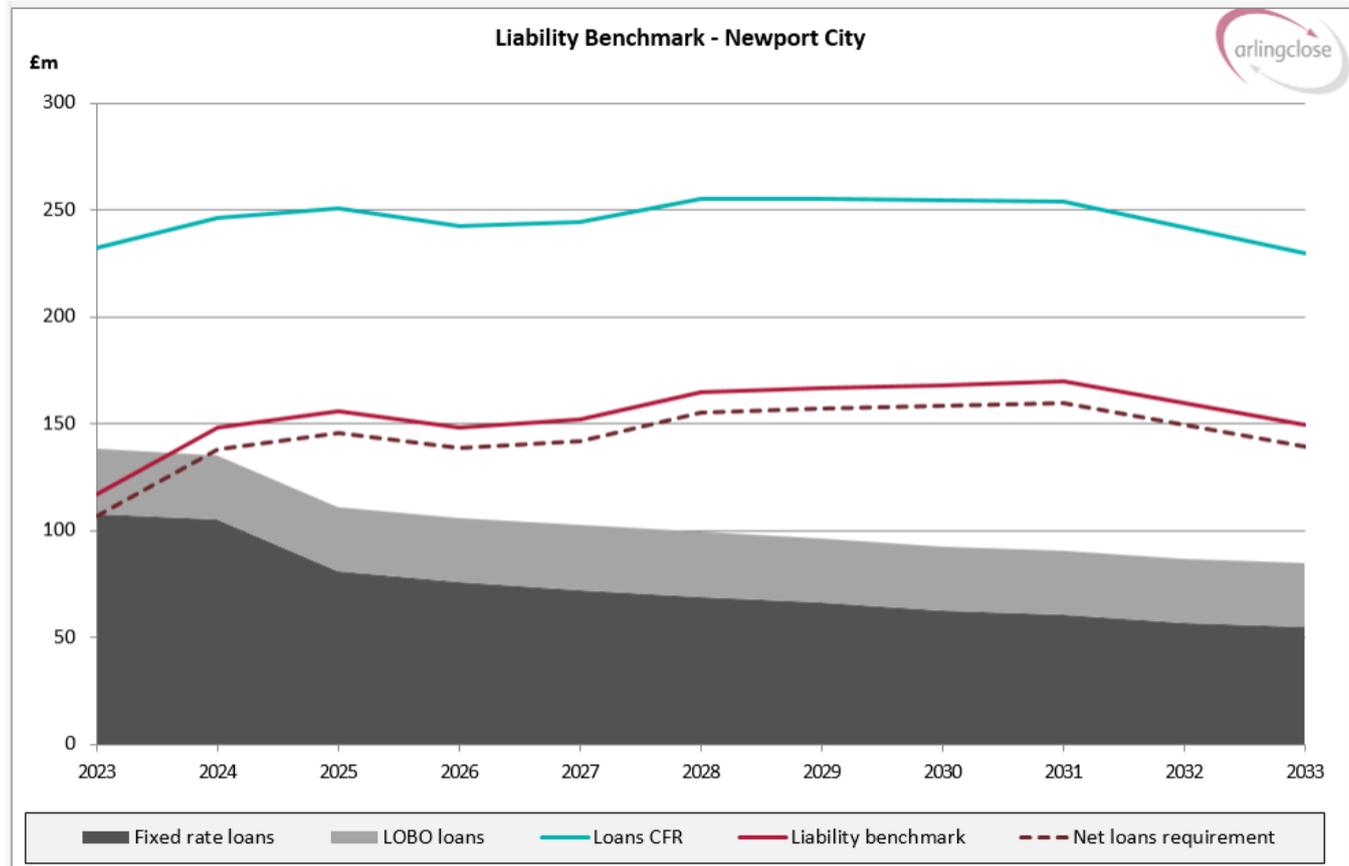
1. Liability Benchmark:

This new indicator compares the Authority's actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. It represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level of £10m required.

	31.3.23 Actual	31.3.24 Forecast	31.3.25 Forecast	31.3.26 Forecast
Loans CFR	232.2	246.5	250.9	242.8

Less: Balance sheet resources	-125.3	-108.6	-104.9	-104.3
Net loans requirement	106.9	137.9	146	138.5
Plus: Liquidity allowance	10	10	10	10
Liability benchmark	116.9	147.9	156	148.5
Existing borrowing	-137.2	-134.2	-110.0	-105.2

The chart below contains a number of elements, which are explained below:



The blue line reflects the accumulated value of historic, and future, unfunded capital expenditure – i.e. expenditure initially funded by borrowing and then funded via the revenue budget, over time, in the form of MRP (Minimum Revenue Provision). In effect, this line represents the gross amount of borrowing required.

The solid red line is the calculated actual/real level of borrowing required, taking into account the Council’s internal borrowing capacity (i.e. the value of balance sheet resources at any point in time). The gap between the blue and red lines represents the internal borrowing capacity.

The grey shaded areas represent the actual borrowing undertaken by the Council as of 30th September 2023 and shows how these loans reduce as they are scheduled for repayment.

The white gap between the solid red line and the grey shaded areas represents the estimated amount of new borrowing required over the next ten years. A large proportion of this new borrowing would be to replenish existing maturing borrowing, with the remainder being required as a result of the Council’s capital expenditure plans.

Maturity Structure of Borrowing: This indicator is set to control the Authority’s exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

	30.11.23 Actual	Upper limit	Lower limit	Complied
Under 12 months	17%	60%	0%	✓
12 months and within 24 months	19%	40%	0%	✓
24 months and within 5 years	9%	40%	0%	✓
5 years and within 10 years	11%	40%	0%	✓
10 years and within 20 years	20%	30%	0%	✓
20 years and within 30 years	3%	20%	0%	✓
30 years and within 40 years	16%	20%	0%	✓
40 years and within 50 years	0%	20%	0%	✓
50 years and above	4%	20%	0%	✓

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Long-term Treasury Management Investments: The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The prudential limits on the long-term treasury management limits are:

	2023/24	2024/25	2025/26
Limit on principal invested beyond year end	£10m	£10m	£10m
Actual principal invested beyond year end	£10m	£10m	£10m
Complied?	Yes	Yes	Yes

Long-term investments with no fixed maturity date include strategic pooled funds, real estate investment trusts and directly held equity but exclude money market funds and bank accounts with no fixed maturity date as these are considered short-term.

Interest Rate Exposures: This indicator is set to control the Authority's exposure to interest rate risk. Bank Rate rose from 4.25% on 1st April to 5.25% by 30th November.

Interest rate risk indicator	Limit	30.11.23 Actual	Complied
Upper limit on one-year revenue impact of a 1% rise in interest rates	£200,000	14,867	✓
Upper limit on one-year revenue impact of a 1% fall in interest rates	£100,000	56,000	✓

Report

Cabinet

Part 1

Date: 10 January 2024

Subject Council Tax Premiums for Long Term Empty Properties and Second Homes

Purpose This report provides Cabinet with the results of the public consultation that it agreed to undertake on the introduction of council tax premiums for long term empty properties and second homes.

Author Head of Finance and Revenue and benefits Manager

Ward All

Summary Cabinet at its meeting on 15 November 2023 looked at the options available for charging council tax premiums for long term empty properties and second homes as a way to encourage owners to bring properties back into use and reduce the number of unoccupied and underused properties across the city. Cabinet decided that a consultation should be carried out on the possible introduction of council tax premiums.

This report provides the results of the consultation and sets out the options for consideration.

Proposal To consider the results the consultation and recommend introduction of council tax premiums to Council in line with the preferred option shown within the report.

Action by Head of Finance and Revenues and Benefits Manager.

Timetable If agreed, the recommendation to introduce Council Tax premiums will go to the 23rd January Council for consideration and implemented, if agreed, on 1st April 2024

This report was prepared after consultation with:

- Head of Finance
- Head of Law & Regulation
- Head of People Policy and Transformation

Signed

Background

Since the pandemic Newport has seen a 114 per cent rise in demand for temporary accommodation. In March 2023, there were over 450 households placed in temporary accommodation under the council's statutory housing duties. There are currently over 9,000 people on the Common Housing Register for social housing in the city. In 21/22 there were 686 new letting of social housing of which 302 went to homeless households.

As council we are committed to transforming our housing service to meet current pressures, improve outcomes for citizens and to ensure that homelessness becomes rare, brief and unrepeated in the city. To achieve this we must increase the supply of good quality and affordable accommodation by making best use of all available housing stock, including empty properties. There are currently high number of empty properties that despite efforts to encourage owners to bring them back into use, remain empty, often for many years. There are also a small number of second homes in the city that are kept furnished and ready for use but are not used as anyone's sole or main residence.

There are currently 2,565 empty dwellings in the city, of which 1,440 are exempt from paying council tax. Of the remaining 1,125, many of those, around 830 are long term empty properties, having been continuously vacant for a year or more. There are currently 15 second homes.

From April 2019, Newport City Council removed the discretionary 50% discount on empty homes and no reductions are available other than the statutory exemptions when a property first becomes empty and unfurnished.

In the case of empty properties, they are initially statutorily exempt from Council Tax for 6 months, or 12 months if major work is required. Following the expiration of the exemption period, council tax is charged at the full standard rate. If introduced, a premium would apply after a property has been empty and unfurnished for a period of at least 12 months which includes the exemption period.

The Housing (Wales) Act 2014 gives local authorities in Wales the discretion to charge a premium on top of the standard rate of council tax on long-term empty dwellings and second homes. Most Welsh councils have now adopted premiums and Newport City Council is one of only a handful of authorities yet to do so.

The Council can choose any percentage for the premium up to a maximum of 300% of the standard council tax. A premium of 100% effectively doubles the amount due, a premium of 300% would see four times the standard council tax being charged.

The intention of charging a premium is to encourage property owners to bring them back into use as soon as possible to avoid having to pay a premium. Should they remain unused the additional income raised from the premium can be used by the Council.

Councils whose tax bases increase faster relative to other Councils normally have their core RSG funding decrease. Introducing premiums has the effect of increasing a Council's tax base. However, the Council can retain the full amount of council tax premium collected without its share of RSG being adversely affected as these are ignored for this purpose. The Council is encouraged to use the additional funds for housing related expenditure, though this is not mandatory. Housing services costs have increased very significantly over the last 2-3 years as housing demand outstrips supply and the cost of short-term temporary placements is unrecoverable due to Housing Benefit Subsidy regulations. The Council invested £2.7m in housing budgets over the last 2 years and demand continues to exceed budget levels.

Whether to charge a premium on second homes or long-term empty properties (or both) is, therefore a decision to be made by each Council. The Act also provides regulations which make exceptions to the premiums and these are set out in the Council Tax (Exceptions to Higher Amounts) (Wales) Regulations 2015.

The report to Cabinet on 15 November 2023 set out the conditions when a premium could be charged and Cabinet agreed that a consultation exercise should be carried out to gauge public opinion on the matter. The consultation has now concluded, and a summary of the responses is provided below with full details of the consultation responses shown in Appendix 1.

Consultation Summary

An online consultation exercise was undertaken, and respondents asked for their views on a number of key points around long-term empty properties and second homes premiums.

The consultation was open for 4 weeks and 470 responses were received during that time.

The detailed analysis of the consultation responses is shown in appendix 1 and is summarised below.

Long Term Empty Properties

- The responses showed that most respondents 66%, consider that empty homes are detrimental to the neighbourhood.
- The responses received highlighted the anti-social behaviour that often accompanies long term empty homes and this was mentioned in the comments numerous times.
- From the survey responses there is strong support for the Council to take steps to reduce the number of empty homes in the city, with 76% in favour of the Council doing more to reduce the number of long-term empty homes.
- Empty home premiums are broadly supported with 57% agreeing with the introduction of a premium, compared to 34% that disagreed.
- A majority of respondents 64% believe that the introduction of a long-term empty premium would result in decrease in the number of empty homes.
- Opinion was spread on the percentage that an empty home premium should be set at to be effective however the most popular choice saw 26% choosing 100% as the preferred level.
- The introduction of empty home premiums was seen by most respondents 55% as likely to have a neutral effect on the Welsh Language.

The Consultation also sought views on any exceptions, other than the statutory ones that could be provided for if premiums for long-term empty properties are introduced.

It was evident from the comments received that there are a multitude of reasons why a property is left empty, however the following were circumstances most mentioned where respondents felt that a premium should not be charged:

- Where building work is taking place to make empty homes habitable.
- Where the empty property is attached to and accessed via a business premises and does not have a separate entrance, for example a flat over a shop where access to the flat is through the shop.
- Where a new owner buys a long-term empty property and must pay a premium straight away without any allowance given to get the property ready for occupation.

Should it choose to do so the Council can include its own classes of exceptions to a premium. If a case does not fall into one of the statutory or Newport specific exceptions an appeal would need to be made and considered under the existing discretionary relief policy.

Second Homes

- Second homes were seen as less detrimental to the neighbourhood than empty properties, with the most respondents 48% seeing them as having a neutral effect on local neighbourhoods.

- There was no clear view on whether steps should be taken to reduce the number of second homes with 47% agreeing that steps should be taken to reduce the number, compared to 52% that do not want action taken.
- The question on whether the Council should introduce a premium for second homes saw 47% for the introduction of a second home premium and 38% against.
- On the question of the effect on the number of empty homes if a second home premium was introduced, 61% of respondents believe the number would decrease whilst 34% thought it would have no effect.
- The question of the percentage that second home premium should be set at to be effective saw the largest number 30% choosing 100% as the preferred level.
- The introduction of a second home premium was seen by most respondents, 57% as likely to have a neutral effect on the Welsh Language.

The Consultation also sought views on any exceptions, other than the statutory ones that should be allowed for if premiums for second homes are introduced.

Unlike long term empty homes there was less consensus on additional exceptions for second homes however the following circumstances were mentioned by several respondents:

- Second homes being used by commuters.
- Short term lets as they bring economic benefits to the city.
- Probate and family disputes connected to inheritance or the estate of a deceased person.

As well as the consultation exercise Council officers have participated in a number of meetings facilitated by Welsh Government to enable the experiences of those that have already introduced premiums to be shared.

These meetings have highlighted the following:

- The statutory exceptions to premiums are too narrow leading to high numbers of appeals.
- Many councils are considering introducing additional 'local' exceptions due to the time taken to deal with appeals and the additional resources required to do so.

The main issues identified are:

- Those purchasing a long-term empty property having to pay a premium from day 1 of ownership, even if the intention is to live there.
- Those purchasing a long-term empty property having to pay a premium from day 1 of ownership, where the intention is to carry out building work to make it habitable.
- Properties attached to business premises without a separate entrance that cannot be sold or let independently.

Should it choose to do so the Council can include its own classes of exceptions to a premium if a case does not fall into one of the statutory or Newport specific exceptions an appeal would need to be made and considered under the existing discretionary relief policy.

Comments Received

The consultation also allowed for respondents to register their comments and a selection are shown in the appendix to this report.

Recommendations for Newport City Council

Based on the consultation responses and the experiences of other Welsh councils that have already introduced council tax premiums, and the need to bring empty properties back into use, Cabinet are asked to consider:

- Introducing from 1 April 2024 a council tax premium of 100% for second homes and long-term empty properties.
- Allowing for specific additional exceptions to a premium in certain cases, namely:
 - A period of 3 months without a premium for new owners who would otherwise be subject to a premium from day one of ownership, and up to 6 months for new owners where major building work is being carried out.
 - No premium to be charged on properties attached to a business where there is no separate entrance.

Where a registered social landlord has empty properties that are earmarked for future large-scale development, the Housing team will engage with the RSL and encourage use of the empty properties as temporary or transitional accommodation. The Council will develop a working policy to deal with this situation to encourage use of empty premises and balance that with the need for development requirements.

The recommended option further on in this report sets out the Cabinet recommendation in respect of Council Tax premiums, in line with the above.

Financial Summary (Capital and Revenue)

There are no capital implications.

From a revenue perspective, the implementation of a premium will result in additional Council Tax being due, in line with the relevant level of premium adopted and the number of eligible properties. The level of premium due across all eligible properties will be reflected in the Council’s annual tax base calculation. For example, should a premium of 100% be implemented, an eligible property would effectively be worth double the standard rate of Council Tax at the relevant banding. As a result, when setting the annual revenue budget for the year, the Council would budget for the additional Council Tax likely to be generated, less the appropriate allowance for non-collection.

It is important to note that Council Tax premiums are discounted from the tax base figure that features in the Welsh Government’s annual Local Government Settlement calculation. Therefore, the introduction of a premium will not impact upon the level of Revenue Support Grant received by the local authority.

As well as the additional income that is generated, it will be necessary to consider the resources required within the Revenues team to administer the scheme. This cost is something that will need to be reflected as a pressure in the Council’s Medium Term Financial Plan and will, in overall terms, reduce the level of additional income that can be budgeted for.

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?
Eligible properties are lower than the Council anticipated leading to lower income levels.	H	M	A survey of empty properties and targeted inspections will be undertaken in advance of premiums being introduced to refine the estimates for chargeable premiums.	Head of Finance
Collection rates of premiums	M	M	Recovery action will be taken promptly and where necessary a charge to secure the council	Revenues & Benefits Manager.

are lower than budgeted.			tax debt will be placed on the property.	
Large volume of queries/appeals are received.	H	H	Additional staff resources will be required to handle the additional correspondence and property inspections. Specifying NCC specific exceptions will reduce the number of potential appeals and protracted correspondence.	Revenues & Benefits Manager.

Links to Council Policies and Priorities

Addressing homelessness and increasing the availability of affordable housing is set out within the Council’s Corporate Plan and the Housing and Communities Service Plan. This report provides proposals on how introducing Council Tax premiums could impact upon available premises and support Council financial management processes by bringing empty properties back into use.

One of the principles for delivery of our Corporate Plan is to be a listening council and for the views of communities, service users, and partners to shape the services we deliver, and the places people live in. Should cabinet progress with this proposal, a public consultation will be undertaken and will inform any decision making.

Options Available and considered

Options 1 - Introduce a second home and long-term empty home premium at 100%

The consultation showed that there is strong support for the Council to take steps to reduce the number of long-term empty homes in the city with a majority in favour of introducing a council tax premium for long term empty properties. Should Council agree to the introduction of a long term-empty property premium and second home premium the earliest it could be effective is from 1 April 2024 in the case of long-term empty properties and 1 April 2025 for second homes.

There was less consensus on the level that any premium should be set at, the consultation showed that a premium level of 100% was most popular, and given that introducing premiums would be a significant change to the administration of council tax a higher level than 100% could cause difficulties given the tight timescales before implementation and the lack of data regarding all the individual reasons why a property is vacant. It would therefore be sensible to introduce a premium at 100% given all these factors.

Whilst the consultation showed that there was less support for a second home premium to be introduced it is fair that all homes that are not used as someone’s main residence are treated in a similar way and introducing a second home premium would achieve this. The Council would be required to agree to a second home premium before 31 March 2024 for charges to be made from 1 April 2025 due to the time limits in the regulations.

Option 2 - Do not introduce a second home and long-term empty property premium.

Nothing will change if Cabinet decide not to recommend introducing a second home and long-term empty property premium and owners will continue to be liable for just the standard rate of council tax.

Given the fact that the number of empty homes across the city has remained stubbornly high for many years it is unlikely that this will change should the opportunity to introduce premiums not be taken.

Preferred Option and Why

The recommendation of this report is that option 1 is taken and a second home and long-term empty property premium at 100% is introduced for both long term empty properties and second homes that do not fall into the statutory exceptions or one of the specified categories below and is taken forward to the January Council meeting for members to formally decide.

No premium in respect of long-term empty properties will be charged in the following cases:

1. Where an empty property can only be accessed through a business premises and does not have a separate entrance. This category will not apply if the building is altered to remove an existing separate entrance.
2. Where a premium would be payable on a long-term empty property that is sold, the new owner will not be charged a premium for 3 months from the date of the sale.
3. Where a premium would be payable on a long-term empty property that is sold, the new owner will not be charged a premium for up to 6 months from the date of the sale while major building work is being carried out.

Where a registered social landlord has strategic empty properties that are earmarked for future large-scale development, the Council will develop a policy that balances the need for homes and future development.

Comments of Chief Financial Officer

The introduction of a Council Tax premium will hopefully result in homes being back into use across the city. The income generated from this should therefore, if the policy objective is successful, reduce over time and will need to be carefully monitored.

If approved by full Council, the initial financial impact will be based on a realistic number of houses which would be subject to a premium and make allowance for resources to collect this income and achieve the policy objective. This will be factored into the Council's MTFP and be reviewed annually thereafter.

Comments of Monitoring Officer

The Council has the power to raise the Council Tax charge on empty dwellings as set out in the report. The legal provisions and considerations relating to this are summarised and set out full within the embedded guidance document produced by the Welsh Government.

Prior to implementing the change, the Council has entered into a consultation process as agreed by Cabinet on 15th November 2023. The responses received have been largely positive in terms of introducing premiums for empty properties and second homes, with the preferred option being the introduction of a 100% premium for these properties.

In addition to the consultation process a Fairness and Equality Impact Assessment has been undertaken in accordance with the Equality Act 2010 and the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011. The results are summarised within the report and demonstrate that the recommended decision will achieve a positive impact on those with protected characteristics. The Council must ensure that the outcomes from the consultation process and the FEIA set out in this report are taken into account and are considered prior to making any final decision on the matter. As identified in the report, should Cabinet wish to accept the recommendations set out above, any decision to implement a change to Council Tax charges must be taken by full Council.

Comments of Head of People, Policy and Transformation

This report proposes the use of Council Tax premiums as a way to encourage more dwellings to be brought back into use, and increase the long-term availability of safe, secure housing within the city. A consultation exercise was undertaken which indicated strong support for the introduction of premiums in the case of empty homes, but less so for second homes, of which there are a relatively small number in

Newport. A Fairness and Equalities Impact Assessment has been completed and is summarised in this report. There are no direct HR implications.

Scrutiny Committees

none

Fairness and Equality Impact Assessment:

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

The Well-being of Future Generations (Wales) Act seeks to improve the social, economic environmental and cultural well-being of Wales. Public bodies should ensure that decisions consider the impact they could have on people living in Wales in the future. The Council has always sought to engage with residents before taking any decision which may impact upon the delivery of any public service in accordance with the principles of fairness and legitimate expectation. The sustainable development principle and 5 ways of working set out in the Wellbeing of Future Generations Act have been considered as outlined below:-

- **Long term:** the importance of balancing short- term needs with the need to safeguard the ability to also meet long-term needs: The consultation exercise that was carried out gathered opinion on the use of premiums as a way to encourage more dwellings to be brought back into use and increase the long-term supply of available housing within the city.

There was strong support amongst those that responded for the Council to take action to bring empty properties back into use.

- **Prevention:** How acting to prevent problems occurring or getting worse may help us meet our objectives. If more homes are made available because of the introduction of premiums it will help reduce reliance on temporary and emergency housing.

- **Integration:** Consider how the proposals will impact on our wellbeing objectives, our wellbeing goals, other objectives, or those of other public bodies. This proposal supports the following wellbeing objectives:

To improve skills, education and employment opportunities – insecure housing leads to adverse outcomes for the education of children and maintaining employment, the provision of stable quality affordable housing is required to ensure that education and employment opportunities are not diminished.

To enable people to be healthy, independent and resilient – to achieve this people require safe, secure and accessible housing, by introducing council tax premiums the Council is demonstrating its commitment to using all available options to increase available housing across the city.

To build cohesive and sustainable communities – cohesive communities are those that have secure stable housing enabling residents to put down roots and feel part of the local community, by introducing council tax premiums the Council is therefore demonstrating its commitment building cohesive and sustainable communities.

- **Collaboration:** Acting in collaboration with any other person (or different parts of NCC) that could help us meet our well-being objectives. Should council tax premiums be introduced the Revenues Team will be working closely with the empty homes team to identify properties where a premium may be applicable and also to offer solutions to the owners who may require assistance in bringing their properties into a useable condition.

• **Involvement:** The importance of involving people with an interest in achieving the wellbeing goals and ensuring that those people reflect the diversity of the city we serve. The Council engaged with the local community related to the proposal by way of a public consultation.

A Fairness and Equality Impact Assessment (FEIA) has been carried out, and is summarised below:

The council has a number of legislative responsibilities to assess the impact of any strategic decision, proposal or policy on people that may experience disadvantage or inequality. This has been carried out as follows:

- A public consultation exercise was undertaken to gather views on the proposal to introduce council tax premiums. The outcome of the consultation is summarised in the report and full analysis of the data can be found in Appendix 1. The recommendations of this report take account of the feedback, including local exemptions to the Newport scheme.
- The key stakeholders are the owners of empty properties and second homes, they have all been directly contacted and invited to take part in the consultation and ensure that their views are recorded. As noted above, their feedback has been noted and informed the recommendations in this report.
- No negative impacts on any groups with protected characteristics have been identified through the FEIA process.
- The FEIA details the positive impact that bringing properties back into use will have on homelessness within the city.

Consultation

A full consultation exercise has been undertaken on the proposal and the full results are shown in Appendix 1 to this report.

Background Papers



WG Guidance
Council Tax on Emp

Dated: 4 January 2024

Appendix 1

Consultation on the Introduction of Second Home and Long Term Empty Council Tax Premiums

This report presents the findings of the Empty Properties and Second Home consultation with regard to the proposed introduction of a Council Tax Premium.

The consultation was conducted in-house in the form of an online survey.

The consultation period ran from the 17 November 2023 and ended on the 15 December 2023.

Views were sought on proposals to; -

- Reduce the numbers of empty homes and second homes in the city.
- Introduce a Council Tax Premium on long-term empty properties and second homes.
- The level of premium to be most effective.
- The effect a premium may have the number of available properties.
- Additional exceptions when a premium should not be applied.
- The effect that introducing a premium on long-term empty properties and second homes would have on the Welsh language.

The following methods were used to consult with stakeholders; -

- A letter or email was sent to all empty property and second home owners.
- An online questionnaire was available on the Newport CC website.
- Promotion of the consultation on the Council's website/social media and in the residents newsletter.
- A link to the online survey was emailed to over 33,000 people who are registered for the Council's online services that have indicated they are happy to be contacted.

In total 470 responses were received to the consultation.

Who Responded?

Local residents	377
Local businesses	15
Public Sector/Voluntary organisations	5
Other/no answer	73

Newport Residents	422
Live Elsewhere	47
Did not answer	2

Pay council tax to NCC	380
Do not pay council to NCC	88

Did not answer	2
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Own an empty property in Newport	106
Do not own an empty property	363
Did not answer	1
Own a second home in Newport (some respondents may have classified an empty property as a second home and ticked both boxes)	59

Respondents provided their comments on the proposals via the facility to free type their comments.

A large number of comments were from owners of empty properties and second homes and in disagreement with the proposals.

A common concern expressed was that a blanket policy of higher rates will unfairly impact people with individual circumstances beyond their control. Circumstances described included;

- increased costs of renovation work,
- difficulties in finding tradesmen/source supplies and planning delays;
- collapsed sales or longer than expected time spent on the sales or letting markets;
- inherited property.
- being unable to meet the costs of selling or letting a property.
- having ties to the local area but being unable to live here at present.
- and a number of other individual situations.

A number of respondents have let/ currently let/ intend to let properties but state that they are unable to afford or complete necessary works to bring properties up to legislative standards. Causes included:

- damage by former tenants.
- unexpected redundancy or ill-health.
- Cost of renovations.

Results

Question	Options	No. of Responses	%
What effect do empty homes have on the neighbourhood?	Negative Neutral Positive No Answer	310 130 20 10	66% 28% 4% 2%
Should NCC put measures in place to reduce the number of empty homes?	Yes No No answer	359 108 2	76% 23% 1%
To What extent to you agree with introduction of an empty home premium?	Strongly Agree/Agree Neutral Strongly Disagree/Disagree No answer	270 39 159 2	57% 8% 34% 1%

What effect would an empty home premium have on the number of empty homes?	Decrease significantly/moderately Stay the same Increase moderately/significantly? No answer	303 145 20 2	64% 31% 4% 1%
To be effective at what level should an empty property premium be set?	100% 200% 300% Other No Answer	121 76 45 186 42	26% 16% 10% 40% 8%
What effect would the introduction of an empty home premium have on Welsh language?	Positive Neutral Negative Did not answer	110 258 93 9	23% 55% 20% 2%

Second Homes

Question	Options	No. of Responses	%
What effect do second homes have on the neighbourhood?	Negative Neutral Positive No Answer	173 225 65 7	37% 48% 14% 1%
Should NCC put measures in place to reduce the number of second homes?	Yes No No Answer	222 242 6	47% 52% 1%
To What extent to you agree with introduction of a premium for second homes?	Strongly Agree/Agree Neutral Strongly Disagree/Disagree No Answer	219 68 177 6	47% 14% 38% 1%
What effect would a second home premium have on the number of empty homes?	Decrease significantly/moderately Stay the same Increase moderately/significantly? No answer	285 160 18 7	61% 34% 4% 1%
To be effective at what level should a second home premium be set?	100% 200% 300% Other No answer	142 48 68 143 69	30% 10% 14% 30% 16%
What effect would a second home premiums have on Welsh?	Positive Neutral Negative No answer	84 268 97 21	18% 57% 21% 4%

Comments Received

The consultation invited respondents to add their comments throughout the consultation.

On the question of empty homes and the effect on neighbourhoods:

'It can't be right for 800 homes to be left empty when so many people need places to live.'

'Empty homes attract squatters and vandals and are often a magnet for vermin. They also tend to be unkempt and make a neighbourhood look run down and generally spoil the look and feel of the street.'

'It makes an area look run down and neglected, it also adds to ASB'

'There are many homeless people in Newport. Empty houses are adding insult to injury.'

'If these were on the market, rent and house prices should go down'

'No-one living there the local economy doesn't benefit'

'Very bad for the homes located around the property and local area'

'An increasing premium dependent on how long a property remains empty. It is completely unacceptable to have people in Newport struggling to find a home when so many places are sitting empty.'

'Current housing pressures require innovative solutions.'

A number of comments reflected the view that help should be made available to owners to bring empty properties back into use:

'Why not work with property owners. Why is the property empty and what can be done to help'

'You should encourage owners with other schemes to try and get the empty houses occupied rather than charge owners more council tax.'

'Compulsory purchase - at a reduced rate due to lack of use and maintenance.'

A number of comments were received disagreeing with the introduction of a premium for long term empty properties:

'If the empty houses don't use your services they shouldn't pay anything.'

'none is just another money grabbing scheme (sic)'

'This consultation smacks of political cowardice. If someone owns a second home and decides to leave it empty, that is their business and none of yours. It's private property and not the council's business to be trying to penalise them for a legitimate and lawful choice.'

'Empty homes are a result of financial difficulties. increasing council tax just adds to the difficulty and debt'

'If you're not living there you shouldn't pay. Stealth tax. People are already struggling.'

'There cannot be a blanket policy as there are circumstances beyond a person's control which is not recognised by the council.'

'I don't think this should be charged. Charging additional council tax I don't think will encourage owners like myself back into use. It is just an additional cost that I will incur while completing the renovations.'

Comments received in relation to whether second homes have a positive or negative effect on neighbourhoods:

'Unfair if not in use.'

'second homes contribute very little other than to the owner.'

'houses are not used for living and this is a waste.'

'Attracts tourism in summer/Xmas but needs a strong tourism attraction/series of attractions to be beneficial. Otherwise, it's generally negative.'

'Second homes in a place like Newport are so unlikely that I have no idea why this is even a question. It's hardly the seaside, is it?'

'For the time the property is occupied during the season. Why not make use of these empty properties to house homeless people revenue is being spent locally- thus helping the community. But for the 'closed' season it is just another empty property.'

Comments received on the introduction of a premium for second homes:

'It reduces tourism in the area which is not a good thing.'

'Second Homes are not a problem in Newport.'

'People should be entitled to own a second home if they wish, so shouldn't be stopped, but they should pay a premium so they help the economy in other ways.'

'Discourages investment brought to city'

'If people can afford a second home through their hard work then why penalise them. People make choices in life, some good, some bad.'

'It depends why there are second homes if they are being let to people that can not afford to purchase them what is the choice.'

Report

Cabinet

Part 1

Date: 10 January 2024

Subject **Mid-Year Assessment Report 2023/24**

Purpose For Cabinet to agree the Mid-year Assessment Report of service area progress against their Service Plans 2023/24.

Author Chief Executive
Director of Transformation and Corporate
Head of People, Policy and Transformation

Ward All

Summary In November 2022 Newport City Council agreed its Corporate Plan 2022-27 to deliver an ‘*Ambitious, Fairer and Greener Newport for Everyone*’. The Council’s 11 Service Areas have developed service area plans which set out how they will contribute towards the delivery of the Corporate Plan’s 4 Well-being Objectives. This report provides an overview of the progress that service areas have made in delivering against their objectives, projects and performance measures in the first 6 months of 2023/24 (1st April to 30th September 2023).

At the mid-year point, all the service areas reported positive progress in the delivery of their objectives and actions. Against service area performance measures, it was reported:

- 9 Red performance measures
- 14 Amber performance measures
- 61 Green performance measures

Each service area presented their Mid-year assessment to the Place and Corporate and People Scrutiny Committees. The feedback and comments raised by the scrutiny committees are included in the report and will be considered for future service plan development and the Council’s end of year assessment of service area performance.

Proposal To agree the Mid-year assessment report of service area performance.

Action by Executive Board
Corporate Management Team

Timetable Immediate

This report was prepared after consultation with:

- Executive Board
- Corporate Management Team
- Place & Corporate Scrutiny Committee
- People Scrutiny Committee

Signed

Background

In November 2022, the Council approved its 5-year Plan to deliver an ‘Ambitious, Fairer and Greener Newport for everyone’ with four Well-being Objectives focusing on the Economy, Education and Skills; Environment and Infrastructure; Quality Social Care and Community Services; and an Inclusive, Fair and Sustainable Council. To support the delivery of the Corporate Plan the Council’s 11 Service Areas developed their service plans outlining the programmes and projects, objectives and actions which will be supporting each Well-being objective(s) and its strategic priorities; and delivering continuous improvement.

This also contributes towards the Council’s compliance with the Well-being of Future Generations Act and the Local Government and Elections (Wales) Act.

Service Plan Mid-year Assessment 2023/24

This report provides an overview of the progress the Council’s 11 Service Areas have made between 1st April 2023 and 30th September in the delivery of:

- Programmes and Projects.
- Service Area Objectives and Actions including workforce planning actions.
- Performance measures.

Each service area presented their mid-year assessment to the People Scrutiny Committee and Place & Corporate Scrutiny Committee in November / December 2023. The feedback and recommendations from the committees is outlined in the Scrutiny Committee section of the report. These will be considered as part of the preparation of the End of Year / Annual Review of performance as well as supporting the development of service area plans for 2024/25.

The table below provides a summary of the assessment against the progress of Service Area objectives and their actions. Based upon the actions reported, 6 out of 43 objectives reporting an ‘Amber’ status with the remaining 37 objectives reporting a ‘Green’ status at the end of Quarter 2.

Directorate	Service Area	Service Plan Objectives Mid-Year Assessment (Red / Amber / Green). <i>See definition in Appendix 1</i>				
		Objective 1	Objective 2	Objective 3	Objective 4	Objective 5
Chief Executive Directorate	Education Service	Green	Green	Green	Amber	Green
	Regeneration & Economic Development	Green	Amber	Green	Green	Grey
Environment & Sustainability Directorate	Environment & Public Protection	Green	Green	Green	Green	Green
	Housing & Communities	Amber	Green	Amber	Grey	Grey
	Infrastructure	Green	Green	Amber	Amber	Grey
Social Services	Adult Services	Green	Green	Green	Green	Grey
	Children Services	Green	Green	Green	Green	Grey
	Prevention & Inclusion	Green	Green	Green	Green	Grey
Transformation & Corporate	Finance	Green	Green	Green	Green	Grey
	Law & Standards	Green	Green	Green	Grey	Grey
	People, Policy & Transformation	Green	Green	Green	Green	Grey

*Note – Grey boxes denote no objective.

Each Service Area has also set performance measures to assess the effectiveness and efficiency of services. For the Mid-year assessment, service areas reported progress against monthly, bi-monthly, quarterly and half-yearly performance measures. Annual measures will be reported in the End of year reviews in 2024. The table below provides a summary on service area performance measures.

Directorate	Service Area	Service Plan Performance Measures Mid-Year Assessment (Red / Amber / Green). See definition in Appendix 1			
		Red	Amber	Green	For Information*
Chief Executive Directorate	Education Service* ²	0	0	0	0
	Regeneration & Economic Development	0	2	3	0
Environment & Sustainability Directorate	Environment & Public Protection	1	2	9	0
	Housing & Communities	4	1	2	0
	Infrastructure	0	0	5	0
Social Services	Adult Services	0	0	0	13
	Children Services	2	1	4	14
	Prevention & Inclusion	1	1	12	3
Transformation & Corporate	Finance	1	6	14	0
	Law & Standards	0	0	4	1
	People, Policy & Transformation	0	1	8	0
Total (115 measures)		9 (8%)	14 (12%)	61 (53%)	31 (27%)

*1 Performance measures provided for information and context to support service delivery.

*2 Education performance measures reported annually.

At the end of Quarter 2, 61 (53%) of the 115 measures reported as 'Green' on target status. 9 (8%) of the 115 measures were reporting as 'Red' status with 4 of the 9 measures specific to the Housing & Communities service area. 14 (12%) measures reported an 'Amber' status with 6 of the 14 measures specific to the Finance service area. Where 'Red' and 'Amber' measures have been reported further detail is provided in Appendix 1 with commentary provided by the service areas to explain the reason for the underperformance and any further actions being taken to improve performance.

Case Studies and Notable Areas of delivery.

Each service area (where applicable) also provided an overview of the impact which their service has had within the community, on service users and continuous improvement across the Council. Below are some notable areas of delivery in the first 6 months of the year and some examples of the work which the Council and its partners have delivered.

- **Regeneration & Economic Development** received 2 awards in the annual Local Authority Building Control Building Excellence Regional Awards. The first award was for "Best Purpose-Built Accommodation" for Treberth Crescent, Newport in collaboration with JG Hale Construction Ltd, Ainsley Gammon Architects and Pobl Group. The second award was for "Best Non-Residential Extension, alteration or Conversion" for Newport Provisions Market (LoftCo, Amser Building Services and Ellis Williams Architects). Both awards will progress to the LABC Finals in London in January 2024.
- **Housing and Communities** – A 6 flat supported housing scheme opened in May 2023 for people recovering from mental health issues. The scheme was developed in partnership with Melin Homes and Newport MIND. The scheme was developed as transitional or move-on accommodation to free up bedspaces in existing supported housing and homelessness temporary accommodation.
- **Housing and Communities** – In July 2023 a new service for people sleeping rough with a street-based lifestyle commenced with the Salvation Army. The service pulled together assertive outreach and dedicated floating support into a more cohesive scheme.
- **Environment & Public Protection** – Since 1st April 2023, the Council's Trading Standards team seized 150,270 illegal cigarettes and 49.65kg of illegal hand rolling tobacco with a combined value of £42.9k. 3822 illegal disposable vapes worth £38k was seized preventing potential harm to children and young people.
- **Environment & Public Protection** – Newport City Dogs home won gold in 2 categories at the 2023 RSPCA Cymru PawPrint awards for their work with stray dogs. This is the twelfth year that the team has been recognised by the RSPCA.
- **People, Policy & Transformation** – The Council held its annual staff conference in a hybrid format using Microsoft Teams and offering in person events for front-line staff. Over 600 officers attended the event enabling more officers to engage and be involved in the Council's activities.
- **People, Policy & Transformation** – Following the Council's fourth Participatory Budgeting programme the Council shared over £750k of funding to 19 local community organisations since its

inception. This has enabled groups to deliver vital schemes and projects to residents throughout Newport. Videos on some of the work delivered by the groups is below:

- [Forget Me Not Choir](#)
- [Gypsy Stars Choir](#)
- [New Life in the Park Reality Theatre CIC](#)
- [Newport Veterans Hub CIC](#)
- [IQRA Youth Club](#)

- **Prevention & Inclusion** highlighted several case studies across a range of services including Preventions and Resilient Communities, Newport Connector Service supporting residents including carers, people cost of living, and hospital discharge. Other case studies presented also included the Community Garden Project in St Julian’s, Prevention & Family Support, and the Youth Service programme.

Next Steps

For the remainder of 2023/24, service areas will continue to monitor and report their performance in Quarters 3 and 4. Regular updates will be provided by service areas to their respective Cabinet Member(s) on performance as well as quarterly Executive Board Challenge reviews. 2023/24 End of year reports will be presented in June / July 2024 (dates to be confirmed) and will also contribute towards the Council’s overall Self-Assessment of performance against the Council’s Corporate Plan.

Appendix 1 – Newport City Council ‘Red’ / ‘Amber’ Performance Measures

Financial Summary

There are no direct costs associated with this report.

Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
The Council cannot achieve the objectives and outcomes of the Corporate Plan.	M	L	The Council has quarterly reviews of performance and Executive Board challenge reviews to assess performance. Mid-year and end of year performance reviews of performance.	Corporate Management Team.

*Taking account of proposed mitigation measures

Links to Council Policies and Priorities

Corporate Plan 2022-27

Service Plans 2022-24

Options Available and considered.

1. To note the contents of this report, and continue to monitor service area performance in 2023/24.
2. To reject this report or ask for further information.

Preferred Option and Why

1. Option 1 is the preferred option to recommend the Annual Report to be presented to full Council for approval.

Comments of Chief Financial Officer

This mid-year review report forms part of the ongoing monitoring of service plan delivery and enables Cabinet Members and Scrutiny to monitor the Council’s performance for the first six months of this

financial year. The Council's Medium Term Financial Plan is informed by the service and corporate risk registers as appropriate.

Comments of Monitoring Officer

The Council's current Corporate Plan (2022-27) sets out the Council's strategic priorities and puts in place mechanisms for monitoring the Council's performance with regard to the objectives set out in the document. This in turn contributes towards the fulfilment of the Council's duties to keep its performance under review under the Well-Being of Future Generations Act 2015 and the Local Government and

Elections Wales Act 2021. When considering the report, members should satisfy themselves that the Council is making satisfactory progress towards achieving the objectives set out in the Corporate Plan and the Service Plans.

Comments of Head of People, Policy and Transformation

This mid-year review report forms part of the ongoing monitoring of service plan delivery and enables Cabinet Members and Scrutiny to monitor the Council's performance for the first six months of this financial year. The report shows that the Council's service areas are continuing to make good progress against their objectives which support the Council's Corporate Plan 2022-27. The Council has governance processes in place to monitor and report progress against service plans through quarterly updates and Executive Board Challenge reviews. It also notes that, as part of their responsibilities for monitoring performance within their portfolio(s) and, in collaboration with their Heads of Service, Cabinet Members ensure appropriate action is taken to improve performance.

There are no direct staffing implications falling out of the report.

Performance Scrutiny Committee

Mid-year reports were presented to the Council's performance scrutiny committees in November and December 2023. The committee's comments and recommendations are provided below. All of the feedback and recommendations have been considered by the Council's Cabinet and senior officers for further action as appropriate and in future service plan reports.

People Scrutiny Committee (28th November 2023 and 12th December 2023)

28th November 2023 (Education)

- The Committee congratulated Officers for their work and the successes within the report.
- The Committee welcomed the universal roll-out of free school meals to all primary schools and acknowledged the positive impact of changing the terminology from "Free School Meals" to "Universal Free School Meals".
- The Committee requested the figure for the 1.2% of Education employees actively engaged in learning Welsh.
- The Committee requested information on how many Fixed Penalty Notices had been issued and evidence of Fixed Penalty Notices' effectiveness.
- The Committee requested to be updated on the figures related to school non-attendance.
- The Committee requested an update on the demolition of Millbrook Primary School closer to the time of demolition.
- The Committee requested further information on Welsh Language in schools and the work being done to encourage Welsh Language in early years settings and English medium schools.

12 December 2023 (Adult Services / Children Services / Prevention & Inclusion)

- The Committee thanked and congratulated staff for their hard work.
- The Committee requested an information report regarding the work being done for care leavers, including housing.
- The Committee highlighted the importance of funding for the VAWDASV service.
- The Committee recommended looking at alternative internal provision for the Newport Dementia Hwb.

Place & Corporate Scrutiny Committee (27th November 2023 and 11th December 2023)

27th November 2023 (Housing & Communities / Environment & Public Protection / Infrastructure)

Housing and Communities

- The Committee requested to be informed of the specific figure regarding the number of individuals on the temporary accommodation list.
- The Committee sought clarification on the council tax premium and whether the Council has the authority to impose it on registered social landlords.
- The Committee requested a map showing the locations of Council-owned public toilets within Newport.
- The Committee requested details about the Homelessness Outreach Service, which has been retendered to the Salvation Army, to be sent to Members. They also requested an all-Member briefing on the service.
- The Committee would like to be kept up to date with arrangements for the Severe Weather Emergency Protocol provision.

Environment and Public Protection

- The Committee sought information on whether there has been a rise in anti-social behaviour since the streetlights have been switched off at midnight. Members request the available data from the Police to provide more precise insights on this matter.
- The Committee took note of the revenue forecast mentioned on page 43 of the report but observed that there is no accompanying capital forecast. Members of the committee are seeking clarity on this to better understand the current position.
- Referring to reference 5 on page 48, it states, "*Undertake Community Asset Transfers (CAT) of sports pitches where clubs and organizations can demonstrate suitability for managing the transferred land or facility, following the adopted CAT policy.*" The expected completion date for this measure is March 2024. The Committee would like to determine whether this measure should be categorised as green or amber.
- Members of the committee have expressed their interest in receiving data on whether fly tipping has increased with the implementation of 3 weekly refuse collections. Additionally, they have highlighted the importance of seeking to understanding if people are choosing to pay private firms to dispose of their waste in order to provide a picture of any available data.

Infrastructure

- The Committee requested that updates on the work on Bassaleg Bridge be included in the End of Year report.
- The Committee wished to be kept up to date about the recommended improvements suggested by the Burns Delivery Board, alongside the timeline for the proposed works.
- The Committee wished to note their disappointment in the removal of bus shelters in certain areas, due to antisocial behaviour. They wished to receive clarity on the decision taken as it did not appear to be a city-wide policy, with some areas retaining shelters.

11th December 2023 (Finance / Law & Standards / People, Policy & Transformation / Regeneration & Economic Development)

Finance

- The Committee have asked to receive data on the number of individuals accessing online services.
- The Committee expressed concern regarding the current call wait times at the City Contact Centre and emphasised the need for improvement.
- The Committee were pleased to see the level of assistance and engagement provided by the service area to support individuals facing difficulties in paying their Council Tax.
- The Committee suggested increasing awareness among residents about the option to pay Council Tax on a 12-month basis, particularly targeting existing Direct Debit customers. They recommended either including an additional information flyer in the annual paper bill or highlighting this information prominently within the paper bill itself.

Law and Standards

- The Committee expressed satisfaction upon learning that the service area had established apprenticeship roles within the Legal team, acknowledging the challenges associated with recruitment in this particular field.

- The Committee requested a timeline outlining the proposed actions by the service area to raise awareness of electoral reform. They specifically enquired about the communication campaign and the timing of its distribution.

People, Policy and Transformation

- The Committee requested an update on the sickness policy review that was reported in the end of year reports in July 2023. Officers confirmed that the review is ongoing with some amendments to the policy likely to be proposed around changes in terminology and sickness triggers, following which discussions will take place with the unions. The Committee welcomed these proposed changes and requested that these changes are included in the service area's work plan for the End of Year reviews.
- The Committee enquired about whether diversity was taken into consideration during the testing of the new corporate website. They also requested information on which communities faced the most challenges during the testing process.
- The Committee requested information for the participatory budgeting to be sent.
- The Committee requested if the duplicate answer shown on page 69 Reference 1, and page 71 Reference 4 could be amended.

Regeneration and Economic Development

- The Committee expressed interest in knowing the completion date for the Transporter Bridge Visitor Centre. Additionally, they raised a concern about the safety perspective of the ongoing works, particularly in the event of a safety alert triggering a temporary halt in work near the Transporter Bridge and the Bridge itself. The Committee enquired about the measures taken to ensure the safety of other buildings and vehicles in the area during such situations.
- The Committee requested that the Council engage with larger hotels and facilities in the area to encourage them to showcase Newport attractions on their websites, with the aim to provide residents of Newport and visitors with easy access to information about what is happening in Newport and the surrounding areas.
- The Committee wished to extend their best wishes to the Building Control Team as they head to London for an award.
- The Committee raised concern regarding the IAC project and the potential for the building to remain unoccupied. The Committee would like to seek assurances that the Council is engaging with the developer to ensure tenants are found for the site. Concern was also raised about the growth of knotweed on the site.

Equalities Impact Assessment

As this is an information only report there is no requirements to complete an Equalities Impact Assessment.

Wellbeing of Future Generations (Wales) Act 2015

This report demonstrates and supports how the Council's service areas are progressing in the delivery of its Well-being Objectives as part of the Corporate Plan 22-27. The development and delivery of the service plans consider the sustainable development principle and 5 ways of working of the Well-being of Future Generations Act.

Consultation

See above, the Mid-Year reviews were considered by the Council's People and Place & Corporate Scrutiny Committees.

Background Papers

[Corporate Plan 2022-27](#)

[Well-being of Future Generations Act](#)

Dated: 2 January 2024

Appendix 1 – NCC Red / Amber Performance Measures

Regeneration & Economic Development (Chief Executive Directorate)

Performance Measure / Description	Mid-Year Performance 23/24		Commentary
	Actual Q2 2023/24	Target 2023/24	
Percentage of all planning decisions successfully defended at appeal.	57.14% (12 / 21)	66%*	Planning is often subjective in respect of matters such as design. We aim to make good quality decisions in the interests of our residents and seek to learn from decisions.
(New) Number of events supported or led by the Council	14	30 (Q2 Target – 15)	A number of events have been delivered including the D Day memorial service, Armed Forces Flag raising ceremony, Fly the Red Ensign for the Merchant Navy, 999 Emergency Day and Wales National Armed Forces Day. Support has also been provided for the Newport Marathon and Pride in the Port.

Environment & Public Protection (Environment & Sustainability Directorate)

Performance Measure / Description	Mid-Year Performance 23/24		Commentary
	Actual Q2 2023/24	Target 2023/24	
Value of the impact service actions have on returning and protecting funds to residents	£43,560	£200k	Scam Prevention work is planned in the final half of the year that is very likely to deliver a £250,000 saving. There are also cases moving through court process that may result in as much as £60,000 savings to residents.
Percentage of Bi-monthly cleanliness inspections of highways and relevant land	95.8% (115 / 120)	97%	Actuals in Quarter 2 show as slightly under target, however cleanliness standards across Newport are good and it is expected the year end result will be on target.
Percentage of businesses that were either compliant or brought into compliance during the period	89% (474 / 533)	97%	This PI will not show true performance when results are analysed soon after the close of the reporting period. Officers will need as much as 2 months to establish if a non-compliant business has rectified the problem. It is expected that the compliance rate would be higher if results are based on data from 'reporting period plus 10 weeks' rather than 'reporting period plus 2 weeks'.

Housing & Infrastructure (Environment & Sustainability Directorate)

Performance Measure / Description	Mid-Year Performance 23/24		Commentary
	Actual Q2 2023/24	Target 2023/24	
The percentage of households for whom homelessness was prevented increases.	34.13% (157 / 460)	50%	Whilst the Council exceeded 50% in September there is still significant work and change required to improve performance. A key area of focus within the housing restructure will be homelessness prevention.
Percentage of people seeking housing assistance who are determined as statutorily homeless decreases.	35.5% (354 / 998)	30%	This figure represents average performance to date. The figure for end September is 16.35% (26/159) which correlates with the positive performance in relation to homeless prevention.
Percentage of households for whom homelessness was relieved.	17% (118 / 694)	35%	Performance in this area requires significant focus and performance over the coming months. The figure for end of September is 22.6% (19/84), showing a positive increase in the number of households for whom homelessness has been successfully relieved.
The number of Households in temporary accommodation under homelessness duties.	482	360	Due to the pressures described earlier in this document, there has been an increase in the number of households requiring temporary accommodation.
The percentage of empty private residential properties brought back into use meets targets	0.7% (8 / 1,157)	1.52%	In previous years we have seen the number of properties brought back into use increase in greater numbers in the latter part of the year. It is therefore anticipated that the target will be achieved, especially now that we are able to offer a longer-term leasing option under Leasing Scheme Wales.

Children Services (Social Services Directorate)

Performance Measure / Description	Mid-Year Performance 23/24		Commentary
	Actual Q2 2023/24	Target 2023/24	
% of cases open to the Youth Justice Service (YJS) on a statutory order. (Less is better)	14.9% (21/145)	11%	Less is better, YJS would want to see a reduction in the numbers of entrants into the criminal justice system
% of cases open to the Youth Justice Service (YJS) on remand. (Less is better)	2.76% (4/145)	1%	Less is better, as YJS would want to have no Remands Cases where possible. In this period there were three Young People who were remanded, one Young Person was remanded on two separate occasions. The offence committed: Robbery x 2 Breach of Bail x 2 Target will be reviewed as part of the service area 23/24 review
% of cases open to the Youth Justice Service (YJS) on a prevention basis. (More is better)	53.1% (77/145)	60%	More is better – YJS are working to a new referral Prevention Panel. All new referrals are to be reviewed before acceptance. Referrals made to YJS incorrectly are being signposted to correct referral routes.

Prevention and Inclusion (Social Services Directorate)

Performance Measure / Description	Mid-Year Performance 23/24		Commentary
	Actual Q2 2023/24	Target 2023/24	
Early Years / Flying Start – Percentage of Welsh medium Flying Start childcare sessions attended.	45.1% (575 / 1,275)	60%	Flying Start monitors attendance closely and engages with parents and Health Visitors to maximise sessions being attended. Take up of this childcare offer is by parental choice.
Substance Misuse - Quality of life for substance users is improved or unchanged between start & most recent review/exit.	72.1%	75%	The review point reflects the current position an individual is reporting on, not necessarily on the whole treatment and support programme. It is important therefore to consider the complexity and multi-faceted nature of individual lives against this measure. Key workers focus on ensuring people are receiving the treatment they need to make improved outcomes to the quality of their lives.

Finance (Transformation & Corporate)

Performance Measure / Description	Mid-Year Performance 23/24		Commentary
	Actual Q2 2023/24	Target 2023/24	
Customer Contact Centre average wait time- main enquiry line.	13mins, 4 second	5 minutes or less	We've seen increased attrition in customer services resulting in need to recruit and train new staff members. We have also had to back-fill 4 posts due to maternity leave. Nearly back to full complement of staff so should start to see this decrease.
Percentage Council Tax Collection	51.72%	96.3% (Q2 Target – 55%)	Collection of council tax remains challenging due to the cost of living and household budgets being squeezed, but the team continue to offer flexible solutions and encourage customers to engage at every stage.
Percentage Non-Domestic Rates Collected.	59%	96.8% (Q2 Target - 60%)	Collection is on track and the target should be achieved.
Percentage total Council Tax Collected as a percentage of annual budgeted amount.	54.53%	100% (Q2 Target – 55%)	Collection is marginally ahead of 2022-23 and target should be achieved.
Percentage of Council Tax arrears collected.	16.91%	35% (Q2 Target – 18%)	Collection of previous years arrears is also affected by the cost of living crisis. Priority is given to helping council taxpayers meet their current years payments to avoid falling further behind which can result in arrears taking longer to clear.
Budget monitoring – Budget Manager submissions Percentage of monthly forecasts submitted by budget managers.	76%	80%	The new approach to budget monitoring places an emphasis upon supporting managers to provide forecasts on a monthly basis, via additional training and support, as required. The increase in performance compared to last year suggests that the intended benefit is being realised.
Grant claims Percentage of grant claims submitted in line with awarding body deadlines.	82%	95%	The cumulative position for the first two quarters of the year reflects a total of 107 grant claims submitted, with 88 of those submitted on time (82%).

People, Policy & Transformation (Transformation & Corporate)

Performance Measure / Description	Mid-Year Performance 23/24		Commentary
	Actual Q2 2023/24	Target 2023/24	
Percentage Freedom of information Responses completed on time	86.6%	88%	Just under target at Q2 and continues to be monitored.

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Report

Cabinet

Part 1

Date: 10 January 2024

Subject **People Plan 2023-2028**

Purpose To agree the Councils new People Plan for 2023-2028

Author HR and OD Manager

Ward N/A

Summary Following local elections in 2022, the Council developed its new Corporate Plan and agreed this later in 2022. During 2023 a number of our critical plans have been developed, such as the Digital Strategy and next year the new Strategic Equality Plan.

The development of our People Plan commenced mid 2023 and following engagement with our managers, staff and trade unions is now ready for Cabinet discussion and agreement.

Following Cabinet agreement, the People Plan will be rolled out to staff in the new year and the actions and support available within the plan will be developed over the cycle of the plan 2023-2028.

Proposal **Cabinet are asked to review the People Plan and agree its adoption.**

Action by Chief Executive
Director of Transformation & Corporate
Head of People, Policy and Transformation

Timetable Immediate

This report was prepared after consultation with:

- Staff and Managers
- Staff Networks and Trade Unions
- Executive and Corporate Management Team
- The Leader and the Cabinet Member for Organisational Transformation

Signed

Background

Following local elections in 2022, the Council developed its new Corporate Plan and agreed this later in 2022. During 2023 a number of our critical plans have been developed, such as the Digital Strategy and next year the new Strategic Equality Plan. The development of our People Plan commenced mid 2023 with engagement with our staff, managers and trade unions.

A People Plan is a critical component of the Councils overall strategy and delivery of the Corporate Plan. Its purpose is to set out people practice focus for the immediate period and into the next few years, ensuring we have a clear set of priorities for our most valuable asset, our people. It is a deliberate attempt at coordinating plans, actions, and initiatives aimed at effectively managing our workforce.

The development of our People Plan has included a considerable amount of engagement with various aspects of our workforce as noted. Alongside our People Plan our employees have been supported in developing our new employee Values & Behaviours framework. These Values and Behaviours are an integrated element of our overall People Plan and have been developed by our staff and are due to be launched in the new year alongside the People Plan.

This report to Cabinet aims to provide an understanding of what a People Plan entails, its importance, and what is consider our priorities are as a Council. The employee Values and Behaviours are also contained in the Plan for completeness.

Development

The People Plan has been developed with considerable engagement across a variety of stakeholder groups. A number of development sessions have been held to consider the relevant activities important to the organisation with regards to its people. The development sessions included engagement with the wider Human Resources and Organisational Development functions initially, ensuring linkage to workforce issues and service area workforce plans.

Important engagement then followed with staff and networks, the Newport senior Manager Network and consideration of wider staff survey feedback. Other core Council strategies were identified and engagement took place with several other key stakeholders responsible for supporting and coordinating key strategies such as the Corporate Plan, Strategic Equality Plan, Digital Strategy and other core strategies linked with People.

As our People themes and actions began to emerge the Executive and Corporate Management Teams, considered and provided feedback on our identified themes. Our employee voice groups such as our staff networks and our Trade Unions through our Employee Partnership Forum have all been engaged with the draft of the plan and have had the opportunity to provide feedback. The Employee Partnership Forum is also chaired by the lead Cabinet Member for Organisational Transformation who has been part of the discussions.

Our Strategic Themes

Our Strategic Themes that have emerged through engagement and development are:

Representation & Transformation	Employee Experience
Employee Engagement	Employee Wellbeing

The People Plan document included with this report outlines these themes together outlining the Strategic Aims of each theme, the objectives to be achieved and the actions/measures of success that will support the delivery of the plan.

Measurement of the success of the plan will take place through the normal reporting of the service plan monitoring processes. It is acknowledged that the actions/measures of success (or actions) are an outline of the type of activity that will be considered, as this is a plan for the next years and therefore whilst the strategic themes will remain, it may be appropriate to consider additional action/measures of success as the plan develops.

Rollout

If Cabinet agree to adopt the People Plan the communication plan for the rollout will commence through January to March 24 and will continue to be embedded and reflected upon through the cycle of the plan. The rollout will include manager and staff focus groups, eLearning events, engagement with our staff network and Trade Unions, updating our organisational infographics and other materials and updates in our annual cycle of senior management engagement sessions to commence in January in Directorate Roadshows.

Financial Summary

There are no financial implications as a result of the implementation of the plan. Some of the actions or measures that may be considered as part of the plan may have a limited financial resource requirement which will be subject to any appropriate agreement at the time of consideration.

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 support the identified workforce need	H	L	Produced a new People Plan supporting the identified areas of need. Those areas requiring immediate attention will be considered in the first instance.	Head of People, Policy and Transformation

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan 2022-27](#)
- [Digital Strategy 2023-27](#)
- [Strategic Equality Plan 2020-24 \(and new plan in 2024\)](#)

Options Available and considered

The options available are as follows:

1. For Cabinet to agree to the new People Plan and its subsequent rollout
2. For Cabinet to not agree the new People Plan

Preferred Option and Why

For the Cabinet to agree option 1 in order to support the workforce and People aspirations.

Comments of Head of Finance

As a strategy document, the report is not asking members to approve any financial implications. Staffing remains a significant resource and cost to the Council. The working presumption is that any resultant action plan will be afforded via existing budgets, although the opportunity always presents itself to report the need for additional financial approval by exception.

Comments of Monitoring Officer

There are no legal implications arising directly from this report. Taking steps to ensure a more representative workforce will assist the Council in complying with its obligations arising from the Public Sector Equality Duty (Equality Act 2010) and the Well-Being Duty (Well-Being of Future Generations (Wales) Act 2015).

Comments of Human Resources & Organisational Development Manager

As the report author, the comments of the Head of People, Policy and Transformation (delegated to the HR& OD Manager) are contained within the main body of the report.

The report includes and Fairness & Equality Impact Assessment and has been developed with the principles of the Well-being of Future Generations (Wales) Act 2015.

Scrutiny Committees

The report has been presented to Overview Scrutiny Management Committee ([link](#)) in December 2023. The Committee's feedback was to:

- improve the presentation of the Plan and separating Actions and Measures of Success into two separate columns.
- The Committee recommended summarising the FEIA and creating a link to it within the report.

This feedback has been considered in this final draft of the People Plan.

Fairness and Equality Impact Assessment:

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

Fairness and Equality Impact Assessment:

[FEIAs 2023-24 | Newport City Council](#)

Well-being of Future Generations (Wales) Act 2015

In developing our plan the Well-being of Future Generations (Wales) Act 2015 has been supported and considered. The 5 principles are outlined below.

Long term		The development of the People Plan and next steps thereafter such as Workforce Plan will support longer-term aspirations and ensure a sustainable workforce for the future
Prevention		The work described and recommended in this paper will contribute to building and mobilising workforce capacity to contribute to the prevention of mitigating workforce concerns
Integration		The integrated approach to developing the plan with a variety of stakeholders will help support integration and partnerships working with colleagues and interested parties.

<p>Collaboration</p> 	<p>Collaboration with partners throughout the organisation (and externally) will support the achievement of the Strategic Aims and allow a number of diverse perspectives to be explored and represented in the People Plan.</p>
<p>Involvement</p> 	<p>As above, stakeholders have been involved and will continue to be involved in the development of the People Plan.</p>

Consultation

As outlined within the report

Background Papers

- The Essentials - Wellbeing of Future Generation Act (Wales)
- Corporate Plan 2022-27
- Digital Strategy 2023-27
- Strategic Equality Plan 2020-24

Dated: 3 January 2024

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PEOPLE PLAN 2023 - 2028

Newport City Council



**Mae'r ddogfen hefyd ar gael yn Gymraeg.
This document will also be available in Welsh.**

Foreword

I am extremely pleased to introduce to you the Council's new People Plan. As we navigate the ever-evolving landscape of the workplace, it is imperative that we not only keep pace with change but also proactively shape our future.

Our Corporate Plan agreed in 2022, sets out our commitments as a Council over the next few years. Our new People Plan is integral to the delivery of the Corporate Plan, as our people are at the heart of our success as an organisation. The new People Plan will support us in fostering a workplace that not only adapts to the challenges of today but thrives in the opportunities of tomorrow.

In the dynamic environment we currently find ourselves in, attracting, retaining, and developing exceptional talent is essential. This Plan represents our commitment to cultivating a workplace that is not just a space where individuals come to work, but an opportunity where you can grow, contribute, and find fulfilment. Our new Employee Values & Behaviours, designed by our workforce following extensive engagement, will guide our culture and approach as an organisation.

We recognise that one of the Council's key strengths is our people. Alongside our values and behaviours, the plan also sets out a number of key priorities to support staff over the coming years, reflecting our commitment to creating an inclusive and equitable environment where everyone can thrive: Employee Experience; Engagement; Wellbeing; and Transformation and Representation.

As we progress the new People Plan, it is important to remember that its success depends on all of us and our individual commitment to transformation and innovation, and to creating a culture where all services work collaboratively and effectively to deliver the best services possible for the people of Newport.

I invite each of you to explore and engage with the new People Plan and our employee-led values and provide any ideas and feedback you may have on the collective journey we are embarking upon. I am confident that, with the new People Plan as our guide, we will unlock the full potential of the Council and its people.

Thank you for your continued commitment to our shared success.

Beverly Owen

Chief Executive
Newport City Council

Our Workforce

Our Corporate Plan sets out our main priorities organisationally, our strategic principles and aims to deliver 'An Ambitious, fairer and greener Newport for everyone'. To deliver on our Corporate Plan, our workforce must be representative, supported, motivated and engaged. Our commitment as a workforce will shape the delivery of our Corporate Plan in an evolving and transforming environment. We have a valued and committed workforce, often going far over and above for our residents, without exception this commitment and drive will continue into the new People Plan as staff demonstrate and embed our aspirations.

Our People Plan sets out the Council's immediate focus to supporting our workforce to achieve success and deliver our Corporate Plan. Within our People Plan we have set out our employee led and developed Values and Behaviours. The four strategic themes of our People Plan and the four themes of our Values and Behaviours will embed our workforce approach and support our culture.

As services transform into the future, and delivery methods and models evolve, our success will rely on all our staff, partners and social partnership arrangements to engage and model Council aspirations with our Corporate Plan and People Plan.

Strategic Themes of our People Plan 2023-2028

- **Representation & Transformation**

We will ensure our workforce is more representative of the city we serve, whilst enabling a forward thinking, collaborative and transformational workforce. A workforce that is prepared will help the Council achieve positive progress in its **Transformation** work and improve **Representation**.

- **Employee Wellbeing**

We will promote and support the Wellbeing of our workforce. **Employee Wellbeing** is a core element of employee engagement and organisational performance. The Wellbeing of our staff is critical in creating a positive working environment for our staff to thrive.

- **Employee Engagement**

We will improve Engagement activity across the Council. **Employee Engagement** helps support commitment and performance, our values and behaviours and a willingness to deliver for our citizens.

- **Employee Experience**

We will review and develop our employer of choice and value proposition by reviewing our **Employee Experiences**, supporting recruitment and retention.

Representation & Transformation

We will ensure our workforce is more representative of the city we serve, whilst enabling a forward thinking, collaborative and transformational workforce. A workforce that is prepared will help the Council achieve positive progress in its transformation work and improve representation.



How will we do this?

- ✓ Develop employee networks, building belonging in the workplace.
- ✓ Addressing under-representation of groups in the workforce by:
 - Increase diversity, offering various opportunities to work for Newport City Council including at an entry level with schemes for apprenticeships, traineeships, graduates and volunteering, but also fostering a role modelling approach for our internal talent.
 - Become an inclusive organisation that represents the citizens of Newport, providing equitable opportunity for people to succeed and places the citizen at the centre.
- ✓ Ensure inclusivity by raising awareness of different beliefs and cultures focusing on respecting and understanding differences between individuals.
- ✓ Promoting the use of the Welsh language by increasing the number of Welsh speakers
- ✓ Supporting the organisations readiness for Transformation.

Type of actions we will consider

Review of the current data available on representation and ensuring its robust and complete by using employee details in ESS	Review recruitment and selection practices to ensure there are no missed opportunities and ensure processes are transformed where required.
Support recruitment events in the city to attract a variety of groups of staff to the Council.	Raising awareness of different beliefs and cultures Develop the use of videos or other materials use of key Welsh phrases.
Clarify the purpose of the networks and agree terms of reference.	Create a sense of belonging in the workplace.
Determine whether any new networks are needed.	Create the access points for employees to join networks, including onboarding.
Review recruitment and selection practices for Welsh language standards	Consider voluntary and mandatory training availability in Welsh and assess the need.
Undertake a skills audit of senior officers to accurately assess capacity and capability for driving transformation.	Consider our workforce ability to respond to the digital/automation era, by undertaking a skills audit.
Consider our Learning & Development offering to align to the transformation plan and agenda and the digital/automation era and staff wellbeing.	Ensure HR policies, systems and documents are up to date and available in Welsh.

DRAFT

Employee Wellbeing

We will promote and support the Wellbeing of our workforce. Employee Wellbeing is a core element of employee engagement and organisational performance. The Wellbeing of our staff is critical in creating a positive working environments for our staff to thrive.



How will we do this?

- ✓ To create an organisation where the Health and Wellbeing of our workforce, physically and mentally, is supported and promoted.
- ✓ Continue to support a variety of working practices to support our workforce whilst at work, ensuring wellbeing is at the heart of our approach.
- ✓ Provide support for employees with cost-of-living concerns.
- ✓ Review our employee recognition arrangements.
- ✓ Promote kindness and support resilience.
- ✓ Embed and link the Councils climate change principles within employee policies and practices whilst supporting employee development in these areas.
- ✓ Become a Carer Friendly Accredited employer.

Type of actions we will consider

Undertake engagement sessions to establish employee opinion from a wellbeing perspective.	Check-in with our staff by holding a Health, Safety & Wellbeing event.
Develop the use of online/virtual wellbeing sessions such as – exercise and mindfulness.	Consider the requirements of the carer friendly scheme.
Consider our senior teams engagement cycle, building inclusion and prevent employees feeling isolated from the organisation and colleagues.	Hold engagement sessions to establish what employees working from home want from a wellbeing perspective.
Link with partners more to consider Wellbeing support.	Consider the creation of social groups – asking for skilled staff internally to run these.
Develop the workforce’s emotional resilience.	Consider working practices such as how employees can be given ‘me-time’ at work or similar.
Develop our employee support for meetings – expectation, timings, breaks etc	Consider options such as a day where there is no expectation to read or respond to emails or attend meetings.
Promote our support networks – Employee Assistance Programmes, Credit Unions, Financial Assistance etc.	Support the Living Wage City approach with our workforce.
Consider paid leave for volunteering and improve the advertising of volunteering opportunities internally.	Continue to support the Council’s approach to net zero with implementing carbon literacy training.
Develop an understanding of what makes employees feel valued for the work they do/how do employees want to be recognised for their contribution to the organisation, determine how employees will be meaningfully rewarded for good performance and long service.	Supporting initiatives such as transport alternatives and facilities
Encourage employees to review their own impact on the environment at home through training and literature.	

Employee Engagement

We will improve Engagement activity across the Council. Employee Engagement helps support commitment and performance, our values and behaviours and a willingness to deliver for our citizens.



How will we do this?

- ✓ Develop our employee voice further.
- ✓ Ensure visible leadership.
- ✓ Embed our Employee Values
- ✓ Increase communication channels.
- ✓ Consider engagement for new employees.

Type of actions we will consider

Staff Engagement activity, including launch from senior leaders, promotion materials – physical and virtual.	Develop our policies and practices to include our values.
Hold engagement sessions on ‘what can be done differently’	Improve access to policies and procedures, capturing the employee audience who doesn’t have access to technology.
Implement practices around the ‘You Said, We Did’ principles.	Introduce employee voice representatives in each service area and create a network to include Trade Union colleagues.
Training for managers and staff, including manager networks, briefings and learning exchanges.	Undertake annual employee engagement surveys.
Consider a return to face to face staff sessions and the balance of the hybrid arrangements.	Undertake a benchmarking exercise of current visibility and communication channels across service areas.
Consider at what level leadership visibility is important and ensure it is aligned.	Develop our new recognition schemes alongside our values.
Review the use of staff newsletters.	Review the use of communication channels available such as ESS, Apps and other technology.
Create and share a calendar of events across the organisation.	Improve consistency in staff messaging and level of messaging.
Ensure engagement consistency across service areas for new employees.	Review induction/onboarding practices, so they are more modern, targeted and applicable to all roles.

Employee Experience

We will review and develop our employer of choice and value proposition by reviewing our **Employee Experiences** supporting recruitment and retention.



How will we do this?

- ✓ Further consider and develop our employer brand.
- ✓ Review our employee lifecycle:
 - reviewing our recruitment processes.
 - developing our entry points offering.
 - support career pathways, succession planning and development.
 - review our talent framework.
 - undertake workforce planning review.
 - review our agency usage in workforce planning.
- ✓ Review our onboarding and induction processes.
- ✓ Review our leaving processes.
- ✓ Consider the performance and feedback cycle and continuous improvement and development.
- ✓ Adopt an inclusive and listening culture.

Type of actions we will consider

Consider and develop recruitment practices and processes ensuring they meet the needs of our service and communities.	Develop an understanding of why certain areas are hard to recruit and implement solutions to these challenges.
Develop practices to ensure a review of roles and structures takes place before recruitment, including job design and language used.	Review induction/onboarding practices, so they are modern, targeted, and applicable to all roles.
Ensure induction consistency across service areas for new employees.	Review the usage of agency staff and understand the demand versus employment.
Develop community and partner linkage for candidate attraction.	Develop apprenticeship opportunities for entry level roles and develop future employees.
Create a handbook of helpful new starter information – contacts, IT and other support.	Ensure our Talent Framework, supports our under represented groups and is still relevant and provides opportunities for employees to retrain, learn new skills and find long-term work
Celebrating organisational and individual success and publicising this – not just the big things.	Promoting all opportunities within the Council and utilise our staff networks support
Review the employee benefits package.	Respond to negative feedback and taking action.
Increase the take up of exit interviews. Review information and use this to determine future actions across staff all staff groups.	Review the mandatory development programme for managers - consider implementing ILM qualifications for all managers and emerging.
Undertake a skills audit exercise across the organisation.	Develop our emotional intelligence to understand what motivates people and makes them feel valued, for example career development or job satisfaction.

Ensure the Check-in facility is regularly used by managers and staff and an appropriate framework is in place and used.	Support the Digital Strategy – enable digital skills through access, training and development.
Consider how individual needs are supported within the Wellness at Work approach	Ensure staff feedback facilities are available.
Build awareness of the Council Whistleblowing Policy.	In conflict – consider the use of specialist mediators

Measuring Success

The Head of People, Policy and Transformation, through support of our staff groups, staff networks and social partnership arrangements with our Trade Unions will be responsible for monitoring the plans success and this will also be reported through our service planning process. Each of our four Strategic Themes has a number of planned activities in supporting the planned objectives over the lifecycle of the 2023-2028 People Plan. The activities aligned to the Strategic Themes will be continually reviewed over the next 4 years to ensure they are relevant, up to date and support emerging priorities.

Each measure of success will be reported on annually and progress will be monitored through the Council’s performance and service delivery cycles.

Employee Values and Behaviours

For information only, and developed with employee groups - separate document being developed and will be linked here.



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Report

Cabinet

Part 1

Date: 10 January 2024

Subject **Quarter 2 2023/24 Corporate Risk Register Update**

Purpose To present the Council's Corporate Risk Register for the end of Quarter 2 (1st July 2023 to 30th September 2023).

Author Head of People, Policy and Transformation

Ward All

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

At the end of Quarter 2, there were 15 risks recorded in the Corporate Risk Register that are considered to have a significant impact on the achievement of the Council's objectives and legal obligations.

Overall, there are 9 Severe risks (risk scores 15 to 25); 6 Major risks (risk scores 7 to 14); that are outlined in the report. In comparison to the Quarter 1 corporate risk register, one risk score increased (Newport Council's Property Estate) and one risk score decreased (Stability of Social Service providers). All remaining risks did not change score.

As set out in the Council's Risk Management Policy, Cabinet reviews the Corporate Risk Register on a quarterly basis ensuring procedures are in place to monitor the management of significant risks.

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

Action by Executive Board and Heads of Service

Timetable Immediate

This report was prepared after consultation with:

- Executive Board
- Corporate Management Team

Signed

Background

The Well-being of Future Generations (Wales) Act 2015 requires Newport City Council to set Well-being Objectives in its Corporate Plan. As a public body, the Council is also responsible for delivering services (statutory and non-statutory) to residents, businesses, and visitors across Newport. We will inherently encounter opportunities and risks that may prevent, disrupt, impact or enhance the delivery of the Council services and achieve the objectives in the Corporate Plan. How the Council responds and manages these opportunities and risks is important to ensure resources are being used efficiently and effectively to maximise value for money and to minimise and/or prevent the risk impacting services, communities, and citizens in Newport.

The Council's Risk Management Policy provides an overview of the Council's approach and its appetite for managing opportunities and risk. To provide assurance on the Council's Risk Management approach, the Corporate Risk Register provides assurance on the most significant risks that the Council was managing in the last quarter.

Officers across the Council regularly manage risk in the course of their duties whether this is health and safety risks, civil contingencies, safeguarding risks to children, young people, adults and carers or risks to assets, buildings, and Council employees. The relevant service area(s) and professional disciplines will be assessing and managing these risks as required and reporting these through their own reporting mechanisms.

In accordance with the Council's Risk Management Policy, any new, escalated / de-escalated, and closed risks in the Corporate Risk Register are reviewed by the senior management team.

Newport City Council – Quarter 2 Service Area Risk Summary

Appendix 2 of the report provides an overview of the Council's overall risks reported at the end of Quarter 2. This includes corporate and service area risks across the Council's service areas. In summary, the Council had 43 risks of which:

Total Risks at Q2	Risk Scores Increased since Q1	Risk Scores Decreased since Q1	No Change since Q1	New Risks Since Q1	Closed Risks Since Q1	Escalated Risks ⁻¹	De-escalated Risks ⁻²
43	1	3	39	0	0	0	0

Newport City Council Quarter 2 Corporate Risk Register Summary

At the end of Quarter 2, the Council's Corporate Risk Register included 15 of the 43 risks that are considered to pose the most risk to the delivery of Council services and achievement of its strategic priorities. The 15 Corporate Risks consisted of:

- 9 Severe risks (15 to 25)
- 6 Major Risks (7 to 14)

In comparison to the Quarter 1 corporate risk register, one risk (Newport Council's Property Estate) increased risk score from 16 to 20, and one risk score, Stability of Social Services providers, decreased risk score from 20 to 16. All other risk scores remained the same as quarter 1.

Risk	Risk Summary	Q1 Risk Score	Q2 Risk Score	Summary
Newport Council's Property Estate Transformation & Corporate Directorate	NCC has a significant property estate covering over 170 operational buildings (circa) such as the Civic Centre, Telford Depot, and its school estate etc. The Council has to ensure the estate is maintained to	16	20	The estimated maintenance backlog has increased through work with our property partners Newport Norse. These costs will continue to increase until we reduce our assets or the council invests within the estate. Due to the historic under investment there is an increased

Risk	Risk Summary	Q1 Risk Score	Q2 Risk Score	Summary
	required standards to enable access, safety, security and in the long term sustainable for staff and residents to use.			likelihood of failures within the estate which increase the pressure on the revenue budgets for reactive repair and maintenance and reduce business continuity options in the event of failure. The programme of work to review the estate is underway and reported through service plans.
Stability of Social Services Providers	The Council requires support from external providers to deliver care packages for children and adults (residential / Non Residential). The current marketplace for external providers is volatile due to the increasing costs to provide care, maintain homes, staffing meeting legislative and regulatory requirements.	20	16	This has slightly improved with the recruitment of managers and the redesign of the structure offering support to teams across adult services.

Appendix 1 - Quarter 2 Corporate Risk Heat Map and Risk Profile

Appendix 2 – Quarter 2 Newport City Council’s Service Area Risk Summary.

Appendix 3 – Newport City Council’s Quarter 2 Corporate Risk Register (Attached separately).

Glossary – Risk Management terminology and Risk Score Assessment

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?
The Council does not achieve its objectives as corporate level risks are not adequately managed and monitored.	M	L	Risk Management Strategy has been adopted and mechanisms are in place to identify, manage and escalate emerging and new risks / mitigation strategies. Audit Committee oversight of risk management process.	Directors, Heads of Service and Performance Team

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

Corporate Plan 2022-27

Service Plans 2022-24

Options Available and considered.

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

Preferred Option and Why

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

Comments of Chief Financial Officer

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

There are a number of risks with either a direct or indirect financial impact. For example, the risk around balancing the medium-term financial position is currently rated as severe, due to the high inflationary environment and increasing demand for services. Whilst a balanced budget for 2023/24 was achieved, the challenge of achieving that over the medium term remains, with further difficult decisions being required to do that.

On an interim basis, the Internal Audit service is predominantly being provided/managed via an external consultancy service. An assessment of the volume of opinion work, and internal control reassurance has been undertaken and confirms the potential, on the worst case scenario, of a significant reduction in the completion of opinion related audits though the best case scenario, which is dependent on successful recruitment, could achieve a smaller, less impactful reduction. The current 'major risk' assessment will be updated as necessary after the recruitment process.

As well as risks specific to Finance, the report highlights an increasing level of risk in relation to the Council's property estate. The increased likelihood of asset failures is referenced and, should this risk crystallise, it will inevitably have a financial consequence. In a financial environment where capital resources, in particular, are significantly constrained, it is important that the risk around asset failures is managed robustly and all efforts are made to avoid the need for significant outlays on asset repair or replacement.

Comments of Monitoring Officer

There are no specific legal issues arising from the report. As part of the Council's Risk Management Strategy, the corporate risk register identifies those high-level risks that could impact upon the Council's ability to deliver its corporate plan objectives and essential public services. Governance and Audit Committee are responsible for reviewing and assessing the Council's risk management, internal control and corporate governance arrangements. However, the identification of corporate risks within the risk register and monitoring the effectiveness of the mitigation measures are matters for Cabinet. As the report notes above, there were changes to the risk scores of 2 identified risks, although both continue to have a risk score in excess of 15.

Comments of Head of People, Policy and Transformation

Effective monitoring and reporting against the Council's Corporate Risk Register is essential in minimising and preventing the likelihood and impact of risks against our objectives. The Council's risk management is a key area in the implementation of the Well-being of Future Generations Act (Wales) 2015.

The recent changes made to our risk management processes and system will ensure officers at all levels of the organisation have greater control and oversight of their risks taking the necessary action to mitigate their impact and escalate where necessary to senior management.

The Council's HR team continue to support with issues such as recruitment.

Comments of Cabinet Member

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

Local issues

None.

Governance and Audit Committee (GAC)

GAC received the quarter two risk report in November 2023.

Fairness and Equality Impact Assessment:

For this report, a full Fairness and Equality Impact Assessment has not been undertaken. This is because this report is not seeking any strategic decisions or policy changes, with its purpose being to update Cabinet on the current risk register.

Wellbeing of Future Generation (Wales) Act

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

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

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

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

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

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

Consultation

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

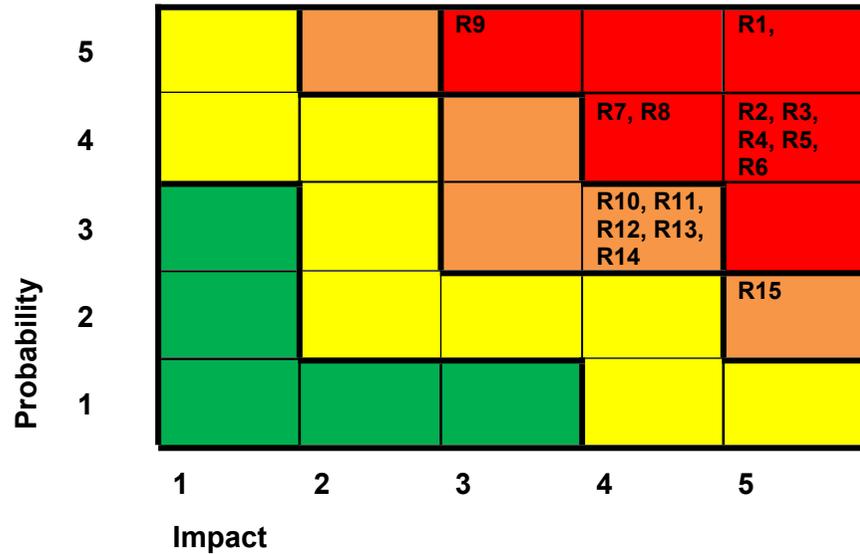
Background Papers

[Quarter 1 Corporate Risk Report \(September 2023\)](#)

Risk Management Policy 2020-22

Dated: 2 January 2024

Appendix 1 – Quarter 2 2023/24 Risk Heat Map



Corporate Risk Heat Map Key (Quarter 2 2023/24)	
R1 - Pressure on the delivery of Children Services	R9 - Eliminate Profit from Social Care
R2 - Pressure on Adult & Community Services	R10 - Cyber Security
R3 - Balancing the Council's Medium-Term budget	R11 - Schools Finance / Cost Pressures
R4 - Highways Network	R12 - Demand for ALN and SEN support
R5 - Pressure on Housing and Homelessness Service	R13 - Educational Out of County Placements
R6 - Newport Council's Property Estate	R14 - Welsh Government's Net Carbon Zero Target by 2030
R7 - Stability of Social Services Providers	R15 - City Centre Security and Safety
R8 - Failure to achieve completion of the annual Internal Audit Plan	

Risk Score Profile between Quarter 3 2022/23 and Quarter 2 2023/24

Risk Reference	Risk	Lead Cabinet Member(s)	Lead Directorate / Service Area	Risk Score Q3 2022/23	Risk Score Q4 2022/23	Risk Score Q1 2023/24	(Current) Risk Score Q2 2023/24	Target Risk Score
R1	Pressure on the delivery of Children Services	Cabinet Members for Social Services	Social Services / Children Services	25	25	25	25	12
R2	Pressure on Adult & Community Services	Cabinet Members for Social Services	Social Services / Adult Services	25	20	20	20	12
R3	Balancing the Council's Medium-Term budget	Leader of the Council / Cabinet	Transformation & Corporate / Finance	20	20	20	20	10
R4	Highways Network / Infrastructure	Cabinet Member for Infrastructure & Assets	Environment & Sustainability / Infrastructure	20	20	20	20	15
R5	Pressure on Housing and Homelessness Service	Cabinet Member for Strategic Planning, Regulation & Housing	Environment & Sustainability / Housing & Communities	20	20	20	20	12
R6	Newport Council's Property Estate	Cabinet Member for Infrastructure & Assets	Transformation & Corporate / People, Policy & Transformation	16	16	16	20	12
R7	Stability of Social Services Providers	Cabinet Members for Social Services	Social Services / Adult Services	25	20	20	16	12
R8	Failure to achieve completion of the annual Internal Audit Plan	Leader of the Council	Transformation & Corporate / Finance	9	12	16	16	6
R9	Eliminate Profit from Social Care	Cabinet Members for Social Services	Social Services / Children Services	15	15	15	15	4
R10	Information and Cyber Security	Cabinet Member for Organisational Transformation	Transformation & Corporate / People, Policy & Transformation	12	12	12	12	8

Risk Reference	Risk	Lead Cabinet Member(s)	Lead Directorate / Service Area	Risk Score Q3 2022/23	Risk Score Q4 2022/23	Risk Score Q1 2023/24	(Current) Risk Score Q2 2023/24	Target Risk Score
R11	Schools Finance / Cost Pressures	Deputy Leader & Cabinet Member for Education & Early Years	Chief Executive / Education Services	12	12	12	12	12
R12	Demand for ALN and SEN support	Deputy Leader & Cabinet Member for Education & Early Years	Chief Executive / Education Services	12	12	12	12	6
R13	Educational Out of County Placements	Deputy Leader & Cabinet Member for Education & Early Years	Chief Executive / Education Services	12	12	12	12	4
R14	Welsh Government's Net Carbon Zero Target by 2030	Cabinet Member for Climate Change & Biodiversity	Environment & Sustainability / Environment & Public Protection	12	12	12	12	2
R15	City Centre Security and Safety	Cabinet Member for Infrastructure & Assets	Environment & Sustainability / Infrastructure	10	10	10	10	9

Appendix 2 – Quarter 2 23/24 NCC Service Area Risk Summary

Directorate	Service Area	Total Q2 Risks	Risk Scores Increased since Q1	Risk Scores Decreased since Q1	No Change since Q1	New Risks Since Q1	Closed Risks Since Q1	Escalated Risks ^{*1}	De-escalated Risks ^{*2}
Chief Executive	Education	5	0	0	5	0	0	0	0
	Regeneration & Economic Development	4	0	0	4	0	0	0	0
Environment & Sustainability	Environment & Public Protection	4	0	0	4	0	0	0	0
	Housing & Communities	3	0	0	3	0	0	0	0
	Infrastructure	5	0	0	5	0	0	0	0
Social Services	Adult Services	4	0	2	2	0	0	0	0
	Children Services	3	0	0	3	0	0	0	0
	Prevention & Inclusion	1	0	1	0	0	0	0	0
Transformation & Corporate	Finance	6	0	0	6	0	0	0	0
	Law & Standards	2	0	0	2	0	0	0	0
	People, Policy & Transformation	6	1	0	5	0	0	0	0
Total		43	1	3	39	0	0	0	0

*1 – Escalated Risks – Risks that have been escalated from Service area risk registers to Corporate Risk Register

*2 – De-escalated Risks – Risks that have been de-escalated from Corporate Risk Register to service area risk register

Glossary

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

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

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

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

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

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

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

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

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

How the Council Assesses Risk

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

Risk Assessment Matrix

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

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

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

Score	Description	Impact Measures						
		Strategic / Policy	Operational / Business Continuity	Financial	Governance / Legal / Regulatory	Health & Safety	Reputational	Project Delivery / Savings / Benefits
3 Page 216	Moderate	Noticeable constraint on achievement of a key strategic objective / Service Plan objective.	Loss and/or intermittent disruption of a service between 2-3 days.	<u>Corporate / Project</u> Unplanned and/or additional expenditure disturbance. Capital = £0.25M - £0.5M Revenue = £0.25M to £0.5M Revenue = £0.25M to £0.5M	Significant legislative breach resulting in investigation. (Linked to Financial / Reputational Impacts)	Major reversible injury to staff, student or member of public. Not life threatening. (Linked to Financial / Reputational Impacts)	Adverse local publicity / local public opinion including social media. Statutory prosecution of a non-serious nature.	Project status is 1 to 6 months over from anticipated implementation date. There is significant reduction on delivery of benefits / savings identified in business case. This is linked to Financial / Strategic / Reputational impacts.
2	Low	Constraint on achievement of Service Plan objective that does not impact on Corporate Strategy	Brief disruption of service that has a minor impact on the delivery of a service. Service disruption 1 day.	<u>Corporate / Project</u> Unplanned and/or additional expenditure disturbance. Capital = £0.1M - £0.25M Revenue = £0.1M – £0.25M	Moderate impact leading to warning and recommendations.	Some minor reversible injuries. (Linked to Financial / Reputational Impacts)	Contained within Directorate Complaint from individual / small group, of arguable merit	Project status is 1 to 4 weeks over from anticipated implementation date. There is minor reduction on delivery of benefits / savings identified in business case. This is linked to Financial / Strategic / Reputational impacts.

Score	Description	Impact Measures						
		Strategic / Policy	Operational / Business Continuity	Financial	Governance / Legal / Regulatory	Health & Safety	Reputational	Project Delivery / Savings / Benefits
1	Very Low	Constraint on achievement of Service / Team Plan objective	Minor disruption of a non-critical service.	<p><u>Corporate / Project</u></p> <p>Unplanned and/or additional expenditure disturbance.</p> <p>Capital < £100k Revenue <£100k</p>	No reprimand, sanction or legal action.	<p>Some superficial injuries.</p> <p>(Linked to Financial / Reputational Impacts)</p>	Isolated complaint(s) that are managed through the corporate complaints process and service area.	<p>Project status is 1 week over from anticipated implementation date.</p> <p>There is insignificant / no impact on delivery of benefits / savings identified in business case.</p> <p>This is linked to Financial / Strategic / Reputational impacts.</p>

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

Systematic Risks – Risks that are known or are becoming part of social, cultural, economic, and environmental systems that govern our lives.

Emerging Risks – Risks that are further away, less defined, and early stage of being known about.

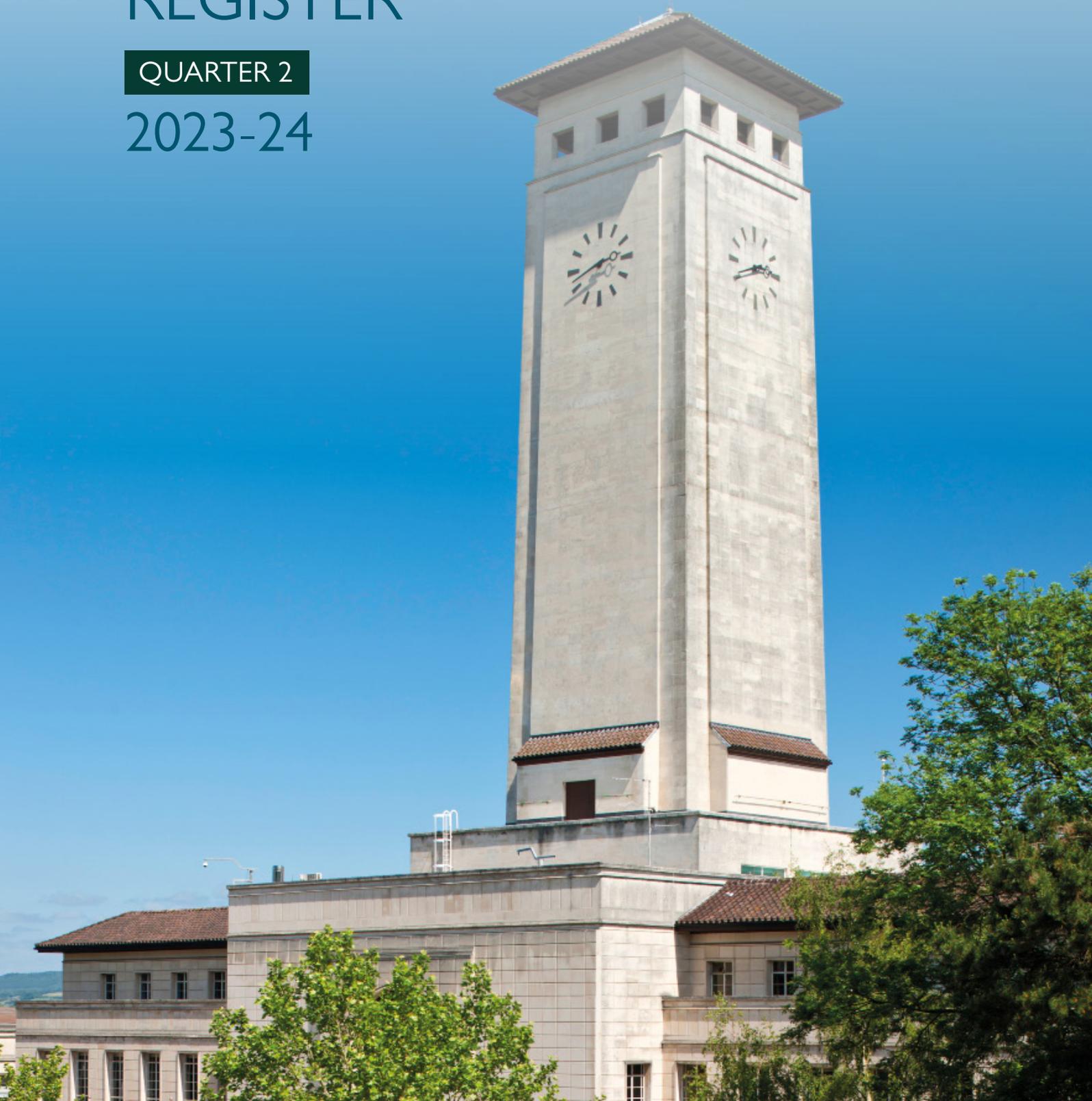


NEWPORT
CITY COUNCIL
CYNGOR DINAS
CASNEWYDD

CORPORATE RISK REGISTER

QUARTER 2

2023-24



Corporate Risk Report Definitions

Direction of Risk

The change of risk score between previous quarter and the current quarter being reported.

Direction of Risk	Definition
	The risk score has decreased / improved since the last quarter update.
	The risk score has increased / worsen since the last quarter update.
	The risk score has remained the same since the last quarter update.

Risk Mitigation Action Plan

RAG Assessment	Definition
	Action is on track to be completed by the Agreed target date.
	Action is mainly on track with some minor issues preventing the action being completed by the agreed target date. Management interventions required to improve performance and close monitoring by the Head of Service / Service Management Team.
	Action is not on track with major issues preventing the action being completed by the agreed target date. Immediate management interventions and escalation to Directorate Management Board required to improve performance.

Abbreviations

ALN – Additional Learning Needs
 BP – Business Partner
 CCP – Climate Change Plan
 DOR – Direction of Risk.
 IA – Internal Audit
 LAEP – Local Area Energy Plan
 MTFP – Medium Term Financial Plan
 NCC – Newport City Council
 OOC – Out of County
 PPT – People Policy & Transformation
 RAG – Red / Amber / Green
 RSL – Registered Social Landlord
 SEN – Special Education Needs
 SRS – Shared Resource Service (Newport Council's IT Partner)
 WLGA – Welsh Local Government Association
 YJS – Youth Justice Service
 'Name' – Project – Defines a programme or project monitoring from service area plans

Balancing the Council's Medium Term Budget

Risk Overview	To meet the Council's requirement of reducing the gap between Council spend and Budget allocation over the next 3-5 years
Parent Service(s)	Finance (sv)
Lead Cabinet Member(s)	Leader of the Council & Cabinet Member for Economic Growth & Investment



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> Finance reported to key strategic boards on monthly basis e.g. Executive Board, Directorate Management Boards, Corporate Management Team, Service Area Management teams. Finance updates reported to Cabinet on revenue and capital position. Corporate Governance and Council Constitution sets roles and responsibilities of financial management.
Internal Controls & Processes	<ul style="list-style-type: none"> Monthly finance (revenue and capital) forecasting of budgets to identify budget pressures and savings. Finance Business Partners supporting budget holders / senior managers. Budget setting process with senior officers / budget holders. Includes consultation with public and other key stakeholders.
Other Arrangements	<ul style="list-style-type: none"> Regulatory / Audit Wales review of Council finances. Internal Audit reviews of finance and financial controls. Local authority network and reporting to Society of Welsh Treasurers and Welsh Government.

Direction of Risk

	DoR	Comment
Balancing the Council's Medium Term Budget	➔	As highlighted as part of the Q1 review, the Council's medium term financial plan highlights a significant budget gap and extremely challenging outlook. The process to review the pressures that comprise the gap and identify the savings required to balance the budget has commenced. However, there is further work to do in this regard, plus there remains uncertainty regarding Welsh Government's financial position and the impact that may have on the level of external grant funding made available to councils going forward. Therefore, the risk of not being able to set a balanced budget or having to use earmarked reserves in order to do so remains high.

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
 Finance Business Partner reviews of service area monitoring positions	01 Jun 2023	31 Jan 2024	31 Jan 2024	★
 Regular discussion with Society of Welsh Treasurers.	01 Jul 2023	29 Feb 2024	29 Feb 2024	★
 Senior leadership and Cabinet engagement int MTFP preparations	01 Jun 2023	31 Mar 2024	31 Mar 2024	★
 Service area finance challenge reviews	01 Jul 2023	31 Dec 2023	31 Dec 2023	★

City Centre Security & Safety

Risk Overview	Minimise the risks and disruption to people and businesses due major incidents or deliberate acts that pose hazards to people and business and can result in structural damage; damage/disruption to infrastructure and utilities; impacts on business continuity, reputation, and the economy, in both the city centre and affected surrounding areas.
Parent Service(s)	Infrastructure (sv)
Lead Cabinet Member(s)	Cabinet Member for Infrastructure & Assets



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> The Protect Duty Act is currently going through Parliament, which will create a statutory duty for Counter Terrorism preparedness to be undertaken across all city centres across the UK. Newport City Council along with the Wales Extremism Counter Terrorism Unit (WECTU), Heddlu Gwent Police and other emergency services have formed the Newport City Council Protectiveness Security and Preparedness Groups (PSPGs), chaired, and led by NCC. A key role of PSPGs will be the multi-agency assessment of current risk and vulnerabilities, and provision of effective mitigation in a proportionate manner. PSPGs will also ensure responsibilities under the new Protect Duty are discharged.
Internal Controls & Processes	<ul style="list-style-type: none"> Included in the NCC Infrastructure Service Area Plan is the objective to ensure Newport City Council is meeting its requirements under the Civil Contingencies Act, by developing and having in place effective governance and control arrangements to identify, prepare and respond to events in Newport. Supporting this objective, the Council has a well-established and integrated Corporate Emergency Management Plan, which outlines arrangements which are intended to assist the co-ordination of the Authority's response to any actual, or threatened incident, or emergency, while maintaining normal services as far as possible. The plan provides a flexible framework of procedures to enable a quick, effective and appropriate response to mitigate the effects of an incident or emergency that may have an impact on the Council's response. The Council's Emergency Management Structure provides a framework of integrated emergency management to ensure co-ordination within the Council and with external agencies. The structure enables the Council to respond at an operational, tactical and strategic level. At a strategic level in any incident a Gold Duty Officer (Chief Executive, Strategic Director, Head of Service) will be available to decide on what actions to take. Via the Civil Contingencies Duty Officer systems, the Council also provides a 365 24/7 incident response. Consideration to be given to incorporating structured and strategic conversations about security and counter terrorism into pre application stage of major developments.
Other Arrangements	<ul style="list-style-type: none"> Through the duties of the Civil Contingencies Act 2004, that Council also works in partnership with key responding agencies, including the emergency services, to ensure a timely and effective multi agency response to incidents. Multi Agency Plans and Procedures are developed via the Gwent Local Resilience Forum. Due to significant recent major incidents across the UK (Manchester Arena Bombing) the Council with its partners review any recommendations resulting from inquiries to ensure that where necessary appropriate learning is integrated into existing plans and procedures.

Direction of Risk

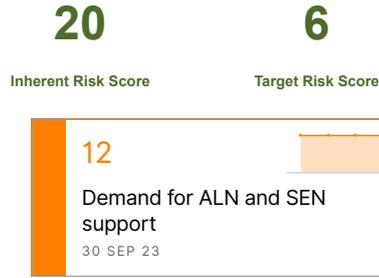
	DoR	Comment
City Centre Security & Safety	➔	The risk score for Q2 remains the same and work is continuing with partners to improve the infrastructure and processes in place. This includes new work with colleagues in Counter Terrorism Policing Wales to assess city centre security measures by not only geographical zones but also business/sector type zones. It is intended that this initiative will support enhanced liaison and buy-in from business across the city centre area.

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
<input checked="" type="checkbox"/> City Centre Training to Businesses	28 Feb 2020	31 Mar 2024	31 Mar 2024	●
<input checked="" type="checkbox"/> Co-ordinated evacuation arrangements	31 Mar 2020	31 Mar 2024	31 Mar 2024	●

Demand for ALN and SEN support

Risk Overview	Funding to cover Additional Learning Needs (ALN) and Special Education Needs (SEN) provision across the city is insufficient and does not meet the demand of increasing need.
Parent Service(s)	Education Services (sv)
Lead Cabinet Member(s)	Deputy Leader & Cabinet Member for Education & Early Years



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> Schools Forum review and agree funding formulas and funding arrangements for school Schools Forum Finance sub-group. ALN Panel scrutinise pupil information to identify if a specialist placement is needed as part of their statutory duty.
Internal Controls & Processes	<ul style="list-style-type: none"> ALN Implementation finance subgroup review and discuss a number of funding formula models and agree on the most appropriate to be presented firstly to the Schools forum Finance Sub-Group and if in agreement will be presented at Schools Forum for ratification. ALN Panel scrutinise pupil information to identify if a specialist placement is needed as part of their statutory duty. Specific OOC ALN Officer responsible for monitoring OOC provision and where possible look for local alternative provision.
Other Arrangements	<ul style="list-style-type: none"> Newport LA has commissioned 14 places at Catch 22 a primary age Social, Emotional, Behaviour Difficulties Independent Education Provider to reduce the risk of pupils requiring OOC placements.

Direction of Risk

	DoR	Comment
Demand for ALN and SEN support	➔	The risk score has remained static as we continue to maintain the risk within the service area. However there are increasing financial pressures on schools due to ALN reform and the increase of complex pupils. Headteachers have reported that they are struggling to fund the additional learning provision for some of their pupils. The primary Learning Resource Bases are full and a waiting list is in place, Ysgol Bryn Derw is oversubscribed by 17 pupils. Our other specialist provisions are either full or have very few spaces left.

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
 Develop a Post – 16 Transition Plan to support ALN learner at all points of transition.	01 Sep 2022	31 Mar 2024	31 Mar 2024	★
 Develop feedback system for learners, parents & carers to support effective stakeholder engagement	01 Nov 2022	31 Mar 2024	31 Mar 2024	★
 Embed anti-poverty strategy across Education Service	01 Sep 2022	31 Mar 2024	31 Mar 2024	★
 Extend specialist provision including Welsh medium within the city to reduce OOC Placements	01 Apr 2022	31 Mar 2024	31 Mar 2024	★
 Implement the ALN and Educational Tribunal Act 2018...	01 Apr 2022	31 Mar 2024	31 Mar 2024	★

Educational Out of County Placements

Risk Overview	Limited access to Newport City Council (NCC) provision for pupils who require complex and specialist placements which results on a reliance on Out of County (OOC) placements both day and residential.
Parent Service(s)	Education Services (sv)
Lead Cabinet Member(s)	Deputy Leader & Cabinet Member for Education & Early Years



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> ALN Panel scrutinise pupil information to identify if a specialist placement is needed as part of their statutory duty. Procurement and Head of Service approval needed for OOC placements.
Internal Controls & Processes	<ul style="list-style-type: none"> ALN Panel scrutinise pupil information to identify if a specialist placement is needed as part of their statutory duty. Monthly budget monitoring and review of cost of planned OOC placements Procurement and Head of Service approval needed for OOC placements. Specific OOC ALN Officer responsible for monitoring OOC provision and where possible look for local alternative provision.
Other Arrangements	<ul style="list-style-type: none"> Newport LA has commissioned 14 places at Catch 22 a primary age Social, Emotional, Behaviour Difficulties Independent Education Provider to reduce the risk of pupils requiring OOC placements.

Direction of Risk

	DoR	Comment
Educational Out of County Placements	→	The OOC risk remains static this quarter. Although there has been a rise in the need for specialist placements - OOC placements have risen to 96, these additional costs are being managed within the service area. Additional local placements have been gained through the opening of the new ASD Base at Llanwern High School in September 2023 and the completion of the tendering process for a secondary Social, Emotional, Behaviour Difficulties (SEBD) provision. The Local Provision Development budget is funding the Base and the SEBD tender which has put a pressure on the LPD budget which is also being managed within the service area. Education and Finance are closely monitoring the in-year budget pressure to mitigate the risk for the remainder of the financial year.

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
 Develop a Post – 16 Transition Plan to support ALN learner at all points of transition.	01 Sep 2022	31 Mar 2024	31 Mar 2024	★
 Develop feedback system for learners, parents & carers to support effective stakeholder engagement	01 Nov 2022	31 Mar 2024	31 Mar 2024	★
 Embed anti-poverty strategy across Education Service	01 Sep 2022	31 Mar 2024	31 Mar 2024	★
 Extend specialist provision including Welsh medium within the city to reduce OOC Placements	01 Apr 2022	31 Mar 2024	31 Mar 2024	★
 Implement the ALN and Educational Tribunal Act 2018...	01 Apr 2022	31 Mar 2024	31 Mar 2024	★

Eliminate profit from Social Care

Risk Overview	Increased pressure on Local Authorities to ensure children are placed in accommodation which does not make profit from children by 2027 as part of Welsh Government Legislation. Although Welsh LA's support this in principle it may lead to LA's being forced into developing unregistered emergency placements for children. This is costly and could lead to prosecution of the Head of Children's Services.
Parent Service(s)	Children Services (sv)
Lead Cabinet Member(s)	Cabinet Member for Social Services



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> Children Services is working both nationally and regionally to create opportunities to reduce the risks. The Council's Corporate Plan and Service Plan has identified this as a strategic priority to deliver over the next 5 years. Regional collaborative working to identify options and opportunities to create in-house services. Bids have been submitted to WG to develop care homes for children and to assist with developing edge of care provisions in order to reduce the numbers of children entering the care system.
Internal Controls & Processes	<ul style="list-style-type: none"> Newport Council has several settings such as Windmill Farm, and Rosedale Cottage which provide in-house provision which is also available to other local authorities. Bids have been submitted to Welsh Government to develop further provision in Newport. Newport fostering team has a recruitment campaign which is aligned with Foster Wales
Other Arrangements	<ul style="list-style-type: none"> Newport is working with Action for Children to develop a local residential provision for our disabled children and developing further residential provision for our Unaccompanied Asylum Seeker Children. NCC has submitted a bid to Welsh Government for revenue funding up to £15m to support the delivery of this new requirement over the next 3 years. The funding will be used to develop projects to build in-house placement sufficiency. However, after the three year period it is uncertain whether NCC will receive additional funding. It is anticipated for NCC to be notified by the quarter 3.

Direction of Risk

	DoR	Comment
Eliminate profit from Social Care	➔	Risk score remains the same as the new Eliminate team is in its infancy and progress will be swifter once they have established their work programmes.

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
 Focus on developing specialist fostering placements with psychological support.	01 Oct 2022	31 Mar 2024	31 Mar 2024	●
 Increase the proportion of foster care provision within Newport.	01 Oct 2022	31 Aug 2024	31 Aug 2024	★
 Residential Children's Homes Programme - Project	01 Apr 2021	31 Mar 2028	31 Mar 2028	●

Failure to achieve completion of the Annual IA Plan

Risk Overview	The Internal Audit (IA) Plan comprises of opinion and non-opinion related audit jobs and is based on a number of audit days available to undertake the work. If not enough opinion related jobs are completed to draft report stage by the end of the financial year this could impact on the CIA's ability to provide an overall opinion on the adequacy of the internal control environment, governance arrangements and risk management processes operated within the Council.
Parent Service(s)	Finance (sv)
Lead Cabinet Member(s)	Leader of the Council & Cabinet Member for Economic Growth & Investment



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> The Internal Audit team report to the Council's GAC, on the delivery of the Internal Audit Plan. Additional arrangements will be put in place for regular updates to be provided by the Head of Finance and Director of Transformation & Corporate on the delivery of the Audit Plan, recruitment of officers and exploration of potential options for the long term arrangements for the Internal Audit function.
Internal Controls & Processes	<ul style="list-style-type: none"> As part of the Council's duty, the Audit Plan target for 23/24 has reduced from 80% to 50%. The Acting Chief Internal Auditor and Head of Finance are also reviewing the current Internal Audit Plan to prioritise work on the highest risk areas of the Council. This will be presented to the Council's Executive Board and GAC at the next committee meeting in September. Staffing support counter fraud activity including investigations.
Other Arrangements	<ul style="list-style-type: none"> Internal Audit will call in external audit provision through the South Wales Audit Partnership service to support the delivery of high risk audit jobs. Head of Finance and Director for T&C are also exploring long term Internal Audit arrangements for the delivery of the Internal Audit service. This would bring other potential advantages such as access to wider skills and improved resilience.

Direction of Risk

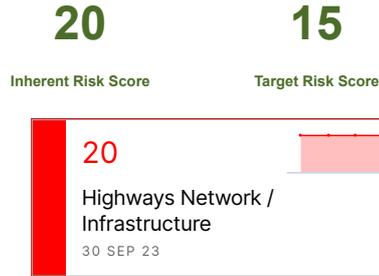
	DoR	Comment
Failure to achieve completion of the Annual IA Plan	➔	No change has been reported for this risk in Q2.

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
 Review & assess long term arrangements for the Internal Audit service	01 Aug 2023	31 Mar 2024	31 Mar 2024	★
 Review and deliver a revised Internal Audit plan for 23/24	01 Aug 2023	31 Mar 2024	31 Mar 2024	★
 Undertake urgent recruitment to fill vacancies in the Internal Audit Team	01 Aug 2023	31 Jan 2024	31 Jan 2024	●

Highways Network / Infrastructure

Risk Overview	Failure to recognise current levels of under investment in the whole life of the city's highway network assets in the medium to long term will continue to compound existing maintenance backlog figures.
Parent Service(s)	Infrastructure (sv)
Lead Cabinet Member(s)	Cabinet Member for Infrastructure & Assets



Existing Arrangements to Manage Risk

Governance	<p>Highway Asset Management Plan</p> <ul style="list-style-type: none"> A quinquennial Highway Asset Management Plan (HAMP) is produced by City Services, which was last refreshed in 2019. It seeks to document the activities, processes, and information to support strategic investment decisions and long-term maintenance planning. It provides information on the assets we have responsibility for, monitors how they are performing, documents their depreciation and confirms levels of funding required to mitigate the demands placed upon them. <p>Highway Annual Status and Options Report</p> <ul style="list-style-type: none"> The highway Annual Status and Options report is a product of the HAMP that records the condition of the assets and seeks to identify and prioritise the funding need. The report sets out the status of our assets in terms of extent, value and condition and presents the projected outcome of identified investment options. <p>Highway Maintenance Manual</p> <ul style="list-style-type: none"> The Highway Maintenance Manual documents how the council manages the city's highway maintenance. It sets out how, as highway authority, it discharges its duties and the management of user risk.
Internal Controls & Processes	<ul style="list-style-type: none"> To ensure the asset condition, maintenance requirement and its associated risk to the highway user is understood, the service area undertakes the following internal controls and processes: <p>Reactive Safety Inspections</p> <ul style="list-style-type: none"> These are inspections undertaken in response to stakeholder notification of potential maintenance defects <p>Routine Inspections</p> <ul style="list-style-type: none"> This is a regime of planned safety inspections designed to identify defects that have the potential to cause harm to users and defects that require repair in order to prevent escalation of deterioration and increased (avoidable) maintenance needs. <p>Condition Surveys</p> <ul style="list-style-type: none"> These are both visual and specialist road condition "machine based" surveys, that record the condition of components of the asset to enable a programme of renewal/replacement to be prepared
Other Arrangements	<ul style="list-style-type: none"> The Highway Asset Management Plan projects an anticipated annual capital investment of £500k and an anticipated £1.86m revenue investment through to the end of the current plan in 2023/24.

Direction of Risk

	DoR	Comment
Highways Network / Infrastructure	➔	<p>Nationally, the condition of the country's highway infrastructure asset continues to be a cause of concern as a result of historic under investment.</p> <p>Within Newport, the annual highway network investment has continued to decrease over time whilst the number of roads maintainable at public expense and asset usage has continued to rise. Investment levels are failing to maintain "steady State" as a minimum asset condition. Therefore, asset condition continues to deteriorate year on year.</p> <p>In addition to the impact of increased vehicles and usage of assets, increases in permitted axle weights, wetter winters and hotter summers are all resulting in accelerated deterioration and unpredictable asset failure.</p> <p>2022/23 saw a significant decline in highway asset condition, especially within the carriageway and structures (bridges) asset groups. This is anticipated to continue this financial year.</p>

Risk Mitigation Action Plan

The current risk assessment has identified no further action can be undertaken to manage the risk. Ongoing assurance and assessment of the risk will be provided through regular risk reviews by the Directorate / service area and through its internal / external audit assurance activity.

Information and Cyber Security

Risk Overview	Management and security of the Council's data to protect from being accessed and processed inappropriately. This includes preventing inappropriate access, loss, theft, and malicious attacks to maintain business continuity and integrity of our data.
Parent Service(s)	People, Policy & Transformation (sv)
Lead Cabinet Member(s)	Cabinet Member for Organisational Transformation



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> Existing governance is documented in the council's information risk management policy. This includes internal groups such as the Information Governance Group chaired by the Director – Transformation and Corporate and the Data Protection Group. It also includes roles of Senior Information Risk Owner (SIRO), Data Protection Officer (DPO), the Information Management team and a designated Cabinet Member with this strategic responsibility. The Annual Information Risk Report is formally reviewed by Overview Scrutiny Management Committee and Cabinet Member – Organisational Transformation. Existing Organisation / Service Area management structure to report and escalate issues to senior officers. Also could be a Programme / Project Board, Task & Finish Group or other governance group which are aware and have oversight of the risk.
Internal Controls & Processes	<ul style="list-style-type: none"> An Annual IT Health Check is carried out in line with requirements of the Public Services Network (PSN). Regular hardware and software updates are carried out by the IT Service. Technical controls are in place including the use of endpoint protection, firewalls, encryption, backups, security certificates, mobile device management etc. Physical security measures are in place to prevent inappropriate access. Data Protection Impact Assessments (DPIA's) are carried out and an Information Risk Register is managed. The council's IT Service, the Shared Resource Service (SRS), has a security function complementing council staff as well as security embedded in various roles. The council has processes for out of hours incidents including the SRS.
Other Arrangements	<ul style="list-style-type: none"> Audit Wales conducts independent reviews including on cyber security. The council is a member of the Warning and Reporting Point (WARP). Shared Resource Service is responsible for the Council's management of systems and processes.

Direction of Risk

	DoR	Comment
Information and Cyber Security	➔	<p>The overall risk score is unchanged. Previous improvements included Security Operations Centre (SOC) and Security Information and Event Management (SIEM) implementation and migration of the Council's data centre with improved back up facilities to the cloud.</p> <p>Existing governance is documented in the council's information risk management policy including the Information Governance Group, Senior Information Risk Owner (SIRO) role and the Annual Information Risk Report. This was reported to Scrutiny Management Committee in August. An Annual IT Health Check is completed in line with the requirements of the Public Services Network (PSN) and compliance was achieved June 2023. The latest Annual IT Health Check was carried out in July and good progress made against vulnerabilities identified. Technical controls are in place alongside physical security measures. The council's IT Service, the Shared Resource Service (SRS), supports through their security function and joint processes for out of hours incidents.</p> <p>The Audit Wales review of Cyber Security was reported to the Council and a formal Council response will be provided with associated actions.</p>

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
 Improve Cyber resilience and information security governance	01 Apr 2023	31 Mar 2027	31 Mar 2027	★
 Information & cyber awareness raising and training	01 Apr 2023	31 Mar 2024	31 Mar 2024	★
 Progress implementation of Audit Wales Recommendations	01 Aug 2023	31 Aug 2024	31 Aug 2024	★

Newport Council's Property Estate

Risk Overview	NCC has a significant property estate covering over 170 operational buildings (circa) such as the Civic Centre, Telford Depot, and its school estate etc. The Council has to ensure the estate is maintained to required standards to enable access, safety, security and in the long term sustainable for staff and residents to use.
Parent Service(s)	People, Policy & Transformation (sv)
Lead Cabinet Member(s)	Cabinet Member for Infrastructure & Assets



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> The Council's Capital Strategy Asset Management Group is responsible for the monitoring, delivery and reporting of the Council's Assets. This is represented by senior officers from the Council and representatives from the Council's Property Services partner, Newport Norse. The Schools' / Social Services estate is also overseen by the officer led group which also includes representatives from the Council's Property Services partner, Newport Norse and Council representatives.
Internal Controls & Processes	<ul style="list-style-type: none"> Newport Council has contract arrangement with Newport Norse who oversee the management and maintenance of the Council's estate. Service Areas are responsible for the building assets which they use across the Council's estate. Newport Norse are responsible for undertaking regular building condition assessments to ensure that they meet necessary legislative and building regulations. The assessments completed by Newport Norse are risk assessed and reported through the Council's governance groups. Maintenance work completed on the Council's estate is prioritised based upon risk including any reactionary / immediate work that has to be completed. School's estate is devolved to schools and managed through their arrangement with Newport Norse and the Corporate Landlord Policy establishes responsibilities also.
Other Arrangements	<ul style="list-style-type: none"> The Council's asset maintenance budget is insufficient to meet ongoing annual maintenance requirements across the property portfolio, and this is part of the asset rationalisation review. The Council has a joint venture with Newport Norse to oversee and manage the estate portfolio (including schools).

Direction of Risk

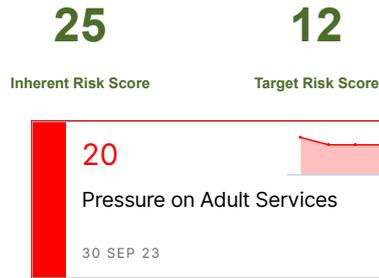
	DoR	Comment
Newport Council's Property Estate		The estimated maintenance backlog has increased through work with our property partners Newport Norse. These costs will continue to increase until we reduce our assets or the council invests within the estate. Due to the lac of investment there is an increased likelihood of failures within the estate which increase the pressure on the revenue budgets for reactive repair and maintenance and reduce business continuity options in the event of failure. The programme of work to review the estate is underway and reported through service plans.

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
 Adherence to the Corporate Landlord Policy and ensuring that all Premises Managers are accountable.	01 Oct 2022	31 Mar 2024	31 Mar 2024	★
 Asset Rationalisation - Project	01 Oct 2022	31 Mar 2027	31 Mar 2027	★
 Develop and manage effective contract management arrangements with Newport Norse.	01 Oct 2022	31 Dec 2025	31 Dec 2025	★
 Review building requirements for staff accommodation.	01 Oct 2022	31 Mar 2024	31 Mar 2024	★
 Review NCC Strategic Asset Management Plan, and Disposal and Asset transfer strategies.	01 Oct 2022	31 Mar 2024	31 Mar 2024	★

Pressure on Adult Services

Risk Overview	There is increasing pressure on Adult Services to deliver services to adults with complex and long lasting needs. With an increase in demand / volume of referrals and care packages the Council has seen an increase in costs whilst in the context of tightening budgets. There are also additional statutory requirements to safeguard adults in our care and prevent risk of harm, injury or a loss of life.
Parent Service(s)	Adult Services (sv)
Lead Cabinet Member(s)	Cabinet Member for Social Services



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> Newport Council has a new structure with a Director of Social Services and three service areas to deliver Social Services. There are regular Directorate and Service Area meetings held to monitor and report the delivery of Adult Services. At a regional level the Council is part of the Regional Partnership Board which oversees the delivery of social services across Gwent. A Population Needs Assessment has been undertaken for Gwent in relation to the forecasting of demand and provision of services across Newport and Gwent.
Internal Controls & Processes	<ul style="list-style-type: none"> NCC Adult Services has various mechanisms to monitor and report on the delivery of its services through financial and non-financial performance measures. Regular reports and updates are provided through Directorate, Service and Team management levels in the organisation.
Other Arrangements	<ul style="list-style-type: none"> The delivery of Adult Services is subject to External Regulatory review through Care Inspectorate Wales. Internal Audit provide assurance in relation to the delivery of Adult Services.

Direction of Risk

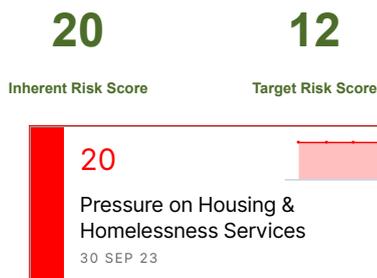
	DoR	Comment
Pressure on Adult Services	➔	The increased pressure on adult services since the pandemic and the complexity of referrals continues to provide pressure for adult services. Health and hospital discharge requirements of patients continue to overwhelm the social care provision of services.

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
 Appointeeship Service - Project	01 Apr 2021	31 Mar 2024	31 Mar 2024	★
 Dementia Hwb in Newport - Project	01 Oct 2022	31 Mar 2024	31 Mar 2024	●
 Hospital Service - Project	01 Oct 2022	31 Mar 2024	31 Mar 2024	★
 Integration of Frailty service into Info, Advice & Assistance hub - Project	01 Apr 2021	31 Mar 2024	31 Mar 2024	★
 Redesign of Adult Services - Project	01 Oct 2022	31 Mar 2024	31 Mar 2024	★

Pressure on Housing & Homelessness Services

Risk Overview	Increased pressures being faced by the Council's housing service as result of new legislative requirements, lack of affordable permanent accommodation, cost of living crisis and uncertainty over future financial grants from Welsh Government
Parent Service(s)	Housing & Communities (sv)
Lead Cabinet Member(s)	Cabinet Member for Strategic Planning, Regulation & Housing



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> Housing Transformation Board has been established to deliver changes required to the housing service. Housing and Homelessness including Housing Transformation Board is monitored and reported to the Environment & Sustainability Directorate Management Team and Service Management Team. Regular updates are provided to the Cabinet Member for Strategic Planning, Regulation & Housing on performance and risk. Furthermore there are existing team arrangements to monitor and report the delivery of the service. The Housing and Homelessness teams are also involved with the Strategic Housing Forum and its associated subgroups with Registered Social Landlords and Rough Sleeper Strategic Group.
Internal Controls & Processes	<ul style="list-style-type: none"> Weekly meetings are held with the finance BP to discuss budgets and forecasting. The Housing and Homelessness teams also submit monthly finance forecasts and produce quarterly performance measures to monitor performance. There are also other operational performance measures monitored and reported through the teams. The team also submit monthly Wales Housing statistics to Welsh Government.
Other Arrangements	<ul style="list-style-type: none"> Welsh Government grants were received during 2022-23 which reduce the overall spend on the housing advice and temporary accommodation service. WG has advised that additional grant funding will be forthcoming in future years but has given no indicative figures. The Housing and Homelessness teams are also involved with the Strategic Housing Forum and its associated sub groups with Registered Social Landlords and Rough Sleeper Strategic Group. NCC provides regular monitoring performance reports on its housing and homelessness position.

Direction of Risk

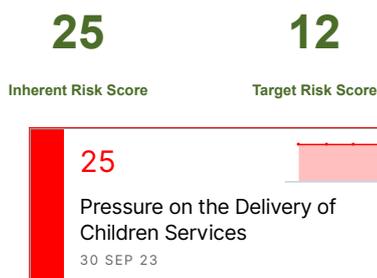
	DoR	Comment
Pressure on Housing & Homelessness Services	➔	Welsh Government's changes to Homelessness legislation in December 2022 continues to have an impact on the number of households whom the authority has a statutory duty to accommodate in temporary accommodation. Supply is not keeping pace with demand and the cost of living crisis has started to increase this demand further. An additional risk has emerged this reporting period which relates to the Home Office Streamlined Asylum Process (SAP) whereby it is estimated that an additional 200 households may require accommodation before the end of the calendar year, with very little notice being given to the authority. A number of initiatives are being explored to increase the supply of temporary and permanent housing and reduce the use of bed and breakfast and hotel accommodation. A 'prevention' team has also been created with a focus on preventing homelessness wherever possible to avoid additional placements into temporary housing.

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
<input checked="" type="checkbox"/> Coalition & Action Plan established for Homewards Programme.	01 Apr 2023	31 Mar 2027	31 Mar 2027	★
<input checked="" type="checkbox"/> Establish multi-agency task forces to reduce rough sleeping & homelessness	01 Apr 2023	31 Mar 2024	31 Mar 2024	●
<input checked="" type="checkbox"/> Housing Transformation - Project	01 Apr 2023	31 Mar 2025	31 Mar 2025	★
<input checked="" type="checkbox"/> Increase the number of private landlords with high quality & affordable housing	01 Oct 2022	31 Mar 2024	31 Mar 2024	★
<input checked="" type="checkbox"/> Increase the number of Social Housing Units in Newport	01 Jun 2023	31 Mar 2024	31 Mar 2024	★
<input checked="" type="checkbox"/> Produce a Housing Prospectus	01 Oct 2022	31 Mar 2024	31 Mar 2024	●
<input checked="" type="checkbox"/> Produce a Local Housing Market Assessment	01 Oct 2022	31 Dec 2024	31 Dec 2024	●
<input checked="" type="checkbox"/> Publish a Homelessness Prevention and Support Strategy for Newport	01 Apr 2023	31 Mar 2025	31 Mar 2025	●
<input checked="" type="checkbox"/> Publish Newports Rapid Rehousing Transition Plan	01 Oct 2022	31 Dec 2023	31 Dec 2023	●
<input checked="" type="checkbox"/> Restructure the Housing Service to meet service needs.	01 Jan 2023	31 Mar 2024	31 Mar 2024	●
<input checked="" type="checkbox"/> Review Temporary Accommodation in use to reduce cost	01 Apr 2023	31 Mar 2024	31 Mar 2024	★
<input checked="" type="checkbox"/> Review the Council's Empty Residential Property Action Plan	01 Jun 2023	31 Mar 2024	31 Mar 2024	●
<input checked="" type="checkbox"/> Review the HMO Licensing Scheme and take appropriate action, including licence renewal	01 Apr 2023	31 Mar 2024	31 Mar 2024	★

Pressure on the Delivery of Children Services

Risk Overview	Children Services are facing pressures to manage increase in volume of referrals and cases of children with complex needs. This is in a context of inflationary cost rises and budgets not being able to meet these cost increases; alongside recruitment and retention issues across the Social Care sector and in Newport.
Parent Service(s)	Children Services (sv)
Lead Cabinet Member(s)	Cabinet Member for Social Services



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> Children Services delivered in accordance with Social Services and Well-being Act, Well-being of Future Generations and Children's Act. There are governance arrangements in place at local, regional and national levels. Directorate and Service Management Teams meet monthly to provide service and performance updates on the delivery of the service. This includes performance, finance and HR information to inform decision making. Additionally, the Council's Executive Board and Corporate Management Team has oversight in the delivery of services. At a regional (Gwent) level, Heads of Service and Director of Social Services represent Newport Council at the Regional Partnership Board. Service pressures are reported here and collaborative working between agencies and other local authorities. The Safeguarding Board and Children's Family Strategic Partnership Board collaboratively work at regional levels to monitor and manage demand issues.
Internal Controls & Processes	<ul style="list-style-type: none"> The Council's Children Services teams deliver services in compliance with the Social Services and Well-being Act and Children's Act. Internal Controls and processes are established to meet these requirements under the different Acts. WCCIS system monitors and records caseloads and case management across social services. Regular (Monthly) check ins and case management meetings are held between the Council's staff and managers to monitor and manage caseloads. Collaborative and co-production working takes place between Children Services and other agencies to manage caseloads. This includes Foster Wales. Human Resources – HR Business Partners support Managers with the recruitment and retention of staff including working the Council's Communications team to promote social care roles. Finance – monthly forecasting and monitoring of finances across Children services. Mechanisms in place to escalate budget pressures and Finance Business Partners forecasting demand pressures / resources. Commissioning and procurement to find best value for residential placements. Performance Management – Monthly reporting to Welsh Government and regular performance monitoring of services in Newport.
Other Arrangements	<ul style="list-style-type: none"> Care Inspectorate Wales (External Regulator) and Internal Audit provide assurance of governance, internal control and risk management. Third sector partnership working with Barnardos – prevention and statutory functions supporting families, MyST, residential homes provision, and Foster families.

Direction of Risk

	DoR	Comment
Pressure on the Delivery of Children Services	→	The significant pressures within the service remains, there are a number of staff vacancies across the service. Complexity of need and an increase of what is coming through the front door puts pressure on service delivery.

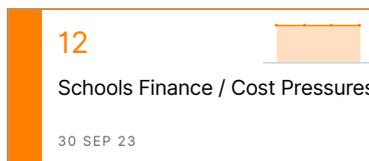
Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
 Access appropriate regional and National workforce development groups.	01 Oct 2022	31 Mar 2024	31 Mar 2024	
 Acquisition of new YJS intervention hub.	01 Oct 2022	31 Mar 2025	31 Mar 2025	
 Children Services - Support staff to access social care training to social work qualification.	01 Oct 2022	31 Mar 2024	31 Mar 2024	
 Develop support provided by the YJS incorporating robust early intervention and prevention work.	01 Apr 2022	31 Mar 2024	31 Mar 2024	
 Extend the Rapid Response team with an expanded evening and weekend crisis offer.	01 Oct 2022	30 Jun 2024	30 Jun 2024	

Schools Finance / Cost Pressures

Risk Overview	Cost pressures of schools are not met resulting in increased deficit budgets
Parent Service(s)	Education Services (sv)
Lead Cabinet Member(s)	Deputy Leader & Cabinet Member for Education & Early Years

20 12
 Inherent Risk Score Target Risk Score



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> Structures within Education and Finance support the escalation of identified issues to senior officers, Heads of Services and Executive Board. In addition, the Schools Forum is a statutory committee which acts as a consultative body in relation to any changes to the schools funding formula, and task and finish sub-groups are created to consider specific elements where necessary. Schools Governors are also responsible for monitoring and reporting school finance positions.
Internal Controls & Processes	<ul style="list-style-type: none"> The Finance Business Partners provide a key role through their relationships with schools, and support early identification of emerging issues. Any issues are escalated to the Lead and Senior Finance Business Partners and the Assistant Head of Education to consider intervention and discussions around appropriate mitigating actions.
Other Arrangements	<ul style="list-style-type: none"> Each school has a Service Level Agreement with the Council to support them in financial planning and monitoring, although schools have a choice in the level of service they wish to procure under these arrangements.

Direction of Risk

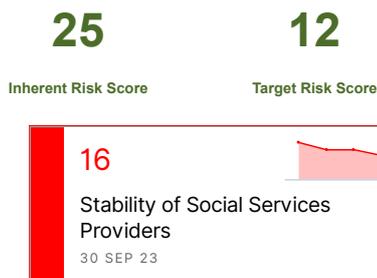
	DoR	Comment
Schools Finance / Cost Pressures	➔	Whilst all schools across the city were able to set balanced budgets for this financial year, for many this was only possible through use of reserves. Work undertaken over the summer term to review governor approved budgets has identified that two schools have already moved into projected deficit positions, and a small number of other schools are at risk of moving into a deficit position as the year progresses. Targeted work is currently underway with these schools to consider ways in which unexpected costs might be mitigated, but the position remains precarious. Forward planning work will be undertaken in the autumn term to identify those schools at risk of being unable to set a balanced budget for 2024/25.

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
 Review approved school budgets and investigate future spend plans...	01 Apr 2022	31 Mar 2024	31 Mar 2024	★

Stability of Social Services Providers

Risk Overview	The Council requires support from external providers to deliver care packages for children and adults (residential / Non Residential). The current marketplace for external providers is volatile due to the increasing costs to provide care, maintain homes, staffing meeting legislative and regulatory requirements.
Parent Service(s)	Adult Services (sv)
Lead Cabinet Member(s)	Cabinet Member for Social Services



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> Newport City Council is consistently reviewing and monitoring the provision of residential and non-residential care providers in the city and across the region. Regular Directorate and Service area meetings are held including representatives from Finance to assess and forecast the Council's financial position. Extensive work being undertaken regionally and nationally to support providers and to explore alternative models of provision. This includes Welsh Government officials and is linked to extensive focus and work with health colleagues to explore care in hospital settings and the need to provide community based care.
Internal Controls & Processes	<ul style="list-style-type: none"> The Council undertakes regular monitoring and assessment of placements and care packages across Adult Services. The Commissioning team are in weekly if not daily contact with providers in order to support packages of care. Similarly staff from the teams are in very regular contact with residential providers including links with Care Inspectorate Wales. The Council's financial monitoring and reporting of care provision is also undertaken monthly. Contract management arrangements are in place to manage provision and ensure providers meet necessary requirements, standards and provide value for money.
Other Arrangements	<ul style="list-style-type: none"> The focus on this area of work is extensive including external monitoring.

Direction of Risk

	DoR	Comment
Stability of Social Services Providers	↓	this has slightly improved with the recruitment of managers and the redesign of the structure offering support to teams across adult services.

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
 Collaborate with residential/dom care providers to ensure fair & sustainable costs are maintained	01 Oct 2022	31 Mar 2024	31 Mar 2024	★
 Increase the provision of accommodation for adults with learning disabilities.	01 Oct 2022	31 Mar 2024	31 Mar 2024	★

Welsh Government's Net Carbon Zero Target by 2030

Risk Overview	Welsh Government has set a target for all public sector bodies to be net zero carbon by 2030. To achieve this target, NCC has a Climate Change Plan 2022-27 to deliver key actions and projects.
Parent Service(s)	Environment & Public Protection (sv)
Lead Cabinet Member(s)	Cabinet Member for Climate Change & Bio-diversity



Existing Arrangements to Manage Risk

Governance	<ul style="list-style-type: none"> The Climate Change Plan is overseen by the Climate Programme Board. Six subgroups are in place to lead on each of the themes which reports to the Climate Programme Board. Strategic Director (Environment & Sustainability) is the chair of the Climate Programme Board and lead officer of the Climate Change Plan. Strategic Director (Transformation & Corporate) is Deputy Lead and Vice Chair.
Internal Controls & Processes	<ul style="list-style-type: none"> Quarterly reports are reported to the Programme Board and Cabinet Member and half yearly reports are reported to Overview and Scrutiny Management Committee. An Annual Report which includes council carbon emissions is reported to Cabinet each year. Action plans are reviewed on an annual basis to agree work for the following year.
Other Arrangements	<ul style="list-style-type: none"> The council is working with partners to implement the Local Area Energy Plan which is the route map to a carbon net zero energy system by 2050 for the whole of the local authority area. The council is also working with One Newport partners to develop a Newport-wide strategy.

Direction of Risk

	DoR	Comment
Welsh Government's Net Carbon Zero Target by 2030	➔	Due to an increase in resource, grant funding and engagement, our risk of not achieving our 2030 carbon neutral target is reducing.

Risk Mitigation Action Plan

Mitigating Action	Start Date	Target Date	Estimated Completion Date	Performance
 Accelerate the roll out of access to Electric Vehicle charging for residents (CCP & LAEP)	01 Apr 2022	31 Mar 2024	31 Mar 2024	★
 Engagement with Newport's industrial cluster to decarbonise (CCP & LAEP)	01 Apr 2022	31 Mar 2024	31 Mar 2024	★
 Identify and apply for funding to support actions across the Climate Change Plan.	01 Apr 2022	31 Mar 2024	31 Mar 2024	★
 New buildings net zero and retrofit existing buildings (Climate Change Plan)	01 Apr 2022	31 Mar 2024	31 Mar 2024	★
 PPT support the Council's Climate Change Plan delivering Our Buildings, Our Land and Procurement	01 Oct 2022	31 Mar 2024	31 Mar 2024	★
 PPT supporting the Council's Climate Change Plan delivering its Strategic themes	01 Oct 2022	31 Mar 2024	31 Mar 2024	★
 Support Cardiff Capital Region work on regional Domestic Energy Efficient schemes (CCP & LAEP)	01 Apr 2022	31 Mar 2024	31 Mar 2024	★
 Support reducing transport emissions and develop integrated network (Climate Change Plan)	01 Apr 2022	31 Mar 2024	31 Mar 2024	★
 Support to improve organisation Climate Change Culture & Leadership	01 Oct 2022	31 Mar 2024	31 Mar 2024	★



Report

Cabinet

Part 1

Date: 10 January 2024

Subject Newport City Council response to external pressures impacting Council services

Purpose To present an update to Cabinet on the external pressures impacting on the delivery of Council services, and a summary of Newport City Council's response.

Author Policy and Partnership Manager

Ward All Wards

Summary This monthly report provides an update on the external pressures facing the Council which include the cost-of-living crisis and pressures on housing and homelessness services across Newport.

As with previous months, collaboration and partnership working is key to supporting our citizens and therefore this report provides information on how this way of working is enabling a greater access for our residents to support, advice, and guidance.

Proposal Cabinet to consider the contents of the report on the Council's activity to respond to the external factors on Newport's communities, businesses, and council services.

Action by Executive Board and Corporate Management Team

Timetable Immediate

This report was prepared after consultation with:

- Head of Prevention and Inclusion
- Head of Housing and Communities
- Deputy Head of Education
- Head of Finance
- Head of Law and Standards
- Head of People, Policy, and Transformation

Signed

Background

This report provides Cabinet members with an update on the key pressures facing Newport communities, businesses, and council services along with information on how the Council is collaborating with our partners and communities to support those in need across the city.

In their [Public Opinions and social trends](#) report for December 2023, the Office for National Statistics (ONS), found that 'around 1 in 5 adults reported being occasionally, hardly ever or never able to keep comfortably warm in their home', 'around half of adults reported using less fuel such as gas or electricity in their home because of increases in the cost of living', and 'around 2 in 5 adults reported finding it very or somewhat difficult to afford their energy bills'.

This report states that among those who are currently paying rent or a mortgage, 37% reported finding it very or somewhat difficult affording these payments. Information further in this report describes how this is impacting on housing and homelessness services across the city.

Research shows the effect of the cost-of-living crisis on peoples' mental health. The results of a poll of 5000 UK adults published on the 21 November 2023 by [The Mental Health Foundation](#) reveals that 31% of UK adults had felt anxious, 27% had felt stressed, and 9% had felt hopeless about their personal financial situation in the past month.

NCC and Partner Cost of Living Support

The cost-of-living crisis continues to impact upon our residents, staff, and businesses. Officers across NCC are aware that poverty awareness and actions to reduce financial pressures including families with children and young people at school is important.

Helping school communities better understand poverty, its impact on learning and the financial barriers to education and how they can be reduced and removed is a key part of the Education Services Poverty Strategy.

The newly appointed Cost of Living Advisors are collaborating with internal officers, including education colleagues, and partner agencies to provide advice, guidance, and support to our residents across the city.

Examples of activities and support offered during this period included.

- Free October half term activities across four sites, supporting 237 families.
- Anti-poverty school roadshows at Newport High, Llanmartin and Maindee Primary Schools,
- Promotion and encouragement for families to take up the universal free school meal offer.
- Promotion of job opportunities, which would enable parents to work during school hours and term times.
- Dissemination of shopping vouchers and recipe cards.
- Free Newport Live memberships and pantomime tickets issued to carers.
- Use of equipment grants to provide microwaves to those in need.
- Local foodbanks supported to provide food parcels and other practical support with additional resource from local businesses.
- Weekly family cooking sessions in Bettws and Ringland.
- Assessment and allocation of £3K carers support fund grants.

Officers have also provided advice, guidance, and signposting information at community events across the city in collaboration with key partners. Further events and road shows are planned for 2024 with the aim of visiting as many Newport schools and residents as possible and reaching out to families from across the city. Outside school, food poverty funding is being used to provide warm and healthy snacks to young people prior to football and youth club. This is currently being trialled in one area of the city.

Internally, three workforce cost of living staff training sessions were facilitated in November, and the mapping and development of a directory of food bank provision has been shared with staff to support them to effectively signpost those in need of support.

NCC officers are collaborating closely with partners to coordinate support over the next few months, including the below.

- January Family Fun & Wellbeing Sessions
- Easter Family Fun Days
- National Play Day event

In addition a coordinator is being recruited within NCC to support the distribution of £106K Carers Trust additional Carers Support Funding from November 2023 to March 2025, and the Community Connector Team received training in December from the Trussel Trust to issue crisis food parcels in the New Year as part of the Food Insecurity offer.

Homelessness and Financial Resilience

Pressures on housing and homelessness services in the city continue to be a concern, with the lead reason for homelessness continuing to be due to loss of rented accommodation followed by parent/relative/ friend no longer willing to accommodate. As pointed out in previous papers a significant cause of the loss of rented accommodation is the DWP's Local Housing Allowance cap which has been in place since 2020. The LHA cap will increase to the 30th percentile of the local market in April 2024. Whilst this is welcome, given the wider pressures on the Private Rented Sector in Newport, the impact of these changes remains to be seen.

The number of households in temporary accommodation continues to rise due to the lack of affordable settled accommodation for move on. The lack of suitable temporary and supported housing is also impacting on the ability to support those sleeping rough in the city. In response to cold weather over the winter months the Council has established a network of temporary spaces which can be used under the council's Severe Weather Emergency Protocol, providing shelter for people sleeping rough.

Ukrainian Support Scheme

The Super Sponsor hotel was successfully decanted. The focus for the team over the coming months will be to work more closely with clients and hosts to ensure they are well supported and to identify alternative options should placements be at risk.

Home Office Streamlined Asylum Process and 7-day notice.

Newport is beginning to see an increase in homeless presentations and people sleeping rough as a direct result of these policy changes. The flow of clear and accurate data is still challenging making planning difficult. That said, a cross services group of officers and external partners are meeting regularly to monitor the situation and to respond to increased demand.

Risks

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?
Cost of Living impact on Council services	4	4	See this report on the Council's response to the cost-of-living crisis.	Corporate Management Team
Homelessness and housing concerns across the city.	4	4	See this Report on the Council's response to these issues	Corporate Management Team, Head of Housing and Communities, Director of Social Services

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

- Corporate Plan
- Strategic Equalities Plan

Options Available and considered.

1. To consider and note the contents of the report on the Council's response.
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 on the Council's response.

Comments of Chief Financial Officer

The report highlights examples of support which is available to citizens who are struggling with the cost-of-living crisis. Whilst a significant amount of this specific support is funded from UK Government and Welsh Government, certain factors are having an impact on the Council's finances, both in the short term and across the medium-term. Evidence of this can be seen via the financial pressures upon the Housing & Communities budget, driven by the high levels of homelessness in the city.

In the context of an extremely challenging medium-term horizon, budget managers and Heads of Service will be expected to continue to monitor the impact of the external factors included in this report, especially in areas where grant funding ends, and work with Finance colleagues to escalate any material financial implications and report them where relevant. This will need to also include plans to mitigate any issues, as far as is possible.

Comments of Monitoring Officer

There are no legal issues arising from the report. Any specific legal implications will be addressed as part of the Council's operational responses to the key issues identified in the report.

Comments of Head of People, Policy, and Transformation

The cost-of-living crisis continues to impact on our residents and staff, and this report provides information on how we are working collaboratively to help mitigate where possible. In-line with the Wellbeing of Future Generations Act, officers and partners are working to ensure short term support is provided alongside a focus on long term resilience.

The council is continuing to consider HR implications for our workforce and working with all service areas closely during this period.

Scrutiny Committees

Not applicable as this an information only report and no decision is required from the Council.

Fairness and Equality Impact Assessment:

Not applicable as this is an information only report and no decision is required.

• Wellbeing of Future Generation (Wales) Act

Long Term – The short term actions the Council is taking now is considering the longer-term impacts which the cost of living is having on communities and businesses in Newport. Newport Council alongside partners are providing financial and non-financial support to help households and businesses.

Collaborative – Newport Council is working collaboratively across the organisation and our external public, private, third sector, voluntary, and housing sectors.

Integration – The actions that the Council and is taking supports the Council's organisational priorities for community cohesion, early intervention, and prevention. This also supports the Welsh Government's priority for Wales being a nation of sanctuary.

Involvement – We are involving communities and residents who are providing vital front-line support and helping vulnerable / disadvantage households, and refugees. The Council is also providing regular updates and communications to those impacted by the cost-of-living crisis.

Prevention - The short term actions the Council is taking now is considering the longer-term impacts which the cost of living is having on communities and businesses in Newport. Newport Council alongside partners are providing financial and non-financial support to help households and businesses.

- **Equality Act 2010**

Consideration of protected characteristics as detailed within the Equality Act has informed the activities and support provided.

- **Socio-economic Duty**

The support provided is fully congruent with the requirements of the socio-economic duty.

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

All information is provided bilingually.

Consultation

Not applicable

Background Papers

Monthly reports to Cabinet.

Dated: 3 January 2024

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Report

Cabinet

Part 1

Date: 10 January 2024

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 2024, 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 Governance Team Leader 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 2023/24**

Action by Governance Team Leader

Timetable Immediate

This report was prepared after consultation with:

- Chief Officers
- Monitoring Officer
- Head of Finance
- Head of People, Policy and Transformation

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 (eg Council, Scrutiny, Audit) to ensure the various programmes are properly coordinated.

The current work programme runs to May 2024, 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.

Comments of Head of People, Policy and Transformation

There are no specific HR implications in adopting a programme of work. The principles of open and transparent governance are consistent with the Council's Corporate Plan and objectives under the Well-being of Future Generations (Wales) Act.

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.

Consultation

As set out above

Background Papers

Dated: 28 December 2023

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Cabinet

Work Programme: June 2023 to May 2024

Meeting	Agenda Items	Lead Officer
Cabinet 14/06/23	<ul style="list-style-type: none"> ▪ Director of Social Services Annual Report ▪ Annual Safeguarding Report ▪ 2022/23 Treasury Management Year End Report ▪ NCC External Pressures - Cost of Living ▪ One Newport Summary Document (for information/ awareness) ▪ Work Programme 	<ul style="list-style-type: none"> ▪ CD: SS ▪ CD: SS ▪ HoF ▪ CX/HPP&T ▪ HPP&T ▪ GTL
Cabinet 12/07/23	<ul style="list-style-type: none"> ▪ 2022/23 Revenue Budget Outturn ▪ 2022/23 Capital Outturn and Additions ▪ Welsh Language Annual Report ▪ Corporate Risk Register Update (Q4) ▪ NCC External Pressures - Cost of Living ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HoF ▪ HoF ▪ HPP&T ▪ HPP&T ▪ CX/HPP&T ▪ GTL
Council 18/07/23	<ul style="list-style-type: none"> ▪ Council Appointments ▪ 2022/23 Treasury Management Year End Report ▪ Welsh Language Annual Report ▪ Director of Social Services Annual Report ▪ Annual Safeguarding Report ▪ IRP Annual Report ▪ Review of Standing Orders 	<ul style="list-style-type: none"> ▪ GTL ▪ HoF ▪ HPP&T ▪ CD: SS ▪ CD: SS ▪ HL&S ▪ HL&S
Cabinet 13/09/23	<ul style="list-style-type: none"> ▪ Revenue Budget Monitor ▪ Capital Budget Monitor ▪ Replacement Local Development Plan ▪ Demolition of Millbrook Primary School ▪ Corporate Risk Register Update (Quarter 1) ▪ Climate Change Annual Report ▪ NCC External Pressures - Cost of Living ▪ One Newport Summary of Business ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HoF ▪ HoF ▪ HR&ED ▪ CEdO ▪ HPP&T ▪ HE&PP ▪ CX/HPP&T ▪ HPP&T ▪ GTL
Council 26/09/23	<ul style="list-style-type: none"> ▪ Council Appointments ▪ Replacement Local Development Plan ▪ Climate Change Annual Report ▪ Market Arcade PSPO ▪ Maesglas PSPO ▪ Scrutiny Arrangements for SE Wales CJC 	<ul style="list-style-type: none"> ▪ GTL ▪ HR&ED ▪ HE&PP ▪ HE&PP ▪ HE&PP ▪ HL&S

Cabinet 18/10/23	<ul style="list-style-type: none"> ▪ Gwent Regional Partnership Board Area Plan/Gwent Regional Partnership Board Annual Report ▪ Bassaleg Bridge ▪ Corporate Plan 2022/27 Annual Report (Annual Corporate Wellbeing Self-Assessment included) ▪ Strategic Equality Plan Annual Report ▪ NCC External Pressures - Cost of Living ▪ Work Programme 	<ul style="list-style-type: none"> ▪ CD: SS ▪ HCS ▪ HPP&T ▪ HPP&T ▪ HPP&T ▪ GTL
Cabinet 15/11/23	<ul style="list-style-type: none"> ▪ September Revenue Budget Monitor ▪ Capital Programme Monitoring and Additions ▪ Treasury Management Half Yearly Monitoring Report ▪ Council Tax Premiums Report ▪ Leisure and Wellbeing Project Update ▪ Annual Digital Report ▪ Annual Compliments, Comments and Complaints ▪ NCC External Pressures - Cost of Living ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HoF ▪ HoF ▪ HoF ▪ HoF ▪ HR&ED ▪ HPP&T ▪ HPP&T ▪ CX/HPP&T ▪ GTL
Council 28/11/23	<ul style="list-style-type: none"> ▪ Council Appointments ▪ Treasury Management Half Yearly Monitoring Report ▪ Gwent Regional Partnership Board Area Plan/Gwent Regional Partnership Board Annual Report ▪ Strategic Equality Plan Annual Report ▪ Corporate Plan 2022/27 Annual Report ▪ Democratic Services Annual Report ▪ Standards Committee Annual Report 	<ul style="list-style-type: none"> ▪ GTL ▪ HoF ▪ SD: SS ▪ HPP&T ▪ HPP&T ▪ HL&S ▪ HL&S
Cabinet 13/12/23	MEETING CANCELLED	
Cabinet 10/01/24	<ul style="list-style-type: none"> ▪ 2024/25 Revenue Draft Budget and MTFP: Final Proposals ▪ Revenue Budget Monitor ▪ Capital Monitor ▪ Council Tax Premiums ▪ Mid-Year Performance Update ▪ People Plan ▪ Corporate Risk Register Update (Quarter 2) ▪ NCC External Pressures - Cost of Living ▪ One Newport Summary Document (for information/ awareness) ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HoF ▪ HoF ▪ HoF ▪ HoF ▪ HPP&T ▪ HPP&T ▪ HPP&T ▪ CX/HPP&T ▪ HPP&T ▪ GTL
Council 23/01/24	<ul style="list-style-type: none"> ▪ Council Appointments ▪ Council Tax Reduction Scheme ▪ Council Tax Premiums ▪ Governance and Audit Annual Report ▪ Schedule of Meetings 2024/25 ▪ Mayoral Nomination 2024/25 	<ul style="list-style-type: none"> ▪ GTL ▪ HoF ▪ HoF ▪ HoF ▪ GTL ▪ GTL

Cabinet 14/02/24	<ul style="list-style-type: none"> ▪ 2024/25 Capital Strategy and Treasury Management Strategy ▪ 2024/25 Revenue Budget and MTFP: Final Proposals ▪ Capped Nine (KS4 School Outcomes) ▪ NCC External Pressures - Cost of Living ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HoF ▪ HoF ▪ CEo ▪ CX/HPP&T ▪ GTL
Council 29/02/24	<u>Budget:</u> <ul style="list-style-type: none"> ▪ Council Appointments ▪ 2024/25 Council Tax and Budget ▪ 2024/25 Capital Strategy and Treasury Management Strategy ▪ National Non-Domestic Rates: Discretionary Relief: High Street Relief Scheme 2024/25 ▪ Gwent Wellbeing Plan 	<ul style="list-style-type: none"> ▪ GTL ▪ HoF ▪ HoF ▪ HoF ▪ HPP&T
Cabinet 13/03/24	<ul style="list-style-type: none"> ▪ Corporate Risk Register Update (Quarter 3) ▪ Pay and Reward Statement 2024/25 ▪ Risk Management Policy ▪ EAS Business Plan ▪ NCC External Pressures - Cost of Living ▪ Policy Review Group ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HPP&T ▪ HPP&T ▪ HPP&T ▪ CEo ▪ CX/HPP&T ▪ HPP&T ▪ GTL
Cabinet 10/04/24	<ul style="list-style-type: none"> ▪ Annual Corporate Safeguarding Report ▪ Safer Newport Plan ▪ Gwent Serious Violence Strategy and Plan ▪ NCC External Pressures - Cost of Living ▪ One Newport Summary Document (for information/ awareness) ▪ Asset Rationalisation ▪ Work Programme 	<ul style="list-style-type: none"> ▪ HCS ▪ CX/HPP&T ▪ HPP&T ▪ HPP&T ▪ HPP&T ▪ HPP&T ▪ GTL
Council 23/04/24	<ul style="list-style-type: none"> ▪ Council Appointments ▪ Safer Newport Plan ▪ Gwent Serious Violence Strategy and Plan ▪ IRP Annual Report ▪ Pay and Reward Statement 	<ul style="list-style-type: none"> ▪ GTL ▪ HL&S ▪ HPP&T ▪ HPP&T ▪ HPP&T
Cabinet 15/05/24	<ul style="list-style-type: none"> ▪ NCC External Pressures - Cost of Living ▪ Digital Strategy – Annual Report ▪ Work Programme 	<ul style="list-style-type: none"> ▪ CX/HPP&T ▪ HPP&T ▪ GTL
Council 14/05/24	<u>AGM:</u> <ul style="list-style-type: none"> ▪ Council Appointments 	<ul style="list-style-type: none"> ▪ GTL

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