

# Agenda

## Pwyllgor Rheoli Trosolwg a Chraffu

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Dyddiad: Dydd Iau, 31 Ionawr 2019

Amser: 10.00 am

Lleoliad: Ystafell Bwyllgora 1 - Canolfan Ddinesig

At: Cynghorwyr: J Guy (Cadeirydd), M Al-Nuaimi, G Berry, C Evans, M Evans, C Ferris, L Lacey, M Spencer and K Thomas

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Eitem	Wardiau Dan Sylw
1	<u>Agenda yn Gymraeg / Agenda in Welsh</u> ( <i>Tudalennau 3 - 4</i> )
2	<u>Ymddiheuriadau</u>
3	<u>Datganiadau o Fuddiant</u>
4	<u>Cofnodion y cyfarfod a gynhaliwyd ar 20 Rhagfyr 2018</u> ( <i>Tudalennau 5 - 8</i> )
5	<u>Cyllideb 2019/20 a Chynllun Ariannol Tymor Canolig (CATC)</u> ( <i>Tudalennau 9 - 44</i> )
6	<u>Casgliad Adroddiadau Pwyllgorau</u> Following the completion of the Committee reports, the Committee will be asked to formalise its conclusions, recommendations and comments on previous items for actioning.
7	<u>Adroddiad Cynghorydd Craffu</u> ( <i>Tudalennau 45 - 56</i> ) <ul style="list-style-type: none"><li>a) Forward Work Programme Update (<b>Appendix 1</b>)</li><li>b) Actions Arising (<b>Appendix 2</b>)</li><li>c) Referral letter (<b>Appendix 3</b>)</li></ul>



# Agenda



## Pwyllgor Rheoli Trosolwg a Chraffu

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Date: Dydd Iau,, 31 Ionawr 2019

Time: 10 y.b.

Venue: Ystafell Bwyllgora 1 - Canolfan Ddinesig

Y Cynghorwyr: J Guy (Chair), M Al-Nuaimi, G Berry, C Evans, M Evans, C Ferris, L Lacey, M Spencer and K Thomas

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Item		Wards Affected
1	<u>Agenda yn Gymraeg / Agenda in Welsh (Pages 3 – 4)</u>	
2	<u>Ymddiheuriadau am Absenoldeb</u>	
3	<u>Datganiadau o Fuddiant</u>	
4	<u>Cofnodion y Cyfarfod a 20 Rhagfyr 2018 (Pages 5 - 8)</u>	
5	<u>6 2019/2020 Cyllideb a Chynllun Ariannol Tymor Canolig (Pages 9 - 44)</u>	
6	<u>Casgliadau Adroddiadau Pwyllgor</u> Yn dilyn cwblhau adroddiadau'r Pwyllgor, gofynnir i'r Pwyllgor ffurfioli ei gasgliadau, argymhellion a sylwadau ar eitemau blaenorol ar gyfer gweithredu.	
7	<u>Adroddiadau Ymgynghorwyr Craffu (Pages 45 - 56)</u>	

Person cyswllt: Daniel Cooke, Gyngorydd Craffu  
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Dyddiad cyhoeddi: 24 Ionawr 2019

Mae'r dudalen hon yn wag yn

# Minutes



## Overview and Scrutiny Management Committee

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Date: 20 December 2018

Time: 10.00 am

Present: Councillors J Guy (Chair), G Berry, C Evans, M Evans and C Ferris

In Attendance: The Leader, Councillor Debbie Wilcox

D Cooke (Scrutiny Adviser), E Blayney (Scrutiny and Governance Manager), W Godfrey (Chief Executive), J Harris (Strategic Director - People), B Owen (Strategic Director (Place) and R Cornwall (Head of People and Business Change)

Apologies: Councillors M Al-Nuaimi and L Lacey

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### 1 Declarations of Interest

Councillor K Thomas declared an interest in relation to item 3 Corporate Plan – Recommendations Monitoring, as the report references the work of boards undertaken by GAVO.

### 2 Minutes of the Meeting held on 15 November 2018

The minutes of the meeting held on 15 November 2018 were approved as a true and accurate record.

### 3 Corporate Plan - Recommendations Monitoring

Attendees:

- Councillor Debbie Wilcox – Leader of the Council
- Will Godfrey – Chief Executive
- Bev Owen – Strategic Director – Place and Corporate
- James Harris – Strategic Director – People

The Leader provided an overview of the Scrutiny process and the importance of engage answer and reply to the Scrutiny. The ground-breaking Wellbeing of Future Generations Act (Wales) had made it a requirement for the Council to have a long term plan, and that it delivers on the wellbeing goals. In 2017, 5-year corporate plan, setting out vision and commitment, whole of Council plan, all included, all have a responsibility to make this corporate plan work. Working collaboratively, and across sectors, to deliver our aims. Plan and budget carefully in this difficult financial time.

Members asked the following:

- The Committee requested information on the proposals or projects that were intended or aimed at engaging the local community in Stow Hill, to enable community regeneration and meet the requirements of the Well-Being of Future Generations Act.

The Leader stated that it was not intended to exclude any area of Newport would, but this was not possible due to the significant financial constraints placed on the Council. The Strategic Director – Place and Corporate would feed back to the Committee on the specific proposals and projects in the Stow Hill area. The Director continued to inform the Committee that the four Community Investment Zones were chosen based on their placement on the Welsh Index of Multiple Deprivation. The NCC Information Hub had been essential in collating, analysing data to ensure the best quality information was used to adapt the Corporate Plan.

- A Member enquired the Hubs that were referenced in the report and raised concerns about the number of different types of 'hubs' in Newport, and how this might of caused confusion to the public. The Leader agreed and asked the Officers to look into badging them differently to avoid confusion. The Leader continued to inform the Committee of the pilot Hub that was being developed in Ringland, from funding obtained by the Welsh Government.
- The Committee were concerned about a 'sticking plaster approach' to service delivery. The example given was the declining partnership with Linc Cymru. The Leader agreed with the sentiment of the Members comments, and drew the Committees attention to how the Council must work inside the confines of setting a balanced budget. This meant that each service had to be delivered in the best possible way with the funds available.
- The Chief Executive explained that partnership working had become more and more prevalent over the past few years, and was a trend that was set to continue. It was the Officers job to evaluate the options to get the best outcome, regardless of politics and present this to the Councillors.
- A Member enquired as to why the Partnership Boards and partnership working had not been mentioned in the Corporate Plan recommendation monitoring update. The Leader responding by explaining how the Corporate Plan was a live document and was subject to change and that information could be included.
- The Committee requested that in future updates were more measurable and include indicators. The Committee found that it was harder to hold the Executive to account with qualitative data alone. The Chief Executive explained that Officers were working on Performance Indicators that would allow for this level of scrutiny and informed the Committee of the link between the Corporate Plan and the Service Plans.
- The Committee stated that they had made recommendations in 2017 that had not been followed up in the monitoring update. This included how the Plan would be monitored, because this recommendation had not been addressed then it would be difficult for Scrutiny to monitor the Plans achievements. Members wished to know why this had been?
- The Leader explained that this was a five-year strategic plan and significant changes had been made to the final Plan, based on the recommendations of the Committee. The annual report will be presented to Scrutiny at the end of the financial year. Performance and Financial information would be continued to be presented to Scrutiny through the year as Service Plans. The Chief Executive went onto state that the Plan had changed and four Programme Boards, led by the two directors, had been developed to manage the four themes outlined in the Plan.
- The Committee agreed that it would have been more useful if there had been Beginning, Middle and End Key Indicators to highlight the Councils progress towards completion. The example given was the Purple Flag status for the Cities night time

economy. The Committee stated that without additional information, such as figures and timescales, they were unable to carry out their scrutiny function.

- The Chief Executive disagreed with the Committees points, stating that the information was included in the report. The Chief used Point 7 as an example where in the progress column it provides further details for information.
- A Member requested more information on how the Council aimed to the final four apprentices to achieve the fifteen set out in the report. The Member also wanted to know if the Councils partners were committed to doing the same.
- The Leader reminded the Committee that as the Skills Lead on the Cardiff City Deal she was proud of the Councils Pilot programme at recruiting, developing and retaining high quality staff, especially in high demand areas like IT and Digital roles. The continued to remind the Committee that the Meeting was to monitor the recommendations made and not to monitor performance.
- A Members asked for more information on how the Heritage Centre was being redeveloped, and if the Newport Medieval Ship would be included? The Officers explained that there has been a successful grant awarded for the Transporter Bridge, which will be the main focus of the centre, but it was important to build upon this success and not lose other aspects of the cities heritage.

The Chair thanked the Leader and Officers for attending.

### **Conclusion - Comments to the Cabinet**

The Committee noted the Corporate Plan – Recommendations Monitoring and agreed to forward the minutes to the Cabinet as a summary of the issues raised.

The Committee wished to make the following comments to the Cabinet:

1. The Committee accepted that the Corporate Plan was a constantly evolving document and it was also being monitored through performance and financial scrutiny of the Service Plans, but the previous recommendations could not be met until the Annual Report was published.
2. The Committee requested that the Corporate Plan Annual Report needed to be clear and measurable.
3. The Strategic Director – Place would provide the Committee with information on the projects and proposals focusing on the Stow Hill ward.

Mae'r dudalen hon yn wag yn



# Scrutiny Report

## Overview and Scrutiny Management Committee

### Part 1

Date: 31 January 2019

### Subject 2019/20 Budget and Medium Term Financial Plan

Author Scrutiny Adviser

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

Role / Areas of responsibility	Lead Officer
Budget Overview and Process	Meirion Rushworth, Head of Finance
Budget Public Engagement	Rhys Cornwall, Head of People and Business Change

## Section A – Committee Guidance and Recommendations

### 1 Recommendations to the Committee

The Committee is asked

- (i) The Committee is asked to consider:
  - the process undertaken for this year's Draft budget proposals;
  - the public engagement undertaken for this year's Draft budget proposals;
- (ii) Determine if it wishes to make any comments on the budget process or the public engagement to the Cabinet;
- (iii) Note the comments made by the Performance Scrutiny Committee – People, and Performance Scrutiny Committee – Place and Corporate to be forwarded to the Cabinet.

### 2 Context

- 2.1 In accordance with the constitution, the Cabinet is required to consult on the proposals before recommending an overall budget and required council tax to the Council for approval in March. Scrutiny Committees must be consulted as part of this process. The timetable for the consultation on the budget is as follows:

Cabinet agrees budget proposals as a basis for consultation	12 December 2018
Consultation period	13 December 2018 to 30 January 2019
Cabinet considers feedback from consultation and agrees final budget proposals for recommendation to Council	13 February 2019
Council approves the 2019/20 budget and council tax level	26 February 2019

### Structure of Scrutiny of the Budget Proposals

- 2.2 Each Committee will meet to discuss the budget proposals in detail and formulate comments relating to their portfolio:

Committee	Date	Role
Performance Scrutiny Committee - Place and Corporate	14 January 2019	Savings proposals within the Place Directorate and Corporate.
Performance Scrutiny Committee - People	15 January 2019	Savings proposal within the People Directorate
Overview and Scrutiny Management Committee	31 January 2019	<ul style="list-style-type: none"> <li>• Coordination of comments from all Scrutiny Committees</li> <li>• Comments on the budget process</li> <li>• Comments on public engagement</li> </ul>

- 2.3 Recommendations of the People and Place and Corporate Committees will be agreed verbally at the meetings; the final wording will be approved by the Chairperson after the meeting. These recommendations will then be sent to the Overview and Scrutiny Management Committee (OSMC) at its meeting on 31 January 2019 to confirm the list of comments that will be submitted from Scrutiny to the Cabinet. The Chairs of the People and Place and Corporate Committees will be invited to attend the meeting of the OSMC where the Committees recommendations are discussed.
- 2.4 The role of the Overview and Scrutiny is to coordinate the comments from Scrutiny to ensure that there are no overlaps in what is being recommended and ensure that scrutiny as a whole provides a cohesive and consistent response to Cabinet. It also has overall responsibility for comments on the budget process, and public engagement, which it will be focusing on at its meeting.
- 2.5 At its meeting on 12 December, the Cabinet agreed draft proposals for consultation. The full papers are available on the website ([Link](#)).

**Appendix 1** - Budget investments

**Appendix 2** - New budget savings for consultation

**Appendix 3** - New budget savings implemented under delegated authority (Cabinet Member and Head of Service)

- Appendix 4** - Budget savings previously approved
- Appendix 5** - Budget savings for consultation – proposals
- Appendix 6** - Demand models – social care and education
- Appendix 7** - Fees & charges for consultation
- Appendix 8** - Financial resilience ‘snapshot’
- Appendix 9** - Medium term financial projections
- Appendix 10** - Projected earmarked reserves

### **Cabinet Proposals – Business Cases**

- 2.6 The proposals for consultation are contained within **Appendix 2** (Summary) and **Appendix 5** (detailed business cases).

### **Cabinet Member Decisions**

- 2.7 **Appendix 3** are the proposals delegated to Cabinet Member and Head of Service Decision. The Cabinet member decisions will be subject to the usual democratic decision making process and all Member consultation. The Head of Service decisions are operational and are taken under delegate authority by the relevant Head of Service.

### **Fees and Charges**

- 2.8 **Appendix 7** are the proposed fees and charges for consultation. A hard copy of this is available on request.

## **3 Information Submitted to the Committee**

- 3.1 The following attachments are included for the Committee’s consideration:

**Appendix A** – Cabinet Report – 19/20 Budget and MFTP

**Appendix B** – Recommendations and comments of the PSC – Place and Corporate and PSC – People

## 4. Suggested Areas of Focus

### Role of the Committee

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

- **Assess and make comment** on the overall budget process and public engagement:
  - Is there evidence of links to the Corporate Plan and a strategic long term approach to budget;
  - Fairness and Equalities Impact Assessments – have these been completed consistently and used to develop the proposals?
  - Has the Wellbeing of Future Generations Act been incorporated into the proposals in terms of the need for long term thinking and planning?
  - Approach to public engagement - is there a cohesive and consistent approach demonstrated to how the public have been involved and consulted on the proposals.
  
- **Conclusions:**
  - Comments / recommendations to Cabinet on:
    - Budget process;
    - Public Engagement;
    - FEIA's;
    - Wellbeing of Future Generations Act.
    - Any overarching issues emerging from the two Performance Scrutiny Committee meetings.
  - Agree to forward the comments of the two performance Scrutiny Committees to the Cabinet on the specific proposals.

### Suggested Lines of Enquiry

- 4.1 Councillors have a fundamental democratic right to commission financial information and provide challenge to executives and officers about finances. Scrutiny councillors are not expected to be financial experts, but they have a key role in ensuring **accountability** and **value for money** are demonstrated to the public.
- 4.2 The following has been adapted from Section 3.1-3.4: Source: Grant Thornton – Local Government Financial Resilience Review 2012 (“Towards a tipping point?”) to provide examples of the questioning and lines of enquiry that the Committee may wish to consider:

<b>Links to Strategic Planning</b>	How does the proposal contribute to the achieving corporate priorities?
	How do these proposals fit into an overall budget strategy / what is the long term approach to budget at the Council?
<b>Fairness and Equalities Impact Assessments</b>	Have these been completed?
	Have any impact identified within the FEIA been considered within the business case?

## Section B – Supporting Information

### 5 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 change programme and saving proposals and protects the financial health of the Council. Scrutiny should seek to ensure that the MTFP and Draft budget proposals contribute to this aim:

<b>Well-being Objectives</b>	Promote economic growth and regeneration whilst protecting the environment	Improve skills, educational outcomes & employment opportunities	Enable people to be healthy, independent & resilient	Build cohesive & sustainable communities
<b>Corporate Plan Commitments</b>	Thriving City	Aspirational People		Resilient Communities
<b>Supporting Function</b>	Modernised Council			

#### 5.1 Fairness and Equalities Impact Assessment (FEIAs)

Fairness and Equality Impact Assessments (FEIA) are a systematic approach to ensure that the Council takes decisions that balances the needs of people, local culture, the economy and the environment over time. FEIAs assist the Council in ensuring that our decision-making process is inclusive. They are used to look at the effect of any change to Council services or employment from everybody’s viewpoint, to make sure that changes are fair and do not discriminate.

Officers have a responsibility to inform decision makers of all the relevant implications of any proposal and provide evidence on which they will base their decisions. FEIAs help decision makers understand service users, employees and other stakeholders’ perspectives, and provide evidence that citizens have shaped the council’s work. There is legal requirement to publish FEIAs.

Within the Budget proposal Business Cases, there is an indication as to whether or not an assessment is necessary for a proposal. The Performance Scrutiny Committees were asked to consider these during their discussion on the proposals within their remit.

The FEIAs are published on the Council’s Equalities page on the website ([link](#)).

## 5.2 The UK Government's Seven Consultation Criteria

<b>Criterion 1 - When to consult</b>	<i>Formal consultation should take place at a stage when there is scope to influence the policy outcome.</i>
<b>Criterion 2 - Duration of consultation exercises</b>	<i>Consultations should normally last for at least 12 weeks with consideration given to longer timescales where feasible and sensible.</i>
<b>Criterion 3 - Clarity of scope and impact</b>	<i>Consultation documents should be clear about the consultation process, what is being proposed, the scope to influence and the expected costs and benefits of the proposals.</i>
<b>Criterion 4 - Accessibility of consultation exercises</b>	<i>Consultation exercises should be designed to be accessible to, and clearly targeted at, those people the exercise is intended to reach.</i>
<b>Criterion 5 - The burden of consultation</b>	<i>Keeping the burden of consultation to a minimum is essential if consultations are to be effective and if consultees' buy-in to the process is to be obtained.</i>
<b>Criterion 6 - Responsiveness of consultation exercises</b>	<i>Consultation responses should be analysed carefully and clear feedback should be provided to participants following the consultation.</i>
<b>Criterion 7 - Capacity to consult</b>	<i>Officials running consultations should seek guidance in how to run an effective consultation exercise and share what they have learned from the experience.</i>

These criteria should be reproduced in consultation documents.

## 6 Wellbeing of Future Generation (Wales) Act

The Committees consideration of the service plans and the performance of the service areas should consider how services are maximising their contribution to the five ways of working:

5 Ways of Working	Types of Questions to consider:
<p><b>Long-term</b></p> <p>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</p>	<p>What consideration have you given to the long term trends that could affect your budget process and public engagement?</p>
	<p>How will the needs of the citizens of Newport potentially change in the future?</p>
<p><b>Prevention</b></p> <p>Prevent problems occurring or getting worse.</p>	<p>How are you addressing these issues to prevent a future problem?</p>
	<p>How have the decisions, so far, come about? What alternatives were considered?</p>
<p><b>Integration</b></p> <p>Considering how public bodies' wellbeing objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.</p>	<p>Have you consulted with the health board, third sector, emergency services, businesses and anyone else you think might be impacted?</p>
	<p>What practical steps will you take to integrate your project with existing plans and strategies of other public organisations to help us all contribute fully to the seven national well-being goals?</p>
<p><b>Collaboration</b></p> <p>Acting in collaboration with any other person (or different parts of the organisation itself).</p>	<p>Who have you been working with? Why? Who have you collaborated with in finding out more about this problem and potential solutions?</p>
	<p>How are you co-working with other sectors?</p>
	<p>How are you using the knowledge / information / good practice of others to inform / influence the Council's work?</p>
<p><b>Involvement</b></p> <p>The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.</p>	<p>How have you involved the people who are being impacted by this decision?</p>
	<p>How have you taken into account the diverse communities in your decision making?</p>
	<p>How have you used different / alternative methods to reach people and involve them?</p>
	<p>How will you communicate the outcome of your decision?</p>

## 7. Background Papers

Include all additional documents that are referenced in the report, and those that you have used as background reading. Hyperlink to online versions of them if available.

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan](#)
- [HM Government – Code of Practice on Consultation](#)

Report Completed: January 2019



# Report

## Cabinet

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### Part 1

Date: 12 December 2018

Item No: 7

### **Subject 2019/20 Budget and Medium Term Financial Projections (MTFP)**

**Purpose** To highlight key issues affecting the development of the 2019/20 budget and MTFP, and present the draft proposals for the 2019/20 budget. Cabinet are asked to agree the draft proposals to start the budget consultation process for this year. Consultation results will be reported back to Cabinet in February 2019, when Cabinet will recommend a final budget and council tax level to full Council.

**Author** Head of Finance

**Ward** All

**Summary** The 2019/20 budget and medium term projections have been developed within a challenging financial environment. Cost pressures affecting the Council finances come from both (i) pay related / other price increases and (ii) increasing demand and associated costs for services. Between both issues, cost pressures are very significant; £12,198k in 2019/20 alone. On the funding side, the Council's draft 'Revenue Support Grant', which funds over 75% of its revenue budget, has, in the draft settlement, increased by only £336k. Therefore, both savings and an increase in local council tax are required to produce a balanced budget for 2019/20 which both modernises and maintains key services as best as possible for the most vulnerable in our communities and implements other key priorities for the Council in its corporate plan ambition to 'Improve People's Lives'.

The draft grant settlement announced a number of specific grants which are significant in value. This is in addition to £550 million 'new' funding for the Welsh Government budget announced in the UK budget in November. Both of these issues will affect the final 'Revenue Support Grant', which will be known on 19 December 2018 as well as bring forward new specific grants for services. These are not included in the proposals of this report and the Head of Finance will update any known details on these at the Cabinet meeting on 12 December.

The draft 2019/20 budget proposals are explained and detailed within this report and its appendices.

Section:

- 1 Our financial challenge
- 2 Setting the budget
- 3 Financial planning assumptions
- 4 Budget savings
- 5 Schools funding
- 6 Budget process and consultation
- 7 Risk, financial resilience and performance
- 8 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 (Cabinet Member and Head of Service)
Appendix 4	Budget savings previously approved
Appendix 5	Budget savings for consultation – proposals
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Appendix 7	Fees & charges for consultation
Appendix 8	Financial resilience ‘snapshot’
Appendix 9	Medium term financial projections
Appendix 10	Projected earmarked reserves

## Proposal

1. **Cabinet is asked to agree the following draft proposals for public consultation:**
  - i) Budget savings proposals in Appendix 2 (summary table) and Appendix 5 (detailed business cases)
  - ii) Proposed fees and charges in Appendix 7
  - iii) The position regarding the proposed school funding for 2019/20 in paragraphs 5.1– 5.4
2. **Cabinet is asked to note:**
  - i) The position on developing a balanced budget for 2019/20, acknowledging that the position will be subject to ongoing review and updates
  - ii) The medium term financial projections, assumptions contained within and that projections contain investments required to implement the Corporate Plan promises
  - iii) That the Cabinet Member and Head of Service decisions in Appendix 3 will be implemented with immediate effect, after following the usual Council decision making processes
  - iv) That Fairness and Equality Impact Assessments have been completed for all proposals requiring one

**Action by** Directors / Heads of Service

**Timetable** Immediate:

1. Cabinet Member and Head of Service decisions in Appendix 3 will be implemented with immediate effect, in line with internal decision making protocols.
2. Cabinet budget savings proposals, fees and charges, and schools funding position to form the basis of the budget consultation process.

This report was prepared after consultation with:

- Directors
- Head of Law and Regulation
- Head of People and Business Change

**Signed**

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## 1 Our financial challenge

- 1.1 The Council provides over 800 services, for over 151,000 people, living in over 65,000 households. Newport's population is growing, with the largest growth for children under five, and people aged over 65.
- 1.2 The Council faces continuing financial challenges, namely:
- Increasing costs around pay / prices
  - Increasing demand for services and therefore costs
  - Local Government funding and Newport's City Council's own 'Revenue Support Grant (RSG)' which funds over 75% of its net budget
- 1.3 In addition, the Council is rightly ambitious in providing the best services it can and fulfilling its Corporate Plan ambition of 'Improving People's Lives'. The Council's Corporate Plan sets out 20 clear promises and, in some cases, these require financial investments which are included in the 2019/20 budget and medium term financial projections.
- 1.4 Over the last five years, the council has made savings of £45m. To achieve this we have:
- reduced the number of staff we employ by around one quarter
  - sold land, buildings and property we no longer use or need
  - set up a property services joint venture
  - set up a charitable trust for leisure services
  - reviewed our services to become more efficient
  - developed shared services such as IT
  - helped people to live independently

But ongoing public sector austerity, coupled with continuing financial pressures and demands mean that, prior to the acceptance of the proposed savings, even more 'new' savings must still be found – at least £33m by 2023.

## 2 Setting the budget

- 2.1 There are two main elements to the council's financial planning:
- strategic planning: the MTFP
  - within that, the annual council budget.
- 2.2 The Council is required by law to set a balanced budget every year. At the same time, we review and update our MTFP to help project our savings and investments across the next four years. For a number of years we have faced continued financial pressures together with 'cash flat' funding allocations from central government, so we have had to find savings to meet the funding gap between the income we receive through our grants and council tax collection, and our expenditure on the wide variety of services we provide.
- 2.3 To meet this gap, in putting together the budget proposals each year we review:
- budget commitments (both investments and savings) agreed in the MTFP previously
  - new areas in need of investment and growth
  - new proposals for savings and efficiencies
  - new proposals on our fees and charges
- 2.4 As in previous years, Cabinet will be asked to keep the medium term position in mind, and in February will agree the full package of new medium term savings and investments, to be added to what has already been approved within the MTFP.

## National budget position

2.5 The UK Autumn budget was issued in October. Whilst this budget is subject to securing a Brexit deal, the announcement included the following headlines:

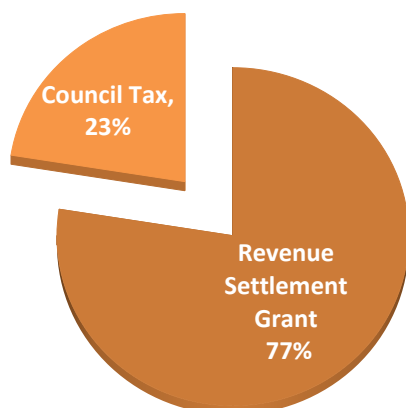
- The Chancellors budget provided over £550m additional funding to the Welsh Government budget through to 2020/21, £486m of which has been allocated as revenue funding.
- Of the £550m, all but £59m has been allocated for the current 2018/19 year - £14m for social care, £3m for Disabled Facilities Grant (DFGs), £23m for schools, £17m for business rates, and £370m for the NHS
- For 19/20 a further £24m has been allocated - £13m in the revenue support grant to provide local government with a cash flat settlement, £1.2m to raise the funding floor so that no local authority faces a reduction of more than 0.5%, a further £7.5m to help authorities meet the cost pressures of implementing teachers' pay award and £2.3m to help prevent children from being taken into care. Whilst this additional money has been allocated, Newport's share remains unknown at this time.
- Whilst there will be a spending review next year – held every three years or so to allocate money to different parts of government - the Chancellor will set out a five year path for additional departmental spending.

## Welsh Government funding settlement

2.6 Welsh Government funding accounts for the largest part of the council's overall funding, equating to over three quarters of its total net revenue budget funding. This funding is provided through non-hypothecated grants – the Revenue Support Grant (RSG). In addition to this, other grants provide funding for specific purposes. Less than a quarter of our budget is raised through council tax.

2.7 As the RSG makes up such a large proportion of our budget, what happens to this grant is crucial as any reductions cannot be easily offset by an increase to council tax. For example, it would take a 4% increase in council tax to offset a 1% reduction in the RSG.

**Chart 1:** Newport Council funding sources – 2018/19



2.8 The council received its provisional [RSG Settlement from Welsh Government](#) (web link) on 9 October 2018. Overall, it confirmed that the council would receive £213,759k for 2019/20. After allowing for net specific grant transfers into the RSG, this is a 'cash increase' of +£336k (+0.16%) from current funding, compared to a Welsh average -0.3% reduction. There remain a number of

uncertainties around specific grants; however, these should be confirmed between this report and the final settlement from WG which is due on 19 December 2018.

2.9 The Councils 'final settlement' will be announced on 19<sup>th</sup> December. There are 2 issues, not yet reflected in figures contained in this report, that will change the indicative amount above:

- Additional revenue funding of £24m for the 2019/20 RSG across Wales, as a result of the UK autumn budget
- an anticipated reduction in the Council's RSG coming from changes to council's tax-base, i.e. its ability to raise its own council tax income. If a council's tax-base changes by more or less than the Welsh average, their final grant settlement will be increased or decreased accordingly. This 'equalisation' is a key feature of the Local Government grant settlement process, but provides some challenges to those Councils, like Newport, who have significant cost pressures resulting from housing and population growth.

The Head of Finance has set the tax-base for 2019/20 and it will increase by 1.2%, significantly higher than the all Wales average of 0.5%-0.8% over the last few years. This growth has the potential to affect the RSG significantly; however, the Head of Finance will provide an update once the final settlement is known.

### **Implementing the Corporate Plan**

2.10 The Council's business and financial planning is underpinned by four priority outcomes, which provide a focus for decisions about spending and will direct activity across the council.

- Resilient communities
- A thriving city
- Aspirational people
- A modernised council

2.11 These outcomes and themes are integral to the Council's Corporate Plan 2017-22 which sets out a clear set of aspirations and plans for the future under our mission of 'Improving Peoples Lives'.

2.12 The Council's future plans and its change/ savings programme will need to ensure a strategic approach is taken on the future direction of Council services. The current 'Medium Term Financial Projections' included in Appendix 9 already includes funding for the key priorities and promises set out in the plan. In light of the medium term financial sustainability challenge, further work is required to ensure the budget is balanced over the medium term whilst meeting our duties under the well-being objectives.

## **3 Financial planning assumptions**

### **Increasing costs and demand**

3.1 Financial pressures and demands on our services have increased over a number of years and this increase is projected to continue. Main issues include:

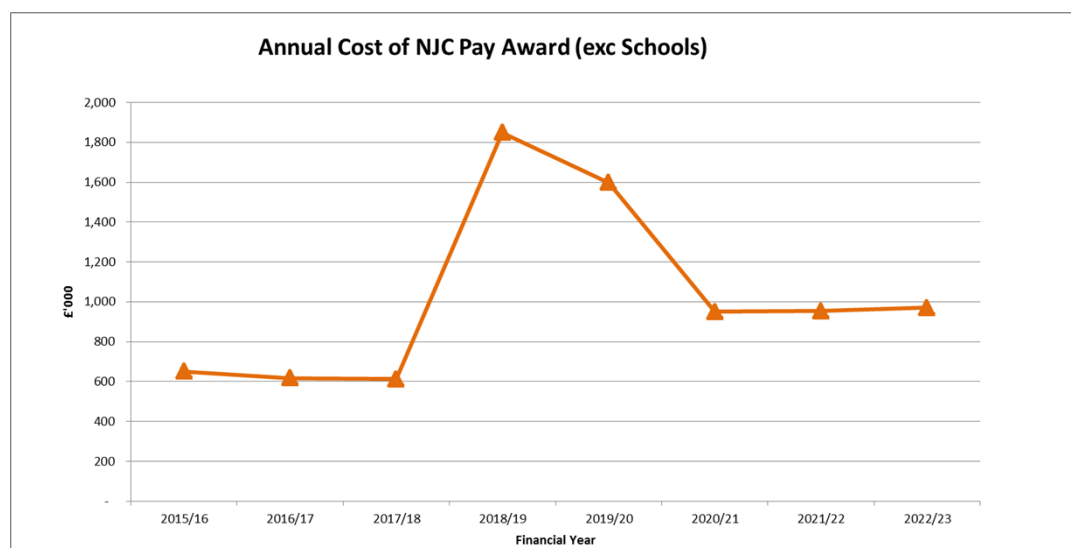
- Pay and inflationary cost increases
- Significant increases in demand led services – children's social care, adult's social care and special educational needs
- Cost of new schools

3.2 Unavoidable pay and inflationary cost increases, excluding schools, equate to £5,035k in 2019/20 and £15,224k over the four year period to 2022/23.

3.3 Since 2013 public sector pay has been capped at 1% and the Cabinet will be aware of the intense scrutiny and pressure across the UK public sector which has resulted in this cap being

lifted. The National pay award inflation has been included within current projections and represents an average increase of 3% (over £3m) in 2019/20. The following chart represents the costs associated with the National pay award since 2015/16. Current planning assumptions are based on National pay award inflation being in the region of 1.5% from 2020/21.

**Chart 2:** Costs associated with National Joint Council pay award



3.4 National minimum wage has too been an issue for the Council in the past for both our own staff and those employed by third party providers. In social care alone, investments of over £3.5m have been made since 2016/17 to fund increases in external provider fees as a result of the national minimum wage. Pay grades for 2019/20 will see the lowest grade in Newport being equivalent to the £9.00 per hour living wage set by the Living Wage Foundation in November 2018.

3.5 In addition to these cost increases, the Council has also seen a significant increase in demand led services since 2015/16 - some of the key demand pressures are outlined below.



3.6 In particular, the Council is currently forecasting overspends in this year’s budget in the four key risk areas facing significant demand:

- Children’s out of area placements      £1,741k overspend
- Community care                              £1,239k overspend
- Special education needs                  £1,343k overspend
- Fostering                                        £685k overspend

3.7 During 2018/19 these three areas alone have contributed over £5m to service area forecast overspend. This year, a one off, risk contingency of £2.2m was set aside to manage the anticipated overspending and then to re-focus and invest in these areas in 2019/20. Further investments in addition to this are proposed within 2019/20 to support the level of demand that is being experienced. However, based on current demand there is likely to be a shortfall in budget provision in these areas of approximately £1.3m as the demand has simply exceeded the estimates that were made at the beginning of this process. These unfunded pressures will need to be dealt with and/ or managed once the final settlement has been confirmed.

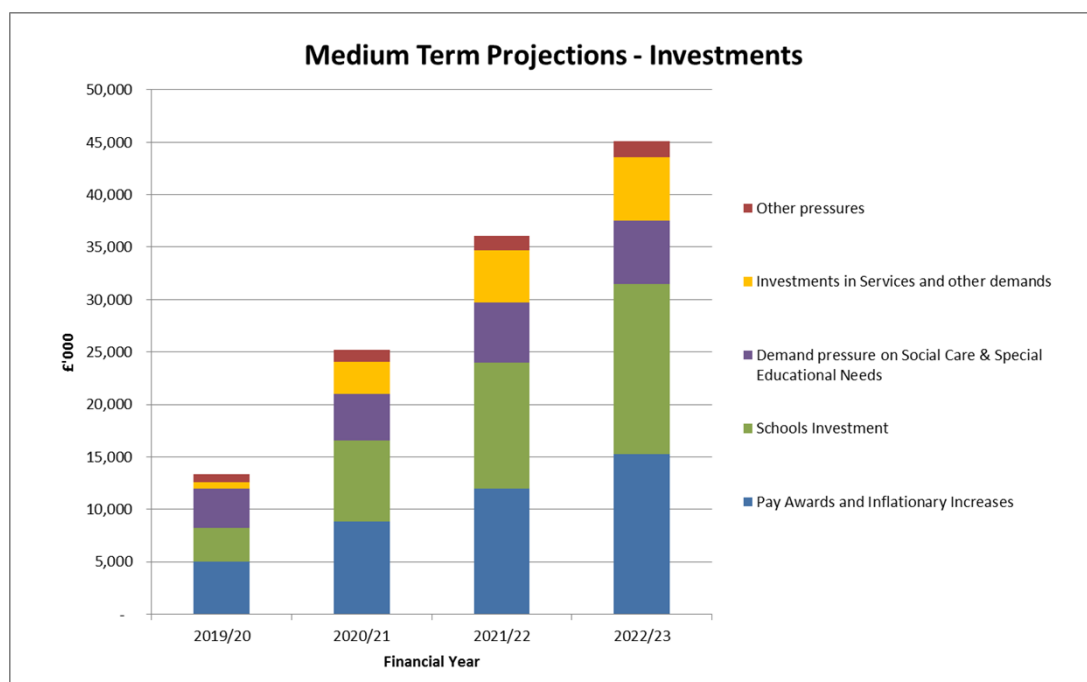
Detailed demand models for social care and education have been included within Appendix 6 and form the basis of the investments that have been put forward for inclusion within the medium term projections.

### Investments

3.8 For 2019/20 specifically, the Council is currently planning on investing around £8.5m in the draft budget over and above an allowance for inflation on pay and pricing. More details on proposed investments are included in Appendix 1 and some of the key items include:

- £3,178k investment in school budgets
- £2,625k for increasing demand in social care demand for both children and adult services
- £1,170k due to increasing demand for special education needs provision
- £525k costs associated with increasing pressures placed on City services given the growth and development within the City
- £221k due to transfers into the RSG in respect of free school meals
- £220k investment to deliver the promises set out within the Corporate Plan.

**Chart 3:** Categorised investments included within medium term projections



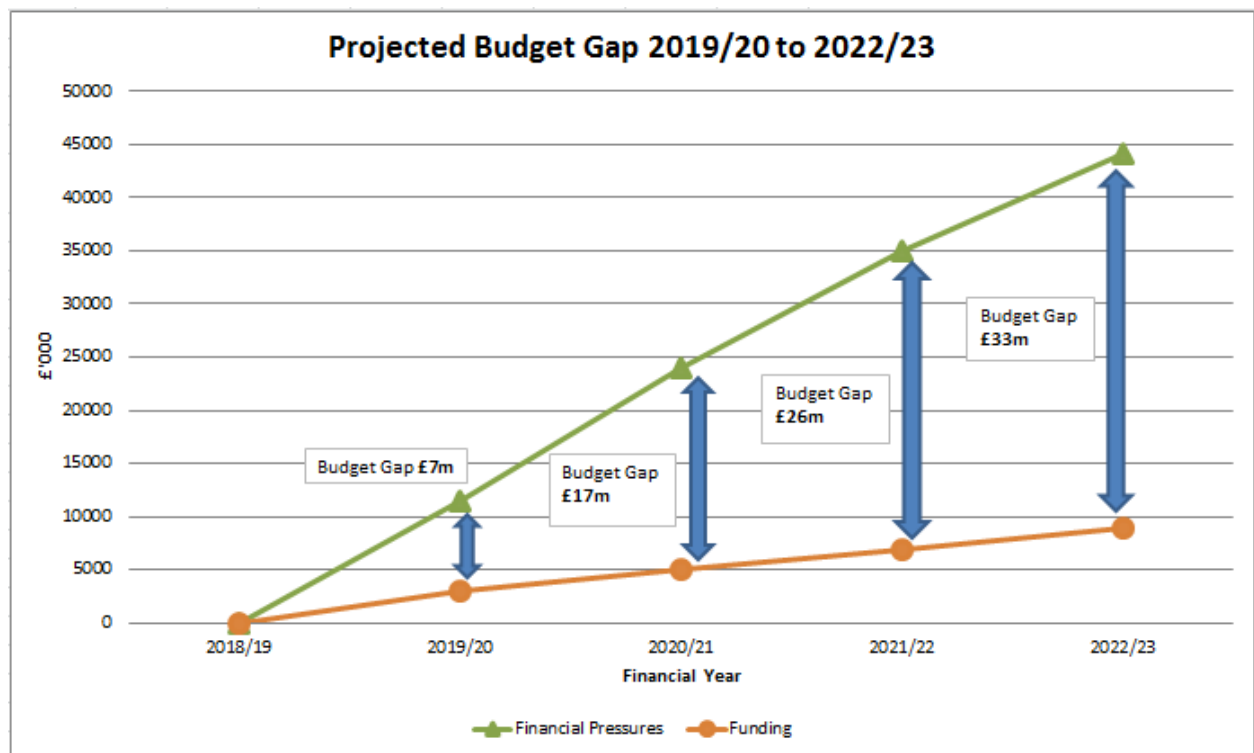
3.9 Although the financial pressures facing the Council continue to increase significantly over the four year period the funding received from Welsh Government (WG) and council tax remains relatively

static. Future year's investments beyond 2019/20 are therefore subject to review and confirmation at that time.

### Council tax

- 3.10 It is well documented that Newport's council tax is low compared to others in Wales, generating approximately 23 per cent of our income, compared to around 25 per cent for most Welsh councils. This Council's current year budget is well below its 'standard spending assessment', a relative spending needs assessment between all Welsh councils, at £7.4m which is due to our low level of council tax funding.
- 3.11 A base 4% increase is already included in our MTFP each year. This year, the budget proposals include an additional 2.95% increase to council tax in 2019/20 (Appendix 2 & 5) bringing the proposed increase to 6.95%. This is subject to consultation and a final recommendation to Council on the council tax level and will be confirmed in the Cabinet's February meeting.
- 3.12 In summary, the following chart shows the impact that the cost increases and growth in demand is having on the Council when compared to assumed funding levels and its ability to balance the financial position over the medium term.

**Chart 4:** Projected budget gap 2019/20 to 2022/23



## 4 Budget savings

- 4.1 The savings identified for 2019/20 to date total £8,151k. The table below provides a summary of the savings over the 4 year planning horizon.



**Table 1:** Summary of projected savings

Savings Decision Type	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)	Staff Impact FTE
Cabinet Budget Savings (Appendix 2 & 6)	1,945	19	27	0	-8.1
Cabinet Member Budget Savings (Appendix 3)	1,157	44	0	0	0.0
Delegated Head of Service Budget Savings (Appendix 3)	3,067	455	8	0	-11.4
<b>New Budget Savings</b>	<b>6,169</b>	<b>518</b>	<b>35</b>	<b>0</b>	<b>-19.5</b>
Previously agreed budget savings (Appendix 4)	1,982	46	0	0	-69.4
<b>TOTAL BUDGET SAVINGS</b>	<b>8,151</b>	<b>564</b>	<b>35</b>	<b>0</b>	<b>-88.9</b>

Staff impact for previously agreed savings refers to the total FTE impact over the life of the project.

- 4.2 Under the constitution and our scheme of delegation, some budget decisions have to be taken by the Cabinet collectively. These proposals, totalling £1,945k for 2019/20 and £1,991k over the life of the MTFP, will form the basis of the public consultation on the budget this year.
- 4.3 Some lower level, more operational and efficiency type budget proposals are delegated to Cabinet Members and Heads of Service for decision and implementation. These proposals, totalling £4,224k for 2019/20 and £4,731k over the life of the MTFP are listed in Appendix 3. These Cabinet Member and Head of Service decisions are listed for reference only and will be implemented separately from the public consultation. Some of these decisions have already been taken and implemented. Regardless of their categorisation, the normal protocols for staff, unions and any other required consultation are being adhered to in respect of all savings.
- 4.4 The savings already agreed last year are either in progress or due to be implemented in 2019/20. No further details are shown for these savings, as they have already been approved.

### **Fairness and Equality Impact Assessments (FEIAs)**

- 4.5 All budget proposals have been reviewed, where needed, to ensure the Council understands and mitigates, where possible, fairness and equality issues. FEIAs seek to identify whether proposals will have a positive or negative impact in relation to the protected characteristics, as defined by the Equalities Act. Within Newport, they also include an assessment against the principles of fairness, as presented by Newport's Fairness Commission. Where required, proposals include mitigating measures needed to ensure we meet our equalities responsibilities. Officers have identified those specific proposals where an FEIA would be required and these have been completed. Compliance with the Equalities Impact Assessment and the Equalities Act 2010 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.

## **5 Schools funding**

- 5.1 The current position provides a cash increase for the overall school budget. It is proposed that schools receive investment of £3,178k in 2019/20. This represents a 3% growth in schools budget but will still require savings to be made, up to a similar amount, given the additional cost of new / growing schools in particular.
- 5.2 This is a challenge for schools. Cabinet are asked to consider the level of funding that will be delegated to schools for 2019/20. Assessed budget pressures for future year's amount to £13.2m and this will need further consideration at those times, given the uncertainty of future funding for the Council.

**Table 2:** School budget pressures 2019/20 to 2022/23

	2019-2020 £'000	2020-2021 £'000	2021-2022 £'000	2022-2023 £'000
Teachers - Pay award and increments	1,638	1,447	1,276	1,168
Non Teaching school staff - pay award and increments	1,540	628	547	522
Contract & Income Inflation	0	82	83	83
New Schools	0	1,931	1,688	1,446
Secondary School Transitions	0	432	738	1,024
Reduced Class Sizes	0	0	39	28
	<b>3,178</b>	<b>4,520</b>	<b>4,370</b>	<b>4,272</b>
Proposed growth as a % of net budget	3%	5%	5%	5%

- 5.3 Final allocations of grant are yet to be determined across the Education Achievement Service (EAS) region. Within the Welsh Governments draft budget report the Education Improvement Grant (EIG) is set to remain at 2018/2019 levels, although this has yet to be confirmed officially.
- 5.4 Whilst it is recognised that draft assumptions give significant challenge, school funding in overall terms is better than other parts of the Council, and has increased by 10% over the last 5 years. This included specific grants and is shown in table 3 below.

**Table 3:** School budgets by sector – 2013/14 to 2018/19

Year	Nursery	Primary	Secondary	Special	Total
2013/14	656	50,193	46,152	2,959	99,960
2014/15	585	52,234	47,165	2,894	102,878
2015/16	519	52,924	47,480	3,724	104,647
2016/17	494	54,627	48,619	4,040	107,780
2017/18	512	54,959	47,505	4,247	107,223
2018/19	561	57,250	47,410	4,766	109,986
Increase in funding over 5 year period (incl specific grants)					10.0%
Increase in funding (excl specific grants & delegations)					9.6%

## 6 Budget process and consultation

- 6.1 This report presents the draft proposals for the 2019/20 budget. The report asks Cabinet to note:
- The position on developing a balanced budget for 2019/20, acknowledging that the position will be subject to ongoing review and updates;
  - and agree that the Cabinet Member and Head of Service decisions in Appendix 3 will be implemented with immediate effect;
  - That Fairness and Equality Impact Assessments have been completed for all proposals requiring one.
- 6.2 The report also asks Cabinet to agree a series of proposals for public consultation. This includes
- The budget savings proposals in Appendix 2 (summary table) and Appendix 5 (detailed saving proposals);
  - The proposed fees and charges in Appendix 7;

- The position regarding the proposed school funding for 2019/20 in section 5.
- 6.3 Seeking to capture and understand the opinions needs and suggestions of the public, specific service users and other stakeholders has been an important part of the Council's budget setting process in recent years. Each year the budget is informed by extensive consultation, which allows our knowledge and understanding to grow over time. Over the last three budget cycles we received more than 11,000 responses from the public with over 5,600 in the last financial year.
- 6.4 In addition to external public consultation, proposals will be reported to Scrutiny Committees, the Fairness Commission, Unions, School Forum and Third sector/Business community throughout December / January. As already noted, further work is required on the Council's Corporate Plan, Change programme and proposals to balance the overall MTFP both in total and over individual years.
- 6.5 A second budget report will be presented to Cabinet on 13 February 2019. This will ask Cabinet to agree its final proposals for the 2019/20 budget and the resulting recommended level of council tax to fund that. The February report to Cabinet will include:
- The results of the public consultation process
  - Details and analysis of the final grant settlement from Welsh Government
  - Any updates from Welsh Government about future grant settlements
  - Any emerging details on specific grants which have financial implications.
- 6.6 Setting the council tax level and resulting total net revenue budget is the responsibility of full Council, so Cabinet's recommendations will be presented to the Council meeting on 26 February for approval and adoption.
- 6.7 Below is this year's timetable for consulting on and approving the 2019/20 budget:

**Table 4:** Budget consultation timetable 2019/20

Cabinet agrees budget proposals as a basis for consultation	12 December 2018
Consultation period	13 December 2018 to 30 January 2019
Cabinet considers feedback from consultation and agrees final budget proposals for recommendation to Council	13 February 2019
Council approves the 2019/20 budget and council tax level	26 February 2019

## 7 Risk, financial resilience and performance

- 7.1 A key driver in setting out our 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 currently and issues which need to be considered in setting out the Council's 2019/20 and medium term budgets.

### Risk

- 7.2 The Council maintains a corporate risk register which is regularly reviewed by the Corporate Leadership Team and Cabinet, as well as the 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. The quarter 2 corporate risk register report will also be presented to Cabinet in December.
- 7.3 Key mitigation issues include the Council's (i) revenue contingency budget (ii) capacity provided by the 'Invest to Save' reserve to support and fund implementation costs of the current and future change programme, and (iii) capacity to develop the strategic and change programmes to meet the corporate plan within financial context.
- 7.4 At this point, the Council's finances and reserves provide the financial capacity to deal with the current risks identified. Appendix 6 also details other risks which have the potential to have financial impact for the Council.

## Financial Resilience

- 7.5 A robust view is being taken in managing budget risks and protecting the financial health of the Council. In that respect, the Council's financial resilience is a key consideration and Appendix 8 shows the current 'snapshot' of the key data and information showing an overview of the health of the Council at this time. Key headlines include:
- The council maintains a good level of reserves. The contingency base budget and other risk reserves held by the Council are all taken into consideration when assessing the level of the general reserve, and help to mitigate the risk to the Council. A cautionary note should be made in respect of the decline in school reserves over the last few years. Schools are using reserves to manage spending and this is proving increasingly difficult to maintain. In future, schools will need to ensure that they manage within the approved annual budgets.
  - The Council has identified and continues to monitor budget reductions of £8.6 million in 2018/19. This is alongside delivering outturn within budget over recent years, despite the delivery of c£45m savings over the last 5 years. This needs to be viewed within the context of continued significant pressures within service areas, namely social care, education and schools into 2018/19, which have been highlighted as part of the budget monitoring process.
  - Although the 2018/19 forecast overspending across service areas is significant this has been offset by one off underspending/ better income in non-service budget areas. A forecast underspend of over £3 million allows Cabinet to assess the potential for one off investment to support Corporate plan priorities.
  - In light of the continuing financial pressures and demands placed on the Council further savings of at least £33m need to be found by 2023.
- 7.6 Overall, the Council's financial resilience remains strong and it has financial capacity to develop and change services in response to continuing pressure on funding and increased demand for services.

## 8 Report review and statutory comments

### 8.1 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	M	M	1 Use of contingency, where required 2 Use of reserves, where appropriate	Head of Finance  SLT

inflation are incorrect				
Planning parameters around Welsh Government revenue grant are incorrect over medium term	H	M	<ol style="list-style-type: none"> <li>1. Use of contingency, where required</li> <li>2. Keep the assumptions under constant review</li> <li>3. Use of conservative assumptions</li> </ol>	Head of Finance
Increasing budget pressures over medium term	M	M	<ol style="list-style-type: none"> <li>1. Manage demand, where possible</li> <li>2. Keep MTFP under constant review</li> <li>3. SLT review of all budget pressures within MTFP</li> </ol>	SLT

\* Taking account of proposed mitigation measures

## 8.2 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 change programme and saving proposals and protects the financial health of the Council.

## 8.3 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.

## 8.4 Preferred Option and Why

To consult on the new medium term package to ensure that savings are deliverable from the earliest opportunity.

## 8.5 Comments of Chief Financial Officer

The main financial issues are contained within the body of the report. The proposals here invest significantly in current areas experiencing growing demand and costs on services plus schools and will contribute towards a robust budget for 2019/20. The Council has good financial resilience, including financial capacity to develop and change services in response to pressure on future funding.

Of particular importance is the need for the Council to develop a strategic approach to change the way services are delivered, within the context of a new, updated Corporate Plan. The on-going financial challenges will require significant changes in how services are delivered. In the meantime, the significant budget pressures in Social Care and SEN education will need to be managed before plans are brought forward to mitigate and stabilise.

## 8.6 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 set out in the Report in order to deliver a balanced budget for 19/20 and as the basis for public consultation, where the relevant business cases are not delegated to Heads of Service and Cabinet Members in accordance with the Council's scheme of delegation. Cabinet will then take the final decisions on those business cases in the light of the responses to the public consultation, prior to making a recommendation to Council regarding the budget for 19/20. The implementation of all these business cases are executive matters, with the exception of any consequential staffing proposals which are non-executive matters delegated to Heads of Service. However, whichever decision-making process applies, all of the business cases have been the subject of

equality and fairness impact assessments to ensure that the Council has regard to its public sector equality duties under the Equality Act and is also 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 19/20 is a matter for full Council as these are non-executive reserved matters under the Constitution.

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

The report outlines the proposals for Cabinet consideration in order to set a balanced budget for 2019/20 with consideration to the medium term financial plan. Proposals which have an impact on staff will be subject to the required consultation and consultation with trade unions will also take place on a more broad basis. As is the case each year when setting the budget, there is a conscious effort to minimise impacts on staff, whilst focusing on priority services and setting a robust and balanced budget. With the continued constriction of governmental funding and the increase in cost pressures, this becomes more and more difficult each year. Due to this the decisions presented for consideration and public consultation are often a series of 'trade-offs' between service priorities.

The business case development has further embedded the five ways of working expressed within the Well-being of Future Generations Act and the organisation has moved to the development of a broader equality impact process, which also includes these five ways of working, alongside protected characteristics and concepts of fairness (developed with the Newport Fairness Commission).

Public consultation on the proposals seeking Cabinet agreement will commence on December 13th and continue until January 30th. Alongside the traditional paper based consultation process and on-line questionnaires, public and bus WiFi will be used extensively and there will also be face to face consultation activity during this period. As usual the Fairness Commission will be asked to provide a response.

## **8.8 Comments of Cabinet Member**

The Chair of Cabinet has approved the report for consideration by Cabinet.

## **8.9 Scrutiny Committees**

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

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

This is referenced in paragraph 4.6 of the report.

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

All proposals will be consulted on widely, as required.

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

The Act is referenced in the report.

## **8.13 Crime and Disorder Act 1998**

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

Dated: 12 December 2018

**DRAFT SCRUTINY COMMENTS – EXTRACT FROM DRAFT MINUTES**  
**(FOR OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE – 31 JANUARY 2019)**

**PERFORMANCE SCRUTINY COMMITTEE - PLACE AND CORPORATE**

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

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

Members asked the following:

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

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could afford £20 or had 3 items. It was suggested that a scheme could be brought forward where neighbourhoods could group together to collect 3 items at the same time and share the charge. The Head of Streetscene and City Services advised that he would take this comment back to discuss with the Team about how this could happen operationally.

- A Member suggested that Residents would be more accepting if crews could attend an area twice a week if one collection day was missed, they could have another day in the week to have items collected. It was also queried if vans were always filled. Members were advised that broadly it worked by each zone having a designated collection day. The City was a more densely populated area than most, so in terms of making services cost effective, fees were benchmarked and Newport had been in the bottom quartile. In regards to vans always being filled, the Head of Service advised that demand broadly meets supply and that he would need to get the latest figures to share.
- A Member queried whether the Service would break even. The Head of Streetscene and City Services advised that this would be reviewed the following year to ensure to the best of ability everything had been done.
- A Member suggested that consideration be given to a discount for those on low income / Universal Credit to partake in the service.
- It was queried how the proposal for the Council to stop giving refunds for cancelled collections would fit with Consumer Law. The Head of Service clarified that refunds would not be offered if a person booked a collection, the crew turned up and then the person changed their mind.
- With regard to the statements made under the Wellbeing of Future Generations (Wales ) Act Five Ways of Working Section of the Business Case (Page 53) a Member made the following comments:
  - Integration - there was a blanket statement that fly tipping would be reduced, but it had not stated how.
  - Prevention / Involvement - It was not made clear how this proposal would address complaints (about fly tipping).
- A Member made the comment that that telling people that CCTV was operating in the area would probably deter fly tipping there.

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

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

Members asked the following:

- A Member enquired what was the purpose of the charge currently levied for issuing parking permits. The Head of Streetscene and City Services clarified that it was to cover the costs of administration of permits, remarking of road markings and signage of residents parking bays. He explained that the increase



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of the charge to £30 was to offset the cost of delivering the function, which it previously had not.

- A Member advised that Residents were more concerned that the residents parking would be well enforced to enable them to park in the permitted area, especially those in the suburbs of the city centre. The timing was unfortunate as there may be a view that the increase in Resident's Parking Permit Charge was to cover cost of enforcement. The Head of Streetscene and City Services advised that the Council's charge was for admin, road markings and signage and the Council had yet to take over enforcement, it would happen in a few months' time and he was confident that this would improve dramatically.
- It was suggested that consideration should be given to the increased charge for Residents Parking not commencing until enforcement was properly in place. This would give Residents confidence and value for money. The Head of Streetscene and City Services advised this comment would be taken back.
- A Member queried the Business Case where it stated there was no impact on footfall in the city centre, as the proposal was protecting businesses and increasing charges for footfall, while there was only a small increase for businesses that was not proportionate. The Head of Streetscene and City Services advised that the advice given to the team was that it would not make an impact. Businesses were not impacting on their costs, if however they had a charge they have to pay for staff that would have an effect on their costs.
- A Member requested to see a breakdown of costs of administration before the increase for residents parking and spoke of the importance of being open and transparent with costs before the increase. He added that the proposal for residents parking asked people to pay more for something that could not yet be enforced, so that until enforcement is in place an increase should not be implemented. The Head of Streetscene and City Services advised he would take this comment back for consideration and would look into the breakdown of costs.
- A Member commented that the proposal for a general increase in charges for off street parking was regrettable as the City Centre needed all the help it could get, with empty shops there was a need to encourage footfall. The Council pays VAT on income from off street parking and helps businesses, but was proposing to increase charges on those visiting the City Centre, which may be not negatively impact in the short term, but a long term approach was needed. The Head of Streetscene and City Services clarified that with all proposals the Council had to set a balanced budget.
- A Member asked whether compared to private sector parking in Newport, was the Council competitive. The Head of Streetscene and City Services advised that it varied as Friars Walk car park charges had increased and costs changed all the time.
- A Member asked whether there would be an investment in new technology in car park ticket machines in the City Centre. It was advised that there will be an upgrade on machines to allow debit card payments, and also looking for an App option for payment to be made via mobile phone in order to modernise the service.

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- A comment was made that there was a really low number of 43 business spaces provided and the Council could be missing the potential to generate income e.g. hotels, well known businesses thinking of moving to city centre, etc. The Council could increase the number of business spaces offered and generate more income. After enforcement begins, some of the current car parking in no parking / no waiting zones in the City Centre should cease and Businesses may need more Business spaces. It was also suggested that free parking could be offered on Sundays to encourage footfall.

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

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

Members asked the following:

- A Member referring to Recommended Option 3 on page 62 where it stated: "Engagement with other service areas and partners is required to understand the impact of the change for them" asked whether there was a guarantee and solution in place that this would not be rushed, not just a tick box exercise and would be done correctly and stressed the importance of getting this right. The Head of Streetscene and City Services advised that when the proposal was written it was in the future tense, some engagement had happened and some was ongoing. In essence the proposal asked for groups to condense their services to 4 days. For some services that should not be a problem but there would still be need for services to vulnerable groups, which may have the option to visit the Civic Centre on the proposed closing day for the Information Station
- It was asked how Customers would be redirected. The Head of Service advised that customers would be redirected to the Civic Centre via signs on the door of the Information Station.
- A Member referred to the Risk table on page 63 which already identified Risk: Probability and Impact on users which already identified a high impact upon Services for vulnerable customers e.g. homelessness and benefits assistance. The Head of Service advised that unfortunately it was a reduction of services. In terms of looking at contact and what is the worst option, it was felt that while condensing the services into 4 days of use was not perfect, it was better than reducing people on the phones. Looking at the profile of demand, there was a surge in numbers in the morning, which reduced and then a surge later in the afternoon. The risk was that people may need to wait a little longer.
- A Member asked why go ahead with the proposal to close the Information Station one day a week given the risks identified and it would be better to wait on the phone rather than the most vulnerable face to face visitors having to walk to the Civic Centre on the closed day. He added that not everyone has access to computers or phones and prefer a human interface. The Head of Streetscene and City Services advised that there were already complaints about wait times and the direction of travel was toward online services and Apps, and although they were not for everyone, they were more cost effective.

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- With regard to the Wellbeing of Future Generations (Wales) Act Five Ways of Working – Collaboration, a Member suggested collaborating with Newport City Homes in the city centre, Newport LIVE or the Library rather than reducing a service. The Officer advised that they did talk to partners, and this could be something to look into for the future.

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

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

Members asked the following:

- A Member asked for the figures on use since parking had been implemented in Belle Vue Park in September 2018. The Head of Streetscene and City Services that in line with the budget per month it was approximately £2,200.
- A Member commented that the work was still awaited to complete the car parking works at Belle Vue Park.
- A Member expressed concern that Tredegar Park was used as inexpensive recreation for people and that the introduction of charges could potentially impact upon ceasing healthy activity and charging those who can least afford it.
- A Member referring to Recommended Option 1 which stated: "there may be a requirement to look at a 'free' hour option, asked when would this be decided. The Head of Streetscene and City Services advised that this had been written in the past, looked at and considered and the general conclusion was there would be quite a lot of turnover which would not make it viable.
- A Member asked what had consultation with service users of Tredegar Park and Fourteen Locks shown, for example local sports teams might decide to not use the facilities or dog walkers may decide not to visit the park. The Head of Streetscene and City Services advised that they were consulted last year when the overarching proposals were agreed, one consultation event was held last week, Service Managers would be meeting representatives of groups of both of the parks in the coming week and comments will be taken on board.
- Comment was made that each park are different areas and what may suit one group would not be applicable to another. The Head of Streetscene and City Services clarified that discussions would be taking place with groups between now and February.

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- A Member stressed the need for consultation to be sensitive to individual sites as each was very different and asked whether there a meaningful consultation and would there be any concessions to user groups. The Head of Streetscene and City Services advised that all points and opinions were considered and clarified that concessions for user groups were included in the base model including for voluntary groups e.g. the café in Belle Vue Park had a couple of allocated spaces. He clarified that the assumption was based upon only 50% usage of the car park.
- A Member queried whether the consultation was happening late and whether the Head of Service was happy progress had been made. Members were advised that consultation was discussed last year, which was the process that the Council had set.
- A Member commented that it was great that people were coming forward which showed that consultation was happening. Last year the Committee fed back that all parks were different, and had different uses. He queried whether this year's engagement was meaningful, and when it had happened. The Head of Streetscene and City Service advised that Officers had spoken to residents on Thursday and Friday last week, and that conversations were still ongoing, and discussions with the Canal Trust, volunteer groups, Café owner and all parties would be undertaken.
- A Member raised the potential issue that the Canal Trust and volunteers may not be able to use the car park which could lead them to park on the road on Brunel Avenue, so residents of Brunel Avenue should be involved in discussions. The Head of Streetscene and City Services advised that it was something which was being considered, but people are legally allowed to park there.
- A Member referring to Charities putting on events 2 to 3 times a year asked would they look to not charging for car parking on event days. The Head of Streetscene and City Services advised that not charging charity events was in the original proposal. It was clarified that two spaces had been offered to in Belle Vue Café, however staff would need to pay for their own parking.
- Member also asked for clarification of whether fees would be charged at night time, and if there would be enforcement at night time to combat anti-social activity. In terms of night time charges, the Head of Service did not believe there would be charges at night and advised that anti-social activity could be reported and addressed.
- A Member referred to the statement: "income generation would be used to support the annual costs associated with static ranger provision and overall park budget" on page 73 of the report, and asked for clarification on whether all income generated would be ring fenced for use on each park., The Head of Streetscene and City Services clarified that income generated would go into the Countryside and Parks budget, and that Belle Vue had a covenant which states not allowed profit from the park.

**PSB1920/02 – Partnership – Reduction in Voluntary Sector Grants**

The Head of People and Business Change presented a brief overview of the proposal to the Committee to reduce Voluntary Sector Grants including withdrawing grants to

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Citizens Advice Bureau, Shop Mobility, Alzheimer's Society, GAVO and the recently collapsed SEWREC.

Members asked the following:

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

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

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

Members asked the following:

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

The Chair thanked the Officers for attending.

**Conclusions:**

**Comments to the Cabinet on the following proposals:**

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

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

- The Committee felt that ways of making the Service more efficient and cost effective without increasing charges could be explored.

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- The Committee expressed concern that the proposal to increase the minimum charge to £20 for up to three items may result in an increase in fly tipping.
- The Committee was concerned about the impact of the charge upon low income families and that consideration should be given to a discount.
- There was a need for greater monitoring and enforcement of fly tipping alongside this proposal and investment in cameras / CCTV and publicity about cameras to better prevent fly tipping.
- More detail and explanation is needed in the Business Case e.g. the Wellbeing of Future Generations (Wales) Act Five Ways of Working Section of the Business Case: Integration – makes a statement that fly tipping would be reduced, but it does not provide any details to substantiate how.

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

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

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

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

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

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

**PSB1920/02 – Partnership – Reduction in Voluntary Sector Grants**

- The Committee commented that the Business Case for this proposal did not contain sufficient information about which organisations the removal of grants would effect and the services being impacted upon.

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- The Committee took assurance that Recommended Option 2 - to commission a service to deliver against a contract set to the corporate priorities would fund successful organisations up to 2021/22.
- The Committee recommended signposting Shop Mobility to Newport Now and other city centre providers e.g. Kingsway and Friars Walk to discuss any alternative funding available for the Shopmobility service.

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

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

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**PERFORMANCE SCRUTINY COMMITTEE - PEOPLE**

The Chief Education Officer presented a brief overview of the report to the Committee and highlighted the key areas for consideration. The saving proposal within Education was the only saving to be presented to the Committee from the People Directorate. When the Council looked for savings it had to take into account the statutory education obligations and grant funded roles, which limited the potential areas for savings. The Officer confirmed that the workforce in Admissions had already been cut, the Special Educational Needs (SEN) provisions were overburdened, and many roles, including Gwent Ethnic Minority Service (GEMS) and Gwent Music, were grant funded. The Authority had seen a growth in pupil numbers, which had been accommodated with a £3.1 Million increase in budget.

- Members of the Committee asked the Chief Education Officer if the reduction in the budget could have been made in any other areas within the Education Department, the Officer was also asked where future reductions would be made and what would happen in the next few years to come. The Officer replied to Members explaining that the Heads of Service in the Organisation had an incredibly hard job to make savings year on year. This leads to entire departments being scrutinised for which areas potentially could change for savings to be made. The Officer continued by informing the Committee that she could not discuss which other areas of Education were looked at or which areas of Education could face cuts next year.
- Members enquired if any correspondence had been received from Schools, or meetings taken place, to gain information on what others thought of the proposed saving. The Officer confirmed that the public consultation was ongoing. Trade Union representatives had communicated their concerns, and the Employee Partnership forum and Head Teacher forum was meeting before the consultation closed. Officers explained that Head Teachers had been addressed at a meeting regarding the budget proposal, but they could not suggest any alternative cost savings.
- A Member expressed concerns regarding the proposal to cut Educational Welfare Officer (EWO) and an Education Psychologist post. Members commented that by reducing the EWO role, it would likely have a knock on effect on attendance results, which Estyn would criticise. Members felt that a reorganisation would be required to ensure support could be provided to all schools in Newport. The Officer replied to the Members explaining that the less visual back office staff often receive less empathy, it was explained that there were only three back office staff to support the whole of Newport. The Officer continued by stating that it was important to keep front line staff but equally important to keep back room staff for a functioning service, the decision was the best of the worst option.
- Members commented that the proposed saving was two hundred and fifty thousand pounds and asked could the Officers confirm what figure would be saved in 2019/2020. The Officers confirmed that the full amount would be saved as there was a separate pot for redundancy and pension costs.
- Members enquired what support would likely be given to schools and would this reduce home visits by the EWO. The Officer replied explaining that the support would fall on the EWO as they would take on 2 clusters within the City. It was explained that schools should set the attendance culture, more emphasis should

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be on changing the attendance culture within the family setting. The Officer also explained that the proposal might reduce the EWO working with staff in schools, but this was something that would be identified in time. The EWO would predominantly work with schools around the attendance prosecution process. Members asked the Officers if any allowance would be given to the Authority from Estyn, as there could be a knock on effect on attendance figure. The Officers confirmed that Estyn were aware, but if the Authority fell below the Welsh average there would be consequences.

- A Member asked Officers to confirm the age group of those staff effected by the proposal, and asked if the staff would have to interview for their own post. The Officer confirmed the age ranged from 30 – 50. Voluntary Redundancy would be offered to staff, which would then determine if staff needed to interview for roles.
- Members commented that there would be staff left behind to pick up the excess workload, would the staff and their welfare be monitored. Officers explained that the Authority had a duty of care to employees, and those changes would be tracked as a result of budgetary cuts.
- Members asked the Officers what the 3.1 million extra budget would be spent on, and if some of the budget could be spent in other areas. Officers confirmed that the extra budget would be spent on new schools and to accommodate the growth of current schools within the Authority. The Officer confirmed the suggestion was a valued point, but the decision had been very difficult, the suggestion of spending the extra budget in different areas would only give a proportional saving.
- Members asked the Officers for a quarterly report on attendance data. Officers confirmed that would be produced.

The Chair thanked the Officer for attending.

**Conclusion - Comments to the Cabinet**

The Committee noted the 2019/20 Budget Proposals and MFTP and agreed to forward the minutes to the Cabinet as a summary of the issues raised.

The majority of the Committee reluctantly supported the education budget saving proposal and wished to make the following comments to the Cabinet:

- Monitoring of the attendance levels of schools and a quarterly report to be produced for the People Committee.
- Concerns were raised over the impact of the budget saving on the fantastic work done by the Education department and schools to increase the attendance figures over the last number years.
- Concerns were raised over the impact on the remaining EWOs from additional workload pressures. The Councilors concerns included the EWO's welfare, additional sick leave and school staff picking up the slack. The Committee felt that there were not adequate mitigations to offset the risks.
- The Committee requested an explanation of how the budget saving fit in with the Council's long term aims set out in the Corporate Plan.

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Mae'r dudalen hon yn wag yn

# Scrutiny Report

## Overview and Scrutiny Management Committee

### Part 1

Date: 31 January 2019

### Subject Scrutiny Adviser Reports

Author Scrutiny Adviser

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

Invitee:	Role
Daniel Cooke – Scrutiny Adviser	<b>Present the Committee with the Scrutiny Adviser Reports for discussion and update the Committee on any changes.</b>

## Section A – Committee Guidance and Recommendations

### 1 Recommendations to the Committee

The Committee is asked to:

#### Committee's Work Programme:

1.1 Consider the Committee's Forward Work Programme (**Appendix 1**):

#### Action Plan

1.2 Consider the Action Plan from the meeting on 20 December 2018 (**Appendix 2**);

### 2 Context

#### Background

- 2.1 The purpose of a forward work programme is to help ensure Councillors achieve organisation and focus in the undertaking of enquiries through the Overview and Scrutiny function. Effective work programming is essential to ensure that the work of Overview and Scrutiny makes a positive impact upon the Council's delivery of services.
- 2.2 Further information about the work programming process, including the procedures for referring new business to the programme, can be found in our Scrutiny Handbook on the Council's Scrutiny webpages ([www.newport.gov.uk/scrutiny](http://www.newport.gov.uk/scrutiny)).
- 2.3 The Centre for Public Scrutiny's Good Scrutiny Guide recognises the importance of the forward work programme. In order to 'lead and own the process', it states that Councillors should have

ownership of their Committee's work programme, and be involved in developing, monitoring and evaluating it. The Good Scrutiny Guide also states that, in order to make an impact, the scrutiny workload should be co-ordinated and integrated into corporate processes, to ensure that it contributes to the delivery of corporate objectives, and that work can be undertaken in a timely and well-planned manner.

### **Forward Work Programme Updates**

- 2.4 The Committee's work programme was set in June 2018, including estimated timescales for when the reports will be considered by the Committee. This programme is then managed and implemented by the designated Scrutiny Adviser for this Committee under the direction of the Committee Chairperson.
- 2.5 The Committee agreed to keep a degree of flexibility within its work programme to enable the Committee to respond to urgent / emerging issues. This item is an opportunity for the Committee members to raise any suggested additions to the work programme.

### **Action Sheet – 20 December 2018**

- 2.7 Attached at **Appendix 2** is the action sheet from the Committee meeting on 20 December 2018. The responses to completed actions are included in the table.
- 2.8 For the actions that do not have a response – these will be included on the action sheet at the next meeting to ensure that the Committee can keep track of outstanding actions.

## **3 Information Submitted to the Committee**

- 3.1 The following information is attached:

**Appendix 1:** The current Committee forward work programme;

**Appendix 2:** Action Sheet – 20 December 2018 Committee meeting;

**Appendix 3:** Public Convenience Strategy referral letter

## 4. Suggested Areas of Focus

### Role of the Committee

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

- **Forward Work Programme**

Consider:

- Are there any amendments to the topics scheduled to be considered at the next Committee meeting?
- Are there any additional invitees that the Committee requires to fully consider the topic?
- Is there any additional information that the Committee would like to request?

- **Action Sheet – 20 December Meeting**

Consider:

- The responses to the actions from the meeting;
- Are you satisfied that you have received the necessary information?
- Are there any further issues arising from the responses that you would like to raise?
- For the actions that do not have responses – these actions will be rolled over to the next meeting and reported back to the Committee.

- **Referral letter – Public Convenience Strategy**

- Decide if the Committee wishes to add the draft Public Convenience Strategy to their forward work programme for the 18<sup>th</sup> April.

## Section B – Supporting Information

### 5 Supporting Information

- 5.1 The Corporate Assessment, and the subsequent [follow up assessment](#) provide background information on the importance of good work programming. Specific reference is made to the need to align the Cabinet and Scrutiny work programmes to ensure the value of the Scrutiny Function is maximised.
- 5.2 The latest Cabinet work programme was approved by the Cabinet on a monthly basis for the next 12 months and includes the list of reports scheduled for consideration. Effective forward planning by both Cabinet and Scrutiny needs to be coordinated and integrated in relation to certain reports to ensure proper consultation takes place before a decision is taken. A link to the Cabinet work programme is provided [here](#) to the Committee as part of this report, to enable the Committee to ensure that the work programmes continue to reflect key decisions being made by the Cabinet.

### 6 Risk

- 6.1 If proper work programming procedures are not put in place, the organisation and prioritisation of the work programme is put at risk. The work of Overview and Scrutiny could become disjointed from the work of the rest of the Council, which could undermine the positive contribution Overview and Scrutiny makes to service improvement through policy development.

- 6.2 This report is presented to each Committee every month in order to mitigate that risk. The specific risks associated with individual topics on the work programme will need to be addressed as part of the Committee's investigations.

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

- 7.1 Having proper work programming procedures in place ensures that the work of Overview and Scrutiny makes a positive impact upon the Council's delivery of services, contributes to the delivery of corporate objectives, and ensures that work can be undertaken in a timely and well-planned manner.

## **6 Financial Implications**

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

## **7 Background Papers**

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

Report Completed: January 2019



**Thursday, 7 March 2019**

Topic	Role / Information required	Invitees
Waste Update	The Committee will be provided with a summary on the Cabinet Member Waste Strategy decision.	- <b>Silvia Gonzales-Lopez – Waste Recycling Strategy Manager</b>
Annual Corporate Safeguarding Report	To consider how the Council is carrying out its corporate safeguarding responsibilities and make comment or recommendations to Cabinet.  It is best practice for the annual Corporate Safeguarding to receive comments and recommendations from Scrutiny before going to Cabinet.	- <b>James Harris – Strategic Director – People</b>  - <b>Sally Ann Jenkins – Head of Children and Young Peoples Services</b>

**Thursday, 18 April 2019**

Topic	Role / Information required	Invitees
Draft Economic Regeneration Strategy	To consider the draft Economic Regeneration Strategy and make comment and recommendation to the Officers. The Committee's comments and Recommendations will be used to inform the final draft of the strategy.	- <b>Beverly Owen – Strategic Director for Place</b>  - <b>Keir Duffin – Head of Regeneration, Investment and Housing</b>
Draft Public Convenience Strategy	To consider the draft Public Convenience Strategy and provide comment and recommendations to Council.	- <b>Jonathon Keen – Regulatory Service Manager: Environment and Community</b>

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**Performance Scrutiny Committee – Overview and Scrutiny Management  
ACTION SHEET – September 2018**

**Appendix 2**

	<b>Agenda Item</b>	<b>Service area / Performance measure</b>	<b>Action</b>	<b>Responsibility</b>	<b>Outcome</b>
1	Corporate Plan – Recommendations Monitoring	Place	The specific proposals and projects in the Stow Hill ward would be fed back to the Committee	Strategic Director - Place	Ongoing
8	Forward Work Programme Update	<b>Scrutiny</b>	The Committee <b>approved</b> the report and the items to be considered during the next two meetings.	Scrutiny Adviser	Work programme updated.

Mae'r dudalen hon yn wag yn

# Scrutiny Topic Referral Form and Guidance

## Guidance Notes

Scrutiny Committees set their work programme once a year, usually between June and July. Once this work programme is set, any topic that an Officer / Member thinks should be added to the work programme has to be approved by the full Committee prior to adding it onto the work programme.

This is usually done at a Committee meeting, where the Committee receives a brief overview of what it being proposed, and they then decide if they would like to add it to the Annual work programme. Scrutiny Committees have limited time and resources and therefore work plans need to be manageable.

It is not possible to include every topic suggested by Members, Heads of Service or the Public in the Work Plan. Successful scrutiny is about looking at the right topic in the right way and Members will need to be selective whilst also being able to demonstrate clear arguments in favour of including or excluding topics.

Scrutiny work programmes should be focused on what outcomes we can achieve within the resources available and adding value to the process. If you have a topic that you think should be added to the work programme, please fill in the attached form with details of what the Committee is being asked to do. You will then need to send this form to [scrutiny@newport.gov.uk](mailto:scrutiny@newport.gov.uk), where the Senior Scrutiny Officer will determine which scrutiny Committee it should go to, and provide comment on how the referral fits into the work programme and how it could be undertaken.

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

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

# Scrutiny Topic Referral Form and Guidance

## The Referral Process

- All referrals to the Scrutiny Work Programme are considered by the Overview and Scrutiny Management Committee in the first instance.
- Once you email this form to the scrutiny mailbox ([scrutiny@newport.gov.uk](mailto:scrutiny@newport.gov.uk)), the Senior Overview and Scrutiny Officer will schedule your referral on the agenda for the next meeting of that Committee.
- You will receive an email back confirming receipt of the referral, and the date of the Committee meeting.
- The form is then sent to the appropriate Heads of Services so that they can comment on the relevance of the suggested topic, and highlight any factors that need to be taken into consideration when deciding whether to conduct a review of the topic.
- The Senior Overview and Scrutiny Officer will also provide comment on the referral in terms of how it fits in with the Scrutiny work programme, which Committee it would best fit with, the priorities set by the Committee and whether the Committee has the necessary resources.
- The Senior Overview and Scrutiny Officer meets with the Chair prior to the agenda being published, and will be in contact with you if the chair has any queries about the referral, or if they have asked for any additional information.
- The final agenda is published 1 week before the meeting. You should receive the agenda from Modern.gov. If you do not, please email [scrutiny@newport.gov.uk](mailto:scrutiny@newport.gov.uk).
- You will be invited to attend the meeting, to discuss the referral and answer any questions the Committee may have.
- The Committee will weigh up whether the topic meets their agreed selection criteria, whether it fits with the priorities within its work programme, and also how this piece of work should be undertaken.
- After the Committee meeting, the Senior Overview and Scrutiny Officer will confirm with you what was agreed, and discuss with you the next steps if the referral is approved.

If you would like any help filling in this form, please contact:

- Liz Blayney, Scrutiny and Governance Manager  
[Elizabeth.blayney@newport.gov.uk](mailto:Elizabeth.blayney@newport.gov.uk)  
Tel: 01633 235680

We would be happy to discuss your suggestion with you and how the topic would fit within the Scrutiny Work Programme. If you wish we can fill the form in on your behalf and send it to you for verification before it is submitted to the Scrutiny Committee.

## Scrutiny Topic Referral Form and Guidance

<b>Title of topic:</b>	Production of a Local Toilets Strategy for Newport
<b>Brief description of the topic</b>	The Welsh Government requires local authorities to publish a Local Toilets Strategy following public consultation. This is required by the Public Health (Wales) Act 2017.
<b>Scrutiny's Role:</b>	<ol style="list-style-type: none"> <li>1. To support and agree a public consultation to assess the community's need for publicly accessible toilets, including changing facilities for babies and 'changing places' facilities for people with disabilities.</li> <li>2. To assess the results of that consultation, scrutinise the resulting draft Strategy and agree a public consultation on the draft.</li> <li>3. To make recommendations as to any changes required to the draft strategy post-consultation and to recommend to Cabinet/Council that they approve the Strategy to have effect across the Council.</li> </ol>
<b>Lead Officers:</b>	<ul style="list-style-type: none"> <li>• Head of Law &amp; Regulation</li> <li>• Regulatory Services Manager (Environment &amp; Community) – coordinator.</li> <li>• Policy, Partnership &amp; Involvement Manager – consultation lead and provision of 'needs' data.</li> <li>• All Heads of Service/Officers involved in the provision of publicly accessible toilets.</li> </ul>
<b>Has this matter been before Cabinet / Council?</b>	No
<b>Who will make a final decision on this matter?</b>	<ul style="list-style-type: none"> <li>• Cabinet/Council - tbc</li> </ul>
<b>When will a decision on this matter be taken?</b>	Tbc – as soon as possible following the statutory deadline of 31 May 2019 (which is unlikely to be met).
<b>What are the timeframes for this piece of work?</b>	<ul style="list-style-type: none"> <li>• Scrutiny's work needs to be completed within timescales to allow a decision on the Strategy to be made as soon as possible following the statutory deadline of 31 May 2019 (which is unlikely to be met given when this process was initiated).</li> <li>• 2 meetings are likely to be required.</li> <li>• If this topic could be included in a meeting in March 2019, that would be helpful.</li> </ul>
<b>Please provide detail of how this work would contribute towards Corporate Priorities and Objectives.</b>	<p>This piece of work can be related to two of the Improvement Priorities from the Improvement Plan:</p> <ul style="list-style-type: none"> <li>• Improving independent living for older people</li> <li>• City Regeneration and Development</li> </ul> <p>And therefore also supports the themes of 'Resilient Communities' and 'Thriving City' from the Corporate Plan.</p>
<b>Does this involve any partner agencies?</b>	Partner agencies will need to be consulted as part of the process.

# Scrutiny Topic Referral Form and Guidance

Please email this form to [scrutiny@newport.gov.uk](mailto:scrutiny@newport.gov.uk).

To be completed by the Scrutiny Team:

<b>Comments Head of Service</b>	<p><i>The Scrutiny Team will send this form to the relevant heads of service for comment on:</i></p> <p>The Welsh Government statutory guidance requires that the draft Local Toilet Strategy is scrutinised before it can be adopted. Therefore, it is a statutory requirement that this matter is referred to scrutiny. This issue has not been considered previously and the policy will have an impact on future service delivery, particularly the provision of public toilets</p> <p>There is the option of scrutiny just considering the final draft policy and providing comments, but there are clear benefits of scrutiny being involved at the formative stages of the development of this policy and acting as the vehicle for public engagement. However, there are strict timescales for the completion of this task and finish work, as the Strategy was due to be in place by 31<sup>st</sup> May.</p>
<b>Comments Senior Overview and Scrutiny Officer</b>	<p><i>The Senior Scrutiny Officer will provide comment on the following:</i></p> <ul style="list-style-type: none"><li>• <i>How this referral fits into the Scrutiny Forward Work Programme;</i></li><li>• <i>How this referral fits into the priorities of the Scrutiny Committees;</i></li><li>• <i>A suggested approach – (Policy Review Group / Full Committee);</i></li><li>• <i>Timescales – how this would impact upon the other work of Scrutiny;</i></li><li>• <i>Resources within the Scrutiny team to support this referral.</i></li></ul>