

Agenda

Cabinet

Dyddiad: Dydd Gwener, 20 Rhagfyr 2019

Amser: 4.00 pm

Lleoliad: Ystafell Bwyllgora 1 - Canolfan Ddinesig

At: Cynghorwyr: Councillor J Mudd (Cadeirydd), P Cockeram, D Davies, G Giles, D Harvey, Councillor R Jeavons, D Mayer, M Rahman and Councillor R Truman

Eitem

Wardiau Dan Sylw

- 1 Ymddiheuriadau dros Absenoldeb
- 2 Datganiadau o ddiddordeb
- 3 Cofnodion y Cyfarfod Diwethaf (Tudalennau 3 - 6)
- 4 Cyllideb Refeniw a MTFP: Cynigion Drafft (Tudalennau 7 - 134)
- 5 Adroddiad 6 Mis Rheoli'r Trysorlys (Tudalennau 135 - 148)
- 6 Diweddariad Cofrestr Risg Gorfforaethol (Chwarter 2) (Tudalennau 149 - 184)
- 7 Swyddfa Archwilio Cymru - Aseiad o'r Dystysgrif Perfformiad (Tudalennau 185 - 192)
- 8 Rheolau Sefydlog Contract Diwygiedig (Tudalennau 193 - 220)
- 9 Adroddiad Blynddol y Cyfarwyddwr Gwasanaethau Cymdeithasol
- 10 Rhaglen Waith (Tudalennau 221 - 228)
Dyddiad y Cyfarfod Nesaf: 15fed Ionawr 2020, 4 yp, Ystafell Bwyllgor 1, Canolfan Ddinesig

Mae'r dudalen hon yn wag yn



Minutes

Cabinet

Date: 13 November 2019

Time: 4.00 pm

Present: Cllrs Debbie Wilcox (Chair); P Cockeram, D Harvey, R Jeavons; J Mudd, D Mayer, G Giles, R Truman

In attendance: Ms S Davies; Mr J Harris; Mrs B Owen; Mr G Price; Mr M Rushworth

Part 1

The Leader confirmed this was her last Cabinet meeting as Leader and thanked her Cabinet colleagues for their support during her tenure; support which has made her job that much easier. She applauded the fantastic Labour Administration and the work ongoing to achieve the best possible future for Newport's residents. The Leader confirmed it to be the best job she's ever had, through good times and bad.

The Leader also confirmed that James Harris, Strategic Director Place, was attending his last Cabinet meeting as he is retiring from the Council. The Leader placed on record her thanks for the work done by James in his time at Newport, especially with regard to schools and social services.

1 Apologies for Absence

There were no apologies.

2 Declarations of Interest

There were no Declarations of Interest.

3 Minutes

The minutes of the meeting held on 16 October 2019 were confirmed as a true record.

4 Revenue Budget Monitor – September 2019

The Leader presented the report which provided an update on the Revenue Budget monitor. The report confirmed the forecasts have been deteriorating throughout the year with demand continuing to grow beyond the budgets available. At the last Cabinet update, the bottom line budget was finely balanced and the current position now shows an overall overspend of just over £700,000.

The report explained the reasons and trends for this and which follow a set pattern; a pattern that has been in place for approximately 2-3 years. Whilst the majority of the Council's activities are operating close to budget, there is significant overspending in a few areas. Whilst there is some underspending in non-service budgets and a revenue budget contingency, these items are still not enough to mitigate the overspending, therefore the report confirms a net overall overspend of £700,000.

Service areas, excluding schools, are overspending by over £4m with social care contributing over £3m of that, due to rising demand. £3.5m has been invested into the key demand-led activity areas in social care in this year's budget, yet demand has continued to grow at a faster rate.

The Leader confirmed there are some non-service underspends in the Council Tax Reduction Scheme due to lower demand for that and in Council Tax Income as more houses are built in the city – these amount to approximately £2m and alongside the revenue budget contingency of £1.4m, provide a good level of mitigation, but not enough.

The position is challenging, however, the Council does need to manage the overall budget as any overspend will require funding from reserves and there are no un-earmarked reserves easily available, also general reserves are at minimum levels. Also, the Council has a very challenging budget to consider in due course. Any unplanned use of reserves will therefore be problematic and give rise to difficult consequences and impacts.

The school's financial position is looking very challenging too and education and finance colleagues are working hard with secondary schools to see what savings can and should be made to bring spend closer in line with funding. Progress is being made and the Leader expressed her gratitude to schools, education and finance officers in achieving this, however, the Leader confirmed there is more work to be done before the situation can be stabilised.

The Leader thanked officers for their hard work in managing the budget under very difficult circumstances. The Leader welcomed the Chief Executive who has a huge job ahead of her in dealing with budget issues. The Leader hoped that the Revenue Support Grant settlement for next year's budget will provide some help and give the Council choices to support the services and functions which are under immense strain. In the meantime, action is required to manage this year's budget.

The Leader asked Cabinet to note the proposals contained in the report and to recommend, as the report proposes, that Directors take a lead with their Heads of Service to identify targeted savings and to cut back on expenditure wherever possible. The Leader explained this is not a spending freeze, but a targeted reduction in spend given that the over-spend, whilst high, is not something which is "out of reach" to bring back. The Leader encouraged Cabinet Members to discuss this as part of their regular briefings with Heads of Service. Robust action is required in order to update the forecasts and then deliver them. If this course of action doesn't improve matters, then further action may well need to be considered.

The report's appendices included:

- Appendix 1 Overall budget dashboard – September 2019
- Appendix 2 Revenue summary monitor – September 2019
- Appendix 3 Schools' funding and balances
- Appendix 4 Planned movement in reserves

The Cabinet Members' comments centred on the continuing austerity imposed by central government and the difficulties associated with those budget cuts.

Cabinet was asked to:

- Note the overall budget forecast position, including use of all the general budget contingency, in addition to significant underspending in non-service budgets to mitigate, in part, the forecast overspends within service areas;
- Agree that the Chief Executive and Corporate Directors work with Heads of Service to bring about targeted reductions in service area spending. These are forecast to show progress and monitor delivery and agreed with individual Cabinet Members in their regular briefings;
- Note the level of undelivered savings within each directorate and the risks associated with this;

- Note the forecast movements in reserves;
- Note the projected balances of individual schools over the next year and that work is on-going in respect of reducing school overspending in the secondary sector.

Decision:

Cabinet approved the report and agreed that the Senior Leadership Team should impose a targeted reduction in spend across service areas and continue careful review and management of key budgets and risks.

5 Capital Programme Monitoring and Additions – September 2019

The Leader presented the report which dealt with aspects of the Capital Programme, any new additions for Cabinet's consideration and approval, progress made this year and the current position on the capital resources headroom and capital receipts.

The biggest change noted in the report is the programme. Officers have been reviewing the deliverability of the programme and most of that work is now complete. The current five year programme will take another two years to deliver and given its size and in some places, complexity, this is not too surprising. Therefore, project spend has been re-phased over the new seven year timescale in line with estimates for when projects can be delivered. The report confirmed projects have not been dropped – just reviewed to see when they can be delivered.

In the extra two years, capital spend had already been committed to:

- a) Finishing off the Education Band B programme. This is therefore included in the new seven year timescale and the programme now includes the full £70m Band B school programme.
- b) NCC's contribution to the Cardiff City Deal. This is a long term commitment and Newport Council, like other authorities in the region, will be making contributions to this for many more years, even beyond the seven year timescale identified in the report.

As well as re-phasing existing projects, these two items have been added as they were already approved and need to be included in the report for completeness. (Appendix A refers).

In terms of the programme spend, the report confirmed there was the usual relatively slow spend in the first half of the year which is forecast to accelerate in the second half of the year. Good progress is being made on many projects within the programme. In particular, the new service Hub, which opened on the 7th November and which is a fantastic facility for residents in the east of the city.

The report confirms progress on the high profile projects.

An update on the capital resources headroom was included in the report, there is some headroom in the programme but the demand for resources will always outweigh resources available. The report confirmed the programme is already achieving close to £200m, there are a lot of projects ongoing and the city will benefit hugely from this spend and the services and facilities that arise from that. Part of the headroom comes from capital receipts, and the report gave an update on this and the generation of receipts so far.

Councillor Jane Mudd expressed her gratitude to the Leader for her work with Welsh Government on securing the grant to facilitate the Commercial Street project, without the Leader's intervention the project would not have been brought to fruition.

Likewise Councillor Gail Giles confirmed the Leader's involvement at the start of the 21st Century Schools Band B Programme; the Leader's input giving the impetus to start the project and in setting the forward agenda.

The Leader commended the report to colleagues. Cabinet was asked to:

- i) Note the majority of the re-phasing of the overall programme has been completed with the exception of finalising 21st Century Schools Band B and Fleet replacement;
- ii) Note that the capital programme timescale has been increased from five years to seven years to accommodate the re-phasing of the original programme and for completeness, and includes other already approved projects which fall into those years;
- iii) Approve the additions to the Capital Programme requested in the report (Appendix A);
- iv) Note the available remaining capital resources ('headroom') until 2022/23;
- v) Note the capital expenditure forecast position as at September 2019;
- vi) Note the balance of and approve the allocation of in-year capital receipts.

Decision:

1. Cabinet approved the changes to the Capital Programme and noted the monitoring position as set out in the report, including the use of capital receipts.
2. Agreed to prioritise capital expenditure to maintain spend within the current affordability envelope.

6 Work Programme

The Leader presented the Cabinet Work Programme.

Decision:

Cabinet agreed the updated programme.

7 One Newport Public Services Board (PSB) – Summary of Business

The Leader confirmed this update was for information/awareness purposes.

8 Date of Next Meeting

The next meeting will take place on Wednesday 18 December 2019, at 4.00 pm in Committee Room 1, at the Civic Centre, Newport.

Report

Cabinet

Part 1

Date: 20 December 2019

Subject 2020/21 Budget and Medium Term Financial Projections (MTFP)

Purpose To highlight key issues affecting the development of the 2020/21 budget and MTFP, and present the draft proposals for the 2020/21 budget. Cabinet are asked to agree the draft proposals in order to commence the budget consultation process for this year. Consultation results will be reported back to Cabinet in February 2020, when Cabinet will recommend a final budget and council tax level to full Council.

Author Chief Executive & Head of Finance

Ward All

Summary Despite local authorities being faced with the biggest budgetary challenges of any part of the Welsh public sector over the last decade, this council has continued to demonstrate good financial management. Coupled with the funding restraints, significant cost pressures affect the council finances in respect of (i) pay and pricing inflationary increases and (ii) increasing demand and associated costs for services. Between both issues, cost pressures are very significant; £13,026k in 2020/21 alone and the council continues to develop its medium term strategies to plan for future saving requirements. Whilst work on this was progressing when the Interim Chief Executive came to post, focus has necessarily been on 2020/21 as the budget challenge for that year was not resolved at that point. Given the time required to finish a strategic, longer-term strategy, the draft budget described in this report is focussed primarily on delivering a balanced and viable one year budget for 2020/21. This will enable work to continue in the New Year on a new, medium term strategic 'change programme' containing proposals for more ambitious changes in ways which services are delivered.

This update is quite different to previous years in that, at the point of drafting and making public this report, the council are not yet in receipt of the provisional 'revenue support grant' settlement from Welsh Government (WG) – its main grant which funds c75% of its net budget. Since the Chancellors spending round announcement in September 2019, the UK general election has meant that the publication of the Welsh Government's budget has been deferred until 16 December, the same day that the Local Government draft revenue support settlement will also be published. As we await further details on the settlement, the Head of Finance will provide an update at the Cabinet meeting on the 20 December.

The Council's 'Revenue Support Grant' (RSG) funds over 75% of its revenue budget and therefore the settlement received from WG has a significant impact on the investments which are affordable and savings requirement placed upon the council. Both savings and an increase in local council tax are key elements of the 2020/21 budget to ensure that we are in a sustainable position and able to maintain key services as best as possible for the most vulnerable in our communities.

The draft 2020/21 budget proposals are detailed within this report and its appendices.

Section:

1 Our financial challenge – service context

- 2 Setting the budget – financial context
- 3 Financial planning assumptions
- 4 Budget savings
- 5 Budget process and consultation
- 6 Risk, financial resilience and performance
- 7 Report review and statutory comments

Appendix:

- | | |
|-------------|--|
| Appendix 1 | Budget investments |
| Appendix 2 | New budget savings for consultation |
| Appendix 3 | New budget savings implemented under delegated authority |
| Appendix 4 | Budget savings previously approved |
| Appendix 5 | Budget savings for consultation – proposals |
| Appendix 6 | Demand models for social care |
| 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), including the decision making point (either full Cabinet or Head of Service) for each one
- ii) To increase council tax by 7.95%, a weekly increase of £1.14 - £1.52 for properties in Band A to C, the most common bands in Newport, as set out in paragraphs 3.15 – 3.18
- iii) Proposed fees and charges in appendix 7
- iv) The budget investments shown in appendix 1
- v) The budget investment in schools (included in appendix 1) amounting to £4,380k which is the assessed budget increase requirement for 2020/21 noted in paragraph 3.9 – 3.14 and which requires use of £1,754k of reserves to fund in full, based on current planning assumptions.

2. Cabinet is asked to note:

- i) The position on developing a balanced budget for 2020/21, acknowledging that the position will be subject to ongoing review and updates especially in light of the delayed announcement from WG in respect of 2020/21 funding
- ii) The medium term financial projections, assumptions contained within and that projections contain investments required to implement the Corporate Plan promises
- iii) That the delegated 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

- v) The Head of Finance's recommendation that the Council should prioritise the development of a 'strategic change programme' as a priority in order to develop a long-term sustainable financial footing for services. In addition, also utilising any increased RSG grant above current planning assumptions in a way that is strategic and contributes to the development of a longer term sustainable budget.

Action by Directors / Heads of Service

Timetable Immediate:

1. Delegated decisions in appendix 3 will be implemented with immediate effect, in line with internal decision making protocols
2. Decisions subject to consultation in appendix 2, fees and charges, and schools funding position to form the basis of the budget consultation process.

This report was prepared after consultation with:

- Interim Chief Executive
- Strategic Directors
- Head of Law and Regulation
- Head of People and Business Change

Signed

1 Our financial challenge – service context

- 1.1 This section deals briefly with the services related contexts within which the Council is developing its MTFP and the 2020/21 budget. The Council provides over 800 services, for over 153,000 people, living in over 68,000 households. Newport's population is growing, with the largest growth for children under five.
- 1.2 The council faces continuing financial challenges, namely:
- increasing costs around pay / contract prices;
 - increasing demand for services and therefore costs. These stem from demographic and societal changes and are most acute in the larger budget areas of social services and education;
 - Local Government funding in Newport, which sees the 'Revenue Support Grant (RSG)' funding over 75% of its net budget. Funding is therefore controlled largely outside of the Council's own control and influence, and as a result is relatively disjointed from its own spending pressures, requirement and priorities;
 - a historically low, relative council tax level, which would provide a further c£10m funding if it was set at the average Welsh Council level or c£8m if it was set at that level assumed by WG when setting the Councils 'standard spending assessment' compared to current levels.
- 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 2020/21 budget and the Medium Term Financial Projections (MTFP) as appropriate.
- 1.4 Over the last five years, the council has made savings of £41m. To achieve this we have:
- reduced the number of staff we employ by around one quarter
 - sold land, buildings and property no longer needed
 - set up new delivery models
 - developed shared services
 - reviewed our services to become more efficient
 - invested in preventative services
 - helped people to live independently
- 1.5 Having said this, ongoing funding uncertainty, 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 £22m by 2023 based on current planning assumptions and projections. In addition, even with a relaxation of previous year's RSG real terms funding reductions, it is evident that, given the high funding gap above, some savings will need to be found to meet future demand and cost increases.

2 Setting the budget - financial context

- 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 three years. For over a decade councils have faced continued financial pressures together with real-term cuts and 'cash flat' funding allocations, therefore we have had to find savings to meet the funding gap between the funding available (RSG grant and local council tax), 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 approve the new medium term savings and investments over the life of the MTFP, to be added to those already approved.

National budget position

2.5 The spending round announced by the Chancellor in September 2019 provided an extra c£600m for the Welsh Government (WG) for day-to-day spending in 2020/21 compared to 2019/20. This comes from decisions by the UK government to increase spending in England on areas such as schools, further education, social care, homelessness and the environment.

2.6 The announcement included the following UK and Welsh headlines:

- in England, Local Government had “for once” been among the winners, having had core spending power increased by £2.9bn in total in 2020/21. This represents a rise of 6.3% from £46.2bn this year to £49.1bn in 2020/21;
- the additional £600m that will go to WG represents 2.3% in real terms growth. £385m of this finding is a consequence of extra cash being spent on the health service in England and £195m due to extra funding for schools in England;
- despite this being the largest one-year increase for over a decade, the Welsh Government’s budget in 2020/21 will still be 2% lower in real terms than in 2010/11. This additional funding does not return spending power to the levels of a decade ago.

2.7 Theoretically, a spending review is a chance to take a long-term view at the government’s spending plans, however, the continuing uncertainties around Brexit curtailed the planning horizon of this exercise and, with the exception of schools and police, a one-year budget was presented with a full multi-year comprehensive review planned for 2020. This does give rise to some uncertainties as to the sustainability of the increases announced for 2020/21 only.

2.8 Since the spending round announcement in September, the UK general election has been called on 12 December and given that we are in a pre-election period, the publication of the Welsh Government’s budget has been deferred until after the election to 16 December.

Welsh Local Government / Newport City Council funding settlement

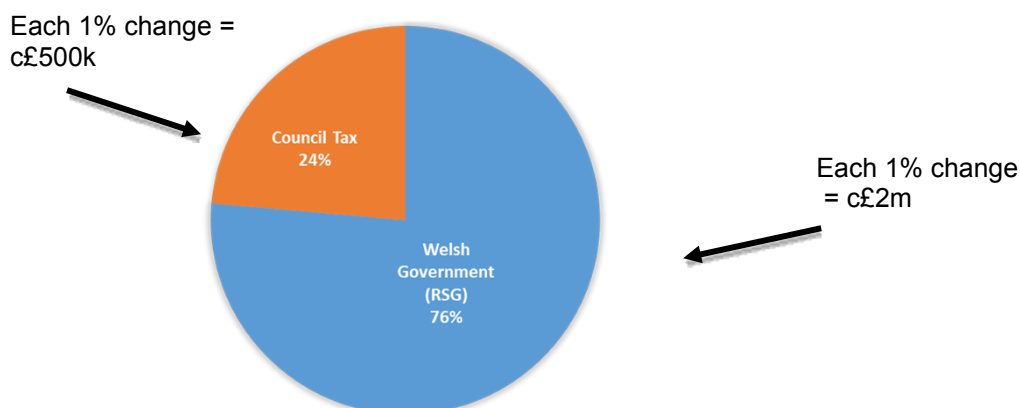
2.9 Welsh Government funding accounts for the largest part of a council’s funding in Wales, typically equating to about three quarters of its net revenue budget funding requirement. This funding is provided through a non-hypothecated grant – the Revenue Support Grant (RSG). In addition to this, other grants provide funding for specific purposes. Welsh Councils continue to ‘push’ for medium term RSG settlements so that they can plan with certainty but this has not happened to date. The draft budget and MTFP is therefore based on planning assumptions and are very likely to change. The scale of the budget challenge is very sensitive to changes to RSG funding as shown in table 5.

2.10 Less than a quarter of a councils funding is raised through local council tax, representing a small proportion of funding that is under the councils own decision-making.

2.11 Given the above scenario in Wales, there is a relatively weak connection between individual Council’s own decision-making on spending priorities / pressures and its ability to raise the funds required to meet that.

- 2.12 In Newport, the RSG funding makes up 76% of its net budget, with council tax at 24%. As the RSG makes up such a large proportion of the councils 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 – 2019/20



- 2.13 Given the decision to defer the publication of the WG settlement until after the UK general election, the arrangements for the Local Government settlement will broadly follow the same timeline as that proposed for the Welsh Government's budget. The Council will receive its provisional settlement on 16 December. Until then, the budget planning assumption around funding for 2020/21 is that the RSG will increase by 1% compared to 2019/20 levels. The timing of this announcement clearly means that uncertainties remain in terms of both RSG and specific grants. Cabinet will need to consider the draft settlement as they finalise their budget for their February 2020 meeting.

- 2.14 In addition to the assumptions around RSG funding, a number of one off specific grants were received in 2019/20 to fund recurring expenditure. These covered costs in respect of social care, teachers' pay award and teacher's pensions and will amount, in 2020/21, to £5.7m. The budget planning assumptions around this funding for 2020/21 are that this funding will continue, either as further specific grants or transferred into the RSG in addition to the general 1% growth outlined above. The areas of expenditure this funds are:

(i)	Social care	£1,500k
(ii)	Teachers pay award	£390k
(iii)	Teachers pensions	£3,848k

- 2.15 The Councils final RSG settlement will be announced on 25 February 2020. Apart from late transfers of specific grants into/ out of the final settlement, which are 'neutral' in their impact, the main changes come from Council's confirmation of their individual 'tax bases' – i.e. the number of Band D equivalent properties they confirm they will be basing their council tax income on, which is confirmed after the publication of the draft settlement ordinarily. 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. The late draft settlement this year means that this adjustment will be included in the draft settlement itself, which usefully takes away that particular uncertainty in the final settlement.

- 2.16 The Head of Finance (HoF) has set the tax-base for 2020/21 and it will increase by 1.9%, significantly higher than the all Wales average of 0.5% in 2019/20. This growth has the potential to affect the RSG significantly; however, the Head of Finance will provide an update once the impact is known. The MTFP and 2020/21 budget shown in appendix 9 does not allow for any financial impact on this increasing council tax base at this point as it can only be confirmed when the draft settlement itself is confirmed.

- 2.17 The 1% planning increase in the RSG noted in 2.13 above, at £2.1m, therefore represents the combined increase in funding from the increasing tax base plus the adjusted RSG grant. Alongside the permanent funding of the current year's one-off funding at £5.7m outlined in 2.14 above, the WG funding assumptions for 20/21 amount to c£8m of additional funding.

Implementing the Corporate Plan

- 2.18 The Council's business and financial planning is underpinned by the Council's Corporate Plan 2017-22 that sets out a clear set of aspirations and plans for the future under our mission of 'Improving Peoples Lives'. This provides a focus for decisions around spending and will direct activity across the council.
- 2.19 The current medium term financial projections included in appendix 9 and the detailed budget investments in appendix 1 includes funding for the key priorities and promises set out in the plan, as needed. As funding and spending pressures continue to be a challenge, the task of delivering a balanced budget becomes much harder. The Council has yet to develop a 'strategic change programme' which outlines the key areas and initiatives which will guide services and the Council in the future to deliver sustainable services and meet the priorities set by the Corporate Plan. Such a programmes financial impact could be included in the Council's MTFP to deliver a balanced/sustainable medium term financial position. The Council's interim Chief Executive recognises this work as a priority.

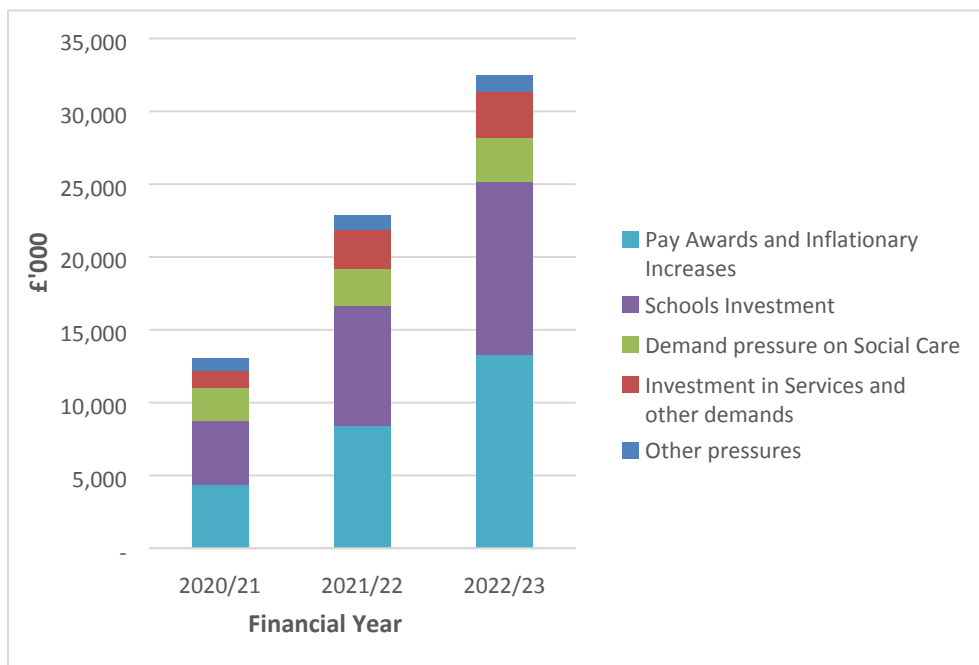
3 Financial planning assumptions

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 – of the councils £280m net revenue budget over three quarters of expenditure relates to pay and contracts and is therefore subject to inflationary increases year on year;
 - significant increases in demand led services – specifically, children's social care and adult's social care;
 - cost of new and growing schools;
 - growing cost of funding the Council's borrowing costs.
- 3.2 Unavoidable pay and inflationary cost increases, excluding schools, equate to £4,380k in 2020/21 and £13,261k over the three-year period to 2022/23.
- 3.3 In addition to these cost increases, the council has also seen a significant increase in demand led services pressures since 2015/16. In particular, the council is currently forecasting overspends in this year's budget in three key risk areas facing significant demand:
- | | |
|-------------------------------------|-------------------|
| • Adults community care | £1,490k overspend |
| • Independent fostering | £729k overspend |
| • Children's out of area placements | £669k overspend |
- 3.4 During 2019/20 these three areas alone are contributing almost £3m to service area forecast overspend. These areas received significant investment in 2019/20 but demand continues to accelerate beyond the budget available. As a result, further investments in addition to this are proposed within 2020/21 to support the level of demand that is being experienced in order to deliver a robust and deliverable budget.
- 3.5 Detailed demand models for social care 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.
- 3.6 For 2020/21 specifically, the council is currently planning to invest around £8.6m in the draft budget over and above an allowance pay and pricing inflation. More details on proposed investments are included in appendix 1 and some of the key items include:
- £4,380k investment in school budgets

- £2,246k for increasing demand in social care demand for both children and adult services
- £788k investment to deliver the promises set out within the Corporate Plan such as the delivery of digital aspirations and a new household waste recycling centre
- £239k due to increasing demand for special education needs provision

Chart 2: Cumulative pressures up to 2022/23 by source



3.7 Although the financial pressures facing the Council continue to increase significantly over the three-year period, they outweigh the funding available based on current projections. Even with different and more optimistic funding assumptions, the budget pressures are still higher and savings are therefore going to have to be identified in the future.

3.8 Given the challenge of this, it will also be important that the council review carefully all budget pressures/ investments regularly and services operate in such a way as to minimise these and manage demands to the extent possible.

Schools funding

3.9 The current position provides a cash increase for the overall school budget. It is proposed that schools receive investment of £4,380k in 2020/21. This represents a 4.5% growth in schools budget. This amount is the calculated/ assessed amount, which covers teacher’s pay increases and the additional costs of new/ expanding schools. This is in addition to the anticipated continuation of funding of the 2019/20 teachers pay award and pension increase referred to in paragraph 2.14.

3.10 Despite this proposed investment school budgets would remain under significant pressure. Current projections for school budgets in 2019/20 will see them overspending against their available funding by £3.1m and whilst the proposed investment in school budgets outlined above is significant, it covers increasing costs for 2020/21 and no additional for the ‘base, current position’ where schools are overspending.

3.11 The level of in year overspending was highlighted as a risk in 2018/19 and continues to be a significant area of concern. Schools have used £1.7m from school reserves over the last 2 years to fund overspending on their budgets and current projections of £3.1m overspending would see reserve balances fall to zero at the end of this current 2019/20 financial year. Officers continue to work closely with schools to ensure that deficit recovery plans are in place and that action is taken

to reduce spend. This resolution is critical as current spending levels in schools is not sustainable and has the potential to cause a significant and adverse impact on the councils overall finances if it continues. Based on this, Cabinet are asked to consider the level of funding that will be delegated to schools for 2020/21.

- 3.12 Assessed budget pressures in school budgets over the life of the MTFP amount to £11.9m based on current assumptions on teacher's pay/ pensions cost increases and new/ expanding schools costs. These will, like other MTFP assumptions, need to be reviewed regularly and any actual proposed funding increases confirmed through the budget process.

Table 1: School budget pressures 2020/21 to 2022/23

	2020/2021 £'000	2021/2022 £'000	2022/2023 £'000
Teachers - Pay award and increments	1,648	1,469	1,391
Non Teaching school staff - pay award and increments	797	754	646
Contract & Income Inflation	82	83	83
New Schools	1,242	631	647
Secondary School Transitions	611	906	947
Reduced Class Sizes	0	0	0
	4,380	3,843	3,714

- 3.13 Final allocations of grant are yet to be determined across the Education Achievement Service (EAS) region.
- 3.14 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 11% over the last 5 years. This included specific grants and is shown in table 3 below.

Table 2: School budgets by sector – 2013/14 to 2019/20

Year	Nursery	Primary	Secondary	Special	Total
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	562	57,396	47,497	4,773	110,228
2019/20	496	58,492	49,619	5,091	113,698
Increase in funding over 5 year period (incl specific grants)					10.5%
Increase in funding (excl specific grants & delegations)					13.3%

Council tax

- 3.15 It is well documented that Newport's council tax is low compared to others in Wales, generating approximately 24% of our income. This council's current year budget is well below its 'standard spending assessment', a relative spending needs assessment between all Welsh councils, by £8.3m, which is entirely due to our low level of council tax funding.
- 3.16 A base 4% increase in council tax is already included in our MTFP each year. This year, the draft budget proposals include an additional 3.95% increase to council tax in 2020/21 (appendix 2 & 5) bringing the proposed increase to 7.95%. 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 2020 meeting.

- 3.17 For contextual purposes, the table below shows the weekly increases in council tax based on a 7.95% increase. Given the low starting point on Newport council's tax, it will still be lower than most (if not all) of the neighbouring authorities, even at a 7.95% increase and the actual monetary increases in tax are low in themselves. Newport City Council proposed tax increase would maintain its position as one of the lowest in Wales.

Table 3: Scenarios illustrating weekly council tax increases

Band	A	B	C	D	E	F	G	H	I
Annual increase based on 7.95% increase	£59.36	£69.25	£79.15	£89.04	£108.83	£128.61	£148.40	£178.08	£178.08
Weekly increase based on 7.95% increase	£1.14	£1.33	£1.52	£1.71	£2.09	£2.47	£2.85	£3.42	£3.42

- 3.18 Given that almost two thirds of Newport's chargeable properties are banded A – C the majority of households would see an increase of between £1.14 and £1.52 per week based on a 7.95% increase.

Summary of key budget assumptions

At this point, the following assumptions are included.

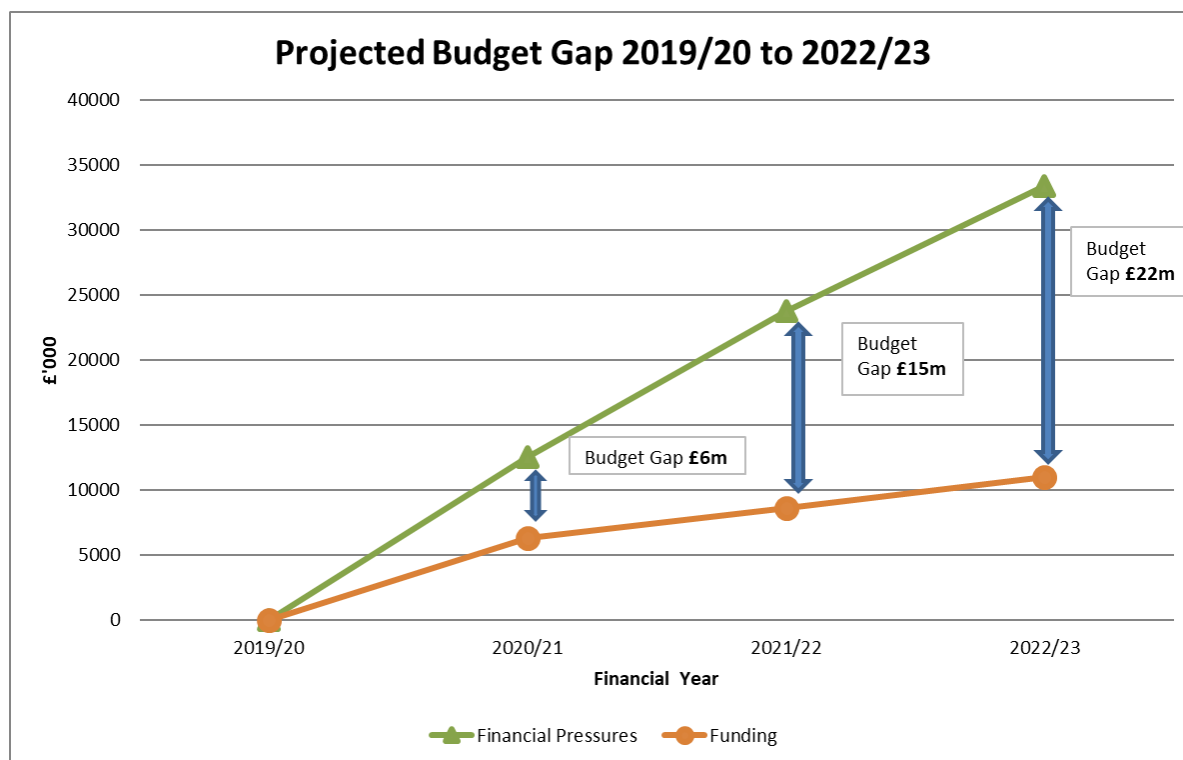
Table 4: Summary of key assumptions

MTFP Summary	2020/2021 £'000	2021/2022 £'000	2022/2023 £'000
RSG Increase - +1% in 2020/21 and 0% thereafter	(2,143)	0	0
Council tax increase - 7.95% in 2020/21 and 4% pa thereafter	(4,215)	(2,289)	(2,381)
One off grants 2019/20 continued/ made permanent	(5,738)	0	0
Budget pressures/ Investments (appendix 1)	13,026	9,870	9,581
General budget transfer to / (from) Reserves	(459)	1,359	0
Previously agreed budget savings (appendix 4)	(554)	(35)	0

Resulting budget gap and sensitivity of assumptions

- 3.19 In summary, the following chart shows the impact that the above assumptions lead to in terms of the Councils medium term financial gap projection.

Chart 3: Projected budget gap 2019/20 to 2022/23

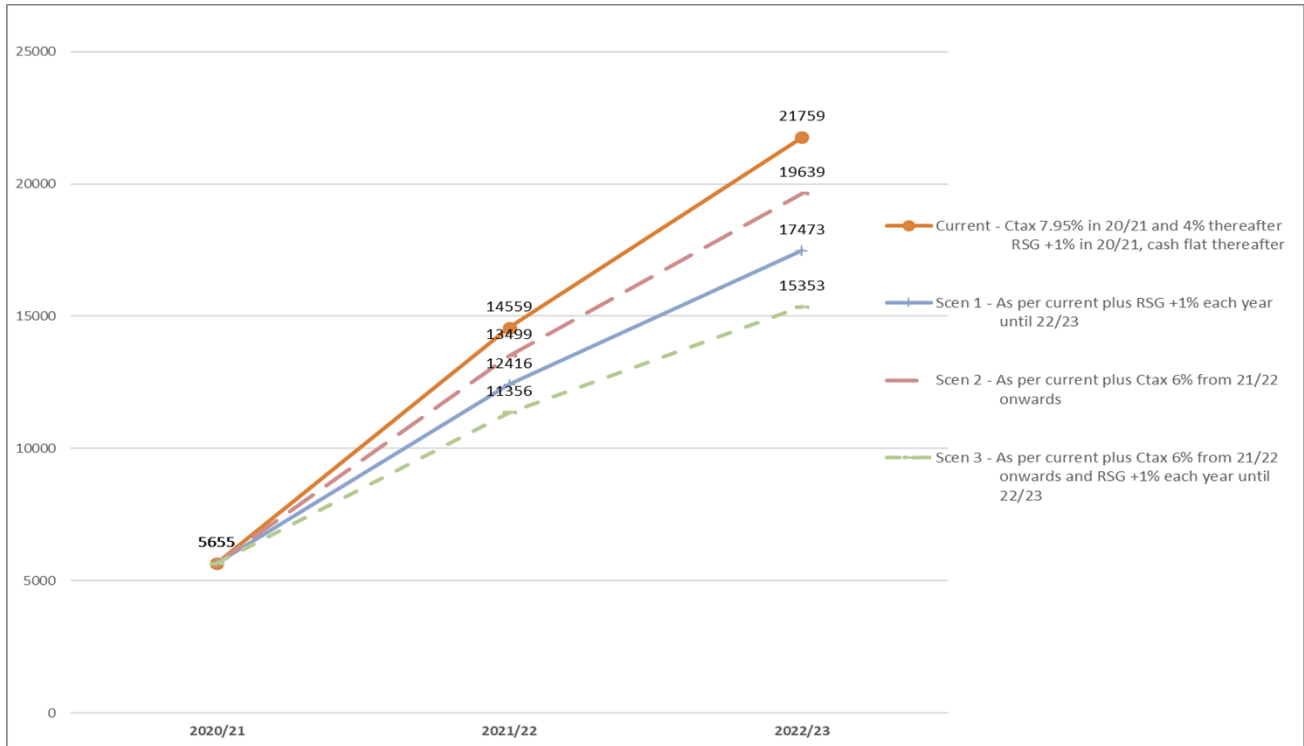


- 3.20 Clearly, the gap is based on current assumptions, listed above, in the MTFP. The draft grant funding for 202/21 will be available from 16 December and that will affect the budget gap/ challenge in 2020/21. Cabinet will need to consider this draft settlement before finalising the 2020/21 budget in their February meeting. We will also, in light of this, review key funding assumptions over the medium term, where appropriate, which the next section details.
- 3.21 If the draft settlement is better than the planning assumptions noted section 2, (increase of £8m), the HoF recommends, as much as possible, a longer term strategic view is taken on how funds are deployed so as to contribute towards sustainable services, as well as meet priorities.
- 3.22 The HoF will continue to work with the senior leadership team and Cabinet to develop the above approach. Some of the key issues, currently, are:
- on-going financial issues on school budgets
 - increasing demand within service areas over and above provision already made within the MTFP
 - accounting provisions required to deal with our regeneration activities regarding loans to developers.

Sensitivity analysis

- 3.23 As table 4 above confirms, the budget gap is significantly affected by the funding assumptions - the WG grant and Council tax increases projections. The graph and table below show the sensitivity that the council faces in respect of these

Chart 4: Sensitivity analysis – budget gap based on RSG and council tax assumptions



3.24 The table below shows how sensitive each of the variables are to changes in assumptions. The key elements within the medium terms projections, which also have the greatest level of sensitivity, include RSG funding, Council tax increases, pay and contract inflation.

Table 5: Sensitivity analysis – key projections

RSG Sensitivity		£'000
RSG growth +/- 1%		2,143
Council Tax Sensitivity		£'000
Council tax change +/- 1%		530
Pay Sensitivity		£'000
Pay inflation - NJC staff +/- 1%		943
Pay inflation - Teachers and soulbury +/- 1%		253
Contract Inflation Sensitivity		£'000
Contract inflation - +/- 1%		2,490

4 Budget savings

4.1 The savings identified for 2020/21 to date total £5,736k. The table below provides a summary of the savings by decision over the 3-year planning horizon.

Table 6: Summary of projected savings

Savings Decision Type	2020/2021 £'000	2021/2022 £'000	2022/2023 £'000	Staff Impact FTE
Budget savings for full Cabinet decision (appendix 2 & 5)	2,379	405	302	20.89
Budget savings delegated to officers (appendix 3)	2,803	319	283	12.5
New Budget Savings	5,182	724	585	33.4
Previously agreed budget savings (appendix 4)	554	35	0	-5
Total Budget Savings	5,736	759	585	28.4

- 4.2 Under the constitution and our scheme of delegation, some budget decisions are taken by the Cabinet collectively. These proposals total £2,379k for 2020/21 and £3,086k over the life of the MTFP. Some lower level, operational and efficiency type budget proposals are delegated to Heads of Service for decision and implementation. These proposals, totalling £2,803k for 2020/21 and £3,405k over the life of the MTFP are listed in appendix 3.
- 4.3 In previous years, only those proposals requiring Cabinet decisions were subject to public consultation. We have changed the process this year and an impact-based approach has been adopted whereby each proposal is considered on a case-by-case basis, regardless of where the decision approving the saving is taken. The list of new savings in appendix 2 and 3 identifies if the proposal is subject to public consultation or not. 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 in the MTFP last February 2019 are either in progress of implementation or due to be implemented in 2020/21. 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. The FEIAs for all proposals requiring one can be found [here](#).

Medium term strategic change

- 4.6 Whilst good progress has been made on the 2020/21 budget, significant challenges remain over the medium term, even with more optimistic assumptions around funding as the sensitivity analysis above shows. In particular, significant spending pressures remain to be tackled, particularly in Adults and Children's social care because of growing demand. Containing and then reducing such pressures will require a whole council response, and the active collaboration of our partners such as health services, as part of our new longer-term strategy in going forward.
- 4.7 The success of this longer-term approach will depend on the councils starting with a stable financial platform, and the budget proposals and draft budget set out in this report are designed to do this. Following the announcement of the draft settlement cabinet will need to ensure that we maintain this objective. A key element of this is taking a longer term strategic view is taken on how funds are deployed to contribute towards sustainable services, as well as meet priorities. Proposals for more major changes in service delivery will be brought forward early in the New Year and will

include the need for investment in service redesign, new technological tools and the re-skilling of our staff at all levels to improve productivity and job security.

5 Budget process and consultation

5.1 This report presents the draft proposals for the 2020/21 budget. The report asks Cabinet to note:

- the position on developing a balanced budget for 2020/21, acknowledging that the position will be subject to ongoing review and updates;
- agree that delegated decisions in appendix 3 will be implemented with immediate effect;
- in addition, that Fairness and Equality Impact Assessments have been completed for all proposals requiring one.

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

- budget savings proposals in appendix 2 (summary table) and appendix 5 (detailed saving proposals);
- proposed fees and charges in appendix 7;
- the position regarding the proposed school funding for 2020/21 in section 3.

Budget engagement

5.3 As part of the budget engagement strategy there has been a targeted engagement approach with members of the public in developing budget priorities for the next three years. This will help with budget and service planning.

5.4 Bilingual budget engagement surveys have been made available across all libraries across the city and advertised between library staff and the public – these surveys list the services Newport City Council provides and asks members of the public to choose five options – this serves to highlight the difficult decisions the authority has to make whilst gaining the views from the community of their priorities

5.5 There have been a number of outreach engagement sessions with communities across public venues including Newport Central Library and Newport City Council Information station. Officers have attended these venues and using an engagement tool have captured the views of residents to gain an understanding of how the public perceives the Council and how the authority uses its budget. Primarily feedback has focused on livability issues including community safety, recycling and lighting.

5.6 Officers have also attended an Information day at Newport Centre where approximately 600 members of the public attended and using the engagement tool have gained feedback from older citizens who may not have access to online and digital communications.

5.7 In the pre-budget phase, before proposals have been released, through a combination of engagement sessions and surveys there have been over 140 respondents.

5.8 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 four budget cycles, we received more than 15,000 responses from the public with over 4,000 in the last financial year.

- 5.9 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.
- 5.10 A second budget report will be presented to Cabinet on 12 February 2020. This will ask Cabinet to agree its final proposals for the 2020/21 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 grant settlement from Welsh Government
 - any updates from Welsh Government about future grant settlements
 - any emerging details on specific grants, which have financial implications.
- 5.11 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 27 February for approval and adoption.
- 5.12 Below is this year's timetable for consulting on and approving the 2020/21 budget:

Table 7: Budget consultation timetable 2020/21

Cabinet agrees budget proposals as a basis for consultation	20 December 2019
Consultation period	20 December 2019 to 31 January 2020
Cabinet considers feedback from consultation and agrees final budget proposals for recommendation to Council	12 February 2020
Council approves the 2020/21 budget and council tax level	27 February 2020

6 Risk, financial resilience and performance

- 6.1 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, identifies how they are dealt with currently, and issues which need to be considered in setting out the council's 2020/21 budget and medium term projections.

Risk

- 6.2 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.
- 6.3 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.

At this point, the Council's finances and reserves provide the financial capacity to deal with the current risks identified.

- 6.4 There are a number of risks that while acknowledged are not currently included within the MTFP. These include the current schools deficit position as discussed in para 3.11, current service area overspending over and above provision already made within the MTFP and a number of accounting provisions required to deal with our regeneration activities regarding loans to developers. The result of the settlement will determine the level at which these risks can be covered. The Council also holds a number of risk reserves and budgeted contingency to cover this risk.

Financial Resilience

- 6.5 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 with the vast majority earmarked for specific purposes and already committed. 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. The decline in school reserves over the last few years is a significant concern and current projections of £3.1m overspending would see reserve balances fall to zero at the end of this financial year. This has the potential to significantly impact on the financial resilience of the overall council unless schools manage within approved budgets. This will need to be considered between this meeting and the February 2020 meeting when the budget is finalised.
- The council has identified and continues to monitor budget reductions of £6.6 million in 2019/20. This is alongside delivering outturn within budget over recent years, despite the delivery of £41m savings over the last 5 years. This needs to be viewed within the context of continued significant demand which are faced by service areas namely children's and adults social care and schools, which have been highlighted throughout the year as part of the budget monitoring process.
- Although the 2019/20 forecast overspending across service areas is significant this has been offset by one off underspending/ better income in non-service budget areas and the use of the general contingency budget. This position is not sustainable in the longer term and is a risk though significant investment in services proposed for 2020/21 should reduce overspending if demand can be managed.
- In light of the continuing financial pressures and demands placed on the Council further savings of at least, £22m need to be found by 2023 based on current assumptions. A strategic longer-term approach is recognised as being needed to deal with this given savings found to date over the last 5 years and more.

- 6.6 Overall, whilst there are some underlying issues and challenges, 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.

7 Report review and statutory comments

7.1 Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Planning parameters	M	M	1 Use of contingency, where required	Head of Finance

around inflation are incorrect			2 Use of reserves, where appropriate	SLT
Planning parameters around Welsh Government revenue grant are incorrect over medium term	H	M	1. Use of contingency, where required 2. Keep the assumptions under constant review 3. Use of conservative assumptions	Head of Finance
Increasing budget pressures over medium term	M	M	1. Manage demand, where possible 2. Keep MTFP under constant review 3. SLT review of all budget pressures within MTFP	SLT

* Taking account of proposed mitigation measures

7.2 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.

7.3 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.

7.4 Preferred Option and Why

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

7.5 Comments of Chief Financial Officer

All the financial issues are contained within the main body of the report.

The delay in the notification of the Councils grant settlement does mean we are producing the budget proposals contained in this report with a high level of uncertainty. The sensitivity analysis shown in the report highlights how significant changes in RSG funding can be. Cabinet will therefore need to consider the draft settlement before their final budget-setting meeting in February 2020 and make changes, as necessary.

A key issue will be the development of a strategic and longer-term approach to changing services to ensure sustainability, including Council Tax levels. This will require a stable and solid 'financial platform' to work from and in that respect, the 2020/21 budget is key and should aim to provide that. A key part of that is

- to ensure the budget minimises / does not rely on reserve funding and whilst the draft budget does do that, every opportunity to prioritise this in any update following the draft settlement is recommended.
- that Cabinet take a longer-term strategic view if the settlement is better than current planning assumptions and take the opportunity to deliver sustainable services as well as key priorities.

7.6 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 and council tax rate set out in the Report in order to deliver a balanced budget for 20/21 and as the basis for public consultation, where the relevant business cases will have an impact

on service delivery and are not operational matters delegated to Heads of Service. Cabinet will then take the final decisions on those business cases in the light of the responses to the public consultation, prior to making a recommendation to Council regarding the budget for 20/21. 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 fairness and equality impact assessments to ensure that the Council has regard to its public sector equality duties under the Equality Act and is acting fairly in terms of the impact of the proposed changes on service delivery. In addition, where specific proposals require more focussed consultation with staff and key stakeholders, this will be carried out prior to the implementation of any proposed changes. The setting of the overall base budget and council tax rate for 20/21 is a matter for full Council as these are non-executive reserved matters under the Constitution.

7.7 Comments of Head of People and Business Change

The report outlines the proposals for Cabinet consideration in order to set a balanced budget for 2020/21 with consideration to the medium term financial plan.

Proposals that have an impact on staff will be subject to the required consultation, and consultation with trade unions. 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 process 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 the 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 at 4pm on 12th December 2019 and continue until 31st January 2020. Alongside the traditional paper based consultation process and on-line questionnaires, a bus Wi-Fi survey will be used extensively and there will be face-to-face consultation activity during this period. As previous, the Fairness Commission will be asked to provide a consultation response.

7.8 Comments of Cabinet Member

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

7.9 Scrutiny Committees

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

7.10 Equalities Impact Assessment and the Equalities Act 2010

This is referenced in paragraph 4.5 of the report.

7.11 Children and Families (Wales) Measure

All proposals will be consulted on widely, as required.

7.12 Wellbeing of Future Generations (Wales) Act 2015

The Act is referenced in the report.

7.13 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:

Mae'r dudalen hon yn wag yn

APPENDIX 1 – Budget Investments

New Budget Investments

Service Group	Activity Short Code	Activity Description	Category	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
PEOPLE							
Children & Young People Services	SOC33	Independent Fostering Agency Placements	Demand - Social Care	Independent Fostering Agency Placements - The 19/20 budget can only afford 50 placements. Current forecasts suggest a trend rising to 66 by March 2020. HoS requesting budget to be maintained for 60 placements, which is a conservative estimate and requires on-going monitoring and management.	382	0	0
Children & Young People Services	SOC31	Out of area residential placements	Demand - Social Care	Out of Area Placements - The 2019/20 budget can afford 19 placements. There are 29 placements as at July 19 reducing to 24 by year end. HoS decision to maintain budget at 20 which is a conservative estimate. Therefore an increase in budget provision for and extra 1 placement @ £3500 p/w is requested. If £1.3m grant from WG is non-recurring funding of £1.482m will be needed to maintain budget for 20.	182	0	0
Children & Young People Services	SOC28	Child Protection	Other	Legal Fees - Social care legal fees budget overspent by £495k in 2018/19 and the July 2019 year end forecast assumes the same give the numbers of looked after children within the city. The pressure being requested is £50k less than current forecasts as efficiencies are being discussed between the Head of Legal and Head of Children Services.	445	0	0
Education	EDU23	Joint Services	Demand - Other	SENCOM - reduce the saving target by £100,000	100	0	0
Education (Schools)	EDU1	Schools	Demand - New Schools	Ysgol Bryn Derw Expansion - Expand the provision of YBD to 68 places from September 2019. MTFP pressure based on AWPU costs only. 2019/20 funding has been found within existing ISB budget.	108	0	0
Education (Schools)	EDU1	Schools	Demand - New Schools	Expansion of Nursery provision within maintained schools: Expanding nursery provision in St Michaels, Marshfield and Pentrepoeth Primary Schools from September 2020 from 16 FTE to 20 FTE.	99	71	0
Education (Schools)	EDU1	Schools	Demand - New Schools	Expansion of Tredegar Park Primary - increase admissions to 75 from 60 on a year by year basis starting with reception from September 2021	0	25	61

APPENDIX 1 – Budget Investments

Service Group	Activity Short Code	Activity Description	Category	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
PLACE							
RIH	RIH17	Planning Pol & Imp	Other	Strategic Delivery Plan - Climate Change Response (CCR) Regional Cabinet agreement to support the delivery of a SDP which covers the CCR planning authority areas. This will take 5 years to complete from 2020. The preparation of the SDP is additional to the continued work on the Local Development Plan	55	0	0
City Services	STR11	Sustainable waste	Other	Reduction in Sustainable Waste Management Grant - Further reductions to the grant expected although it is not yet clear to what extent	51	0	0
City Services	STR18	Home to School Transport	Other	Home to School transport - new schools transport requirement	65	0	0
City Services	STR2	Cemeteries	Other	Cemeteries Income - Decline in those choosing to be buried, income shortfall estimated between £101K and £161K	100	0	0
City Services	STR13	HWRC	Other	HWRC Site - Decision by Monmouthshire and Caerphilly council to prohibit Newport residents from there sites, meaning those on the outskirts of Newport now use docks way	70	0	0
NEW BUDGET INVESTMENTS TOTAL					1,657	96	61

APPENDIX 1 – Budget Investments

Agreed/ Revised Investments

Service Group	Activity Short Code	Activity Description	Category	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
PEOPLE							
Adult & Community Services	SOC10.1-10.3	Community Care Packages	Demand - Social Care	Demand on Adult Community Care budgets - Whilst it is impossible to predict how the whole of the community care cohort might change throughout the year it is known with certainty new learning disability (LD) children turning 18 and LD clients who were previously looked after by relatives but now are unable to look after them. This is the value of those packages expected to impact on future year budgets.	1,477	286	460
Children & Young People Services	SOC32	In house fostering	Demand - Social Care	In-House Fostering Service - The 2019/20 budget can accommodate 185 in-house foster placements (average over the last 5 years). The 2020/21 pressure is to reflect the higher number of placements and will allow the budget to afford 210.	205	0	0
Education	EDU6	SEN Recoup OOC	Demand - Other	SEN Out of County pupil demand - the 19/20 budget for OOC can accommodate 131 placements at the average cost of £35,000. Current modelling suggests an increasing trend in statmented pupils, rising from a forecast position of 811 pupils in 2019/20 to 820 in 2020/21 and an additional increase of 12 pupils per year thereafter and a conversion rate of 75% moving into OOC placements. This will be monitored on a regular basis with the SEN team.	239	319	319
Education	EDU14	Breakfast clubs	Demand - Other	Breakfast Clubs - The number of breakfast clubs is increasing, it is anticipated that in September 2021 all primary schools will offer breakfast club provision.	20	35	15
Education (Schools)	EDU1	Schools	Demand - New Schools	Secondary School Transitions - Net increase for 2020/21 financial year and beyond adjusted for the pupil increases for Welsh Medium secondary within Ysgol Gyfun Gwent Is Coed separately. Position based on 2019/20 funding for English Medium secondary places and forecast demand for places in line with POSP. This amounts to 350 pupil increase from January 2020 to 2021, then 293, 336 and 174 to January 2024 (this is the total pupil increase and includes WM pupils which are netted from the calculated AWPU sum)	611	906	947

APPENDIX 1 – Budget Investments

Service Group	Activity Short Code	Activity Description	Category	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
PEOPLE							
Education (Schools)	EDU1	Schools	Demand - New Schools	Ysgol Gyfun Gwent Is Coed: This is the new Welsh Medium Secondary School, which was established from September 2016 as a seedling school with a capacity of 750. The school will continue to grow beyond the current MTFP cycle. The school is a seedling school and expanding by 1 year group per academic year, the school will have year 7 - 11 pupils in September 2020, growing to accommodate post 16 pupils in the following 2 years. The costs built into the MTRP based on the AWPU at 2019/20 rates and do not account for potential changes in rates to the AWPU or inflationary costs.	542	36	117
Education (Schools)	EDU1	Schools	Demand - New Schools	New Jubilee Park Primary School: This school has been established on the housing development of the former Alcan Site, and was built by the developer as part of S106 agreements. The school is a 1.5 FE school, with a nursery and LRB unit on site. The school opened in September 2017 as a growing school with a small number of pupils in each year group with the intention of these growing each year. The school pressure identified is based on the school reaching capacity from September 2020, with 45 pupils in yr R-6 and nursery at 24 FTE and a 10 place LRB unit based on AWPU only.	128	0	0
Education (Schools)	EDU1	Schools	Demand - New Schools	New Llanwern (Village) Primary Schools - This school will be established on the housing development at Llanwern Village, and is being as part of S106 agreements. The school will be a 1.5 FE school, with a nursery and 10 place LRB unit on site. The MTRP assumes that the school will open in September 2023 as a growing school with a small number of pupils in each year group with the intention of these growing each year.	0	0	0
Education (Schools)	EDU1	Schools	Demand - New Schools	New West Glan Llyn Primary School: This school will be established on the housing development at St Modwens, and is being built by the developer as part of S106 agreements. The school will be a 2 FE school, with a nursery and 20 place LRB unit on site. The school will open in September 2019 as a growing school with a small number of pupils in every year group with the intention of these growing each year.	365	253	193

APPENDIX 1 – Budget Investments

Service Group	Activity Short Code	Activity Description	Category	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
PEOPLE							
Education (Schools)	EDU1	Schools	Demand - New Schools	New Primary School - Whiteheads: This school will be established on the housing development at the Whiteheads site, and is being built by the developer as part of S106 agreements. The school will allow for the move and expansion of Pillgwenly Primary school to expand from 2FE to 3FE. The MTFP assumes that the school will expand from January 2023.	0	0	64
Education (Schools)	EDU1	Schools	Demand - New Schools	Welsh medium primary school: The school will be a 2FE, with a nursery on site. The MTRP assumes that the school will open in September 2021 as a seedling school. The school will open with a nursery and reception classes in the first years with a year group being added every year until it reaches capacity. The capacity is 444. A further 10 place LRB unit will open in the school in September 2023 and is anticipated to be full upon opening.	0	246	212
Education (Schools)	EDU1	Schools	Other	Teachers pension increase - From September 2019 - Marcg 2021 employers pension rates for teachers will increase from 16.48% to 23.68%. This will be a significant cost to the authority for the 2020/21 budget (£3.8m). It is currently assumed that this will be externally funded.	tbc	tbc	0
PLACE							
RIH	RIH9	Centralised Properties	Pricing	Norse joint venture (JV) - pension deficit. Greater Gwent (Torfaen) highlighted an annual shortfall of pension contribution as well as a deficit payment. These figures remain consistent with the 2016 tri-annual pension review. The outcome of the 2019 review will be known at the end of 2019.	5	5	5
RIH	RIH9	Centralised Properties	Pricing	Norse JV - Increased contract payment as a result of assumed 2% each year from 20/21.	122	154	186
RIH	RIH30	Transporter Bridge	Investment	Corporate Plan Promise - Discovery Centre - A Heritage discovery centre and tourist trail in the city will be launched. Likely to be established beyond 20/21	0	tbc	tbc

APPENDIX 1 – Budget Investments

Tudalen 32

Service Group	Activity Short Code	Activity Description	Category	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
City Services	STR9	Leisure Trust	Pricing	Newport Live - Greater Gwent (Torfaen) highlighted an annual shortfall of pension contribution as well as a deficit payment as part of the 2016 review. These figures remain consistent with the 2016 tri-annual pension review. The outcome of the 2019 review will be known at the end of 2019.	0	2	2
City Services	STR9	Leisure Trust	Pricing	Newport Live - contract fee increases as a result of National Minimum Wage. Newport Live bear the costs of inflationary pay increases therefore no pay award pressure	0	19	18
City Services	STR11	Sustainable waste	Investment	Corporate Plan promise - New Household Waste Recycling Centre (HWRC) - The opening of a second HWRC supports the corporate plan and the waste strategy. Investment required to meet the promises set out in the Corporate Plan	0	349	0
CORPORATE							
People & Business Change	PBC12	Shared Res Serv	Pricing	Shared Resource Service (SRS) - Increased contract payment as a result of assumed 2% pay award in 19/20. Subsequent years assumes 1% pay award as per NJC staff. Pension deficit costs is also included.	51	53	55
People & Business Change	PBC10	Digital	Investment	Corporate Plan Promise - Delivery of digital aspirations - improvement of the IT infrastructure and other digital services. Investment required to meet the promises set out in the Corporate Plan	220	500	0
NON-SERVICE							
Non-Service	n/a	n/a	Investment	Corporate Plan Promise - Capital Programme - To fund the capital financing costs of the current (in principle) capital programme. Investment required to meet the promises set out in the Corporate Plan	568	351	101
Non-Service	n/a	n/a	Other	Interest payable - future pressures due to increasing capital expenditure and reduced capacity to use our own cash reserves to fund this.	87	155	122

APPENDIX 1 – Budget Investments

Service Group	Activity Short Code	Activity Description	Category	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
NON-SERVICE							
Council Wide	n/a	n/a	Other	Universal Credit - Impact of universal credit across the whole council	tbc	0	0
Non-Service	n/a	n/a	Pricing	Pension Deficit - Estimated 1% pa increase from 2020/21 following valuation of the public service pension schemes. This assumes that employer contributions will increase to 24.2% by 2022/23 however the outcome of the 2019 triennial pension valuation will be confirmed by the Greater Gwent Pension Scheme at the end of this calendar year.	0	0	753
AGREED/ REVISED BUDGET INVESTMENTS TOTAL					4,640	3,669	3,569
BUDGET INVESTMENT TOTAL					6,297	3,765	3,630

Pressures Summarised:

Pressures by Type	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
New budget pressures	1,657	96	61
Previously agreed budget pressures	4,640	3,669	3,569
New and previously agreed pressures	6,297	3,765	3,630
Inflationary pressures (Inc increments)	6,729	6,105	5,951
TOTAL BUDGET PRESSURES	13,026	9,870	9,581

Mae'r dudalen hon yn wag yn

APPENDIX 2 – New Budget Savings for Consultation

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
PEOPLE							
Adult and Community Services	SOC4	Day Opportunities	AS2021/04	Reduction in Day Opportunities Budget	100	0	0
Adult and Community Services	SOC10 & SOC17	Community care packages & telecare contract	AS2021/05	Telecare Service	150	0	0
Adult and Community Services	SOC16	Adult Service Contracts	AS2021/07	Reduction in Funding Awarded to Third Party Organisations	100	0	0
Adult and Community Services	Various	Service Wide	AS2021/08	Staffing Review	297	0	0
Children and Family Services	SOC26	Integrated Family Support	CFS2021/02	Family Support Services - Barnardos Partnership	75	0	0
Children and Family Services	SOC40 & SOC39	Child Safeguard/ Youth Offending Service	CFS2021/05	Staffing across Children's Services	543	0	0
Children and Family Services	Various	Service Wide	CFS2021/06	Reduction of Posts Across Childrens Services	50	0	0
Education	EDU10	Education welfare service	EDU2021/01	Education Welfare Service Savings Proposals	66	0	0

Tudalen 35

APPENDIX 2 – New Budget Savings for Consultation

Tudalen 36

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
PEOPLE							
Education	EDU5	SEN Team	EDU2021/02	The Reduction of the Inclusion Enrichment Team	43	0	0
Education	EDU23	Joint Services	EDU2021/03	Gwent Music Service Reduction in Hardship Funding	14	0	0
Education	Various	Various	EDU2021/04	Improved Budget Efficiency within Education Services	62	0	0
PLACE							
City Services	Potentially all codes	Potentially all codes	CS2021/01	Increase in Fees	48	0	0
City Services	STR28	Home to School Transport	CS2021/06	Termination of Home to College Transport provision and Removal of Post 16 Travel Grants to Mainstream Schools and Colleges	45	110	22
City Services	STR13	HWRC	CS2021/08	Increased Recycling - Bag Sorting at Household Waste Recycling Centre	57	0	0
City Services	STR20	Off Street Parking	CS2021/13	Car Parking - Faulkner Road and Civic Centre	41	0	0
CORPORATE							
People and Business Change	PBC10	Digital	PBC2021/03	Digital Savings - Public Building Wi-Fi - "Community Cloud"	95	15	0
Law & Regulation	LAW6 / LAW10 / LAW11	Legal / Environmental Health / Trading Standards	LR2021/04	Reduction in statutory enforcement and prosecution work	153	0	0

APPENDIX 2 – New Budget Savings for Consultation

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
FINANCE AND NON-SERVICE							
Non Service	n/a	n/a	NS2021/01	Council Tax Reduction Scheme	440	280	280
NEW BUDGET SAVINGS FOR CONSULTATION					2,379	405	302
Funding	n/a	n/a	n/a	Increase council tax increase from 4% base assumption by 3.95% to 7.95%	2,094	0	0

Mae'r dudalen hon yn wag yn

APPENDIX 3 – New Budget Savings Implemented Under Delegated Authority

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
PEOPLE							
Adult and Community Services	SOC10	Community Care Packages	AS2021/01	Reduction in Projected Cost of Accommodation Based Care and Support Services for People with Learning Disabilities	279	0	0
Adult and Community Services	SOC7 & SOC13	Integrated Occupational Therapy & Adults Management	AS2021/02	Reduction in Head of Service Budgets	98	0	0
Adult and Community Services	PBC9	Training Unit	AS2021/03	Reduction in Social Services Training Budget	20	0	0
Adult and Community Services	SOC16	Adult Services Contracts	AS2021/06	Supporting People Contribution to Mental Health Services	50	0	0
Children and Family Services	SOC23	Child Safeguard + Missing Children	CFS2021/01	End the Contribution to the Funding of the Regional Breaking the Cycle Service	98	0	0
Children and Family Services	SOC28	Child Protection	CFS2021/03	Reduction in Legal Costs	0	20	150
Children and Family Services	Various	Service Wide	CFS2021/04	Various Savings Across Children's Services	81	0	0
PLACE							
City Services	Potentially all codes	Potentially all codes	CS2021/02	Training Within Industry (TWI) Programme	50	100	100
City Services	STR11	Recycling	CS2021/03	Composting site expansion	21	20	0

APPENDIX 3 – New Budget Savings Implemented Under Delegated Authority

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
PLACE							
City Services	STR20	Off Street Parking	CS2021/04	Park Square Car Park Light Emitting Diode (LED) Programme	8	0	0
City Services	STR26	Customer Services	CS2021/05	Decentralisation Phase 3	55	0	0
City Services	STR9	Leisure Trust	CS2021/07	Newport Live Profit Share	75	0	0
City Services	STR17	Grounds Maint	CS2021/09	Reduction in Number of Grass Cuts at Council Properties Across the Authority	7	0	0
City Services	STR1	Env Serv	CS2021/10	Countryside and Conservation Restructure	25	0	0
City Services	Various	Various	CS2021/11	My Newport Development	25	70	0
City Services	STR12	Refuse Collection	CS2021/12	Voluntary Redundancy - Trade Officer	25	0	0
Regeneration, Investment and Housing	RIH11	Building control	RIH2021/01	Increase in Income Generation (Building Control & Regeneration)	44	56	0

Tudalen 40

APPENDIX 3 – New Budget Savings Implemented Under Delegated Authority

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
PLACE							
Regeneration, Investment and Housing	RIH9	Centralised properties	RIH2021/02	Increased Revenue from Newport Norse profit share	30	30	30
Regeneration, Investment and Housing	RIH28	Tredegar House + Grounds	RIH2021/03	Tredegar House Funding	150	0	0
CORPORATE							
Finance	FIN1	Accountancy	FIN2021/01	Rationalise Accountancy Support to Corporate Services	30	0	0
Finance	FIN4	Strategic Procurement	FIN2021/02	Increase income through additional collaborative contract work	5	5	0
Finance	FIN4	Strategic Procurement	FIN2021/03	Increase Income Through pCard Programme	8	3	3
Finance	FIN4	Strategic Procurement	FIN2021/04	Reduction in One Full Time Equivalent (fte) within eProcurement Team within Strategic Procurement	27	0	0
Finance	FIN4	Strategic Procurement	FIN2021/05	Review the Full P2P Cycle within Strategic Procurement and Payments	20	0	0
People and Business Change	PBC12	Shared Resource Service	PBC2021/01	Digital Savings - Retained IT Contracts	75	0	0

APPENDIX 3 – New Budget Savings Implemented Under Delegated Authority

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
CORPORATE							
People and Business Change	PBC13	Document Services	PBC2021/02	Digital Savings - Document Services Courier	25	0	0
People and Business Change	PBC14	Spatial Data	PBC2021/04	Newport Intelligence Hub - Finalise centralisation of Resources and Restructure	15	15	0
People and Business Change	PBC6	Partnership	PBC2021/05	Welsh Language - Review of Translation Services	20	0	0
People and Business Change	PBC3	Business Chg Improv	PBC2021/06	Innovation and Transformation Offering - reduction in programme management capacity	114	0	0
Law & Regulation	LAW1	Comms & Marketing	LR2021/01	Reduction in discretionary events, publicity and tourism budgets	35	0	0
Law & Regulation	LAW2	Registrars	LR2021/02	Registration Service - Increased Fees and Charges Income	20	0	0
Law & Regulation	LAW3/ LAW1	Democratic Services/ Comms & Marketing	LR2021/03	Management Restructure within Democratic Services and Communications	103	0	0

Tudalen 42

APPENDIX 3 – New Budget Savings Implemented Under Delegated Authority

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)
FINANCE AND NON-SERVICE							
Non Service	n/a	n/a	NS2021/02	Challenge the Council's Risk Appetite for Investments, and Undertake Larger Long-Term Investments (£10m) in Riskier Instruments	200	0	0
Non Service	n/a	n/a	NS2021/03	Discontinued Operations Pension Contributions	50	0	0
Non Service	n/a	n/a	NS2021/04	Review Capital Programme and Financing	915	0	0
NEW BUDGET SAVINGS TOTAL - DELEGATED AUTHORITY					2,803	319	283

Tudalen 43

Business cases for the above delegated savings can be found on the following link:

<http://www.newport.gov.uk/en/Council-Democracy/About-the-council/Budget-business-cases-head-of-service-decision.aspx>

Mae'r dudalen hon yn wag yn

APPENDIX 4 – Budget Savings Previously Approved

Cabinet

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)	Staff Impact
CORPORATE								
People and Business Change	PBC6	Partnership	PBC1920/02	Reduction in Voluntary Sector Grants	19	27	0	0.0
PREVIOUSLY AGREED SAVING - Cabinet					19	27	0	0.0

Cabinet Member

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)	Staff Impact
PLACE								
City Services	STR2	Cemeteries	CS1920/01	Gwent Crematorium Fee Increase	34	0	0	0.0
PREVIOUSLY AGREED SAVING - Cabinet Member					34	0	0	0

Head of Service

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)	Staff Impact
PEOPLE								
Adult and Community Services	SOC13	Adults Management Account	AS171802	Adults management account	20	0	0	0.0
Children and Family Services	SOC33	In House Fostering	CFS181910	Fostering Fees Budget reduction - Career and Specialist Carer payments ceased from 1st July 2019 and the number of external fostering assessments reduced	26	0	0	0.0
Children and Family Services	SOC26	Integrated Family Support Team	CFS1920/05	Integrated Family Support Team - deletion of a vacant post	26	0	0	0.0
Education	EDU23	Joint Services	EDU1920/03	Reduction in core funding to EAS of 2% for the financial year 2019/20	12	8	0	0.0
PLACE								
Regeneration, Investment and Housing	RIH18-21 & RIH25	Various	RIH1920/04	Implementation of Neighbourhood Hubs	387	0	0	-5.0
CORPORATE								
People and Business Change	PBC6	Partnership	PBC1920/05	Reduction in Planned Welsh Language Translation Annual Spend	30	0	0	0.0
PREVIOUSLY AGREED SAVING - Delegated Head of Service					501	8	0	-5.0

APPENDIX 4 – Budget Savings Previously Approved

Savings Decision Type	20/21 (£'000)	21/22 (£'000)	22/23 (£'000)	Staff Impact FTE
Previously Agreed Cabinet Savings	19	27	0	0.0
Previously Agreed Cabinet Member Savings	34	0	0	0.0
Previously Agreed Delegated Head of Service Savings	501	8	0	-5.0
PREVIOUSLY AGREED BUDGET SAVINGS	554	35	0	-5.0

Appendix 5 – Budget Savings for Consultation - Proposals

Proposal Number	Unique ID	Service Area	Proposal Title
1	AS2021/04	Adult and Community Services	Reduction in Day Opportunities Budget
2	AS2021/05	Adult and Community Services	Telecare Service
3	AS2021/07	Adult and Community Services	Reduction in Funding Awarded to Third Party Organisations
4	AS2021/08	Adult and Community Service	Staffing Review
5	CFS2021/02	Children and Family Services	Family Support Services – Barnardos Partnership
6	CFS2021/05	Children and Family Services	Staffing across Children’s Services
7	CFS2021/06	Children and Family Services	Reduction of Posts across Children’s Services
8	EDU2021/01	Education	Education Welfare Service Savings Proposals
9	EDU2021/02	Education	The Reduction of the Inclusion Enrichment Team
10	EDU2021/03	Education	Gwent Music Service Reduction in Hardship Funding
11	EDU2021/04	Education	Improved Budget Efficiency within Education Services
12	CS2021/01	City Services	Increase in Fees
13	CS2021/06	City Services	Termination of Home to College Transport Provision and Removal of Post 16 Travel Grants to Mainstream Schools and Colleges
14	CS2021/08	City Services	Increased Recycling – Bag Sorting at Household Waste Recycling Centre
15	CS2021/13	City Services	Tudalen 47 Car Parking – Faulkner Road and Civic Centre

Appendix 5 – Budget Savings for Consultation - Proposals

16	PBC2021/03	People and Business Change	Digital Savings – Public Building Wi-Fi – “Community Cloud”
17	LR2021/04	Law and Regulation	Reduction in Statutory Enforcement and Prosecution Work
18	NS2021/01	Non Service	Council Tax Reduction Scheme
19	n/a	Non Service	Council Tax Increase

MTRP Budget Proposal – 2020/21 to 2022/23

Service Area	Adult and Community Services		
Proposal Title	Reduction in Day Opportunities Budget		
Summary Description, Delivery Arrangements and Timescales	<p>To reduce the Day Opportunities budget in 2020/21 by £100k.</p> <p>The total budget for the Day Opportunities service for 2019/20 is £1,276,221. There has been a consistent projection of £100k underspend which is because the number of people now attending the Day Opportunities service is below capacity and the level of staffing required has been adjusted.</p>		
Decision Point (Please tick appropriate box)	Head of Service	<input checked="" type="checkbox"/>	Cabinet

Public Consultation Required (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
---	------------	-------------------------------------	-----------	--------------------------

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	100		
One-Off Implementation Costs (£000's)			
	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total			

Impact on FTE Count	No impact on FTE count
----------------------------	------------------------

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
--	------------	--------------------------	-----------	-------------------------------------

MTRP Budget Proposal – 2020/21 to 2022/23

PART TWO

Options Considered
Option one: to reduce the budget by £100k Option two: to maintain the budget at 2019/20 levels
Recommended Option
Option one is recommended. Reducing the budget by £100k is achievable without impacting on current service levels.
Specific Links with Wellbeing of Future Generations (WFG) Act
This proposal should not impact negatively on the Council's ability to deliver the WFG Act, Corporate Plan objectives or legislative requirements of the Social Services and Wellbeing Act or Regulation and Inspection of Social Care Act. It is a saving to the budget that will not impact on our ability to deliver training and development opportunities for our staff and collaboration with wider service providers in the City.
Fairness and Equality Impact Assessment

Tudalen 50

For internal use:

<i>Unique reference number</i>	AS2021/04
<i>Activity Code</i>	SOC4

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 51

Service Area	Adult and Community Services		
Proposal Title	Telecare Service		
Summary Description, Delivery Arrangements and Timescales	<p>A revamped Telecare service offered by Newport City Council was launched in August 2019.</p> <p>We are using technology to help people live independently for longer in their own home, avoiding hospital admissions and delaying the person moving into a long-term care setting.</p> <p>The service is critical to the delivery of the preventative agenda, which generates financial and resource savings for a wide range of council services and partner agencies.</p> <p>The Community Occupational Therapy team operationally oversees the service as part of a partnership agreement with Monmouthshire County Council and Caerphilly County Borough Council.</p> <p>The savings will be achieved and monitored in the following way:</p> <p>£50k:</p> <ul style="list-style-type: none"> • A reduction in package of care hours over the 12 month period, linked to the provision of telecare • Monitoring of reviews of existing and design of new care packages to ensure telecare is used to prevent the over prescription of care and dependency on statutory services (or that relationship delayed until essential) • The type of equipment issued and reduction of care costs associated with this provision • Residents supported to self-purchase if appropriate and supported by workers to meet outcomes outside of statutory services <p>£100k :</p> <ul style="list-style-type: none"> • Reduce existing telecare budget and divert funding via Integrated Care Fund (ICF) or self-funding if appropriate • Monitoring via service agreement with Newport City Council, Monmouthshire Borough Council and Caerphilly County Borough Council • Reduction of Capital expenditure given the successful bid for regional ICF funding for equipment 		
Decision Point (Please tick appropriate box)	Head of Service	✓	Cabinet

MTRP Budget Proposal – 2020/21 to 2022/23

Public Consultation Required (Please tick appropriate box)	YES	✓	NO	
---	------------	---	-----------	--

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	150		
One-Off Implementation Costs (£000's)			
	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total			

Impact on FTE Count	No impact on FTE count
----------------------------	------------------------

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES		NO	✓
--	------------	--	-----------	---

Tudalen 52

MTRP Budget Proposal – 2020/21 to 2022/23

PART TWO

Options Considered
<p>The use of technology in the reablement care setting to promote and establish the benefits of telecare before offer of package of care is given – this will prevent need for long term care packages or the frequency / duration of visits</p> <p>Telecare to be integral of the review of current packages of care and consideration to Direct Payments to fund the equipment or private purchase – this will release reduce care plans and increase independence / decrease the number and duration of care visits required</p> <p>Full review of existing budget currently being paid to current service provider for equipment and service provision</p> <p>ICF funding has been secured for a technology coach (a person whose remit it is to work with Newport residents around digital inclusion and promote the use of technology to enhance daily life e.g. use of Alexa devices etc) to realise the aims, maximise the progress and impact of the telecare offer and service</p> <p>Putting the Telecare offer front and centre of the preventative offer before the offer of structured care and support being commissioned</p> <p>Improving staff promotion of the service as a 1st choice for the appropriate resident</p>
Recommended Option
<p>Telecare provision to be part of the annual review of care packages and installed to decrease care package dependence</p> <ul style="list-style-type: none">• To maximise the use of the telecare coach to ensure multi-disciplinary, multi-agency participation in training, referrals and promotion• Saving by right sizing packages of care following telecare installing and coaching• Direct Payments offer to eligible residents to purchase technology options <p>To undertake a service review of the service current provider to equipment covered by ICF funding – there will be a cost saving of around £50k</p> <p>The installation of technology in Parklands for residents to trial the equipment before returning home and have confidence in the equipment as a preferred option to that of a package of care.</p>
Specific Links with Wellbeing of Future Generations (WFG) Act

MTRP Budget Proposal – 2020/21 to 2022/23

Integration – Run in partnership with Monmouthshire CC and Caerphilly CBC, training workers in memory clinic, Learning Disabilities, Frailty, Hospital staff, District nurses and other NHS agencies to become specialist prescribers in this area

Long Term – Improve the emotional wellbeing for people by reducing loneliness, social isolation, early intervention and community resilience.

Prevention – Part of the preventative agenda and person enablement / continued independence in their own home. To support carers through flexible services. Maximising technology use for health promotion

Collaboration - Run in partnership with Monmouthshire and Caerphilly county council, training is across disciplines within Adult social care and multi-agency with the NHS

Involvement –

Fairness and Equality Impact Assessment

For internal use:

<i>Unique reference number</i>	AS2021/05
<i>Activity Code</i>	SOC10 & SOC17

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 55

Service Area	Adult and Community Services		
Proposal Title	Reduction in Funding Awarded to Third Party Organisations		
Summary Description, Delivery Arrangements and Timescales	To reduce expenditure on grant funding from 1 st April 2020 as follows:		
	Organisation	Budgeted Allocation 19/20	Reduction 20/21
	Growing Space	£63k	£1k
	Hafal	£30k	£30k
	Mind	£109k	£9k
	Deaf Clubs	£8k	£8k
	People First	£12k	£12k
	CAB (contribution SP)	£100k	£20k
	Carers Grant	£40k	£20k
	Total	£362k	£100k
	<p>Growing Space have agreed to reduce their expenditure by £1k as they have successfully secured European funding for the next 3 years that will negate the impact of this reduction</p> <p>Hafal are currently commissioned to deliver Information, Assistance and Advice (IAA) as part of the Aneurin Bevan University Health Board (ABUHB) mental health consortium that is being re-tendered. This element of the service is not included in the new service model.</p> <p>Mind are also part of the ABUHB mental health consortium and Newport City Council (NCC) are negotiating a continuation of service based in Newport City Centre. They will continue to be funded at a level of £100k in 20/21</p> <p>Deaf Clubs are the beneficiaries of historical funding arrangements, whereby NCC have covered the cost of venue hire for their regular social events. The continuation of this funding is unsustainable when critical service provision is facing budget reductions.</p> <p>Newport People First provide advocacy and peer support. The membership consists of a largely long-term group of participants, who have also established a strong network of peer support outside the formal structure provided by the Newport People First Group. Opportunities for structured social activities are also available through My Mates, which is</p>		

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 56

	<p>funded on a Pan Gwent basis. The need for formal advocacy, should it be required, can be met by the Council's existing contract with Dewis.</p> <p>Citizens Advice Bureaux (CAB) – NCC currently pay £100k to CAB as a partner in the Third Sector Consortium. The Consortium is being reviewed but the services provided by CAB are critical to Newport and will continue to be funded. Discussions are being held with the Partnerships team who provide CAB with core funding as a grant. The intention is to combine the funding into one agreement to be overseen by the Commissioning and Contracts Team.</p> <p>Supporting People currently do not fund CAB but their financial inclusion workers regularly refer on their complex cases. Therefore, it is a legitimate use of Supporting People money to offer a contribution and the amount has been set at £20k, which will result in a £20k reduction to the £100k total and therefore a saving.</p> <p>Carers Grant – The £40k budget has not been fully utilised as NCC now has access to dedicated ICF funding for Carers that is administered by the Carers Trust on behalf of the Gwent Authorities.</p>		
Decision Point (Please tick appropriate box)	Head of Service	✓	Cabinet

Public Consultation Required (Please tick appropriate box)	YES	✓	NO	
---	------------	---	-----------	--

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	100		
One-Off Implementation Costs (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total			

Impact on FTE Count	There may be but not in the Local Authority
----------------------------	---

MTRP Budget Proposal – 2020/21 to 2022/23

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	✓	NO	
--	-----	---	----	--

PART TWO

Options Considered
<p>Option 1 - Status quo – savings not achieved</p> <p>Option 2 - To implement savings plan as outlined above</p> <p>Risk mitigation - We will provide sufficient notice and where possible, appropriate support to secure alternative funding.</p>
Recommended Option
Option 2 – To implement savings plan as outlined above
Specific Links with Wellbeing of Future Generations (WFG) Act
<p>Integration –</p> <ul style="list-style-type: none"> • Well Being Objective 3 – To enable people to be healthy independent and resilient • Well Being Objective 4 – To build cohesive and sustainable communities. <p>Long Term –</p> <p>Directing resources more appropriately and equitably within a reducing financial envelope. For example, the allocation of funds to the Deaf Club is not equitable, as other organisations do not enjoy the same level of support for social activities.</p> <p>Prevention –</p> <p>The proposal ensures critical services are protected by sourcing alternative funding streams</p> <p>Collaboration -</p> <p>We continue to work with the organisations to help them secure alternative funding.</p> <p>Involvement –</p>

Tudalen 57

MTRP Budget Proposal – 2020/21 to 2022/23

FEIA process
Fairness and Equality Impact Assessment
Yes

For internal use:

<i>Unique reference number</i>	AS2021/07
<i>Activity Code</i>	SOC16

MTRP Budget Proposal – 2020/21 to 2022/23

Service Area	Adult and Community Services		
Proposal Title	Staffing Review		
Summary Description, Delivery Arrangements and Timescales	<p>To review the staffing resources across Adult Services and in particular the interface between Frailty and the Hospital Team, First Contact and the Neighbourhood Care Networks (NCN) to improve communication and management of these services.</p> <p>This will be done in the context of the Home First project which is part of the transformation across health and social care in Gwent as set out in 'A Healthier Wales' and the opportunities to use this additional resource to streamline current structures. It will also consider the impact of Integrated Care Fund (ICF) and how this contributes to the delivery of our key responsibilities in the Social Services and Well-being (SSWB) Act.</p>		
Decision Point (Please tick appropriate box)	Head of Service	<input checked="" type="checkbox"/>	Cabinet

Public Consultation Required (Please tick appropriate box)	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
---	------------	--------------------------	-----------	-------------------------------------

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	297		
One-Off Implementation Costs (£000's)			
Revenue – Redundancy/Pension	116		
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total	116		

Impact on FTE Count	9 FTE
----------------------------	-------

MTRP Budget Proposal – 2020/21 to 2022/23

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES		NO	✓
--	-----	--	----	---

PART TWO (For completion of proposals which have an impact on front-line services)

Options Considered
<ol style="list-style-type: none"> 1. Do Nothing 2. To consider how to make best use of staffing resources across adult services through the use of the transformation grant and ICF and reduce the number of handoffs between teams and ensure the management structure is in place which supports greater integrated working as described in the Healthier Wales. To ensure the management and staffing structure has the right capacity and skill mix to deliver of the key responsibilities.
Recommended Option
Option 2 which will reduce the streamline the management and staffing structure across Adult Services.
Specific Links with Wellbeing of Future Generations (WFG) Act
<p>Integration - This proposal will support the longer term aim of improving integrated working across health and social care.</p> <p>Long Term – This proposal will put in place a staffing structure, which is sustainable and supports the requirements of the SSWB Act.</p> <p>Prevention – A key focus of Adult Services is to manage demand effectively at First Contact to ensure that no one goes further into the pathway than is necessary and they have their problem addressed at the earliest opportunity.</p> <p>Collaboration – This will involve a partnership approach with Aneurin Bevan University Health Board (ABUHB).</p> <p>Involvement – This proposal will deliver the key objectives as set out in the Transformation bid form the Regional Partnership Board to Welsh Government</p>
Fairness and Equality Impact Assessment
This budget proposal involves an internal review of existing staffing resources carries out by the Head of Service and therefore will not impact on the wider community.

Tudalen 60

MTRP Budget Proposal – 2020/21 to 2022/23

For internal use:

<i>Unique reference number</i>	AS2021/08
<i>Activity Code</i>	Various activity codes

Tudalen 61

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 62

Service Area	Children and Families Services		
Proposal Title	Family Support Services – Barnardo’s Partnership		
Summary Description, Delivery Arrangements and Timescales	<p>There is a long-standing partnership with Barnardos to deliver Family Support Services for children and families at the edge of care.</p> <p>Currently the service is working to deliver a wide range of interventions directly to families who are at risk of greater intervention from Children’s Services. Social workers work with Barnardo’s staff to give families positive ways to manage their family challenges for example substance misuse, domestic violence, parental mental ill health, neglectful parenting and then offer safer family life for their children.</p> <p>The proposal is to reduce the budget by £75k, which will mean a staff reduction for Barnardo’s, a lower capacity to accept referrals and a potential impact on the number of children in care.</p> <p>If the proposed saving is agreed the service will work to prioritise the services offered to consider the lowest level of impact.</p>		
Decision Point (Please tick appropriate box)	Head of Service		Cabinet <input checked="" type="checkbox"/>

Public Consultation Required (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
---	------------	-------------------------------------	-----------	--------------------------

MTRP Budget Proposal – 2020/21 to 2022/23

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	75		
One-Off Implementation Costs (£000's)			
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total			

Impact on FTE Count	No impact on FTE count
----------------------------	------------------------

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
--	------------	-------------------------------------	-----------	--------------------------

Tudalen 63

MTRP Budget Proposal – 2020/21 to 2022/23

PART TWO

Options Considered
The options are a) Agree the proposal and reduce the family support service via Barnardo's by £75k b) Maintain the current level of funding
Recommended Option
Accept Option A and for the saving of £75k to proceed.
Specific Links with Wellbeing of Future Generations (WFG) Act
<p>This proposal reflects a saving in the Children's Services core budget. In terms of the links with the Wellbeing of Future Generations, the link is the contribution the saving makes to ensure the Council as a whole is able to deliver a balanced budget. Officers have looked at the five key ways of working Integration, Long Term, Prevention, Collaboration and Involvement when considering the savings and sought to ensure the proposals have the least negative impact. However, at core these savings are necessary steps towards a balanced budget as opposed to any form of improvement or positive changes to delivery. While officers are cognisant of the principles the proposals are the least damaging options as opposed to desirable steps of change.</p> <p>This proposal is a way of considering where the overall spend within Children's Services lies and the best way to consider the ways of working. All of Children's Services works to the earliest possible intervention and so focusses on prevention. Services are integrated within the Council and more widely regionally and Nationally with other agencies including looking at the use of Transformation and Integrated Care Fund (ICF) grant monies. While the principles have been considered the proposed saving is part of the overall picture rather than a positive step towards working within the principles.</p>
Fairness and Equality Impact Assessment
Yes

Tudalen 64

For internal use:

<i>Unique reference number</i>	CFS2021/02
<i>Activity Code</i>	SOC26

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 65

Service Area	Children and Families Services
Proposal Title	Staffing Across Children’s Services
Summary Description, Delivery Arrangements and Timescales	<p>Across Children’s Services, a series of posts have been identified. These are a mixture of operational management staff, non-case holding staff and identified social worker posts.</p> <p>Reducing the number of posts across Children’s Services will be challenging against a background of rising referral numbers and increasing caseloads. However, these posts have been identified because some mitigation is possible and so the risk to service is minimised.</p> <p>The posts identified are as follows</p> <div data-bbox="734 582 2085 858" style="border: 1px solid black; padding: 5px;"> <p>3 x social worker posts in the Pathway teams – core funding to be replaced with UASC grant funding from the Home Office and WLGA (£150k)</p> <p>The LA receives funding to support Unaccompanied Asylum Seeking Children (UASC). This funding depends on the numbers of UASC. There is a risk that if the number of UASC reduced or there was a change in the grant funding then there would need to see a reduction in posts. However, the past two years has seen increasing numbers and increased funding to better reflect the costs attached to caring for UASC so the risk of this change is low. Thus, this is a shift from core to grant funding without a loss of posts.</p> </div> <div data-bbox="734 863 2085 1139" style="border: 1px solid black; padding: 5px;"> <p>Team Manager Preventions (£62k) Family Support Worker Preventions - VR (£35k)</p> <p>The Preventions team has two deputy team managers. Removing the overall manager post will create pressure on these two posts and will mean the service manager taking a different role in order to pick up some of the existing work. However, the staff involved are able to manage this change.</p> <p>The reduction of a family support worker will mean a reduction in the number of cases managed. However, the service has recently had confirmation of additional grant funding from the Early Action Together programme which will mitigate some of this risk by working with families at an earlier stage</p> </div> <div data-bbox="734 1161 2085 1287" style="border: 1px solid black; padding: 5px;"> <p>Senior Practitioner Mentoring Assessment and Consultancy (MAC) (£54k)</p> <p>This is a post, which has been vacant since August. The previous post holder undertook parenting assessments within the court arena. This work is being picked up by social workers and does create additional pressure</p> </div>

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 66

Tudalen 66	<p>elsewhere. However, a recent reduction in the number of children being removed has reduced the number of assessments. If that is reversed, the deletion of this post will place further pressure on social workers.</p>
	<p>Social worker Disabled Children’s team – (DCT) (£50k)</p> <p>This is a vacancy, which has been held since the summer. There are work pressures within the team but it will be possible to manage those pressures across the team.</p>
	<p>Team Manager Residential Care – VR (£62k)</p> <p>As part of the development of the residential care for children and accommodation for care leavers over the past 12 months, two team managers have been working to oversee the developments. Much of this work has now been completed. With one team manager and the service manager picking up some elements of the management of staff this is a reduction, which can be safely managed.</p>
	<p>0.5 x Coordinator child sexual exploitation – VR (£30k)</p> <p>This post was created in 2014 in order to assist the LA to put in place the structures and processes to work with children at risk of sexual exploitation. This area of work has moved on considerably with far better understanding from all agencies and training for all staff. The loss of this post can therefore be mitigated in the wider field of social workers being able to work in this area.</p>
	<p>Social worker MAPS – VR (£50k)</p> <p>The Matching and Placement Support team originally worked to support children in long-term foster care. Over the past five years, this work has shifted and is now provided from within the Barnardo’s family support team to ensure continuity for children. There is still a need for work with foster carers and this proposal would leave a Consultant Social Worker post to focus on training for carers. The work currently picked up by the social worker would need to be absorbed by social workers and so would create some pressures but this is not a case holding post and so this is a lower order risk.</p>
<p>Youth Justice Officer – VR (£50k)</p> <p>The Youth Justice Service has seen a reduction in workloads over the past three years. There has not been a single custodial sentence in the past ten months. Caseloads are relatively lower than other teams. This post was created when the team was under significant pressure in 2014 and this is no longer the case. The risk is if the</p>	

MTRP Budget Proposal – 2020/21 to 2022/23

	workload again increased this would place considerable pressure on the service and it would be challenging to recruit.			
Decision Point (Please tick appropriate box)	Head of Service	✓	Cabinet	

Public Consultation Required (Please tick appropriate box)	YES	✓	NO	
---	------------	---	-----------	--

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	543		
One-Off Implementation Costs (£000's)			
	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Revenue – Redundancy/Pension	125		
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total	125		
Impact on FTE Count	Reduction of 7.5 FTE		

Tudalen 67

MTRP Budget Proposal – 2020/21 to 2022/23

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	✓	NO	
--	------------	---	-----------	--

PART TWO

Options Considered
The options are a) Agree the proposal and reduce by £543K by deleting the identified posts. b) Maintain the current staffing levels
Recommended Option
The recommendation is a) agree the proposal to secure savings by reduction of the identified staff posts.
Specific Links with Wellbeing of Future Generations (WFG) Act
This proposal reflects a saving in the Children’s Services core budget. In term of the links with the Wellbeing of Future Generations the link is the contribution the saving makes to ensuring the Council as a whole is able to deliver a balanced budget. Officers have looked at the five key ways of working Integration, Long Term, Prevention, Collaboration and Involvement when considering the savings and sought to ensure the proposals have the least negative impact. However, at core these savings are necessary steps towards a balanced budget as opposed to any form of improvement or positive changes to delivery. While officers are cognisant of the principles the proposals are the least damaging options as opposed to desirable steps of change. This proposal is a way of considering where the overall spend within Children’s Services lies and the best way to consider the ways of working. All of Children’s Services works to the earliest possible intervention and so focusses on prevention. Services are integrated within the Council and more widely regionally and Nationally with other agencies including looking at the use of Transformation and ICF grant monies. These posts have been identified as having the lowest impact on overall service delivery.
Fairness and Equality Impact Assessment
Yes

Tudalen 68

For internal use:

<i>Unique reference number</i>	CFS2021/05
<i>Activity Code</i>	SOC40 & SOC39

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 69

Service Area	Children and Families Services		
Proposal Title	Reduction of Posts Across Children’s Services		
Summary Description, Delivery Arrangements and Timescales	<p>Children’s Services expenditure is primarily split across salaries and placement costs. There is then a relatively small area of expenditure on all other areas.</p> <p>Managing placement costs is challenging because of the demands for service, which can be very difficult to control. Placements costs are forecast with historical information and analysis of current placement availability. There is a significant body of work being undertaken in relation to both fostering and residential care to bring down costs and manage those areas of spend as tightly as possible.</p> <p>In order to take steps to avoid compulsory redundancies we would first consider options for voluntary redundancy and reduce posts as they become vacant.</p> <p>If compulsory redundancies were required, the current workloads within Children’s Services would be considered. Savings proposals in other related teams would also be considered. Caseloads are on average now above 20 and in some teams are closer to 35. Reducing staff will increase workloads and increase the risk to service delivery and ability to fulfil statutory functions.</p> <p>Children’s Services currently has 81 (72.5 FTE) social worker posts and 20 (17 FTE) Social Work Assistants. The posts are split across 11 teams with different functions. For example, a fostering social worker is undertaking very different tasks from a child protection social worker but all are brought together to complete the statutory duties required of Children’s Services so the posts are not interchangeable..</p> <p>Deletion of a social worker post results in a saving of £50k while deletion of a social work assistant post results in a saving of £31k.</p>		
Decision Point (Please tick appropriate box)	Head of Service		Cabinet <input checked="" type="checkbox"/>

Public Consultation Required (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
---	------------	-------------------------------------	-----------	--------------------------

MTRP Budget Proposal – 2020/21 to 2022/23

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	50		
One-Off Implementation Costs (£000's)			
2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)	
Revenue – Redundancy/Pension	25		
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total	25		

Impact on FTE Count	1 FTE
----------------------------	-------

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
--	------------	-------------------------------------	-----------	--------------------------

Tudalen 70

MTRP Budget Proposal – 2020/21 to 2022/23

PART TWO (For completion of proposals, which have an impact on front-line services)

Options Considered	
To be completed	
Recommended Option	
To be completed	
Specific Links with Wellbeing of Future Generations (WFG) Act	
<p>This proposal reflects a saving in the Children’s Services core budget. In term of the links with the Wellbeing of Future Generations the link is the contribution the saving makes to ensuring the Council as a whole is able to deliver a balanced budget. Officers have looked at the five key ways of working Integration, Long Term, Prevention, Collaboration and Involvement when considering the savings and sought to ensure the proposals have the least negative impact. However, at core these savings are necessary steps towards a balanced budget as opposed to any form of improvement or positive changes to delivery. While officers are cognisant of the principles the proposals are the least damaging options as opposed to desirable steps of change.</p> <p>This proposal is a way of considering where the overall spend within Children’s Services lies and the best way to consider the ways of working. All of Children’s Services works to the earliest possible intervention and so focusses on prevention. Services are integrated within the Council and more widely regionally and Nationally with other agencies including looking at the use of Transformation and ICF grant monies. While the principles have been considered the proposed saving is part of the overall picture rather than a positive step towards working within the principles.</p>	
Fairness and Equality Impact Assessment	
tbc	

Tudalen 71

For internal use:

<i>Unique reference number</i>	CFS2021/06
<i>Activity Code</i>	Various

MTRP Budget Proposal – 2020/21 to 2022/23

Service Area	Education Services		
Proposal Title	Education Welfare Service Savings Proposals		
Summary Description, Delivery Arrangements and Timescales	The service area has no further non-staff budget savings to consider. As a result, savings can only be acquired from the removal of staff posts. This proposal describes the options for staff saving costs equating to £66k for 2020/21.		
Decision Point (Please tick appropriate box)	Head of Service		Cabinet <input checked="" type="checkbox"/>

Public Consultation Required (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
---	------------	-------------------------------------	-----------	--------------------------

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	66		
One-Off Implementation Costs (£000's)			
	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Revenue – Redundancy/Pension	50		
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total	50		

Impact on FTE Count	Educational Welfare Officer Team: 8.34 FTE potentially reducing to between 7.09 - 6.2 FTE All posts are currently filled with no vacant posts available to be deleted
----------------------------	--

MTRP Budget Proposal – 2020/21 to 2022/23

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	✓	NO	
--	-----	---	----	--

PART TWO

Options Considered
<p>There are no other options available within the Education Welfare Service other than to make savings linked to staff reductions. Without the Education Welfare Service making a significant saving, there will be exacerbated pressure on other central education services. Consideration has been given to posts which will have the least impact overall.</p> <p>Option 1 Deleting 1 x FTE Educational Welfare Officer (EWO) and reducing the working weeks of 8 remaining EWO posts to term time only: This proposal would delete 1 existing EWO post. In addition, it is also proposed to reduce the number of weeks worked by the remaining EWOs so that these only cover the 39 school weeks. The deletion of this post is likely to impact on the local authority's rate of primary and secondary attendance EWOs play a pivotal part in ensuring that the culture of poor attendance is avoided within families. EWOs support schools with attendance issues and attend home visits, providing welfare checks to pupils with poor rates of attendance and those who are home educated. EWOs work with families extends beyond the school day and their support continues during school holiday periods. At present the EWO Team consists of 1 Senior EWO (0.89 FTE) and 8 x EWOs (7.45 FTE). This proposal would reduce the team to 1 Senior EWO (0.89 FTE) and 7 EWOs (6.2 FTE). In light of this budget saving proposal, the Education Welfare Team would continue to work across all schools, but focus on pupils with a higher rate of non-attendance. In addition, no EWO lateral checks, safeguarding visits or support would be available for 13 weeks of the year. This option would result in a cost saving of £30,459.</p> <p>Option 2 Deleting 2 x FTE EWO posts and reducing the working weeks of 7 remaining EWO posts to term time only: This proposal would delete 2 existing EWO posts. In addition, it is also proposed to reduce the number of weeks worked by the remaining EWOs so that these only cover the 39 school weeks. The reduction in number of EWOs combined with a reduction in working weeks will have a significant impact on the local authority's rate of primary and secondary attendance and the increased rate of persistent absence of pupils. All schools would no longer receive individual timetabled support as this would primarily be allocated to pupils in schools with the lowest rates of attendance. Welfare checks on pupils with poor rates of attendance and those who are home educated would also be reduced. This proposal would reduce the team to 1 Senior EWO (0.89 FTE) and 6 EWO's (5.31 FTE) and result in no EWO lateral checks, safeguarding visits or support for 13 weeks of the year. This option would result in a cost saving of £65.771</p>
Recommended Option
<p>In order to make balanced savings and minimise the impact on attendance and safeguarding arrangements, option 2 would be recommended.</p>

Tudalen 73

MTRP Budget Proposal – 2020/21 to 2022/23

Specific Links with Wellbeing of Future Generations (WFG) Act

Integration – This proposal is not supportive of improving educational attainment or supporting pupils disadvantaged by poverty. However, adding additional funding pressure to other service areas also puts council wide services at further risk, particularly those services which are aligned to vulnerable groups.

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

Collaboration - This proposal does not aid greater collaboration. In the case of the removal of EWO's it requires more support and independence from school based staff.

Involvement – All budget proposals will be consulted upon. Key stakeholders linked to this proposal include Chairs of Governors, Head teachers, Trade Unions, parents, pupils, Schools Forum and Newport City Council staff.

Fairness and Equality Impact Assessment

Yes

Tudalen 74

For internal use:

<i>Unique reference number</i>	EDU2021/01
<i>Activity Code</i>	EDU10

MTRP Budget Proposal – 2020/21 to 2022/23

Service Area	Education Services		
Proposal Title	The Reduction of the Inclusion Enrichment Team		
Summary Description, Delivery Arrangements and Timescales	Potential savings within the service area are limited, with no non-staff savings available. This proposal presents the option of reducing the Inclusion Enrichment Team equating to a saving of £43k.		
Decision Point (Please tick appropriate box)	Head of Service	<input checked="" type="checkbox"/>	Cabinet

Public Consultation Required (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
---	------------	-------------------------------------	-----------	--------------------------

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	43		
One-Off Implementation Costs (£000's)			
Revenue – Redundancy/Pension	25 (tbc)		
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total	25		

Impact on FTE Count	The proposal is for 19.61 FTE potentially reducing by 1 FTE or less. All posts are currently filled.
----------------------------	--

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
--	------------	-------------------------------------	-----------	--------------------------

MTRP Budget Proposal – 2020/21 to 2022/23

PART TWO

Options Considered
There are no other options available within Education Services other than to make savings linked to staff reductions. Option 1: Do nothing and maintain the status quo - Retain all the Inclusion Enrichment Team posts, this will ensure the Inclusion Enrichment Team has capacity to carry out statutory duties. Option 2: A reduction in staffing equivalent to £43k, this could range from a reduction of hours or days of several contracts. This is likely to have an impact on the team's capacity to complete their statutory duties. Option 3: Reduce the number of Inclusion Enrichment Team Officer posts equivalent to £43k - this will impact significantly on service delivery.
Recommended Option
The preferred option is option 2: a reduction in staffing equivalent to £43k, this could range from a reduction of hours or days of several contracts. This is likely to have an impact on the team's capacity to complete their statutory duties.
Specific Links with Wellbeing of Future Generations (WFG) Act
Integration – This proposal is not supportive of improving educational attainment or supporting pupils disadvantaged by poverty. However, adding additional funding pressure to other service areas also puts council wide services at further risk, particularly those services which are aligned to vulnerable groups. Long Term & Prevention – The Council must achieve a balanced budget and maintain the best service for its customers. Customers are wider than those in schools alone. This budget proposal prevents a further, disproportionate funding reduction to wider Council services. Collaboration - This proposal does not aid greater collaboration, currently all Officers work with schools, parents, pupils, health and other agencies to support learners with Additional Learning Needs. The ability to collaborate would reduce. Involvement – All budget proposals will be consulted upon. Key stakeholders linked to this proposal include Chairs of Governors, Head teachers, Trade Unions, parents, pupils and Schools Forum and Newport City Council staff.
Fairness and Equality Impact Assessment
Yes

For internal use:

<i>Unique reference number</i>	EDU2021/02
<i>Activity Code</i>	EDU5

MTRP Budget Proposal – 2020/21 to 2022/23

Service Area	Education Services		
Proposal Title	Gwent Music Service reduction in hardship funding.		
Summary Description, Delivery Arrangements and Timescales	Gwent Music Service provide subsidised lessons for pupils who are eligible for free school meals but at a higher cost than other local authorities using the regional service. Reducing the Newport subsidy to the same level as other local authorities would achieve a saving of £14k in 2020/21 while maintaining £9k of subsidy to Newport pupils.		
Decision Point (Please tick appropriate box)	Head of Service		Cabinet <input checked="" type="checkbox"/>

Public Consultation Required (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
---	------------	-------------------------------------	-----------	--------------------------

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	14		
One-Off Implementation Costs (£000's)			
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total			

Impact on FTE Count	No impact on FTE count
----------------------------	------------------------

MTRP Budget Proposal – 2020/21 to 2022/23

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	✓	NO	
--	-----	---	----	--

PART TWO

Options Considered
<p>The Gwent Music Service is jointly funded by Newport, Monmouthshire and Torfaen local authorities.</p> <p>In 2019/20, the local authority made a £23k contribution to the Gwent Music Service to subsidise the cost of music lessons for pupils eligible for free school meals. The contribution Newport makes to Gwent Music Service for subsidising music lessons is greater than that of both Monmouthshire and Torfaen (£9k each). With this in mind, consideration has been given to reducing the amount of funding allocated to subsidise the cost of music lessons for learners who are eligible for free school meals.</p> <p>Option 1 Remove the funding allocated to the Gwent Music Service to subsidise the cost of music lessons for learners who are eligible for free school meals in its entirety. Request that schools fund this support from the Pupil Development Grant (PDG). This would equate to a cost saving of £23k.</p> <p>Option 2 Reduce the funding allocated to the Gwent Music Service to subsidise the cost of music lessons for learners who are eligible for free school meals so that it is in line with that of Monmouthshire and Torfaen. This would equate to a cost saving of £14k</p>
Recommended Option
<p>In order to continue to support pupils who are eligible for free school meals with access to specialist music provision, option 2 would be recommended.</p>
Specific Links with Wellbeing of Future Generations (WFG) Act
<p>Integration –This proposal is not supportive of improving educational attainment or supporting pupils disadvantaged by poverty. However, adding additional funding pressure to other service areas also puts council wide services at further risk, particularly those services which are aligned to vulnerable groups.</p> <p>Long Term & Prevention – The council must achieve a balanced budget and maintain the best service for its customers. Customers are wider than those in schools alone. This budget proposal prevents a further, disproportionate funding reduction to wider council services.</p>

Tudalen 78

MTRP Budget Proposal – 2020/21 to 2022/23

Collaboration - This proposal does not aid greater collaboration. It requires more support from school budgets

Involvement – All budget proposals will be consulted upon. Key stakeholders linked to this proposal include Chairs of Governors, Head teachers, parents, pupils, peripatetic and private music tutors, Schools Forum and Newport City Council staff.

Fairness and Equality Impact Assessment

No

For internal use:

<i>Unique reference number</i>	EDU2021/03
<i>Activity Code</i>	EDU23

MTRP Budget Proposal – 2020/21 to 2022/23

Service Area	Education Services		
Proposal Title	Review Gwent Education Minority Ethnic Services management charge and move the Pupil Referral Unit		
Summary Description, Delivery Arrangements and Timescales	Proposed increase in Newport City Council's management charges to Gwent Education Minority Ethnic Services (GEMS). Transfer the Key Stage 2 Pupil Referral Unit to an alternative and improved location. This budget proposal reduces Education Service spending by £62k in 2020/21.		
Decision Point (Please tick appropriate box)	Head of Service	<input checked="" type="checkbox"/>	Cabinet

Public Consultation Required (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
---	------------	-------------------------------------	-----------	--------------------------

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	62		
One-Off Implementation Costs (£000's)			
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total			

Impact on FTE Count	No impact on FTE count
----------------------------	------------------------

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
--	------------	--------------------------	-----------	-------------------------------------

MTRP Budget Proposal – 2020/21 to 2022/23

PART TWO

Options Considered
<p>Option 1: Education Services can increase Gwent Education Minority Ethnic Service (GEMS) management costs by £30k to an annual cost of £51k. At present GEMS contribute £21k per year towards service costs from a £1.6 million grant. The £51k will pay for HR, payroll, finance and all other corporate support services. Education Services can support the transfer of the Key Stage 2 Pupil Referral Unit to an alternative and improved site. The Key Stage 2 PRU provision is currently at the Gol Centre. If transferred to a school or a community venue, there would be a £32k saving from the Pupil Referral Unit budget.</p> <p>Option 2: GEMS corporate charges to remain at £21k. Key Stage 2 Pupil Referral Unit to remain at the Gol Centre.</p>
Recommended Option
Option 1.
Specific Links with Wellbeing of Future Generations (WFG) Act
<p>Integration – This proposal remains supportive of improving educational attainment and supporting pupils disadvantaged by poverty. The council has to ensure services in receipt of grants (such as GEMS) are corporately supported to ensure the service remains viable, therefore appropriate charges must apply.</p> <p>Long Term & Prevention – The council must achieve a balanced budget and maintain the best service for its customers. The</p> <p>Collaboration – GEMS is a regional service. Extending corporate charges at an appropriate level ensures the regional collaborative service is maintained in a fair and transparent way. The Key Stage 2 Pupil Referral Unit would thrive in either a school-based building, where pupils could integrate ore.</p> <p>Involvement – All budget proposals will be consulted upon. Key stakeholders linked to this proposal include Chairs of Governors, Head teachers, parents, pupils, peripatetic and private music tutors, Schools Forum and Newport City Council staff.</p>
Fairness and Equality Impact Assessment
No, this will not impact on fairness or equality. The level of service or provision will not be detrimental to anyone.

For internal use:

<i>Unique reference number</i>	EDU2021/04
<i>Activity Code</i>	Various

MTRP Budget Proposal – 2020/21 to 2022/23

Service Area	City Services		
Proposal Title	Increase in fees		
Summary Description, Delivery Arrangements and Timescales	<p>Two areas have been identified with the potential to apply additional fees:</p> <ol style="list-style-type: none"> 1. Increase in emergency road closure charge from £250 per event to £800 per event. This is a fee paid by companies when the need arises to close an adopted highway. The increase is in line with a number of other councils and based on current numbers will generate an additional £27k per annum. 2. Introduce a charge for waste receptacles for new build low-rise properties when residents initially occupy. There is already a charge for Houses in Multiple Occupation and this new charge is part of the Housing Supplementary Planning Guidance, but no value had been set. It is proposed to set the charge at £50 for a set of containers. Based on 420 properties a year, this would generate an additional £21k 		
Decision Point (Please tick appropriate box)	Head of Service	<input checked="" type="checkbox"/>	Cabinet

Public Consultation Required (Please tick appropriate box)	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
---	------------	--------------------------	-----------	-------------------------------------

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	48		
One-Off Implementation Costs (£000's)			
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total			

Impact on FTE Count	No impact on FTE count
----------------------------	------------------------

MTRP Budget Proposal – 2020/21 to 2022/23

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES		NO	✓
--	------------	--	-----------	---

For internal use:

<i>Unique reference number</i>	CS2021/01
<i>Activity Code</i>	Potentially all codes

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 84

Service Area	City Services		
Proposal Title	Removal of non-statutory ALN Home to College Transport Provision and Post 16 Travel Grants to Mainstream Schools and Colleges		
Summary Description, Delivery Arrangements and Timescales	<p>Remove the non-statutory provision of Home to College Transport from 1st September 2020 for over 16 Additional Learning Needs (ALN) students who are attending further education establishments.</p> <p>Home to college transport is provided to Additional Learning Needs (ALN) pupils attending Further Education establishments and not continuing in mainstream provision. The current budget does not meet demand and is therefore a budget pressure on the Integrated Transport Unit. The removal of transport would be phased over the next two years so that students currently on two-year courses could complete their courses, but no new applications would be considered for September 2020 onwards. The £113k budget saving would be split £45k in 20/21 and £68k in 21/22.</p> <p>Removal of the payment of travel grants to post 16 pupils attending mainstream schools and colleges (currently £150 per annum)</p> <p>Travel grants are paid on a termly basis to post 16 students attending mainstream schools and further education colleges. This level of payment has remained constant at £50 per term for a number of years. The grant either is paid directly to the student, or if they require a Coleg Gwent bus pass, to the college as a payment towards the provision of this pass. This is a non-statutory provision but is written in the home to school transport policy so any change would need to be published by 1st October for the change to take place in the following September. The £64k budget saving would be split £42k in 21/22 and £22k in 22/23.</p>		
Decision Point (Please tick appropriate box)	Head of Service		Cabinet <input checked="" type="checkbox"/>

Public Consultation Required (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
---	------------	-------------------------------------	-----------	--------------------------

MTRP Budget Proposal – 2020/21 to 2022/23

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	45	110	22
One-Off Implementation Costs (£000's)			
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total			

Impact on FTE Count	No impact on FTE count
----------------------------	------------------------

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	✓	NO	
--	------------	---	-----------	--

Tudalen 85

MTRP Budget Proposal – 2020/21 to 2022/23

PART TWO

Options Considered

Remove the non-statutory provision of Home to College Transport from 1st September 2020 for over 16 Additional Learning Needs (ALN) students who are attending further education establishments:

- Option 1: The complete removal of post 16 home to college transport for ALN Pupils to Further Education establishments.

This option would give a full budget saving over two years, the current first year students would be accommodated in year two to complete their courses.

- Option 2: The partial removal of Post 16 ALN Home to College Transport.

This option was considered by setting up a new policy where students would be assessed by a panel consisting of officers from Education, Transport, Health and Social Services. Transport may be given to those who had a specific need and was accessing education outside of mainstream establishments subject

- Option 3: Continue with the status quo of uncontrolled provision of home to college transport to post 16 ALN pupils and the continued budget pressure being endured.

Removal of post 16 Travel Grants to Colleges:

- Option A: Complete removal of travel grants to post 16 learners to mainstream schools and further education colleges.
- Option B: Continue with the status quo of paying out travel grants to mainstream schools and further education colleges but with a possible increase in budget costs if numbers applying rise.

Recommended Option

Option 1: The recommended option would be to completely remove the non-statutory post 16 home to college transport for ALN pupils to Further Education establishments. This would provide a budget saving of £113k

Option A: The complete removal of travel grants to post 16 learners as this is a non-statutory provision. This would provide a budget saving of £64k over two financial years from 2021/22.

Specific Links with Wellbeing of Future Generations (WFG) Act

MTRP Budget Proposal – 2020/21 to 2022/23

Integration – The removal of this service would bring in line the policies of the authority on non-statutory post 16 provision for mainstream and ALN pupils.

Long Term – This would remove the uncertainty of the non-statutory transport provision being provided and would allow students to choose their education establishments in the knowledge that the transport costs would not be covered by the authority.

Prevention – The proposal prevents future applications being refused and gives more certainty to students when choosing the further education establishments they wish to access.

Collaboration - The removal of this transport has been supported by education colleagues as it is a non-statutory provision and brings the authority in line with other authorities in having a clear policy. It also brings the policy in line with adult services who have adopted a similar policy recently.

Involvement – The proposal has involved talks with education colleagues and social services colleagues on removing this travel provision.

Fairness and Equality Impact Assessment

Yes

For internal use:

<i>Unique reference number</i>	CS2021/06
<i>Activity Code</i>	STR28

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 88

Service Area	City Services																	
Proposal Title	Increased Recycling – Bag Sorting at Household Waste Recycling Centre																	
Summary Description, Delivery Arrangements and Timescales	<p>This proposal involves a new operational procedure for the disposal of mixed waste at the Docks Way Household Waste Recycling Centre (HWRC). Under the new arrangements, any mixed bagged waste brought to the HWRC intended for the non-recyclable waste skip will have to be taken to a designated bag sorting area. Site operatives will open bags and sort into designated containers.</p> <p>Compositional analysis for Newport’s HWRC residual waste has shown that 60% of the contents of these bags can be recycled at the site.</p> <p>To counter this, and to continue to encourage behaviour change such that recycling becomes the norm, many Local Authorities in Wales now require the black bags presented at their HWRCs to be sorted and all recycling removed prior to disposing of the waste. This reduces the opportunity to dispose of waste that could be easily recycled at the kerbside and will positively impact Newport’s recycling rate.</p> <p>The arrangement will start in March 2020.</p> <p>Financial breakdown as follows:</p> <table border="1" data-bbox="1093 798 1792 1050"> <tr> <td rowspan="3">Costs</td> <td>Manpower</td> <td>43,881</td> </tr> <tr> <td>Vehicles/maintenance</td> <td>5,000</td> </tr> <tr> <td>Conditioning/containers</td> <td>3,000</td> </tr> <tr> <td rowspan="2">Savings</td> <td>Less disposal costs</td> <td>- 67,172</td> </tr> <tr> <td>Extra income recycles</td> <td>- 41,543</td> </tr> <tr> <td>Total</td> <td></td> <td>- 56,834</td> </tr> </table> <p>There will be a one-off capital requirement of £25k to install a sorting area, which would be funded through the Invest to Save reserve.</p>			Costs	Manpower	43,881	Vehicles/maintenance	5,000	Conditioning/containers	3,000	Savings	Less disposal costs	- 67,172	Extra income recycles	- 41,543	Total		- 56,834
Costs	Manpower	43,881																
	Vehicles/maintenance	5,000																
	Conditioning/containers	3,000																
Savings	Less disposal costs	- 67,172																
	Extra income recycles	- 41,543																
Total		- 56,834																
Decision Point (Please tick appropriate box)	Head of Service		Cabinet	✓														

Public Consultation Required (Please tick appropriate box)	YES	✓	NO	
---	------------	---	-----------	--

MTRP Budget Proposal – 2020/21 to 2022/23

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	57		
One-Off Implementation Costs (£000's)			
	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related			
Capital – Other	25		
Implementation Cost - Total	25		

Impact on FTE Count	Increase in staff by 1.75 FTE
----------------------------	-------------------------------

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES		NO	✓
--	------------	--	-----------	---

For internal use:

<i>Unique reference number</i>	CS2021/08
<i>Activity Code</i>	STR13

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 90

Service Area	City Services			
Proposal Title	Car Parking – Faulkner Road			
Summary Description, Delivery Arrangements and Timescales	<p>City Services currently operates six pay and display car parks and one multi-storey with a total of 766 spaces.</p> <p>Faulkner Road car park has 159 spaces and is situated in front of the Magistrate’s Court within close proximity of the Civic Centre. Although this is a designated public pay and display, it is largely used by council staff who are issued permits.</p> <p>The average income per space at Faulkner Road is currently £381 per year. This compares with an average of £1,500 across the remaining full price pay and display sites. Approximately 100 spaces Monday to Friday are taken by council staff.</p> <p>This proposal is to introduce 50 designated bays that can be used by council staff, leaving the remaining 109 for paying customers. This is estimated to generate an additional £41k based on 100% of standard utilisation.</p> <p>We believe this provides a balance to free up space to members of the public, while retaining some capacity for staff.</p>			
Decision Point (Please tick appropriate box)	Head of Service		Cabinet	✓

Public Consultation Required (Please tick appropriate box)	YES	✓	NO	
---	------------	---	-----------	--

MTRP Budget Proposal – 2020/21 to 2022/23

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	41		
One-Off Implementation Costs (£000's)			
	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related	10		
Capital – Other			
Implementation Cost - Total	10		

Impact on FTE Count	No impact on FTE count
----------------------------	------------------------

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES		NO	✓
--	------------	--	-----------	---

For internal use:

<i>Unique reference number</i>	CS2021/13
<i>Activity Code</i>	STR20

MTRP Budget Proposal – 2020/21 to 2022/23

Service Area	People and Business Change		
Proposal Title	Public Building Wi-Fi “Community Cloud” - reductions in provision		
Summary Description, Delivery Arrangements and Timescales	<p>Public building Wi-Fi provision has a budget of approximately £175k. A reduction in this service will return estimated savings of £75k from April 2020 onwards. The Gov Wi-Fi service is also available a number of locations, which will minimise any impact.</p> <p>An additional saving is proposed which will require a review of site use, and cancellation of some public Wi-Fi services to achieve a further £25k annually. In 20/21 this will be a part year saving of £20k only due to the notice periods required. Sites will be prioritised based on corporate plan priorities and levels of public use.</p>		
Decision Point (Please tick appropriate box)	Head of Service		Cabinet <input checked="" type="checkbox"/>

Public Consultation Required (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
---	------------	-------------------------------------	-----------	--------------------------

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	95	15	
One-Off Implementation Costs (£000's)			
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total			

Impact on FTE Count	No impact on FTE
----------------------------	------------------

MTRP Budget Proposal – 2020/21 to 2022/23

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	
--	------------	-------------------------------------	-----------	--

PART TWO

Options Considered
<p>Public building Wi-Fi, known as “Community Cloud”, is a discretionary service providing free Wi-Fi to the public in about 50 council and community buildings. Initial provision of this service was facilitated by the Department for Culture, Media and Sport “Super Connected Cities” funding. The end of this funding stream resulted in the council’s current funding of the Wi-Fi provision.</p> <p>The option to reduce or remove the service is the simplest and lowest risk option. The removal of the service at some sites will impact on some public use but the usage has diminished since the service was initially set up. In addition, the improvements in mobile data coverage and associated increases in data allowances for personal mobile devices over time mean that reductions in access to public Wi-Fi should have less impact than previously.</p> <p>The availability of the Gov Wi-Fi service is also expected to minimise any potential impact of reducing/removing the current service. Priorities for reduction would consider the objectives as set out in the Corporate and Well-being Plan, bandwidth is also being reduced at a number of sites as outlined in a separate business case.</p>
Recommended Option
<p>The recommended option is to review the contract and remove service provision for some public buildings with free ‘Community Cloud’ Wi-Fi.</p>
Specific Links with Wellbeing of Future Generations (WFG) Act
<p>Integration – the existing service is a discretionary one initially driven by central government funding. Reduction of the service does not conflict with any other plans or strategies, although some of the sites which receive the service are important to corporate plan priorities.</p> <p>Long Term – In the long term, it is unlikely that this funding is sustainable. The developments around mobile telecommunications also mean that its value to the community will diminish over time.</p> <p>Prevention – this is a discretionary service that does not have any specific preventative effect.</p> <p>Collaboration - there is no specific collaboration involved in this proposal due to the planned reduction/removal of an existing service.</p>

Tudalen 93

MTRP Budget Proposal – 2020/21 to 2022/23

Involvement – It is anticipated that there will be some specific engagement with current users to establish their views and the impact on the reduction/removal of the service.

Fairness and Equality Impact Assessment

Yes. Until the data is explored, we cannot provide assurance that there is not disproportionate impact on a protected characteristic.

For internal use:

<i>Unique reference number</i>	PBC2021/03
<i>Activity Code</i>	PBC10

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 95

Service Area	Law and Regulation
Proposal Title	Reduction in Public Protection Statutory Enforcement and Prosecution Work
Summary Description, Delivery Arrangements and Timescales	<p>Reduce the level of statutory enforcement and prosecution work carried out by the Public Protection service and focus on more serious, higher risk offences. This relates to areas of work covered by trading standards and environmental health.</p> <p>Although these are statutory functions, it is a strategic decision for the Council as to how to discharge its statutory enforcement duties. The reduction in the amount of low-level enforcement work undertaken by Public Protection would lead to a corresponding reduction in the numbers of cases referred to the Legal section for prosecution.</p> <p>In relation to trading standards (Commercial), this would entail a reduction in the level of proactive and preventative surveillance and inspection work and a more reactive service. The more complex trading standards investigations into serious fraud and consumer protection offences would continue, and the prosecution work in relation to major offences would also be maintained. However, there would be less routine inspections and “spot checks” being carried out, where there have been no public complaints or intelligence in relation to potential regulatory breaches. Support and advice for businesses to ensure compliance would also not be provided.</p> <p>With regard to Environmental Health Housing work, it is proposed that the process of initially writing to landlords to inform them of complaints, with inspections only following where tenants report no action taken, be extended as the response to all-risk defects.</p> <p>With regard to other areas of work within Environmental Health, it is proposed that systems will also be developed to reduce our response to complaints assessed to have a lower risk of injury or illness. This will apply to Health & Safety at Work, Food Hygiene and Communicable Disease. Reductions may also be made to the small number of proactive Health & Safety at Work interventions we complete, although this would be contrary to the UK-wide commitment between local government and the Health & Safety Executive.</p> <p>Delete one Assistant Solicitor post (£53,835 with on-costs), one Environmental Health Officer (EHO) post (£49,905) and one Trading Standards Officer (TSO) post (£49,905) or equivalent. The Litigation Section is holding a vacant Assistant Solicitor post and, therefore, this part of the saving can be delivered through the deletion of this vacant post. The reduction of posts in Public Protection may also be achieved through a restructure and reallocation of work and the deletion of vacant posts or posts being covered on a temporary agency basis. If the deletion of substantive EHO and TSO posts were unavoidable, then one-off redundancy costs would be incurred.</p>

MTRP Budget Proposal – 2020/21 to 2022/23

Decision Point (Please tick appropriate box)	Head of Service		Cabinet	✓
---	-----------------	--	---------	---

Public Consultation Required (Please tick appropriate box)	YES	✓	NO	
---	------------	---	-----------	--

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	153		
One-Off Implementation Costs (£000's)			
	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Revenue – Redundancy/Pension	50		
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total			
Impact on FTE Count	Reduction of 3 FTE posts– 1 FTE Assistant Solicitor (Grade 10), 1 FTE Environmental Health Officer (Grade 9) and 1 FTE Trading Standards officer (Grade 9) (or equivalent)		

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES	✓	NO	
--	------------	---	-----------	--

Tudalen 96

MTRP Budget Proposal – 2020/21 to 2022/23

PART TWO

Options Considered
<p>There is no other option for delivering this saving by reducing other work and staffing levels within Public Protection and Legal. There is a core statutory service that the Council has a legal duty to deliver. The enforcement work can only be reduced at the margins, where the Council has an element of discretion as to how the work is carried out and to what level. The legal work is demand-led and can only be reduced where there is a reduced demand for the work. Therefore, there needs to be a reduction in the amount of low-level enforcement work undertaken by Public Protection in order to reduce numbers of cases referred to the Legal section for prosecution.</p> <p>If there is to be a reduction in statutory enforcement work, then the only sustainable way of delivering this saving is to cut back on lower-risk enforcement work and prioritise the higher risk public protection work.</p> <p>The Council has already taken the decision to reduce other statutory services to deliver previous savings, leaving little scope for any further reductions in this area.</p>
Recommended Option
<p>Reduce the level of statutory enforcement and prosecution work and focus on more serious, higher risk offences. Reduce the numbers of cases referred to the Legal section for prosecution. Delete three full time equivalent posts or equivalent within the relevant teams.</p>
Specific Links with Wellbeing of Future Generations (WFG) Act
<p>Integration – The reduction in statutory enforcement work will have an adverse impact on performance and the delivery of Corporate Plan and well-being objectives in relation to improving public health and building resilient communities. However, this impact will be mitigated by only reducing the lower-level enforcement, including proactive and preventative work, and this will safeguard the higher risk public protection work.</p> <p>Long Term –By safeguarding the higher level public protection enforcement and the associated legal work, the saving will assist in delivering the longer-term objectives in relation to improving public health and building resilient communities.</p> <p>Prevention –The proposal will entail a reduction in preventative and early intervention work, which could lead to an increase in non-compliance, but this will be mitigated by a continuation of the higher level enforcement work, which should assist in delivering the longer-term objectives in relation to improving public health and building resilient communities.</p> <p>Collaboration - Officers will continue to work in collaboration with the Police and other enforcement agencies to address issues of public protection and the reduction in low-level enforcement work should not have a material impact on partnership working.</p>

MTRP Budget Proposal – 2020/21 to 2022/23

Involvement – The proposal will be the subject of full consultation as part of the budget consultation process and managers within the relevant teams have been involved in evaluating and developing the options for service reduction.

Fairness and Equality Impact Assessment

No - the statutory investigation and prosecution work is not a front-line public service and, therefore, this decision should not require a full Fairness and Equality Impact Assessment.

For internal use:

<i>Unique reference number</i>	LR2021/04
<i>Activity Code</i>	LAW6; LAW10; LAW11

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 99

Service Area	Finance and Non-Service		
Proposal Title	Council Tax Reduction Scheme		
Summary Description, Delivery Arrangements and Timescales	<p>The Council Tax Reduction Scheme budget is used to subsidise household Council Tax bills when occupants are eligible for support because of income levels. This budget has been underspent for a number of years due to lower numbers of claimants. It is underspending in 2019/20 by c£1.2m.</p> <p>The scheme itself is an 'all Wales national scheme' with nationally set criteria for eligibility and support levels. This proposal has no impact on the scheme itself. The proposal is predicated on reducing the budget to the level of demand, which would, over the three years shown, reduce the current level of underspending on this budget.</p> <p>However, the underspend on this budget has been required to help balance the Council's overall budget, due to significant service areas overspending elsewhere. These service area overspends have significantly exceeded the Council's revenue contingency budget and it is only through this kind of other significant underspending that the overall budget has been able to be balanced.</p> <p>Any reduction will therefore mean that there is less mitigation available to offset other service area overspends and therefore a potential corporate risk.</p> <p>To manage this, it is proposed that the budget is reduced over a three-year period.</p> <p>In addition, claimant numbers will need on-going review to assess if the figures here remain deliverable as any increase in claimant numbers, following a downturn in the economy for example, would require future year budget reductions to be re-assessed</p>		
Decision Point (Please tick appropriate box)	Head of Service		Cabinet <input checked="" type="checkbox"/>

Public Consultation Required (Please tick appropriate box)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
---	------------	-------------------------------------	-----------	--------------------------

MTRP Budget Proposal – 2020/21 to 2022/23

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	440	280	280
One-Off Implementation Costs (£000's)			
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total			

Impact on FTE Count	n/a
----------------------------	-----

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES		NO	✓
--	------------	--	-----------	---

For internal use:

<i>Unique reference number</i>	NS2021/01
<i>Activity Code</i>	n/a

MTRP Budget Proposal – 2020/21 to 2022/23

Tudalen 101

Service Area	Non Service																												
Proposal Title	Increase in Council Tax																												
Summary Description, Delivery Arrangements and Timescales	<p>A base 4% increase is already included in our medium term financial projections each year. This year, it is proposed that an additional 3.95% increase is applied to council tax in 2020/21 bringing the proposed increase to 7.95%.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Percentage Increase</td> <td>7.95%</td> </tr> <tr> <td>Newport Band D Tax 2019/20</td> <td>£1,209.08</td> </tr> <tr> <td>Increase per annum</td> <td>£89.04</td> </tr> <tr> <td>Increase per week</td> <td>£1.71</td> </tr> </table> <p>It is well documented that Newport’s council tax is low compared to others in Wales, generating approximately 24% of our income, compared to around 25% for most Welsh councils. Newport continues to have the second lowest council tax levels in Wales.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="2">Comparison with existing Band D Council Tax (rounded)</td> </tr> <tr> <td colspan="2">Current year (2019/20) before any increase</td> </tr> <tr> <td>NEWPORT</td> <td>£1,120</td> </tr> <tr> <td>Caerphilly</td> <td>£1,131</td> </tr> <tr> <td>Wrexham</td> <td>£1,153</td> </tr> <tr> <td>Cardiff</td> <td>£1,211</td> </tr> <tr> <td>Torfaen</td> <td>£1,315</td> </tr> <tr> <td>Monmouthshire</td> <td>£1,316</td> </tr> <tr> <td>Swansea</td> <td>£1,345</td> </tr> </table> <p>The Welsh Government uses the Standard Spending Assessment (SSA) to calculate the level of spending required to deliver a ‘standard level’ of service in each council area. However, our actual spend is well below our SSA (around £8.3m in 2019/20), which is mainly due to our low level of council tax funding.</p>			Percentage Increase	7.95%	Newport Band D Tax 2019/20	£1,209.08	Increase per annum	£89.04	Increase per week	£1.71	Comparison with existing Band D Council Tax (rounded)		Current year (2019/20) before any increase		NEWPORT	£1,120	Caerphilly	£1,131	Wrexham	£1,153	Cardiff	£1,211	Torfaen	£1,315	Monmouthshire	£1,316	Swansea	£1,345
Percentage Increase	7.95%																												
Newport Band D Tax 2019/20	£1,209.08																												
Increase per annum	£89.04																												
Increase per week	£1.71																												
Comparison with existing Band D Council Tax (rounded)																													
Current year (2019/20) before any increase																													
NEWPORT	£1,120																												
Caerphilly	£1,131																												
Wrexham	£1,153																												
Cardiff	£1,211																												
Torfaen	£1,315																												
Monmouthshire	£1,316																												
Swansea	£1,345																												
Decision Point (Please tick appropriate box)	Head of Service		Cabinet	✓																									

Public Consultation Required (Please tick appropriate box)	YES	✓	NO	
---	------------	---	-----------	--

MTRP Budget Proposal – 2020/21 to 2022/23

PART ONE

Net Savings (£000's)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
	2,094		
One-Off Implementation Costs (£000's)			
	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)
Revenue – Redundancy/Pension			
Revenue – Other			
Capital – Building related			
Capital – Other			
Implementation Cost - Total			

Impact on FTE Count	n/a
----------------------------	-----

Does this proposal require an FEIA and/or WFG Act assessment? (Please tick appropriate box)	YES		NO	✓
--	------------	--	-----------	---

For internal use:

<i>Unique reference number</i>	
<i>Activity Code</i>	n/a

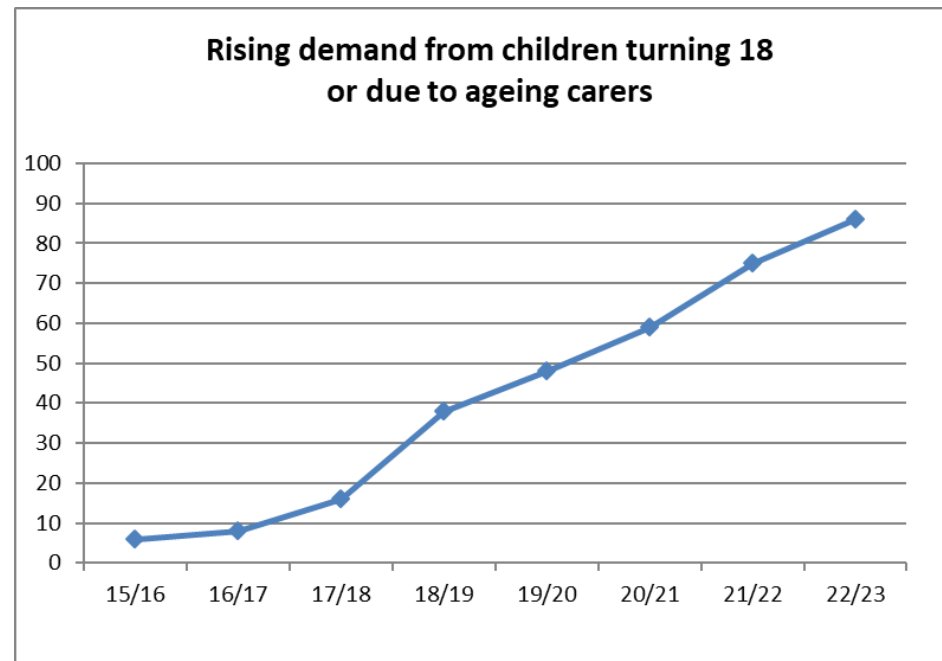
APPENDIX 6 – Demand Models for Social Care

ADULT & COMMUNITY SERVICES

Demand on Adult Community Care budget

This is a very complex area and is made up of a number of provisions and demand fluctuates. Modelling is based on current known users and trend analysis. The main impact here is where children are turning 18 with significant learning disabilities (including those on the high end autistic spectrum) and where relatively younger adults having ageing carers that can no longer support the young adult. Modelling for demand stats are as follows:

	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	Average Value per place
Known Children moving into Supported Living	1	3	8	22	25	28	29	30	£62,400
Direct Payments Turning 18	4	5	8	14	17	22	30	33	£6,500
Ageing Carers	0	0	0	2	4	6	8	10	£31,200
Supported Living	0	0	0	0	1	2	3	4	£62,400
High end Autism Placements	0	0	0	0	3	3	7	11	£124,800
Physical disability	0	0	0	0	0	2	4	6	£93,600
Placements ending	1	0	0	0	-2	-4	-6	-8	£62,400
Increased Demand	6	8	16	38	48	59	75	86	



Figures are cumulative

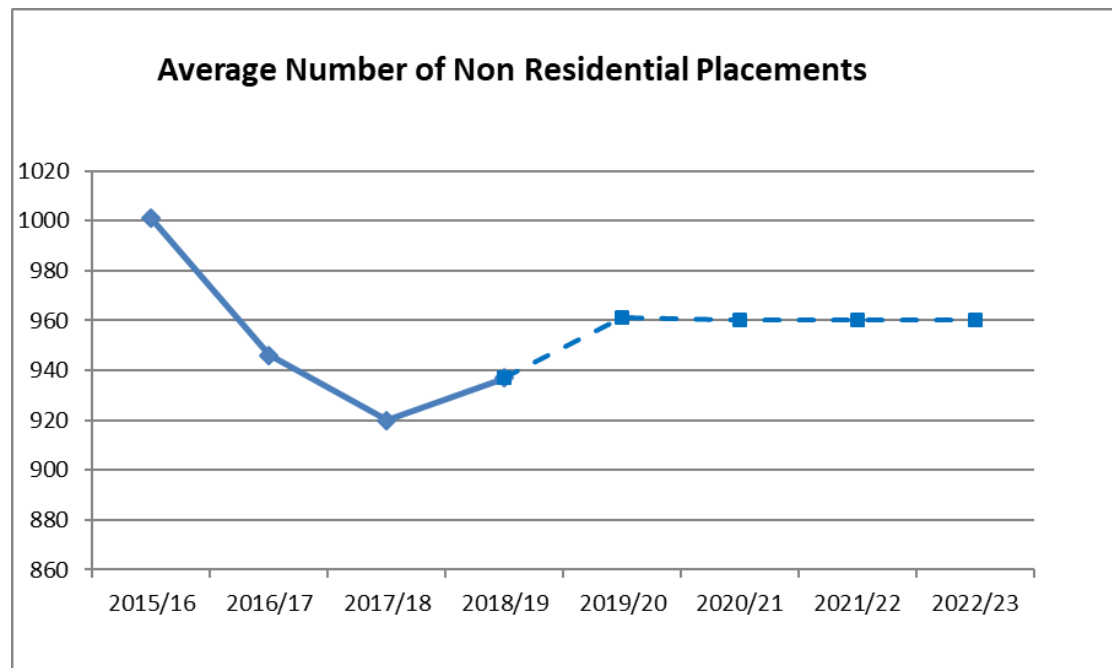
APPENDIX 6 – Demand Models for Social Care

The above shows the rise in demand due to known children turning 18 or ageing parents. Unit costs are significant – see table.

Non-residential placements – older persons / mental health

The table below shows the number of users dating back to 2015/16 as well as the projected numbers over the medium term.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2015/16	952	979	1046	1010	1026	1007	1007	1008	1009	1001	1003	968
2016/17	963	963	963	965	960	986	985	960	918	910	893	887
2017/18	886	916	937	941	935	934	919	950	928	912	892	892
2018/19	892	917	919	933	936	966	979	963	949	925	947	918
2019/20	930	947	974	982	985	977	974	974	960	936	958	929
2020/21	960	960	960	960	960	960	960	960	960	960	960	960
2021/22	960	960	960	960	960	960	960	960	960	960	960	960
2022/23	960	960	960	960	960	960	960	960	960	960	960	960

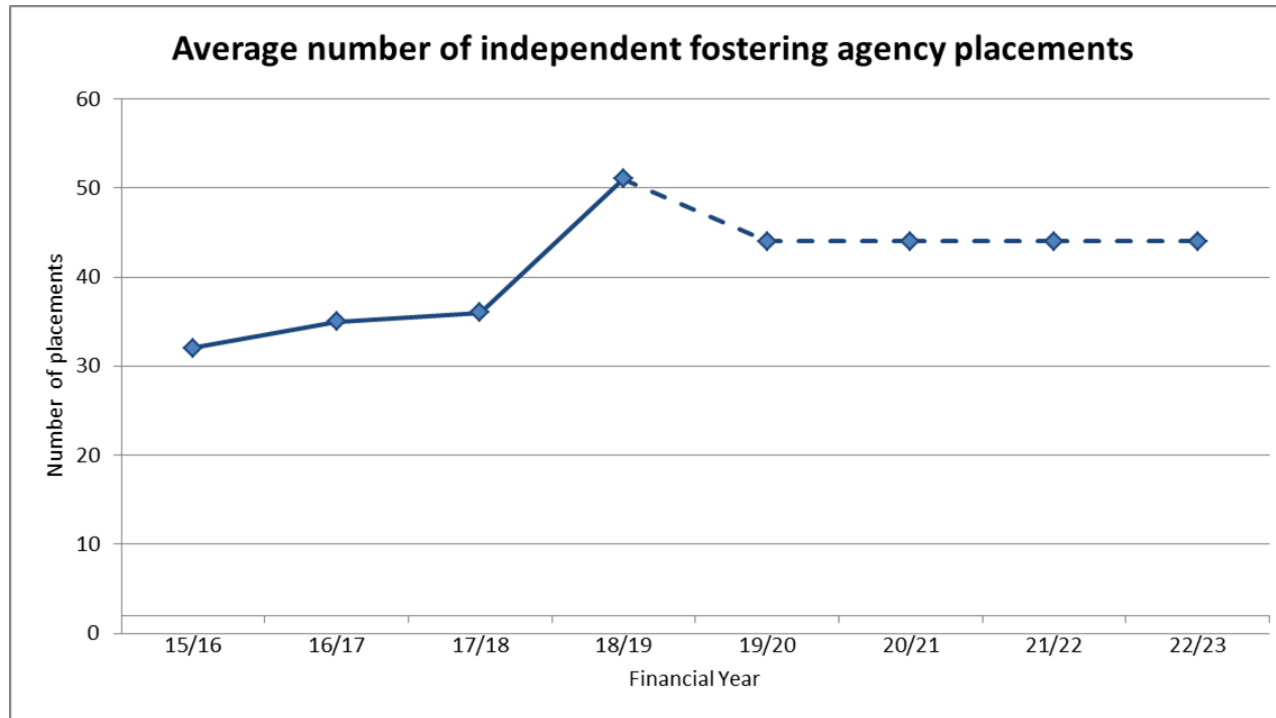


APPENDIX 6 – Demand Models for Social Care

CHILDREN & YOUNGER PEOPLE

Fostering Service

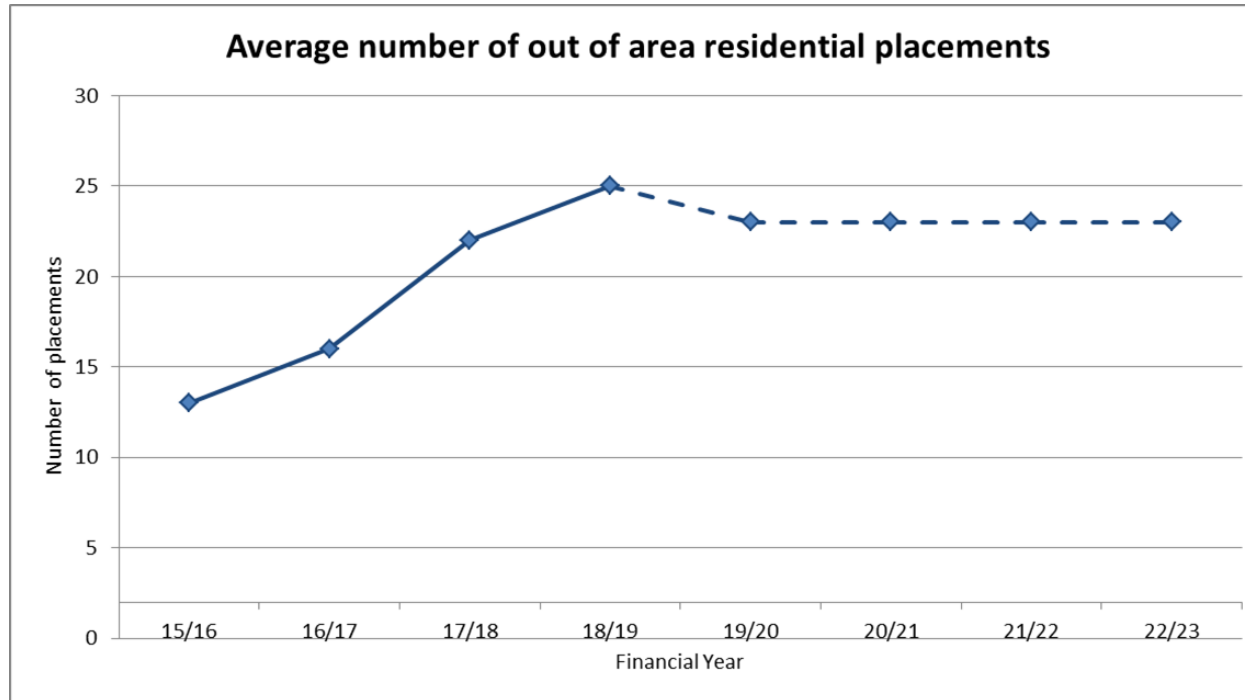
In 17/18 the average number of Independent Fostering Agency placements (IFA) was 36, this average increased to 53 in 2018/19 with the average April to October 19 being 63. A pressure has been requested to rebase the budget at 60 IFA placements going forward.



APPENDIX 6 – Demand Models for Social Care

Children's Out of Area Residential

The chart shows the increase in the number of children in Out of Area Residential placements since 2015/16. There is an expected drop off from children turning 18 (linked to adult pressures) or moving to other placements by the end of the year. The council has opened a new children's home in 2019/20 with a further home to open shortly. This has enabled some children in expensive out of authority placements to be accommodated within Newport. The average out of area placement cost is £212k per placement per annum. It is anticipated the number of placements will be circa 20 by the end of March 2020 and a pressure has been requested to rebase the budget at this level.



APPENDIX 7 – Fees and Charges for Consultation

SERVICE AREA: Social Services

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)
Other Local Authority Charges			
NCC Residential Homes (£ per week)			
Blaen-y-pant - Residential/Dementia Care	577.00/670.00	690	per week
Parklands - Residential Care	577.00	595	per week
Spring Gardens - Dementia Care	670.00	690	per week
External Respite Facilities (£ per week)			
Centrica	1,005.00	1035	per week
Day Services (£ per week)			
Day Services/Opportunities – Learning Disability	100.00	105	per day
Day Services/Opportunities – Mental Health/Older People	87.00	90	per day
Spring Gardens Day Opportunities	87.00	90	per day
Newport Residents Charges			
NCC Residential Homes (£ per week – short term stays over 8 weeks and permanent admissions).			
Blaen-y-pant - Residential/Dementia Care	577.00/670.00	690	per week
Parklands - Residential Care	577.00	595	per week
Spring Gardens - Dementia Care	670.00	690	per week
<i>Applicable to those who have capital in excess of £50k (capital threshold level set by the WG) or sufficient disposable income.</i>			
NCC Residential Homes (£ per week - short term stays upto 8 weeks duration)			
Blaen-y-pant - Residential & Dementia Care			
Parklands - Residential Care			
Spring Gardens - Dementia Care			
External Respite Facilities (£ per week – short term stays up to 8 weeks duration)			
Centrica			
Supported Housing (£ per week)			
Supported Housing for Learning Disability clients			
Day Services (£ per day)			
Day Services/Opportunities – Learning Disability			
Day Services/Opportunities – Mental Health/Older People			
Spring Gardens Day Opportunities			
Meal Income (per meal)			
All establishments (service users, visitors and staff)	3.60	3.60	per meal
Legal and Administration Charges			
Deferred Payment Administration Charge (DPA)	100.00	100	each
Legal charge	50.00	50	each
Residential care - provided by external providers			
<i>Applicable to those who have capital in excess of £50k (capital threshold level set by the WG) or sufficient disposable income.</i>			
Residents charge will be dependent on weekly charge from external provider			
Non-residential care - provided by external providers			
Direct payments			
Telecare			
<i>Where services are provided by external providers the charges made are based on actual costs paid to providers (after income assessment has been made)</i>			
Charged under non-residential charging policy and capped at £100 per week			
Pendant Alarm basic package			
£4 per alarm			
Appointeeships/Deputyships			
Between £8 and £25 per week - dependent on complexity			
Animal welfare/property clearances			
dependent on external provider charge			
Protection of property			
dependent on NCH charge			

SERVICE AREA: Regeneration, Investment and Housing

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Current Retrospective Charge (applies to Building Control Charges only)	Proposed Retrospective Charge (applies to Building Control Charges only)	Unit of Charge (per hr / day etc.)	% Increase
Building Control Fees						
Single Storey Extensions						
Single storey extension, floor area not exceeding 10m ²						
Full plans charge	325.00	325.00	487.50	487.50	each	0.00%
Single storey extension, floor area exceeding 10m ² but not exceeding 40m ²						
Full plans charge	404.17	404.17	606.26	606.26	each	0.00%
Single storey extension, floor area exceeding 40m ² but not exceeding 100m ²						
Full plans charge	570.83	570.83	856.25	856.25	each	0.00%
Two Storey Extensions						
Two storey extension not exceeding 40m ²						
Building notice charge	466.67	466.67	700.00	700.00	each	0.00%
Two storey extension, floor area exceeding 40m ² but not exceeding 100m ²						
Full plans charge	570.83	570.83	856.25	856.25	each	0.00%
Loft Conversions						
Loft conversion that does not include the construction of a dormer	420.83	420.83	631.25	631.25	each	0.00%
Loft conversion that does include the construction of a dormer	466.67	466.67	700.00	700.00	each	0.00%
Garages and Carports						
Erection of extension of a non exempt detached domestic garage or carport up to 100m ²	245.83	245.83	368.75	368.75	each	0.00%
Erection of a non exempt attached single storey extension of a domestic garage or carport up to 100m ²	245.83	245.83	368.75	368.75	each	0.00%
Other						
Conversion of a garage to a habitable room(s)	245.83	245.83	368.75	368.75	each	0.00%
Alterations to extend or create a basement up to 100m ²	466.67	466.67	700.00	700.00	each	0.00%
Underpinning	229.17	229.17	343.76	343.76	each	0.00%
Renovation of a thermal element to a single dwelling	87.50	87.50	131.25	131.25	each	0.00%
Creation of New Dwelling						
i) Plan charge	203.13	203.13			each	0.00%
ii) Inspection charge	406.87	406.87			each	0.00%
iii) Building notice charge	610.00	610.00	915.00	915.00	each	0.00%

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Current Retrospective Charge (applies to Building Control Charges only)	Proposed Retrospective Charge (applies to Building Control Charges only)	Unit of Charge (per hr / day etc.)	% Increase
Internal Alterations						
i) cost of works <£2,000	125.00	125.00	187.50	187.50	each	0.00%
ii) cost of works £2,001 to £5,000	204.17	204.17	306.26	306.26	each	0.00%
iii) cost of works £5,001 to £15,000	245.83	245.83	368.00	368.00	each	0.00%
iv) cost of works £15,001 to £25,000	345.83	345.83	368.75	368.75	each	0.00%
v) cost of works £25,001 to £40,000	441.67	441.67	662.50	662.50	each	0.00%
vi) cost of works £40,001 to £60,000	537.50	537.50	806.35	806.35	each	0.00%
Window Replacement						
Window replacement (non competent persons scheme) - 1 to 3 windows	83.33	83.33	125.00	125.00	each	0.00%
Window replacement (non competent persons scheme) - 4 to 20 windows	125.00	125.00	187.50	187.50	each	0.00%
Window replacement (non competent persons scheme) - 20+ windows	208.33	208.33	312.50	312.50	each	0.00%
Electrical Work						
Electrical work (not competent persons scheme) carried out by a qualified electrician in accordance with BS7671	133.33	133.33	200.00	200.00	each	0.00%
Electrical work carried out by others	279.17	279.17	418.76	418.76	each	0.00%
Installation of Heat Producing Appliance						
Installation of solid fuel heat producing appliance where the installer is not a member of a competent persons scheme	125.00	125.00	187.50	187.50	each	0.00%
Non Domestic Work						
Commercial Building - Floor Area not exceeding 40m ²	533.00	533.00	799.50	799.50	each	0.00%
Commercial Building - Floor Area exceeding 40m ² but not exceeding 100m ²	612.50	612.50	918.75	918.75	each	0.00%
Commercial Building - Floor Area exceeding 100m ² but not exceeding 200m ²	891.67	891.67	1,337.51	1,337.51	each	0.00%
Underpinning - Est. cost up to £50,000	341.67	341.67	512.51	512.51	each	0.00%
Underpinning - Est. cost exceeding £50,000 and up to £100,000	441.67	441.67	662.51	662.51	each	0.00%
Underpinning - Est. cost up to £100,000 and up to £250,000	550.00	550.00	825.00	825.00	each	0.00%
Window Replacement						
Window Replacement - 1 to 20 windows	204.17	204.17	306.63	306.63	each	0.00%
Window Replacement - 21 to 50 windows	325.00	325.00	487.50	487.50	each	0.00%

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Current Retrospective Charge (applies to Building Control Charges only)	Proposed Retrospective Charge (applies to Building Control Charges only)	Unit of Charge (per hr / day etc.)	% Increase
New Shop front(s)						
Window Replacement - 1 to 20 windows	291.67	291.67	437.51	437.51	each	0.00%
Window Replacement - 21 to 50 windows	370.83	370.83	556.25	556.25	each	0.00%
Renovation of a thermal element - Est. cost up to £50,000	204.17	204.17	306.63	306.63	each	0.00%
Renovation of a thermal element - Est. cost exceeding £50,000 and up to £100,000	245.83	245.83	368.75	368.75	each	0.00%
Renovation of a thermal element - Est. cost exceeding £100,000 and up to £250,000	312.50	312.50	468.75	468.75	each	0.00%
Alterations not described elsewhere inc. structural alterations and installation of controlled fittings						
Estimated cost up to £5,000	204.17	204.17	306.63	306.63	each	0.00%
Estimated cost exceeding £5,000 and up to £15,000	262.50	262.50	393.75	393.75	each	0.00%
Estimated cost exceeding £15,000 and up to £25,000	345.83	345.83	518.75	518.75	each	0.00%
Estimated cost exceeding £25,000 and up to £50,000	508.33	508.33	762.50	762.50	each	0.00%
Estimated cost exceeding £50,000 and up to £75,000	675.00	675.00	1,012.50	1,012.50	each	0.00%
Estimated cost exceeding £75,000 and up to £100,000	795.83	795.83	1,193.75	1,193.75	each	0.00%
Installation of Mezzanine floor up to 500m ²	587.50	587.50	881.25	881.25	each	0.00%
Office Fit Out - floor up to 500m ²	570.83	570.83	858.25	858.25	each	0.00%
Office Fit Out - floor 500m ² to 2000m ²	733.33	733.33	1,100.00	1,100.00	each	0.00%
Shop fit out - Floor up to 500m ²	570.83	570.83	856.25	856.25	each	0.00%
Shop fit out - Floor 500m ² to 2000m ²	733.33	733.33	1,100.00	1,100.00	each	0.00%
Letter of acceptance to AIs	20.00	20.00	20.00	20.00	each	0.00%
Preliminary enquiries	50% of plan fee	50% of plan fee	50% of plan fee		each	
Market Rents	various based on size of stall and facilities	various based on size of stall and facilities		No changes	each	0.00%
Civic Centre Room Hire						
<p><i>The charges for the Civic Centre below are subject to charging under the following criteria:</i></p> <ul style="list-style-type: none"> - Full Charge : Industrial or Business Organisations; Organisations whose members are engaged in trade, business or professional practice (other than student associations); Statutory official or Government Bodies including Local Government except where reciprocal arrangements apply. - Half Price : Political, Social or Trade Union Groups not included under full price or free - Free (this applies to evening sessions only) : Organisations devoted exclusively to charitable causes; Societies for the handicapped; Organisations for promotion of recreational activities for young people; Trade Union Branches whose members are employed by Newport City Council; Any political group meetings of Councillors and invited guests are free of charge (provided that not more than 25 % of the people attending the political group meetings are non Councillors). NB Any registered charities chaired by the Mayor of Newport can use the meeting rooms free of charge at any time 						

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Current Retrospective Charge (applies to Building Control Charges only)	Proposed Retrospective Charge (applies to Building Control Charges only)	Unit of Charge (per hr / day etc.)	% Increase
Council Chamber	74.00	78.00			per session	5.41%
	232.00	244.00			per day	5.17%
Committee Room 1	40.00	42.00			per session	5.00%
	118.00	124.00			per day	5.08%
Committee Room 2	28.00	29.00			per session	3.57%
	85.00	89.00			per day	4.71%
Committee Room 3	28.00	29.00			per session	3.57%
	85.00	89.00			per day	4.71%
Committee Room 4	28.00	29.00			per session	3.57%
	85.00	89.00			per day	4.71%
Committee Room 5	23.00	24.00			per session	4.35%
	67.00	70.00			per day	4.48%
Committee Room 7	67.00	70.00			per session	4.48%
	202.00	212.00			per day	4.95%
Equipment Hire						
Full facilities in Committee Room 7 including staff assistance	62.00	65.00			per meeting	4.84%
Council Chamber Microphones	31.00	33.00			per meeting	6.45%
Council Chamber 1 Microphone	14.00	15.00			per meeting	7.14%
Community Centres Room Hire						
Caerleon Town Hall						
Non Profit Making/ Voluntary Organisations						
Town Hall	Various	26.00			per hour	
Memorial Hall	Various	26.00			per hour	
Council Chamber	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
First Floor	Various	26.00			per hour	
Small Group Organisations						
Town Hall	Various	26.00			per hour	
Memorial Hall	Various	26.00			per hour	
Council Chamber	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
First Floor	Various	26.00			per hour	
Commercial/ Business (per hour)						
Town Hall	Various	26.00			per hour	
Memorial Hall	Various	26.00			per hour	
Council Chamber	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
First Floor	Various	26.00			per hour	

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Current Retrospective Charge (applies to Building Control Charges only)	Proposed Retrospective Charge (applies to Building Control Charges only)	Unit of Charge (per hr / day etc.)	% Increase
Ringland Community Centre						
Non Profit Making/ Voluntary Organisations (per hour)						
Main Hall	Various	26.00			per hour	
Meeting Rooms	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
Small Group Organisations (per hour)						
Main Hall	Various	26.00			per hour	
Meeting Rooms	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
Commercial/ Business (per hour)						
Main Hall	Various	26.00			per hour	
Meeting Rooms	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
12 Tudalee						
12 Tudalee Community Centre						
Non Profit Making/ Voluntary Organisations (per hour)						
Main Hall	Various	26.00			per hour	
Meeting Rooms	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
Small Group Organisations (per hour)						
Main Hall	Various	26.00			per hour	
Meeting Rooms	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
Commercial/ Business (per hour)						
Main Hall	Various	26.00			per hour	
Meeting Rooms	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
Rivermead Community Centre						
Non Profit Making/ Voluntary Organisations (per hour)						
Both Halls	Various	26.00			per hour	
Main Hall	Various	26.00			per hour	
Meeting Rooms	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
Small Group Organisations (per hour)						
Both Halls	Various	26.00			per hour	
Main Hall	Various	26.00			per hour	
Meeting Rooms	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Current Retrospective Charge (applies to Building Control Charges only)	Proposed Retrospective Charge (applies to Building Control Charges only)	Unit of Charge (per hr / day etc.)	% Increase
Ringland Community Centre						
Non Profit Making/ Voluntary Organisations (per hour)						
Commercial/ Business (per hour)						
Both Halls	Various	26.00			per hour	
Main Hall	Various	26.00			per hour	
Meeting Rooms	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
Bettws Day Centre						
Non Profit Making/ Voluntary Organisations (per hour)						
Main Hall	Various	26.00			per hour	
Day Club	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
Small Group Organisations (per hour)						
Main Hall	Various	26.00			per hour	
Day Club	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
Commercial/ Business (per hour)						
Main Hall	Various	26.00			per hour	
Day Club	Various	26.00			per hour	
Hire of Kitchen	Various	26.00			per hour	
Cefn Wood Centre						
Small Group Organisations (per hour)						
Leased to Jitterbug Childcare (From Nov 2018)						
Nov 18 - Apr 19					per hour	
May 19 - Oct 19	150.00				per hour	
Nov 19 onwards	200.00	200.00			per hour	
Museum and Art Gallery						
Educational Publications UK Rights	18.75	18.75				0.00%
Educational Publications World Rights	36.50	36.50				0.00%
Commercial Publications & Websites UK rights	37.50	37.50				0.00%
Commercial Publications & Websites world rights	78.50	78.50				0.00%
Publication Jacket, Covers & Homepages UK Rights	89.00	89.00				0.00%
Publication Jacket, Covers & Homepages World Rights	182.00	182.00				0.00%
Television Flash Fees UK rights	89.50	89.50				0.00%
Television Flash Fees world rights	177.00	177.00				0.00%
Digital Image 300 dpi	6.80	6.80				0.00%

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Current Retrospective Charge (applies to Building Control Charges only)	Proposed Retrospective Charge (applies to Building Control Charges only)	Unit of Charge (per hr / day etc.)	% Increase
Ship Project						
Staff Consultancy and Training services						
Hourly Rate	40.50	45.00			per hour	11.11%
Staff Consultancy and Training services						
Day Rate	281.00	300.00			per day	6.76%
Faro Arm Rental	79.00	85.00			per day	7.59%
Libraries						
Fines (per day)	0.20	0.20			per day	0.00%
Overdue Administration Adult	0.30	0.30			per letter	0.00%
Replacement Library Card	4.00	4.00			each	0.00%
Lost Books and other items	Sliding scale linked to Book Price				each	
Photocopying B&W A4	0.20	0.20			per copy	0.00%
Photocopying B&W A3	0.30	0.30			per copy	0.00%
Photocopying Colour A4	1.10	1.10			per copy	0.00%
Photocopying Colour A3	1.60	1.60			per copy	0.00%
Computer Printout A4	0.20	0.20			per copy	0.00%
Computer Printout A3	0.30	0.30			per copy	0.00%
Hire of Talking Books	1.40	1.40			each	0.00%
Charge for late return of Talking Books	0.20	0.20			per day	0.00%
Family History Research	28.00	28.00			per hour	0.00%
Hire of Rooms	15/ 20	15/ 20			per hour	0.00%
Transporter Bridge						
Day Ticket - Adult	3.00	4.00			per ticket	33.33%
Day Ticket - Child	2.00	3.00			per ticket	50.00%
Gondola - Adult (one way)	1.00	1.50			per ticket	50.00%
Gondola - Adult (return)	1.50	2.00			per ticket	33.33%
Gondola - Child (one way)	0.50	1.00			per ticket	100.00%
Gondola - Child (return)	1.00	1.50			per ticket	50.00%
Abseil Fee		250.00			per event	

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Current Retrospective Charge (applies to Building Control Charges only)	Proposed Retrospective Charge (applies to Building Control Charges only)	Unit of Charge (per hr / day etc.)	% Increase
Development Management Fees	Various based on scale of development	Statutory fees - no change			per application	0.00%
Pre-application advice	Various depending on the scale of development	Various depending on the scale of development			per application	0.00%
Dangerous Structures - Building Control	0.00	0.00			per application	0.00%
Demolition Notice	0.00	0.00			per application	0.00%

Schedule of Fees and Charges 2019/20 - City Services

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Cemeteries				
Exclusive right of burial and issue deed and marker	1,071.00	1,113.84	per plot	4.00%
Standard grave space not exceeding 2.15m x 0.76m (30") including headstone permit	1,071.00	1,113.84	per plot	4.00%
Purchase of two grave spaces to accommodate Fibreglass burial cube, including headstone	1,733.00	1,802.32	per plot	4.00%
Cremated remains in Garden of Rest – grave space not exceeding 0.23m x 0.92m	512.00	532.48	per plot	4.00%
Interments – including use of grass mats as necessary				
Stillborn child or child not exceeding one month	no charge	no charge	per plot	
Child one month to eighteen years	no charge	no charge	per plot	
Persons exceeding eighteen years	1,164.00	1,210.56	per plot	4.00%
	185.00	192.40	per plot	4.00%
Interment of second person in grave space on same day				
Cremated remains in full grave space	258.00	268.32	per plot	4.00%
Cremated remains in garden of rest	258.00	268.32	per plot	4.00%
Interment of second person cremated remains in same space on same day	60.50	62.92	per plot	4.00%
Scattering of ashes	140.50	146.12	each	4.00%
Scattering of ashes of second person at same time	60.50	62.92	each	4.00%
Headstones and Tablets – including all inscriptions				
Columbaria Sanctum 2000 Units – above ground	1,987.20	2,066.68	each	4.00%
second and subsequent Interment Sanctum 2000 units	60.50	62.92	each	4.00%
Other Services and Items				
Administrative research of burial records (per 30 minute period)	15.60	16.22	per 30 minutes	3.97%
Provision of fibreglass burial cube	821.00	853.84	each	4.00%
Provision of BROXAP bench and concrete plinth	1,128.00	1,173.12	each	4.00%
Exhumation of Ashes	258.00	268.32	each	4.00%
Exhumation Full - Facilitation undertaken by approved contractors.	170.00	2,200.00	each	1194.12%
Statutory Declaration	50.00	52.00	each	4.00%
Change in Circumstances (Grant name, marriage etc)	30.00	32.00	each	6.67%
Cancellation of Funeral (48hrs)	300.00	312.00	each	4.00%
Change in Funeral Times	30.00	32.00	each	6.67%
Copy of Exclusive Right of Burial (LOST/MISPLACED)	15.00	156.00	each	940.00%
Grant of Exclusive Right - 50 YEARS	840.00	873.60	each	4.00%
Grant of Exclusive Right - 25 YEARS	420.00	436.80	each	4.00%
Fee for plot for Non Newport resident	2,060.00	2,142.40	each	4.00%
Additional Tablet on Existing plot with Headstone	183.88	191.23	each	4.00%
Fee for new ashes plot Non Newport resident	1,282.00	1,333.28	each	4.00%
Headstone fee - Before April 2011	354.76	368.95	each	4.00%
Tablet Fee - Before April 2011	183.88	191.23	each	4.00%
Additional inscription	no charge	60.00	each	100.00%
Weekend Burial Services (Standard Burial Charges also apply)	no charge	500.00	each	100.00%
Memorial tree (no plinth)	no charge	475.00	each	100.00%

Income Source		Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Transport and Highways					
RASWA					
	Skip License (28 days)	41.00	45.00	each	9.76%
	Unauthorised skips	158.00	165.00	each	4.43%
	Private works: new apparatus Sec 50	398.00	405.00	each	1.76%
	Sec 50 – Single dwelling new apparatus	398.00	405.00	each	1.76%
	Sec 50 – Licence for repair or replace	398.00	405.00	each	1.76%
	Sec 50 inspection – repair or replace	257.00	262.00	each	1.95%
	Sec 50 inspection of excavations >200m long	398.00	405.00	each	1.76%
	S171 Highway Excavation	211.00	215.00	each	1.90%
	Tower Crane Over sailing the Highway Licence: 10 working days notice required.	140.40	500.00	each	256.13%
	Road space booking	141.00	145.00	each	2.84%
	Filming on the highway (new charge)	141.00	145.00	each	2.84%
	Temporary Traffic Orders	250.00	550.00	each	120.00%
	Emergency Temporary Traffic Orders	250.00	800.00	each	220.00%
	Bus service departure Fees (Market Square)	0.75	0.75	each	0.00%
	SAB Pre Applications - area is <0.4 ha	250.00	250.00	each	0.00%
	SAB Pre Applications - area is 0.5-0.99 ha	600.00	600.00	each	0.00%
	SAB Pre Applications - area is >0.99 ha	1,000.00	1,000.00	each	0.00%
	Pre Application Meeting - area is <0.49 hectares	0.00	125.00	each	100.00%
	Pre Application Meeting - area 0.5-0.99 hectares	0.00	300.00	each	100.00%
	Pre Application Meeting - area is > 0.99 hectares	0.00	500.00	each	100.00%
	Additional SAB services	0.00	50.00	each	100.00%
	SAB Full Applications - fees set by WG	£420 to maximum £7,500(depending on size of site)	varies	each	
	Vehicle crossing inspections	200.00	200.00	each	0.00%
	Pavement cafe - charge for table plus 4 chairs	133.15	0.00	each	-100.00%
	Temporary Sign Application	75.00	80.00	each	6.67%
	Permanent/Tourism Sign applications	150.00	156.00	each	4.00%
	E/O per sign	10.00	10.00	each	0.00%
	Switch off existing signal installation and reinstate within office hours	388.00	405.00	each	4.38%
	Switch off existing signal installation and reinstate outside office hours	460.00	480.00	each	4.35%
Parking					
	Residents parking permits	30.00	32.00	each	6.67%
	Visitor parking permits (Book of 10)	12.00	12.50	per book of 10	4.17%
	Business Parking	1,000.00	1,040.00	per annum	4.00%
	ECN's - Excessive Charge Notice	£35/£70	Replaced by CPE	each	
Car Park Charges (exc Maindee)					
	Up to 3 hours	2.50	2.50		0.00%
	Up to 5 hours	4.50	4.50		0.00%
	Over 5 hours	6.00	6.00		0.00%
Maindee Car Park					
	Up to 2 hours	1.00	1.00		0.00%
	Up to 5 hours	2.50	2.50		0.00%
	Over 5 hours	3.00	3.00		0.00%
	City Centre Kingsway - Up to 1 hour		1.00		

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Allotment Rents	27.40	28.50		4.00%
Waste Collection				
Trade waste collection:-				
Trade blue sacks	29.11	29.99	per roll of 13	3.02%
Trade blue labels	58.23	59.99	per pack of 26	3.02%
Recycling sacks	14.04	14.32	per roll of 13	1.99%
Cardboard labels	11.03	11.25	per pack of 10	1.99%
240 Litre bin	5.86	6.1	each	4.10%
360 Litre bin	7.81	7.99	each	2.30%
660 Litre bin	14.31	14.6	each	2.03%
1100 Litre bin	23.87	24.35	each	2.01%
Residual bin replacement	16.00	20.00		25.00%
New Developments - set of new bins	0.00	50.00		
Bulky/Special Collection	20.00	21.00	up to 3 items	5.00%
	6.00	6	additional items above £21	0.00%
Cesspit emptying:				
1,000 gallons	168.00	174.72	per 1,000 gallons	4.00%
2,000 gallons	212.00	220.48	per 2,000 gallons	4.00%
Waste Disposal Charges				
Active Waste Disposal Charge (set gate fee but variables for asbestos and commercial waste contracts)	52.26	54.35	per tonne	4.00%
Inactive Waste Disposal Charge		16.00		
Hazardous Waste Disposal Charge		82.50		
Hazardous Waste Note		23.00		
Parks And Open Spaces				
Belle Vue Park				
Wedding Photography - Annual Permit	79.00	82.16	annually	4.00%
Caerleon Pavilion				
Commercial hire per hour	15.62	16.45	per hour	5.31%
Education hire per hour	13.00	13.52	per hour	4.00%
Children's Parties per hour	13.00	13.52	per hour	4.00%
Community Groups hire per hour	10.40	10.82	per hour	4.04%
Sport and Leisure Pitch Hire				
Football				
Pitch only (adult) (per match/pitch) summer and winter	37.44	41.18	each	9.99%
Pitch and 1 x changing (adult) (per all sports summer and winter)	47.84	52.62	each	9.99%
Changing room (per U16 age group)	21.00	23.10	each	10.00%
Seasonal football charge exclusive use – football pitch only	1,122.16	1,234.38	each	10.00%
Seasonal football charge exclusive use - football pitch and changing room	1,174.16	1,291.58	each	10.00%
Seasonal football charge priority - pitch only	588.64	647.50	each	10.00%
Seasonal football charge priority - pitch & changing room	720.72	792.79	each	10.00%
Seasonal football charge standard - pitch only	426.40	469.04	each	10.00%

Tudalen 118

	Seasonal football charge standard - pitch and changing room	576.16	671.80	each	16.60%
	Seasonal football charge general use - Sunday sides - pitch only	328.00	360.80	each	10.00%
Income Source		Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
	Seasonal football charge general use - Sunday sides - pitch and changing room	413.00	454.30	each	10.00%
	Football pitch hire aged 11-12 years		10.30	each	100.00%
	Football pitch hire and changing rooms aged 11-12 years		15.50	each	100.00%
	Football pitch hire aged 13-16 years		20.89	each	100.00%
	Football pitch hire and changing rooms aged 13-16 years		26.31	each	100.00%
Rugby					
	Pitch only (adult) (per match/pitch) summer and winter	32.00	41.18	each	28.69%
	Pitch and 1 x changing (adult) (per all sports summer and winter)	40.00	52.62	each	31.55%
	Changing room (per U16 age group)	21.00	23.10	each	10.00%
	Rugby - exclusive use pitch and changing	1,075.00	1,291.40	each	20.13%
	Rugby - exclusive pitch only	943.00	1,234.20	each	30.88%
	Rugby - standard pitch	360.00	469.15	each	30.32%
	Rugby - standard pitch and changing	485.00	633.60	each	30.64%
	Rugby pitch hire aged 12-14 years		10.30	each	100.00%
			15.50	each	100.00%
	Rugby pitch hire and changing rooms aged 13-14 years		20.89	each	100.00%
	Rugby pitch hire aged 15-16 years		26.31	each	100.00%
	Rugby pitch hire and changing rooms aged 15-16 years				
Glan Usk					
	Glan Usk Astro Juniors	25.22	27.74	each	9.99%
	Glan Usk Astro Seniors	50.44	55.00	each	9.04%
Events					
	Major Charitable Events - Price upon application Charity Events land hire (per day discretionary)	208.00	216.32	each	4.00%
	Setup and Derig	300.00	309.00	each	3.00%
	Fun fair 1-3 rides	300.00	309.00	each	3.00%
	Fun fair 3 plus ride	500.00	515.00	each	3.00%
	Outdoor cinema	400.00	412.00	each	3.00%
	Caterig/Commercial stall per trader	120.00	123.60	each	3.00%
	Alcohol bar	1,000.00	1,030.00	each	3.00%
	NCC Street Cleaning Service per day	300.00	312.00	each	4.00%
	Major Commercial Events - Price upon application Commercial Events land hire (per day discretionary)	520.00	540.80	each	4.00%
	Setup and Derig	500.00	520.00	each	4.00%
	Fun fair 1-3 rides	400.00	416.00	each	4.00%
	Fun fair 3 plus ride	500.00	520.00	each	4.00%
	Outdoor cinema	500.00	520.00	each	4.00%
	Caterig/Commercial stall per trader	150.00	156.00	each	4.00%
	Alcohol bar	2,000.00	2,080.00	each	4.00%
	NCC Street Cleaning Service per day	300.00	312.00	each	4.00%
	Low Key Community Events (no Income Generation (per day))	52.00	54.08	each	4.00%
	Community Events Income Generation (per day)	104.00	108.16	each	4.00%

Income Source		Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Lodges - Rental Costs					
	Grove Park Lodge	537.00	553.11	per month	3.00%
	Shaftesbury Park Lodge	528.00	543.84	per month	3.00%
	Christchurch Cemetery Lodge	485.00	499.55	per month	3.00%
	St.Woolos Cemetery Lodge	552.00	618.00	per month	11.96%
	Belle Vue Park - top lodge	n/a	618.00	per month	
	Belle Vue Park - Residential Lodge Rent	552.00	568.56	per month	3.00%

SERVICE AREA: Corporate Services

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
CCTV for NCC clients			per SLA	
Environmental Health Advice and Training	Variable	Variable	per contract	
Houses in Multiple Occupation Pre-licensing Advice Service				
Property inspection and report with one schedule & fire plan	200.00	200.00	per survey	0.00%
Property inspection and report with 2 schedules & fire plans	250.00	250.00	per survey	0.00%
Each additional proposal over 2 proposals above	50.00	50.00	per additional proposal	0.00%
Property Surveys (Non-Statutory)	186.04	193.48	per survey	4.00%
Health and Safety - swimming pool/spa pool resamples following unsatisfactory result (plus VAT)	68.14	70.87	per sample	4.00%
Port Health Ship Sanitation Certificates				
Gross Tonnage				
Up to 1,000	90.00	95.00	per certificate	5.56%
1,001 to 3,000	125.00	130.00	per certificate	4.00%
3001 to 10,000	190.00	200.00	per certificate	5.26%
10,001 to 20,000	245.00	255.00	per certificate	4.08%
20,001 to 30,000	320.00	330.00	per certificate	3.13%
Over 30,000	375.00	390.00	per certificate	4.00%
With exception of vessels with capacity to carry between 50 and 100 persons	375.00	390.00	per certificate	4.00%
With exception of vessels with capacity to carry more than 1,000 persons	640.00	665.00	per certificate	3.91%
Extensions to Certificates	60.00	65.00	per certificate	8.33%
Tables and Chairs (Licence)				
Annual Fee	162.24	168.73	per licence	4.00%
4 chairs	59.49	61.87	per licence	4.00%
12 Chairs	91.94	95.61	per licence	4.00%
24 chairs	162.24	168.73	per licence	4.00%
24+ chairs	200.10	208.10	per licence	4.00%
smoking area	54.08	56.24	per licence	4.00%
change name on licence	27.04	28.12	per licence	4.00%
Animal Establishment Licensing				
Application Audit				
Pre Audit Inspection - New service to be offered for inspection prior to application for advice and suitability of premises. The fee will be reviewed during 20/21 to establish if it is appropriate.	New	50.00	per hour	New
Re Audit - In the event a licence is not issued following an audit the fee for an additional visit will be required.	New	50.00	per hour	New
[a] Riding Establishments (Application Audit applies - see above)				
Up to 10 horses	123.30	128.23	per licence	4.00%
11 to 20 horses	150.34	156.36	per licence	4.00%
21 to 30 horses	161.16	167.60	per licence	4.00%

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
[b] Animal Boarding Establishments (Application Audit applies - see above)				
Pet Sitters	140.61	146.23	per licence	4.00%
Up to 25 animals	140.61	146.23	per licence	4.00%
25 to 50 animals	160.08	166.48	per licence	4.00%
Over 51 animals	187.12	194.60	per licence	4.00%
[c] Pet Shops (Application Audit applies - see above)	116.81	121.49	per licence	4.00%
[d] Dangerous Wild Animals (Application Audit applies - see above)	537.56	559.06	per licence	4.00%
[e] Dog Breeding Establishments (Application Audit applies - see above)	116.81	121.49	per licence	4.00%
[f] Zoo Licence (Application Audit applies - see above)	1,025.36	1066.37	per licence	4.00%
<i>For [a] to [f] above, in addition to the licence fee, the licensee to pay the Council's veterinary fees. The fee is payable on application and is not refundable if a licence is not issued.</i>				
Legal Services				
Local Land Charges Official Search (LLC1 and Con 29 R)	110.00	115.00	per search	4.55%
Optional questions	12 (for 20 out of 22 questions)	13 (for 20 out of 22 questions)	per search	
	15 (2 out of the 22 questions)	16 (2 out of the 22 questions)		
Solicitors own questions	25.00	26.00	per search	4.00%
Additional parcel fee (Con29 R)	24.00	25.00	per search	4.17%
Additional parcel fee (total)	25.00	26.00	per search	4.00%
Query re: personal search (dealing with errors etc)	25.00	26.00	per search	4.00%
Stray Dogs Reclaiming Fees:				
Dogs reclaimed after one day	94.10	97.00	per dog	3.08%
Dogs reclaimed after two day	108.16	112.00	per dog	3.55%
Dogs reclaimed after three day	122.22	127.00	per dog	3.91%
Dogs reclaimed after four day	136.28	141.00	per dog	3.46%
Dogs reclaimed after five day	150.34	156.00	per dog	3.76%
Dogs reclaimed after six overnight stays	164.40	170.00	per dog	3.40%
Dogs reclaimed after seven overnight stays	178.46	185.00	per dog	3.66%
Dogs reclaimed and staying with the kennels for an extended period (charge per night)	11.44	11.50	per dog	0.52%
<i>However there will be discretion given to the Kennels Officer on the level of charging due to unusual circumstances. Further, where the Council has found it necessary to pay for vet treatment, these fees should be passed on to the owner reclaiming the dog.</i>				
Dog re-homing fee	Variable	Variable	per dog	
Street Naming				
Property naming/renaming (does not cover newly built properties)	41.60	43.264	per property	4.00%
Single Plot Development	114.40	118.98	per plot	4.00%
Development 2+ Plots	114.40 + 41.60 per additional plot	118.98 + 43.26 per additional plot	per site/plot	
Changes to Development Layout after Notification	41.60 per plot affected	43.26 per plot affected	per plot	
Street Renaming at Residents Request	114.40 + 41.60 per property	118.98 + 43.26 per property	per street/property	
Confirmation of Address to Conveyancers etc	41.60	43.26	per property	4.00%

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
[a] Ear piercing, acupuncture, electrolysis and Tattooing - Registration				
Premises	99.51	103.49	per registration	4.00%
Practitioners	99.51	103.49	per registration	4.00%
Replacement Certificates	24.88	25.87	per certificate	4.00%
Addition of new Procedure to existing Certificate	New	51.75	per certificate	New
Temporary Premises for Public Event	68.64	71.39	per registration	4.00%
Temporary Practitioners for Public Event	34.32	35.69	per registration	4.00%
Voluntary Surrender of Food Certificate	59.49 for first half hour and 59.49 for every additional half hour or part thereof plus VAT	61.87 for first half hour and 61.87 for every additional half hour or part thereof plus VAT	per certificate	
Collection and Disposal of Food (with or without agreement)	To be determined by cost of disposal and officer time	To be determined by cost of disposal and officer time	per disposal & hour	
Food Hygiene Rating Scheme - Rescore Fee	180.00	180.00	per certificate/ abortive visit	0.00%
[c] Export Health Certificates				
Export Health Certificate - Food Safety (per certificate)	116.81	121.49	per certificate	4.00%
Local land searches/Environmental Information Regulations requests in respect of contaminated land etc. [other than those under the Local Land Charges Act 1975]	58.40 for first hour and 58.40 for each additional hour or part thereof	60.74 for first hour and 60.74 for each additional hour or part thereof	per hour	
UK Entrance Clearance - Premises Assessment				
Property inspection	186.04	193.48	per inspection	4.00%
Re-assessment for additional person (within 6 months)	95.18	98.99	per assessment	4.00%
Houses In Multiple Occupation Licensing Fees				
(i) Initial Licence	974.52	1013.50	per licence	4.00%
(For larger HMO (6+ units of accommodation/households)	£56.24 extra per additional unit up to a max of 1,704	£58.49 extra per additional unit up to a max of 1,704	per additional accommodation unit	
(ii) Renewal of Licence made before expiry of existing licence	770.10	800.90	per renewal	4.00%
(For larger HMO (6+ units of accommodation/households)	£56.24 extra per additional unit up to a max of 1,499	£58.49 extra per additional unit up to a max of 1,499	per additional accommodation unit	
(iii) Renewal of Licence made after expiry of existing licence	974.52	1013.50	per renewal	4.00%
(For larger HMO (6+ units of accommodation/households)	£56.24 extra per additional unit up to a max of 1,704	£58.49 extra per additional unit up to a max of 1,704	per additional accommodation unit	
(iv) Licensing following revocation of previous licence (where ownership unchanged)	770.10	800.90	per application	4.00%
(For larger HMO (6+ units of accommodation/households)	£56.24 extra per additional unit up to a max of 1,499	£58.49 extra per additional unit up to a max of 1,499	per additional accommodation unit	
(v) Licence Variations				
Property inspection required	87.61	91.11	per Variation	4.00%

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Camp Site Licences	674.92	701.92	per site licence	4.00%
Mobile Homes				
Site Licence fees - small site (3-10 caravans)	674.92	701.92	per site licence	4.00%
Site Licence fees - medium site (11-49 caravans)	753.88	784.03	per site licence	4.00%
Site Licence fees - large site (50+ caravans)	899.89	935.89	per site licence	4.00%
Site Licence fees - sites of 2 or fewer pitches	0.00	0.00	per site licence	
Amendment to site licence conditions - variation	61.65	64.12	per amendment	4.00%
Amendment to site licence conditions - variation requiring an inspection	157.91	164.23	per amendment	4.00%
Fee to deposit site rules	50.84	52.87	per fee	4.00%
Fee for replacement licence	15.14	15.75	per replacement licence	4.00%
Fixed Penalty Notice charge	84.36	87.74	per FPN charge	4.00%
Housing Act 2004 Notice Fees	400.00	400.00	per notice	0.00%
Each additional notice (where schedule is identical) served on another recipient at the same time (charges added and split equally across recipients)	54.00	54.00	per notice	0.00%
Works in Default - Administration fee				
	Fee charged by the contractor (ex.VAT) plus: 20% for fees up to £1,000	Fee charged by the contractor (ex.VAT) plus: 20% for fees up to £1,000		
	10% for fees £1,001+	10% for fees £1,001+		
	*Fee charged by contractor plus "officer time" charge (up to a max. of the above charge) where RS Manager agrees defaulter has special circumstances.	*Fee charged by contractor plus "officer time" charge (up to a max. of the above charge) where RS Manager agrees defaulter has special circumstances.		
Port Health – Water Sampling				
(i) Drinking water – Microbiological (First Sample) (Plus VAT)	98.86	102.81	per sample	4.00%
(ii) Drinking water – Microbiological (each subsequent sample) (plus VAT)	69.85	72.64	per sample	4.00%
(iii) Legionella water sample (first sample) (plus VAT)	117.98	122.70	per sample	4.00%
(iv) Legionella water sample (each subsequent sample) (plus VAT)	88.24	91.77	per sample	4.00%
Port Health – Organic Animal Feed and Food Import Certificate	46.80	45.00	Research on internet there is a national flat rate charge of £45	-3.85%
Sports Grounds General Safety Certificates				
General Safety Certificates	Cost recovery up to maximum of £500	Cost recovery up to maximum of £500	per certificate	0.00%
Special Safety Certificates for Sports Grounds	156.00	162.24	per certificate	4.00%

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
CCTV Monitoring for external clients			per SLA	
Street Trading				
City centre pitch - application fee (monthly)	56.24	58.49	per licence	4.00%
City centre pitch - application fee (quarterly/full year)	168.73	175.48	per licence	4.00%
License fee (daily) - static trader	50.84	52.87	per licence	4.00%
License fee (weekly) - static trader	101.67	105.74	per licence	4.00%
License fee (monthly) - static trader	281.22	292.46	per licence	4.00%
License fee (quarterly) - static trader	393.70	409.45	per licence	4.00%
License fee (full year) - static trader	899.89	935.89	per licence	4.00%
City centre pitch - license fee (full year) - static trader	2,812.16	2,924.65	per licence	4.00%
License fee (daily) - mobile trader	50.84	52.87	per licence	4.00%
License fee (weekly) - mobile trader	101.67	105.74	per licence	4.00%
License fee (monthly) - mobile trader	135.20	140.61	per licence	4.00%
License fee (quarterly) - mobile trader	168.73	175.48	per licence	4.00%
License fee (full year) - mobile trader	337.46	350.96	per licence	4.00%
Taxi Licensing Fees				
Vehicles - less than 5 years	83.00	86.32	per licence	4.00%
Vehicles – more than 5 years, less than 10	114.00	118.56	per licence	4.00%
Vehicles – over 10 Years	166.00	172.64	per licence	4.00%
Drivers 3 year	249.00	258.96	per licence	4.00%
Driver instalments	83.00	86.32	per licence	4.00%
Operators 1-9 vehicles	1,000.00	1,040.00	per licence	4.00%
Operators 10-19 vehicles	1,500.00	1,560.00	per licence	4.00%
Operators 19-35 vehicles	2,000.00	2,080.00	per licence	4.00%
Operators 35+ vehicles	2,500.00	2,600.00	per licence	4.00%
Replacement rear plate	19.00	19.76	per item	4.00%
Replacement internal plate	12.00	12.48	per item	4.00%
Replacement licence	6.00	6.24	per licence	4.00%
Replacement bracket	13.00	13.52	per item	4.00%
Replacement Badge	19.00	19.76	per item	4.00%
Transfer Plate	65.00	67.60	per item	4.00%
Change of vehicle	115.00	119.60	per licence	4.00%
Knowledge test	65.00	67.60	per test	4.00%
Scrap Metal				
Site Licence	448.86	466.82	per licence	4.00%
Variation of licence	50.84	52.87	per licence	4.00%
Collectors licence	292.03	303.71	per licence	4.00%
Ceremony Charges for Naming and Vow Renewal Ceremonies				
Booking fee	70.00	70.00		0.00%
Mansion House - Monday to Thursday	270.00	285.00	per event	5.56%
Mansion House - Friday	325.00	340.00	per event	4.62%
Mansion House - Saturday (includes Premier Package)	360.00	375.00	per event	4.17%
Approved Venue - Monday to Thursday	375.00	395.00	per event	5.33%
Approved Venue - Friday	430.00	450.00	per event	4.65%
Approved Venue - Saturday	465.00	485.00	per event	4.30%
Approved Venue - Sunday, Bank holidays	535.00	555.00	per event	3.74%
Commemorative certificate packs	10.00	10.00	per pack	0.00%
Save the Date Fee	25.00	25.00	per request	0.00%

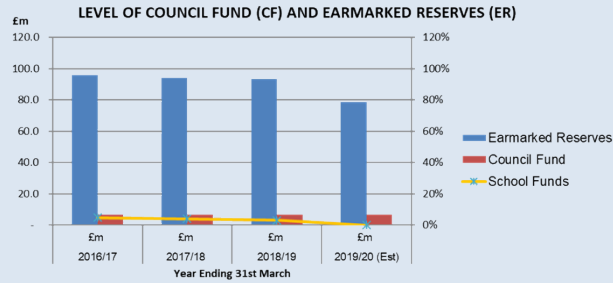
Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Certificate Fees				
Certificate Search Fees				
Search 1 year either side of date				
Search a further 5 years	10.00	10.00	per request	0.00%
Search a further 10 years	18.00	18.00	per request	0.00%
Same Day Service				
Standard Certificate - premium for issuing certificate on same day	10.00	10.00	per certificate	0.00%
Short Certificate - premium for issuing certificate on same day	10.00	10.00	per certificate	0.00%
Certificate Postage Costs - "signed for" delivery				
Administration Charge - Registrar Certificate	3.00	2.00	per envelope	-33.33%
Administration Charge - Superintendent Certificate	5.00	2.00	per envelope	-60.00%
Same day service certificates *	25.00	37.00		48.00%
Regular service applications *	15.00	13.00		-13.33%
<i>* These total charges are made up of 2 elements - the certificate (statutory fee for Priority or Regular service) plus postage - see sections above</i>				
Private Water Supplies				
Risk Assessment (each assessment) - Up to 3 hours	£174.72 for up to 3 hours plus £58.41 for each additional hour or part thereof, up to a maximum of £500*	£181.71 for up to 3 hours plus £60.75 for each additional hour or part thereof, up to a maximum of £500*	per assessment	
Sampling (each visit)	£100*	£100*	per sample	0.00%
Investigation (each investigation)	£100* plus the analysis cost	£100* plus the analysis cost	per investigation	0.00%
Grant of an authorisation (each authorisation)	£100*	£100*	per authorisation	0.00%
Analysis (taken under regulation 10)	£25*	£25*	per analysis	0.00%
Analysis (taken during check monitoring)	Analysis cost up to £100*	Analysis cost up to £100*	per analysis	0.00%
Analysis (taken during audit monitoring))	Analysis cost up to £500*	Analysis cost up to £500*	per analysis	0.00%
<i>* Maximum permitted by regulation</i>				
Fireworks - all year sales licence (set at statutory maximum)	500.00	500.00	per licence	0.00%
Ceremony Charges for Marriage and Civil Partnership				
Approved Premises License	1,600.00	1,700.00	per licence	6.25%
Mansion House - Monday to Thursday	270.00	285.00	per event	5.56%
Mansion House - Friday	325.00	340.00	per event	4.62%
Mansion House - Saturday (includes Premier Package)	360.00	375.00	per event	4.17%
Approved Venue - Monday to Thursday	375.00	395.00	per event	5.33%
Approved Venue - Friday	430.00	450.00	per event	4.65%
Approved Venue - Saturday	465.00	485.00	per event	4.30%
Approved Venue - Sunday, Bank holidays	535.00	555.00	per event	3.74%
Register Office (simple ceremony)	46.00	46.00	per event	0.00%
Church/Chapel ceremony attendance	86.00	86.00	per event	0.00%
Legal notice of marriage or civil partnership	35.00	35.00	per notice	0.00%
Certificate (issued at time of registration)	4.00	11.00	per certificate	175.00%
Certificate (issued within 28 days)	7.00	11.00	per certificate	57.14%
Citizenship Ceremonies	95.00	95.00	per event	0.00%
Single Adult	35.00	35.00	per event	0.00%
Same Day Service				
Certificate (from archive)	10.00	35.00	per certificate	250.00%
Regular Service				
Standard Certificate (from archive)	10.00	11.00	per certificate	10.00%
Short Certificate (from archive)	10.00	11.00	per certificate	10.00%

Income Source	Current Charge (exc VAT) £	Proposed Charge (exc VAT) £	Unit of Charge (per hr / day etc)	% Increase
Legal Services				
Local Land Charges (LLC1 only)	6.00	6.00	per search	0.00%
Local Land Charges (NIis LLC1))	4.00	4.00	per search	0.00%
Additional parcel fee (LLC1)	1.00	1.00	per search	0.00%

Appendix 8 - Financial Resilience

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

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



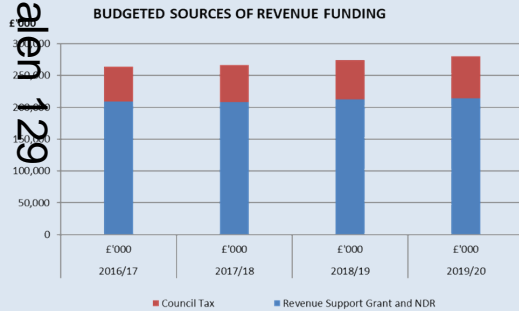
Level of Reserves

	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 (Est) £m
Earmarked Reserves	95.8	93.9	93.4	78.5
Council Fund	6.5	6.5	6.5	6.5
School Funds	4.8	3.9	3.1	-

Budgeted Sources of Funding

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Total Revenue Funding	209,142	208,250	212,790	214,343
Revenue Support Grant and NDR	54,796	58,122	61,806	66,268
Council Tax	-	-	-	-

Budgeted Revenue Funding Split



Financial Performance and Ratios

Ratio	Calculation	2015/2016 £'000	2016/2017 £'000	2017/2018 £'000	2018/2019 £'000
Net Worth (Assets - Liabilities)	(Asset- Liabilities)	61,095	20,785	20,213	- 48,973
Net Worth (exc Pension Liab.)	(Asset- Liabilities)	340,816	345,530	344,230	351,614
Working Capital Ratio	(Curr. Assets / Curr. Liabilities)	1.82	1.17	1.10	1.10
Gearing Ratio	(Borrowing / Total Reserves)	44.0%	49.9%	52.8%	52.8%

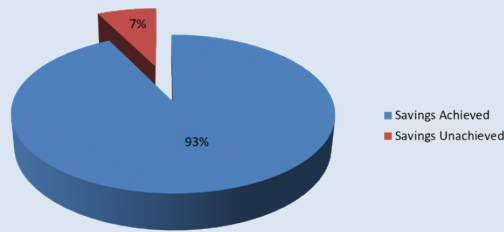
The figures below shows the 19/20 forecast position for both revenue and capital

2019/20 Revenue Forecast Position - October

Directorate	Current Budget £'000	Budget Forecast £'000	Variance £'000	Variance %
Children & Young People	24,467	25,963	1,496	6.1
Adult & Community Services	46,746	48,257	1,511	3.2
Education	14,209	14,209	-	-
Schools	96,545	99,617	3,072	3.2
Regeneration, Investment & Housing	9,994	10,156	162	1.6
City Services	23,722	23,940	218	0.9
Corporate Services	18,401	18,157	(244)	(1.3)
Total Directorates	234,084	240,299	6,215	2.7
Capital Financing	22,990	22,740	(250)	(1.1)
Contingency/ Provisions	2,152	1,326	(826)	(38.4)
Levies / other	22,458	21,034	(1,423)	(6.3)
Reserves /Transfer	(1,072)	(4,144)	(3,072)	286.6
Total Budget	280,611	281,255	644	0.2
Additional funding - CT surplus	-	(750)	(750)	-
Projected Over/ (Under) spend	280,611	280,505	(106)	(0.0)

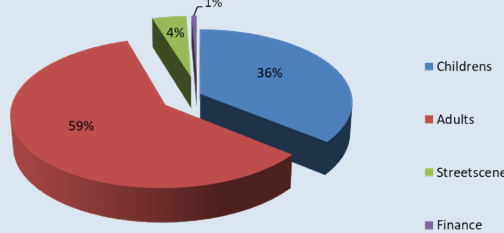
Revenue Savings Achieved and Unachieved (October 2019/20)

2019/20 REVENUE SAVINGS ACHIEVED AND UNACHIEVED



Analysis of Unachieved Savings

ANALYSIS OF UNACHIEVED SAVINGS - 2019/20



2019/20 Capital Forecast Position - October

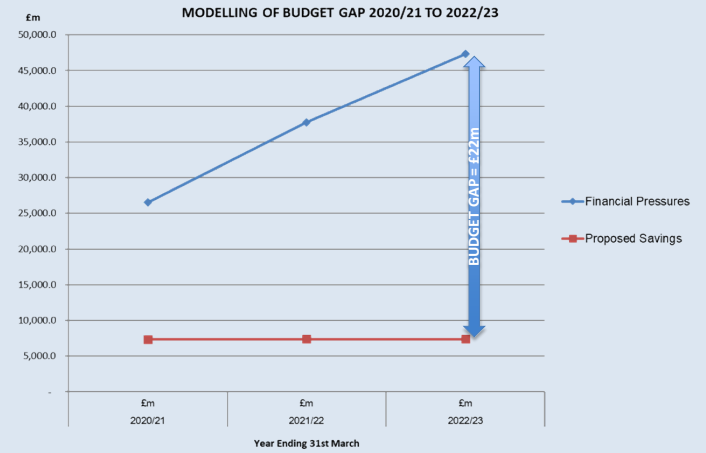
Directorate	Final Budget £'000	Budget Forecast £'000	Variance Slippage £'000	Variance (Under)/ Overspend £'000
Education	7,768	7,516	252	(252)
Regeneration, Investment & Housing	14,363	14,773	(410)	(130)
People & Business Change	657	657	-	-
Adult & Community Services	219	203	16	(16)
Children & Young People Services	1,566	1,566	-	-
City Services	14,173	14,212	(39)	34
Total Budget	38,746	38,927	(181)	(399)

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

MTFP Scenario (prior to 'new' savings being approved)

	2020/21 £'000	2021/22 £'000	2022/23 £'000	Total £'000
Financial Pressures	13,026	9,870	9,581	46,132
Transfer to/ (from) reserves	(459)	1,359	0	1,199
Funding Reductions	(2,143)	0	0	(5,727)
Budget Requirement Reduction	10,424	11,229	9,581	41,606
Increase in Ctax/ tax base	(4,215)	(2,289)	(2,381)	(12,454)
Savings	(554)	(35)	0	(7,393)
Budget Gap	5,655	8,904	7,200	21,759

Modelling of Budget Gap 2020/21 to 2022/23



Capital Expenditure & Need to borrow

Capital Expenditure	2019/20 Estimate £m	2020/21 Estimate £m	2021/22 Estimate £m	2022/23 Estimate £m
Total capital expenditure	39.2	44.2	45.3	13.9
Capital Financing Requirement				
Investments or (new borrowing)	- 21.8	- 17.7	- 14.4	- 4.0
CFR	287.5	292.6	297.7	290.1

Mae'r dudalen hon yn wag yn

APPENDIX 9 – Medium Term Financial Projections (MTFP)

	2020/21 £'000	2021/22 £'000	2022/23 £'000	Total £'000
Funding				
Change in WG Revenue Support Grant (assumed 1% for 2020/21, then cash flat)	(2,143)	-	-	(2,143)
Increase in tax base - C.Tax @ 19/20 rate	-	-	-	-
C. Tax @ 7.95% for 20/21 and 4% onwards	(5,268)	(2,861)	(2,976)	(11,106)
Less consequential increase in benefits	1,054	572	595	2,221
Change in funding	(6,358)	(2,289)	(2,381)	(11,028)
Change in Income/Funding	(6,358)	(2,289)	(2,381)	(11,028)
Revenue Investments / Increased Costs				
Pricing - Pay Inflation & Increments (non schools)	1,764	1,676	2,407	5,847
Pricing - Contract/ Income Inflation (non schools)	2,616	2,356	2,442	7,414
Pricing - Pay Inflation & Increments (schools)	2,445	2,223	2,037	6,705
Pricing - Contract/ Income Inflation (schools)	82	83	83	248
Demand - Schools	1,853	1,537	1,594	4,984
Demand - Social Care	2,246	286	460	2,992
Demand - Other	359	354	334	1,047
Other	873	155	122	1,150
Investments	788	1,200	101	2,089
Total Pressures	13,026	9,870	9,581	32,476
General budget transfer to / (from) Reserves	(459)	1,359	-	900
Gap Before Cost Reduction Plans	6,209	8,939	7,200	22,348
Cost Reduction - Transformation / Change Programme				
Cost reduction - new savings	-	-	-	-
Cost reduction - previously agreed savings	554	35	-	589
Total Savings	554	35	-	589
Balance - @ WG 1% growth 20/21 and cash flat thereafter	5,655	8,904	7,200	21,759

Tudalen 131

The MTFP represents the budget gap prior to any 'new' savings being approved

Mae'r dudalen hon yn wag yn

APPENDIX 10 – Projected earmarked reserves

Reserve	Balance at 31-Mar-19	Balance at 31-Mar-20	Balance at 31-Mar-21	Balance at 31-Mar-22	Balance at 31-Mar-23
	£'000				
Council Fund:	(6,500)	(6,500)	(6,500)	(6,500)	(6,500)
Balances held by schools for future use	(3,130)	(57)	(0)	(0)	(0)
		-	-	-	-
Earmarked Reserves:		-	-	-	-
Music Service	(127)	(127)	(127)	(127)	(127)
Pay Reserve	(1,418)	(1,418)	(1,418)	(1,418)	(1,418)
Insurance Reserve	(2,831)	(3,668)	(3,238)	(2,808)	(2,378)
MMI Insurance Reserve	(602)	(602)	(602)	(602)	(602)
Health & Safety	(16)	(16)	(16)	(16)	(16)
Education Achievement Service	(92)	(92)	(92)	(92)	(92)
Schools Redundancies	(845)	(1,217)	(811)	(405)	-
Friars Walk	(5,201)	(5,201)	(5,201)	(5,201)	(5,201)
European Funding IZA & CFW	(278)	(278)	(278)	(278)	(278)
Metro Bus	(9)	(9)	(9)	(9)	(9)
GEMS Redundancies	(78)	(78)	(78)	(78)	(78)
SUB TOTAL - RISK RESERVES	(11,497)	(12,706)	(11,870)	(11,034)	(10,199)
Capital Expenditure	(6,709)	(4,033)	(4,033)	(4,033)	(4,033)
Invest to Save	(11,099)	(10,122)	(9,011)	(8,683)	(8,683)
Super Connected Cities	(554)	(426)	(298)	(170)	(42)
Landfill (fines reserve)	(345)	(332)	(307)	(307)	(307)
Christmas Lights	(30)	-	-	-	-
School Reserve Other	(182)	-	-	-	-
School Works	(384)	(369)	(369)	(369)	(369)
Investment Reserve	(747)	-	-	-	-
Usable Capital Receipts	(8,295)	(3,092)	(588)	(588)	0
Streetscene Manager Support	(154)	(10)	-	-	-
SUB TOTAL - ENABLING RESERVES	(28,498)	(18,383)	(14,605)	(14,149)	(13,433)
STEP School Computers	(312)	0	0	0	0
Municipal Elections	(92)	(130)	(168)	(206)	-
Local Development Plan	(611)	(667)	(525)	(383)	(169)
Glan Usk PFI	(1,605)	(1,605)	(1,605)	(1,605)	(1,605)
Southern Distributor Road PFI	(43,881)	(41,679)	(39,605)	(37,354)	(35,024)
Loan modification technical reserve (IFRS 9)	(1,242)	(1,170)	(1,095)	(1,015)	(925)
Building Control	(132)	(155)	(155)	(155)	(155)
SUB TOTAL - SMOOTHING RESERVES	(47,875)	(45,406)	(43,153)	(40,718)	(37,878)
Works of art	(21)	(21)	(21)	(21)	(21)
Theatre & Arts Centre	(232)	(232)	(232)	(232)	(232)
Cymorth Income	(33)	(25)	(16)	(8)	0
Blaen Y Pant	(8)	-	-	-	-
Homelessness Prevention	(38)	(38)	-	-	-
Environmental Health - Improve Air Quality	(49)	(49)	-	-	-
Refurbishment of a Children / Older People Homes	(113)	-	-	-	-
Apprenticeship Scheme	(51)	-	-	-	-
City Economic Development Reserve	(90)	-	-	-	-
Welsh Language Standards	(174)	(118)	(38)	(38)	(38)
Port Health	(13)	(18)	(18)	(18)	(18)
CRM	(431)	(186)	-	-	-
Events	(266)	(186)	(156)	(156)	(156)
MTFP Reserve	(1,762)	(615)	(315)	(315)	(315)
Development of Leisure Masterplan	(15)	-	-	-	-
Voluntary Sector Grants	(66)	(49)	-	-	-
Bus Wifi	(35)	(17)	-	-	-
NEW - SENCOM	(250)	-	-	-	-
NEW - Bus Subsidy	(40)	(20)	-	-	-
NEW - IT Development	(351)	-	-	-	-
NEW - Leisure Delivery Plan	(150)	-	-	-	-
NEW - Chartist Tower	(950)	-	-	-	-
NEW - CPE	-	(80)	(80)	(80)	(80)
Joint Committee City Deal Reserve	(399)	(399)	(399)	(399)	(399)
SUB TOTAL - OTHER RESERVES	(5,537)	(2,058)	(2,275)	(1,267)	(1,259)
RESERVES TOTAL	(103,037)	(85,105)	(77,403)	(73,668)	(69,269)

Mae'r dudalen hon yn wag yn

Report

Cabinet

Part 1

Date: 20 December 2019

Subject **Report on Treasury Management for the period to 30 September 2019**

Purpose This report is to inform the Cabinet of treasury activities undertaken during the period to 30 September 2019 and confirms that all treasury and prudential indicators have been adhered to in the first half of the financial year.

Author Assistant Head of Finance

Ward General

Summary During the first half of the financial year, the Council continued to be both a short-term investor of cash and borrower to manage day-to-day cash flows. Current forecasts indicate that in the future, temporary borrowing will continue to be required to fund normal day to day cash flow activities. No additional temporary borrowing was required in the first half of the year, however there has been a small amount of long-term borrowing taken at zero interest for a specific project.

All borrowing and investments undertaken during the first half of the year was expected and within the Council's agreed limits

Proposal **To note the report on treasury management activities for the period to 30 September 2019 and provide comments to Council.**

Action by Head of Finance

Timetable Immediate

This report was prepared after consultation with:

- Treasury Advisors
- Head of Finance

Please list here those officers and members you have consulted on this report.

Signed

Background

1. The Council's Treasury Management Strategy and Prudential Indicators were approved by Council in February 2019 alongside the Capital Strategy and the Medium Term Financial Plan and the 2019/20 Budget.
2. The Treasury Management Strategy for 2019/20 has been underpinned by the adoption of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management 2011, which includes the requirement for determining a treasury strategy on the likely financing and investment activity for the forthcoming financial year. The Code also recommends that members are informed of Treasury Management activities at least twice a year. This report therefore ensures this authority is embracing best practice in accordance with CIPFA's recommendations.
3. The 2017 Prudential Code includes a requirement for local authorities to produce and approve provide a Capital Strategy, covering capital expenditure and financing, treasury management and non-treasury investments. The Authority's Capital Strategy, complying with CIPFA's requirement, was approved by full Council on 26th February 2019.
4. This report presents the following information.
 - details of capital financing, borrowing, debt rescheduling and investment transactions
 - reports on the risk implications of treasury decisions and transactions
 - details the half year monitoring position on treasury management transactions in 2019/2020
 - confirms compliance with treasury limits set and Prudential code
5. Whilst the Council has significant long term borrowing requirements, the Council's capacity for further in internal borrowing has reached capacity, and in the latter half of 2019/20 the Council is expected to undertaken external borrowing both for the refinancing of maturing loans and to fund the existing capital programme; it will remain as much 'internally borrowed' as is possible and increase actual external borrowing only when needed to manage its cash requirements.
6. Although this report looks at treasury management activities to 30th September 2019, on 9th October HM Treasury announced a change to the margin of 1% which was applied to PWLB interest rates, increasing the cost of borrowing immediately from that point forward. This was an unexpected increase, and was not anticipated across local government.
7. Given the recent rise in PWLB interest rates the authority will discuss with treasury advisors on whether the strategy of not undertaking early long-term borrowing is still applicable, this will be updated in the treasury management strategy to be approved for 2020/21.
8. As shown in Table 2 in Appendix B, during the first half of the year the amount of borrowing has reduced by £42m to £150.8m. This is mainly due to repayment of the stock issue which matured on the 10th April 2019. The Council took out a loan to do this but did this before 31st March and therefore this increase in loans taken out was reported in the previous half-year / financial year. As this loan was taken a few weeks earlier than needed, it was temporarily invested and then used to repay the Bond and therefore, as shown in the same table, there is a corresponding reduction in investments as this was done. In essence, we have simply re-financed the Bond with another loan of the same value and in pursuing an internally borrowed borrowing strategy, is as expected.
9. A small amount of long-term borrowing was taken out in the first half of the financial year amounting to £1.5m. This was in relation to interest free Welsh Government and Salix loans linked to specific projects. It is anticipated that the Council will need to undertake additional borrowing on a short term basis for the remainder of the year in order to cover normal day to day cash flow activity. With current estimates there is the potential that a small amount of additional long-term borrowing could be required in this financial year.

10. Appendix B summarises the Council's debt position as at 30 September 2019. The changes in debt outstanding relate to the raising and repaying of temporary loans and the reduction in borrowing is in relation to the £40m stock issue.
11. In regards to LOBOs, no loans were called during the period. All £30m outstanding is subject to potential change of interest rates by the lender (which would automatically trigger a right to the Council to repay these loans) prior to the end of this financial year. Should a change of interest rate be requested, then it will be considered in detail and a decision on how we proceed will be made in conjunction with our treasury advisors.

INVESTMENTS ACTIVITY / POSITION

12. Given the increasing risk and very low returns from short-term unsecured bank investments, the Authority will look to diversify into more secure and/or higher yielding asset classes in the future. This is especially the case for the estimated £10 million that is available for longer-term investment. All of the Authority's surplus cash is currently invested in short-term unsecured bank deposits and local authorities.
13. As per the Council's investment strategies, the Council had made investments to assist local public services, including making loans to businesses to promote economic growth.
14. The Council's strategy of being a short-term investor has been maintained, and in line with our strategy, this will be allowed to reduce over the next year or so. There is now a long term reduction now a long term reduction in the Council's internally borrowed capacity. As at 30 September 2019, there was a £17.0m balance of short-term investments.
15. All investments are currently placed on a temporary basis and are placed in high security institutions, in line with our other strategy in this area, dealing with our investing priorities of (i) security (ii) liquidity and (iii) yield, in that order. At the 30 September 2019, £8m was placed with various local authorities and £9m with banks and building societies.
16. January 2018 saw the implementation in the UK of the second Markets in Financial Instruments Directive (MiFID II), where firms will be obliged to treat all local authorities as retail clients unless they opt up to professional client status and meet certain criteria. These criteria include holding a minimum of £10m investment balance and employing knowledgeable and experienced staff to carry out investment transactions. It is anticipated that our investment balances will remain well above the minimum £10m for the remainder of the financial year.
17. The Council does not hold any long-term (more than 364 days) investments as at 30 September 2019. However, as stated above the Authority is now aiming to diversity into higher yielding, long term financial instruments in the second half of 2019/20, this is further detailed in the report being presented to Audit Committee on investments to pooled funds.

OTHER MID YEAR TREASURY MATTERS

Economic background and Counter Party Update

18. Appendix A outlines the underlying economic environment during the first half of the financial year, as provided by the Council's Treasury Management Advisors Arlingclose.
19. The Council does not currently have any long-term investments, and the investments that it currently undertakes are mainly with other local authorities which are deemed very secure, therefore the risk is currently limited. There were no significant changes in credit ratings advised in the first half of the financial year that had implications for the approved lending list. The long term rating of Santander UK, the Council's bankers, remains at A above the Council's minimum level of A-.

Compliance with Prudential Indicators approved by Council

19. The Authority measures and manages its exposures to treasury management risks using various indicators which can be found in Appendix B. The Authority has complied with the Prudential Indicators for 2019/20, set in March 2019 as part of the Treasury Management Strategy. Details of treasury-related Prudential Indicators can be found in Appendix B.

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?
Investment counterparty not repaying investments	High but depending on investment value	Low	The Council only invests with Institutions with very high credit scores. It employs advisors to monitor money market movements and changes to credit scores and acts immediately should things change adversely. The lower levels of funds available for investment will also alleviate the risk.	Members, Head of Finance, Treasury staff, based on advice from treasury advisors
Interest Rates moving adversely against expectations	Low	Low	Despite recent increase in the bank rate to 0.75%, future expectations for higher short term rates are subdued. The Treasury strategy approved allows for the use of short term borrowing once investment funds are exhausted to take advantage of these low rates. In October 2019 HM treasury raised the margin by 1% which had an impact on the PWLB rates, making PWLB a more expensive form of borrowing. Any further increases in HM Treasury is unlikely in the near future.	Head of Finance, Treasury staff, treasury advisors

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

It is the Council's policy to ensure that the security of the capital sums invested is fully recognised and has absolute priority. The Council follows the advice of the Welsh Governments that any investment decisions take account of security, liquidity and yield in that order.

Options Available and considered

The Prudential Code and statute requires that, during and at the end of each financial year, reports on these matters are presented to Council for approval. Thus the only option available is consider the report and provide comments to the Council.

Preferred Option and Why

Note the contents of the report and provide comments to the Council.

Comments of Chief Financial Officer

Decisions made on treasury matters will be made with a view the Treasury Management Strategy, Treasury Advisors and Prudential Indicators.

Comments of Monitoring Officer

There are no legal implications. The in-year and annual treasury management report is consistent with relevant Chartered Institute of Public Finance and Accountancy Guidance, Treasury Management principles and the Council's investment strategy.

Comments of Head of People and Business Change

There are no direct HR implications associated with the report.

The Council is required through the Prudential Code to report on treasury management activities during and at the end of each financial year. The Well-being of Future Generations Act requires public bodies to balance short-term needs with the needs to safeguard the ability to meet long-term needs. As stated in this report, the Council continues to be both a short-term investor of cash and borrower to manage day-to-day cash flows but current forecasts indicate that in future temporary borrowing will continue to be required to fund normal day to day cash flow activities. All borrowing and investments undertaken during the first half of the year was expected and within the Council's agreed limits. The matters within this report fit in with the well-being goal of a Prosperous Wales.

Comments of Cabinet Member

N/A.

Local issues

N/A

Scrutiny Committees

N/A

Equalities Impact Assessment and the Equalities Act 2010

The Equality Act 2010 contains a Public Sector Equality Duty which came into force on 06 April 2011. The Act identifies a number of 'protected characteristics', namely age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation; marriage and civil partnership. The new single duty aims to integrate consideration of equality and good relations into the regular business of public authorities. Compliance with the duty is a legal obligation and is intended to result in better informed decision-making and policy development and services that are more effective for users. In exercising its functions, the Council must have due regard to the need to: eliminate unlawful discrimination, harassment, victimisation and other conduct that is prohibited by the Act; advance equality of opportunity between persons who share a protected characteristic and those who do not; and foster good relations between persons who share a protected characteristic and those who do not. The Act is not overly prescriptive about the approach a public authority should take to ensure due regard, although it does set out that due regard to advancing equality involves: removing or minimising disadvantages suffered by people due to their protected characteristics; taking steps to meet the needs of people from protected groups where these differ from the need of other people; and encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

Children and Families (Wales) Measure

Although no targeted consultation takes place specifically aimed at children and young people, consultation on planning applications and appeals is open to all of our citizens regardless of their age.

Depending on the scale of the proposed development, applications are publicised via letters to neighbouring occupiers, site notices, press notices and/or social media. People replying to consultations are not required to provide their age or any other personal data, and therefore this data is not held or recorded in any way, and responses are not separated out by age.

Wellbeing of Future Generations (Wales) Act 2015

This report is a backwards looking report of the treasury management activities of the Council. It shows that we followed the treasury management strategy and the compliance with prudential code and treasury management indicators. This links into the long-term objectives of the authorities and ensures that the councils activities are carried out in an affordable, prudent and sustainable manner.

Crime and Disorder Act 1998

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

Consultation

N/A

Background Papers

Treasury Management Strategy report to Audit Committee January 2019.
Report to Council February 2019: Capital Strategy and Treasury Strategy

Dated: 04 November 2019

APPENDIX A

Economic background: UK Consumer Price Inflation (CPIH) fell to 1.7% year/year in August 2019 from 2.0% in July, weaker than the consensus forecast of 1.9% and below the Bank of England's target. The most recent labour market data for the three months to July 2019 showed the unemployment rate edged back down to 3.8% while the employment rate remained at 76.1%, the joint highest since records began in 1971. Nominal annual wage growth measured by the 3-month average excluding bonuses was 3.8% and 4.0% including bonuses. Adjusting for inflation, real wages were up 1.9% excluding bonuses and 2.1% including.

The Quarterly National Accounts for Q2 GDP confirmed the UK economy contracted by 0.2% following the 0.5% gain in Q1 which was distorted by stockpiling ahead of Brexit. Only the services sector registered an increase in growth, a very modest 0.1%, with both production and construction falling and the former registering its largest drop since Q4 2012. Business investment fell by 0.4% (revised from -0.5% in the first estimate) as Brexit uncertainties impacted on business planning and decision-making.

Politics, both home and abroad, continued to be a big driver of financial markets over the last quarter. Boris Johnson won the Conservative Party leadership contest and has committed to leaving the EU on 31st October regardless of whether a deal is reached with the EU. Mr Johnson prorogued Parliament which led some MPs to put forward a bill requiring him to seek a Brexit extension if no deal is in place by 19th October. The move was successful and, having been approved by the House of Lords, was passed into law. The Supreme Court subsequently ruled Mr Johnson's suspension of Parliament unlawful.

Tensions continued between the US and China with no trade agreement in sight and both countries imposing further tariffs on each other's goods. The US Federal Reserve cut its target Federal Funds rates by 0.25% in September to a range of 1.75% - 2%, a pre-emptive move to maintain economic growth amid escalating concerns over the trade war and a weaker economic environment leading to more pronounced global slowdown. The euro area Purchasing Manager Indices (PMIs) pointed to a deepening slowdown in the Eurozone. These elevated concerns have caused key government yield curves to invert, something seen by many commentators as a predictor of a global recession. Market expectations are for further interest rate cuts from the Fed and in September the European Central Bank reduced its deposit rate to -0.5% and announced the recommencement of quantitative easing from 1st November.

The Bank of England maintained Bank Rate at 0.75% and in its August Inflation Report noted the deterioration in global activity and sentiment and confirmed that monetary policy decisions related to Brexit could be in either direction depending on whether or not a deal is ultimately reached by 31st October.

Financial markets: After rallying early in 2019, financial markets have been adopting a more risk-off approach in the following period as equities saw greater volatility and bonds rallied (prices up, yields down) in a flight to quality and anticipation of more monetary stimulus from central banks. The Dow Jones, FTSE 100 and FTSE 250 are broadly back at the same levels seen in March/April.

Gilt yields remained volatile over the period on the back of ongoing economic and political uncertainty. From a yield of 0.63% at the end of June, the 5-year benchmark gilt yield fell to 0.32% by the end of September. There were falls in the 10-year and 20-year gilts over the same period, with the former dropping from 0.83% to 0.55% and the latter falling from 1.35% to 0.88%. 1-month, 3-month and 12-month LIBID (London Interbank Bid) rates averaged 0.65%, 0.75% and 1.00% respectively over the period.

Recent activity in the bond markets and PWLB interest rates highlight that weaker economic growth remains a global risk. The US yield curve remains inverted with 10-year Treasury yields lower than US 3-month bills. History has shown that a recession hasn't been far behind a yield curve inversion. Following the sale of 10-year Bunds at -0.24% in June, yields on German government securities continue to remain negative in the secondary market with 2 and 5-year securities currently both trading around -0.77%.

Credit background: Credit Default Swap (CDS) spreads rose and then fell again during the quarter, continuing to remain low in historical terms. After rising to almost 120bps in May, the spread on non-ringfenced bank NatWest Markets plc fell back to around 80bps by the end of September, while for the ringfenced entity, National Westminster Bank plc, the spread remained around 40bps. The other main UK banks, as yet not separated into ringfenced and non-ringfenced from a CDS perspective, traded between 34 and 76bps at the end of the period.

There were minimal credit rating changes during the period. Moody's upgraded The Co-operative Bank's long-term rating to B3 and Fitch upgraded Clydesdale Bank and Virgin Money to A-.

Our treasury advisor Arlingclose will henceforth provide ratings which are specific to wholesale deposits including certificates of deposit, rather than provide general issuer credit ratings. Non-preferred senior unsecured debt and senior bonds are at higher risk of bail-in than deposit products, either through contractual terms, national law, or resolution authorities' flexibility during bail-in. Arlingclose's creditworthiness advice will continue to include unsecured bank deposits and CDs but not senior unsecured bonds issued by commercial banks.

APPENDIX B

The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors are summarised in table 1 below.

Table 1: Balance Sheet Summary

	31.3.19 Actual £m
General Fund CFR	280
Less: *Other debt liabilities	43
Borrowing CFR	237
Less: Usable reserves	(103)
Less: Working capital inc. investments	2.6
Net borrowing	136.6

* finance leases, PFI liabilities and transferred debt that form part of the Authority's total debt

The Authority's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing, in order to reduce risk and keep interest costs low.

The treasury management position as at 30 September 2019 and the change over the period is show in table 2 below.

Table 2: Treasury Management Summary

	31.3.19 Balance £m	Movement £m	30.9.19 Balance £m	30.9.19 Rate %
Long-term borrowing	149.3	1.5	150.8	11.93
Short-term borrowing	43.5	(43.5)	-	-
Total borrowing	192.8	(42.0)	150.8	3.66
Long-term investments	-	-	-	-
Short-term investments	(10.3)	2.3	(8.0)	0.63
Cash and cash equivalents	(45.9)	36.9	(9.0)	0.53
Total investments	(56.2)	39.2	(17.0)	0.58
Net borrowing	136.6	(2.8)	133.8	N/A

The table above shows significant movement in both the borrowing and investment levels of the Council, however overall the NET borrowing position for the Council has decreased by £2.8m. Borrowing decreased by £42.0m in the year, this is mainly due to undertaking borrowing early in relation to the re-financing of the stock issue, which matured on the 10th April 2019.

This borrowing was placed in very short-term investments, therefore as at the 30th March 2019 was classed as cash and cash equivalents in the above table. Following the re-financing on 10th April, the investments reduced by £40m and the borrowing also reduced by £40m.

Excluding the £40m, short-term investments have increased by £0.8m and borrowing has decreased by £2m giving an overall decrease in net borrowing of £2.8m.

Borrowing Strategy during the half year

At 30th September 2019 the Authority held £150.8m of loans, (a decrease of £2m on 31st March 2019, excluding the £40m borrowing for the re-financing of the stock issue), as part of its strategy for funding previous years' capital programmes. The 30th September 2019 borrowing position is show in table 3 below.

Table 3: Borrowing Position

	31.3.18 Balance £m	Net Movement £m	31.3.19 Balance £m	31.3.19 Weighted Average Rate %	31.3.19 Weighted Average Maturity (years)
Public Works Loan Board	107.9	(0.8)	107.1	3.7	20.1
Banks (LOBO)	30.6	(0.6)	30.0	3.8	34.7
Stock Issue	40.0	(40.0)	-	-	-
Banks (fixed-term)	5.0	-	5.0	3.8	58.4
Local Authority (short-term)	-	-	-	-	-
Other inc. WG loans	6.0	2.6	8.6	-	-
Accrued interest	3.3	(3.3)	-	-	-
Total borrowing	192.8	(42.0)	150.8	3.7	23.7

The Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective.

In keeping with these objectives, new borrowing was kept to a minimum of £1.5m. This strategy enabled the Authority to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk.

With short-term interest rates remaining much lower than long-term rates, the Authority considered it to be more cost effective in the near term to use internal resources or borrowed rolling temporary / short-term loans instead. The net movement in temporary / short-term loans is shown in table 2 above.

The "cost of carry" analysis performed by the Authority's treasury management advisor Arlingclose did not indicate any value in borrowing in advance for future years' planned expenditure and therefore none was taken.

The Authority continues to hold £30m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate as set dates, following which the Authority has the option to either accept the new rate or to repay the loan at no additional cost. No banks exercised their option during the first half of 2019/20.

Investment Activity

The Authority holds invested funds, representing income received in advance of expenditure plus balances and reserves held. During the first half of 2019/20 the Authority's investment balance ranged between £17m and £69m due to timing differences between income and expenditure. The investment position during the half year is shown in table 4 below.

Table 4: Investment Position

	31.3.19		30.9.19	30.9.19	30.9.19
	Balance	Movement	Balance	Weighted	Weighted
	£m	£m	£m	average rate	average
				%	maturity
					Years
Banks & building societies (unsecured)	7.7	1.3	9.0	0.53	0
Government (incl. local authorities)	48.5	(40.5)	8.0	0.63	0.03
Total investments	56.2	(39.2)	17.0	1.16	0.03

Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. However, we expect to begin to invest in long term financial instruments in the near future which is in line with the Treasury Management Strategy which was approved in February 2019

Compliance Report

The Head of Finance is pleased to report that all treasury management activities undertaken during the first half of 2019/20 complied fully with the CIPFA Code of Practice and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 5 below.

Table 5: Investment Limits

	Cash limit
Any single organisation, except the UK Central Government	£10m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£10m per group
Any group of pooled funds under the same management	£10m per manager
Negotiable instruments held in a broker's nominee account	£5m per broker
Foreign countries	£2m per country
Registered providers and registered social landlords	£5m in total
Unsecured investments with building societies	£5m in total
Money market funds	£10m in total
Real estate investment trusts	£10m in total

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 6 below.

Table 6: Debt Limits

	H1 Maximum (£m)	30.9.19 Actual (£m)	2019/20 Operational Boundary (£m)	2019/20 Authorised Limit (£m)	Complied
Borrowing	193	151	220	230	✓
PFI & finance leases	43	43	44	44	✓
Total debt	205	194	264	274	✓

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

Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

Interest Rate Exposures: This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed was:

	30.9.19 Actual	2019/20 Limit	Complied
Upper limit on fixed interest rate exposure	100%	100%	✓
Upper limit on variable interest rate exposure	0	50%	✓

Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate.

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

	30.9.19 Actual	Upper Limit	Lower Limit	Complied
Under 12 months	0%	70%	0%	✓
12 months and within 24 months	1%	60%	0%	✓
24 months and within 5 years	7%	60%	0%	✓
5 years and within 10 years	20%	50%	0%	✓
10 years and within 20 years	21%	30%	0%	✓
20 years and within 30 years	15%	20%	0%	✓
30 years and within 40 years	20%	20%	0%	✓
40 years and within 50 years	9%	20%	0%	✓
50 years and above	7%	20%	0%	✓

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

Principal Sums Invested for Periods Longer than 364 days: The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

	2019/20	2020/21	2021/22
Actual principal invested beyond year end	0	0	0
Limit on principal invested beyond year end	10	10	10
Complied	✓	✓	✓

Outlook for the remainder of 2019/20

The global economy is entering a period of slower growth in response to political issues, primarily the trade policy stance of the US. The UK economy has displayed a marked slowdown in growth due to both Brexit uncertainty and the downturn in global activity. In response, global and UK interest rate expectations have eased dramatically.

There appears no near-term resolution to the trade dispute between China and the US, a dispute that the US appears comfortable exacerbating further. With the 2020 presidential election a year away, Donald Trump is unlikely to change his stance.

Parliament appears to have frustrated UK Prime Minister Boris Johnson's desire to exit the EU on 31st October. The probability of a no-deal EU exit in the immediate term has decreased, although a no-deal Brexit cannot be entirely ruled out for 2019 and the risk of this event remains for 2020. The risk of a general election in the near term has, however, increased.

Central bank actions and geopolitical risks will continue to produce significant volatility in financial markets, including bond markets.

Our treasury advisor Arlingclose expects Bank Rate to remain at 0.75% for the foreseeable future but there remain substantial risks to this forecast, dependant on Brexit outcomes and the evolution of the global economy. Arlingclose also expects gilt yields to remain at low levels for the foreseeable future and judge the risks to be weighted to the downside and that volatility will continue to offer longer-term borrowing opportunities

	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22
Official Bank Rate													
Upside risk	0.00	0.00	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Arlingclose Central Cas	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Downside risk	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75

Mae'r dudalen hon yn wag yn

Report

Cabinet

Part 1

Date: 20 December 2019

Subject Quarter 2 Corporate Risk Register Update

Purpose To present an update of the Corporate Risk Register for the end of quarter 2 (30th September 2019).

Author Head of People and Business Change

Ward All

Summary The Council's Risk Management Strategy and Risk Register enables the Council to effectively identify, manage and monitor those risks to ensure that the Council realises its Corporate Plan and ensure service delivery is provided to its communities and citizens.

The Corporate Risk Register has 12 risks, which are considered to have a significant impact on the achievement of the Council's objectives and warrant monitoring by the Council's Senior Leadership Team and Corporate Management Team. At the end of quarter 2, we have identified 9 high level risks (risk scores 15 to 25); 3 medium risks (risk scores 5 to 14).

Proposal Cabinet is asked to consider the contents of the quarter 2 update of the Corporate Risk Register Risk Register.

Action by Senior Leadership Team and Heads of Service

Timetable Immediate

This report was prepared after consultation with:

- Senior Leadership Team (SLT)
- Corporate Management Team

Signed

Background

The Wellbeing of Future Generations (Wales) Act 2015, requires Newport City Council to set Wellbeing Objectives in its Corporate Plan 2017-22. With any Corporate Plan there will be risks that may prevent the Council from achieving its objectives. The Council's Risk Management Strategy and Corporate Risk Register enables the Council to effectively identify, manage and monitor those risks to ensure that the Council realises its Plan and ensure service delivery is provided to its communities and citizens.

1. Summary of risks in this report

At the end of quarter 2 (30th September 2019) there were 12 corporate risks which consisted of 9 High risks (15 to 25); 3 Medium Risks (5 to 14). The quarter 1 reports were presented to Cabinet in September 2019 and Audit Committee in October 2019 respectively. In comparison to quarter 1 there were no new risks, however 2 risks have increased from Medium to High level risks. The risk mitigation actions identified for each risk is imperative for outlining how these risks are managed and enable the Council achieve its objectives. We would like to highlight the following risks for Cabinet's attention:

- Demand for Additional Learning Needs (ALN) and Special Education Needs (SEN) support** – This risk relates to new legislation being introduced and unknowns in relation to its potential impact on Education services and school support in the city. The risk score has increased from 12 to 20 in the last quarter. ALN funding models were reviewed in a local authority and Head teacher working group during quarter 2. It was evident that due to a rise in the general school population there has been an increase in ALN pupils which has put additional pressure on the existing ALN funding. There is an expectation that schools supplement their allocated ALN funding, however, due to the increase of statemented and funded IDP (Individual Development Plan) pupils the per pupil ALN funding does not reflect the amount required. A one year funding model was agreed with further meetings to take place during summer 2020 to develop a long term funding model.
- In year financial management** – This risk's score has increased from 8 to 12. The September monitor shows an on-going worsening position and a forecast overspend of £700k. While the impact of an in-year overspend will have a detrimental effect on the level of reserves, it is not something the Council could not cover in the short-term. The impact however of these overspends continuing in the medium term would be a lot larger on the financial resilience of the organisation and need to be brought under control. The current overspend position is recoverable if appropriate action is taken, however, a risk remains that demand for services and the cost pressures linked to these continue to increase by a greater value than currently projected.

Appendix 2 of this report is the Council's Corporate Risk Register.

Financial Summary

There are no direct costs associated with this report.

Risks

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

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

Corporate Plan 2017-22

Service Plans 2019/20

Options Available and considered

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

Preferred Option and Why

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

Comments of Chief Financial Officer

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

Comments of Monitoring Officer

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

Comments of Head of People and Business Change

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

Comments of Cabinet Member

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

Local issues

None.

Scrutiny Committees

Audit Committee have a role in reviewing and assessing the risk management arrangements of the Authority. Audit Committee will be presented with a copy of the Quarter 2 risk update in January 2020 with comments and recommendations presented to Cabinet in the Quarter 3 update in March 2020.

Equalities Impact Assessment

Not applicable.

Children and Families (Wales) Measure

Not applicable.

Wellbeing of Future Generations (Wales) Act 2015

Risk management is a key area to implementing the Wellbeing of Future Generations Act (Wales) 2015. The council must ensure that it considers risks in the short, medium and longer term and that it manages risks in a manner that protects current service delivery and communities as well as considering the longer term impact. It supports the delivery of the wellbeing objectives that are identified in the council's Corporate Plan by considering the risks to delivering these objectives and by defining and monitoring actions to mitigate those risks.

The Corporate Risk Register helps the council to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs by considering the sustainable development principle set out in the Wellbeing of Future Generations (Wales) Act 2015.

Crime and Disorder Act 1998

Not applicable.

Consultation

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

Background Papers

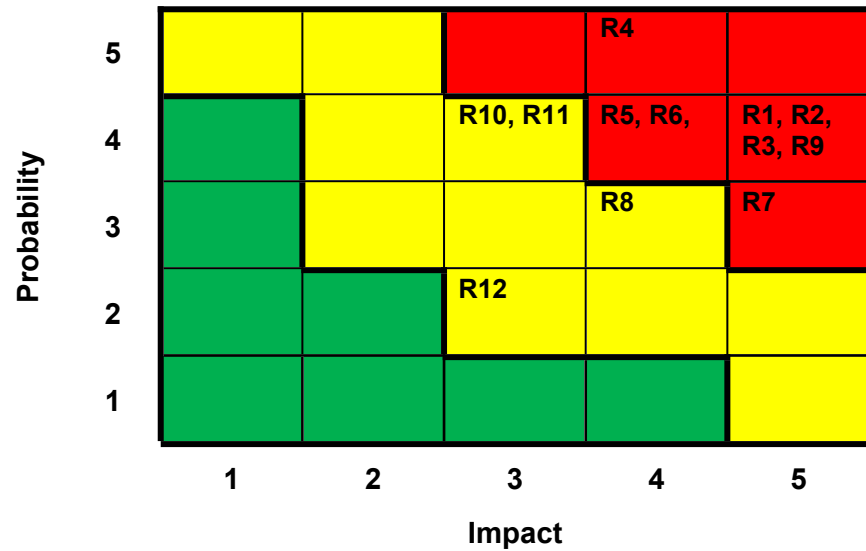
Corporate Risk Register, Cabinet 18th September 2019

Corporate Risk Register, Audit Committee 17th October 2019

Corporate Risk Strategy, June 2018

Dated: November 2019

Appendix 1 - Quarter 2 Corporate Risk Heat Map



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

Risk Score Profile between Quarter 3 2018/19 and Quarter 2 2019/20

Risk Position	Risk No. - Description	Risk Score Quarter 3 2018/19	Risk Score Quarter 4 2018/19	Risk Score Quarter 1 2019/20	(Current) Risk Score Quarter 2 2019/20	Target Risk Score
R1	Balancing the Council's Medium Term budget.	20	20	20	20	10
R2	Stability of Social Services Providers	20	20	20	20	6
R3	Highways Network	20	20	20	20	9
R4	Schools Finance / Cost Pressures	-	-	20	20	20
R5	Brexit - Decision to leave the European Union	16	12	16	16	10
R6	Educational Out of County Placements	-	-	16	16	8
R7	City Centre Security and Safety	15	15	15	15	8
R8	Climate Change	12	12	12	12	10
R9	Demand for ALN and SEN support	-	-	12	20	12
R10	Newport Council's Property Estate	12	12	12	12	9
R11	In year financial management	8	4	8	12	6
R12	Safeguarding	6	6	6	6	4

Tudalen 154

Glossary

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

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

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

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

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

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

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

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

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

How the Council Assesses Risk

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

Risk Assessment Matrix

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

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

Impact Matrix

Rating	Severity of impact	Impact factors (and examples of what they might look like)						
		Strategic	Operational	Financial	Resources	Governance	Health & Safety	Reputational
1	Negligible		Brief disruption that has a minor impact on the delivery of a service. Service disruption less than a 1 day	Unplanned budgetary disturbance <£100k	Loss of asset/money with value >£2k		Reportable (non-serious) accident affecting one employee/member of public/service user	Isolated complaint(s)
2	Low		Brief disruption of a non-critical service(s) Service disruption 0-2 days	Unplanned budgetary disturbance £100-£500k	Loss of asset/money with value £2-10k	Mild WAO criticism in report. Mild criticism from a legal/regulatory authority. Isolated fraud	Reportable (non-serious) accident affecting small number of employees/members of public/service users	Formal complaints from a section of stakeholders or an institution
3	Medium	Noticeable constraint on achievement of a key strategic objective	Loss and/or intermittent disruption of a service between 2-3 days	Unplanned budgetary disturbance £500k-£2M	Loss of asset/money with value £10-50k	Adverse WAO report. Significant criticism from a legal/regulatory authority requiring a change of policy/procedures. Small-scale fraud relating to a number of people or more significant fraud relating to one person	Reportable (non-serious) accident(s) affecting a significant number of employees/members of public/service users or a serious injury to a single employee/member of public/service user	Formal complaints from a wide range of stakeholders (e.g. several institutions), adverse local press, complaint/s upheld by Ombudsman
4	High	Severe constraint on achievement of a key	Loss of an important service(s) for a short period that could impact on stakeholders.	Unplanned budgetary disturbance £2-5M	Loss of asset/money with value £50-100k	Qualified account. Severe criticism from WAO/legal/regulatory authority requiring major overhaul of	Serious injury of several employees/members of public/service users	Significant loss of confidence amongst a key stakeholder group.

Rating	Severity of impact	Impact factors (and examples of what they might look like)						
		Strategic	Operational	Financial	Resources	Governance	Health & Safety	Reputational
		strategic objective	Service disruption 3-5 days			policy/procedures, Significant fraud relating to several employees		Adverse national press
5	Very High	Failure of a key strategic objective	Serious organisational / service failure that has a direct impact on stakeholders inc vulnerable groups. Service disruption 5+ days	Unplanned budgetary disturbance >£5M	Loss of asset/money with value >£100k	Severe service failure resulting in WAG intervention/special measures Widespread significant fraud	Death of employee(s)	Severe loss of confidence amongst several key stakeholder groups. Damning national press

Probability

Score	General Description	Definition
1	Very Low probability	2% chance of occurrence
2	Low probability	5% chance of occurrence
3	Medium probability	10% chance of occurrence
4	High probability	20% chance of occurrence
5	Very high probability	50% chance of occurrence

Mae'r dudalen hon yn wag yn



NCC Corporate Risk Register

2019/20 Quarter 2 Update

Balancing the Council's Medium Term Budget

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

20

Balancing the Council's Medium Term Budget

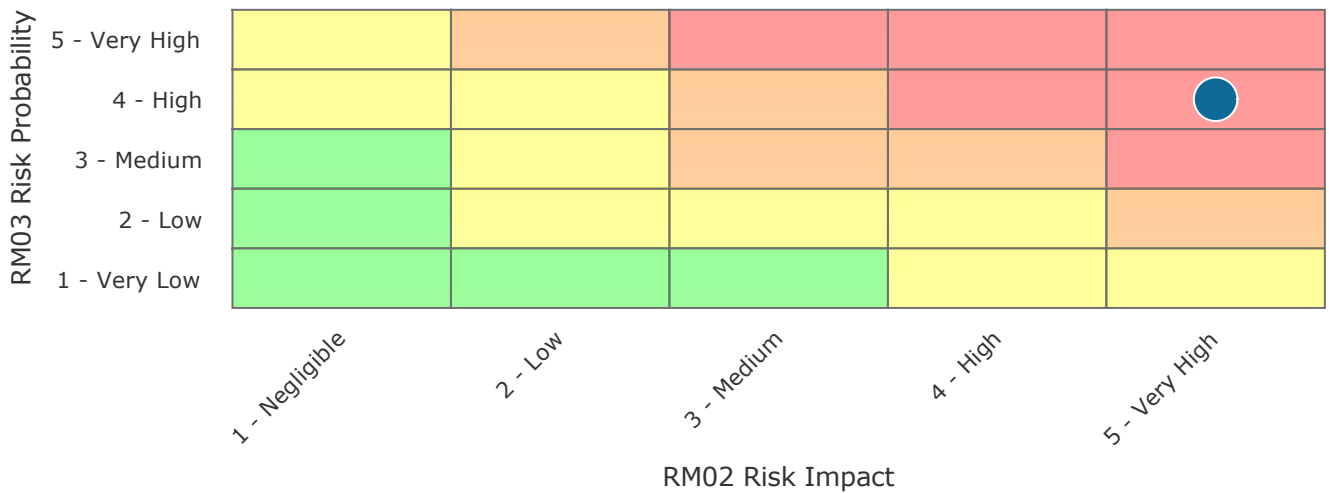
30 SEP 19







25

Inherent Risk Score

10

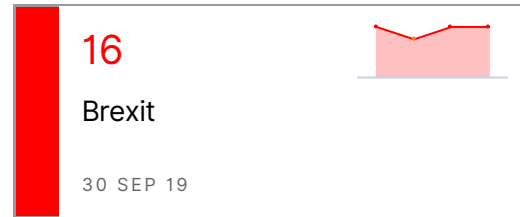
Target Risk Score



Action Name	Action Description	% Complete	Sep 2019
 Balancing the 2020-21 remaining gap	Budget proposals to identify savings for the remainder of the budget gap need to be identified by CMT and SLT. These are to be assessed by informal cabinet prior to the December Cabinet meeting when consultation on the savings will begin.	50%	
 SLT and CMT to identify savings to reduce the budget gap over the medium term	SLT and CMT to identify savings to reduce the budget gap circa £30million over the medium term.	20%	
 To update SLT on MTFP position	Following meetings with Heads of service and Directors on review of their pressures, an update on the MTFP will be provided to SLT for review, discussion and actions to follow.	50%	

Brexit

Short Description	The UK will be leaving the European Union on the 31st October 2019 which will have a financial and operational impact on the delivery of Council's services in the short term and long term.
Overseeing Officer	<ul style="list-style-type: none"> Chief Executive Strategic Director - People Strategic Director - Place
Lead Cabinet Member(s)	<ul style="list-style-type: none"> Leader of the Council
Linked Theme	
Linked Corporate Objective	

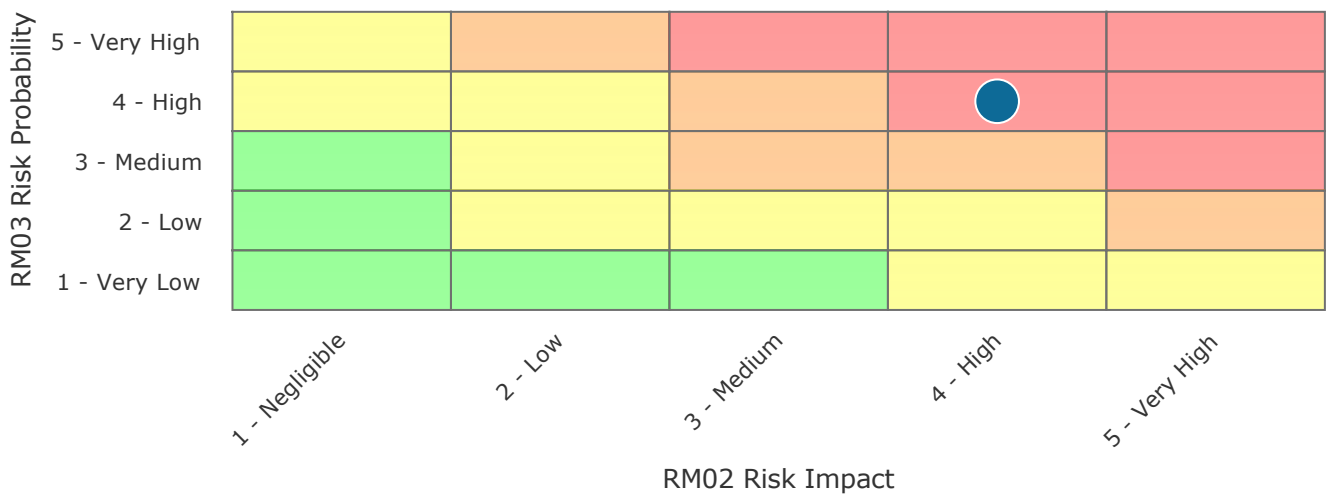







16

10

Inherent Risk Score

Target Risk Score



Action Name	Action Description	% Complete	Sep 2019
 Civil Contingencies - Arrangements to escalate and report on Brexit	Civil Contingencies - To provide regular updates to the Council and Brexit Task & Finish Group on Regional and National wide Brexit preparations. Regular updates from the Gwent Local Resilience Forum which includes local authorities, Police, Fire, Health as well as Welsh Government, WLGA and other strategic group updates will be included as part of this process.	80%	★
 Finance - Monitoring of impact on Finance and Supplies & Services	Finance - The Council will closely monitor its financial position as part of its annual budget setting process and Medium Term Financial Planning. For Council activities and services which are EU funded there is ongoing discussions with the Welsh Government to put in arrangements after 2021. The Council will be liaising with its strategic partners (Newport Norse / SRS / Newport Live) to assess the impact on its supplies and services. Also across the Council, service areas are being asked to identify their high risk / key contracts and to obtain the necessary assurances of any Brexit impact which could affect the availability and cost of supplies or services. "	70%	★
 Governance - Arrangements to manage Brexit in NCC	Governance - To establish Task & Finish group arrangements in Newport Council to manage the impacts of Brexit including liaison with Welsh Government, WLGA, Statutory partners e.g. Civil Contingencies and our third party providers. Regular updates will be provided to the Senior Leadership Team (SLT) and Cabinet on the Council's Brexit preparations.	80%	★
 Regulatory Services - BREXIT Compliance with Trading Standards legislation	The Council' Regulatory Services (Trading Standards and Licensing) will receive advice and guidance from the Food Standards Agency Wales and DEFRA and work closely with Association of British Ports (ABP) to manage any impact on the service.	100%	★
 Staffing - Support provided to EU Members of Staff	Staffing - The Council will need to capture information on the number of existing staff members which are from the EU and ensure necessary arrangements are in place for new starters in the Council. Long term, the Council will monitor and liaise with service areas and partners on the impact of Brexit on resources and skill issues / opportunities as a result of leaving the EU. Guidance and advice will also need to be available to EU staff members on completing any residency applications. "	80%	★

City Centre Security & Safety

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

15



City Centre Security & Safety

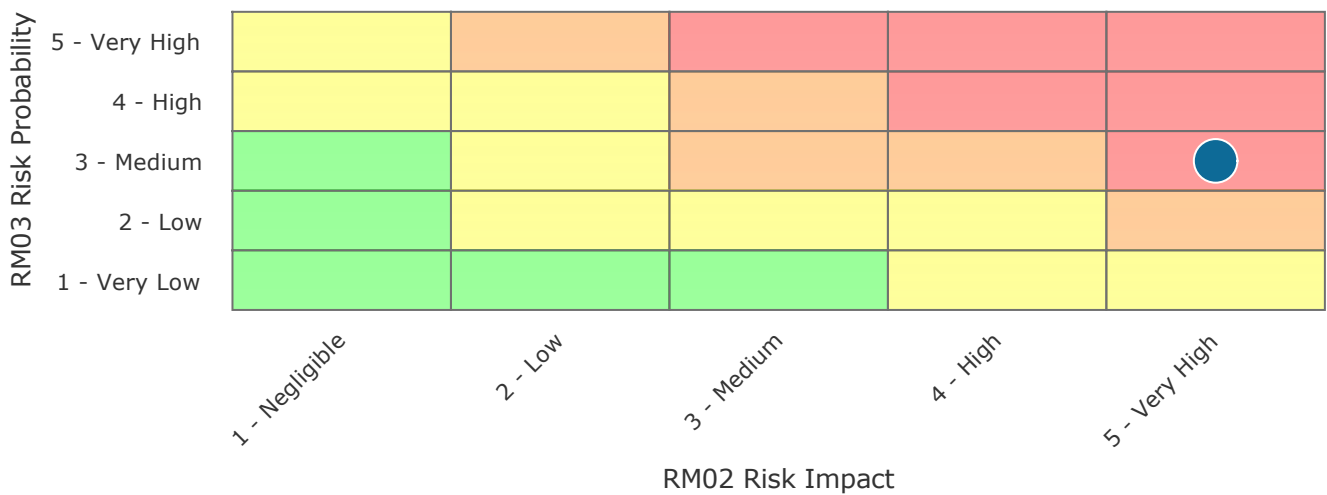
30 SEP 19







20

8

Inherent Risk Score

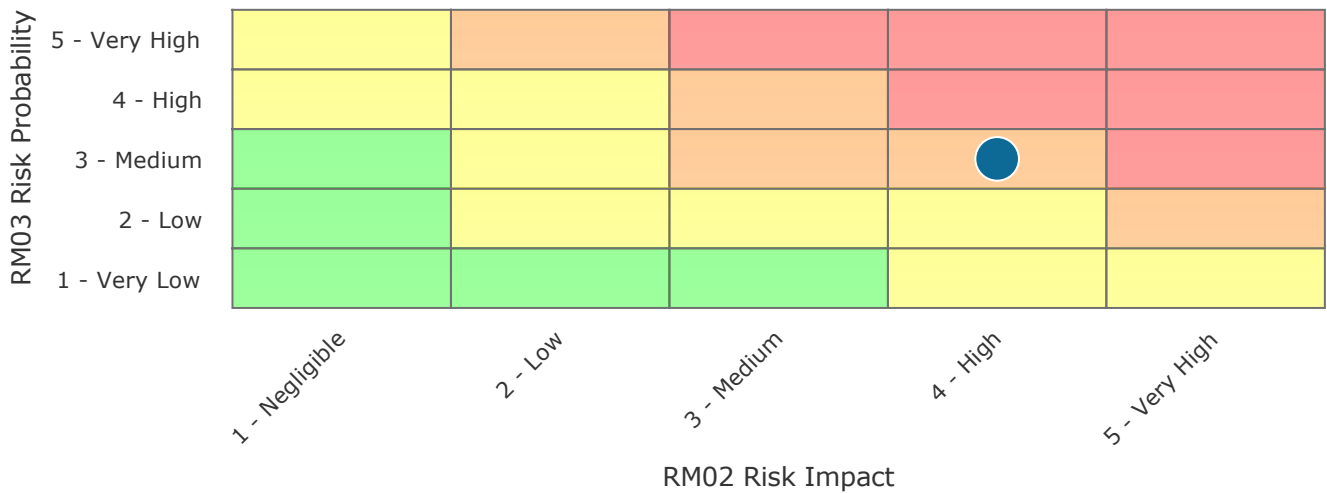
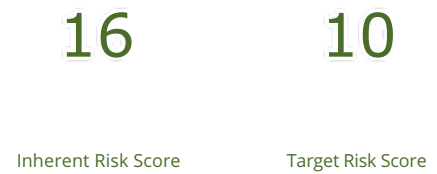
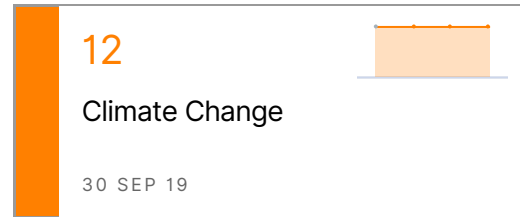
Target Risk Score







Action Name	Action Description	% Complete	Sep 2019
 City Centre Training to Businesses	Training for those businesses operating within the city centre that may be affected by significant incidents – Gwent Police will lead on the training with the use of NCC channels to promote and raise initial awareness of the scheme.	0%	
 Co-ordinated evacuation arrangements	Co-ordinated evacuation arrangements for the city centre – NCC will be working with all partner organisations such as the emergency services and private business within the city centre to construct a co-ordinated evacuation system.	0%	
 Secure Vehicle / Pedestrian Separation	Secure vehicle access and pedestrian separation. – City Services are currently working on a plan to identify what mitigation measures can be put in place around the city centre to protect densely populated areas.	62%	

Climate Change

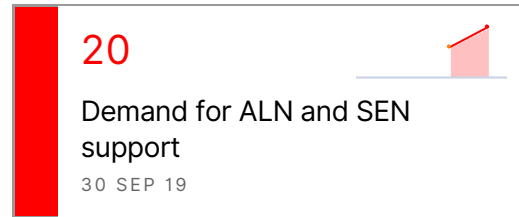
Short Description	Scientific evidence indicates that the global climate is warming and is changing the environment that we live in Wales and in Newport. The cause of this change is through emissions produced by industry, vehicles, households and businesses. Newport has 11 Air Quality Management Areas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



Action Name	Action Description	% Complete	Sep 2019
 Develop Local Air Quality Management Statutory Action Plan	Develop Local Air Quality Management Statutory Action Plan and ensure it is formally adopted and implemented.	75%	★
 Finalise and publish Carbon Management Plan.	Finalise and publish the council's Carbon Management Plan.	90%	★
 Investigate Opportunities to Improve Domestic Energy Efficiency and Relieve Fuel Poverty	Investigate opportunities to improve domestic energy efficiency and relieve fuel poverty in Newport.	25%	★
 Review Public Transport Access for Proposed Housing Developments	Review proposed housing developments for access to public transport.	50%	★

Demand for ALN and SEN support

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

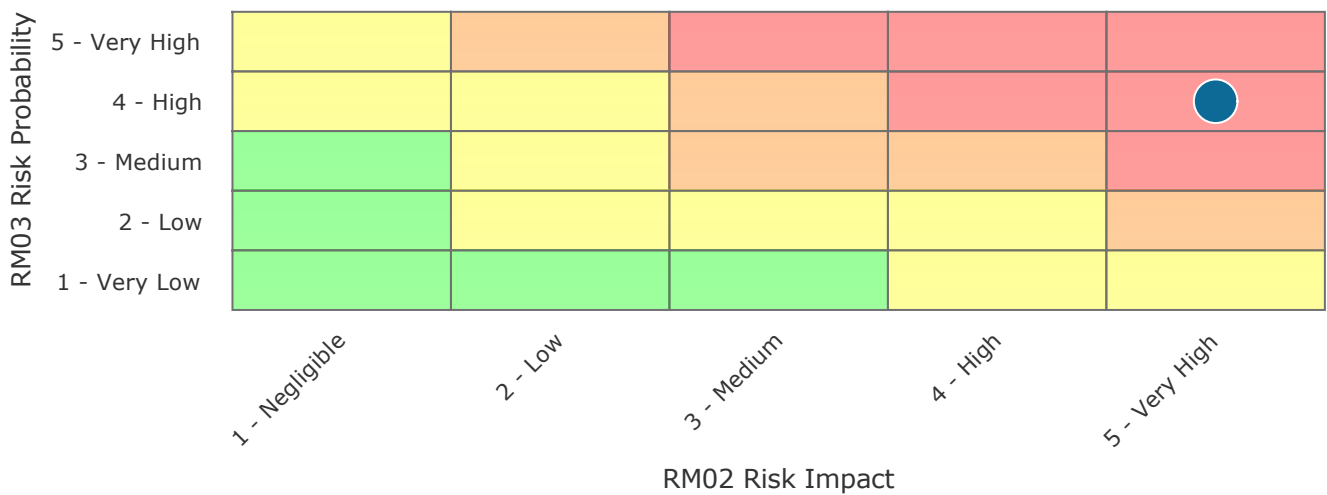







20

12

Inherent Risk Score

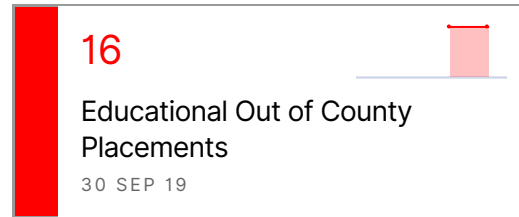
Target Risk Score



Action Name	Action Description	% Complete	Sep 2019
 Devise a funding formula in liaison with Secondary and Primary Schools across all settings	Devise a funding formula in liaison with Secondary and Primary Schools which is used across all settings for pupils agreed 0-25 years. To monitor the impact and ongoing situation with the funding model. Impact - ALN Implementation Group will meet regularly to agree a funding formula acceptable for all schools and settings	60%	★
 Estyn Rec 5 - Ensure Appropriate Welsh Medium Provision is in Place for ALN Pupils	(Estyn Rec 5) Ensure that Welsh Medium (WM) provision is established to support pupils with Additional Learning Needs Good quality ALN provision will be created to support pupils attending WM schools. The permanent location for the new Welsh-medium primary school will include provision for a Learning Resource Base.	30%	★
 Revise School ALN Review Format in line with the Excellence in Teaching and Leadership...	Revise School ALN Review Format in line with the Excellence in Teaching and Leadership Framework (ETLF)	100%	✔
 To further the implementation of the Additional Learning Needs (ALN) and Educational Tribunal...	To further the implementation of the Additional Learning Needs (ALN) and Educational Tribunal Act 2018.	50%	★
 Undertake a review of ALN Panel process.	Undertake a review of ALN panel process and its membership to ensure decisions are robust, consistent and transparent. Impact - ALN Panel will have appropriate membership and decisions will be robust and consistent.	75%	★

Educational Out of County Placements

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

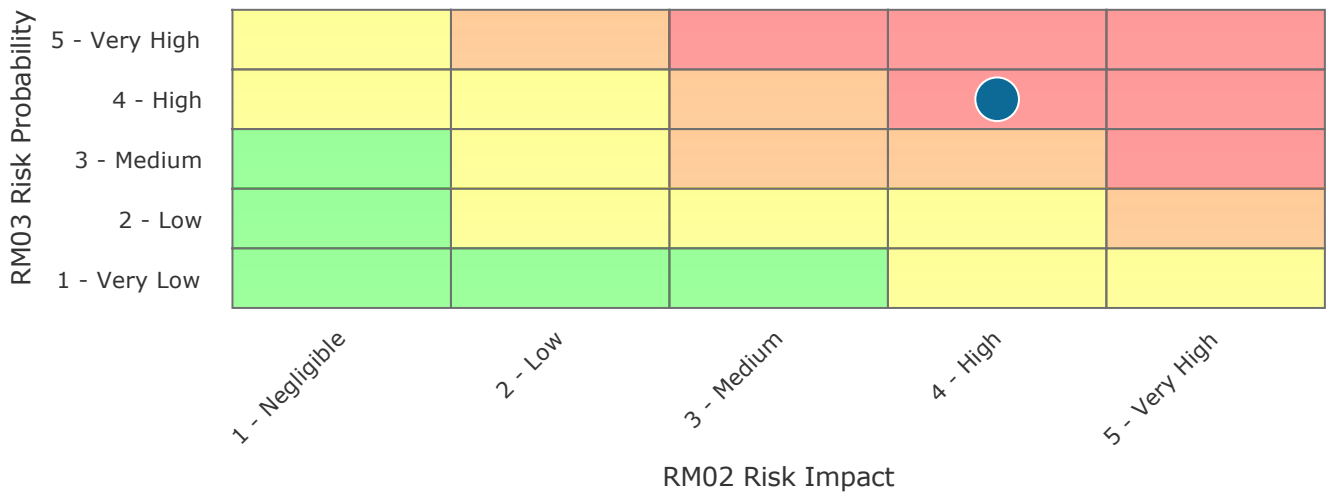






20

8

Inherent Risk Score

Target Risk Score

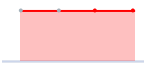


Action Name	Action Description	% Complete	Sep 2019
 Analysis of SEN trends to inform provision required	Undertake a review of Newport provision for pupils aged 0-25 years to ascertain uptake of placements and future requirements based on data trend analysis and local knowledge	60%	★
 Review ALN KS2 to KS4 SEBD and ASD provision	Review ALN KS2 to KS4 SEBD and ASD provision	65%	★
 To continue to redevelop and extend provision within the city to accommodate a greater range...	To continue to redevelop and extend provision within the city to accommodate a greater range of needs, ensuring that pupils are placed where their learning is best supported.	60%	★
 Work in collaboration with Social Services to review current OOC placements	Pupils will be identified appropriately for moving into local accommodation and will have appropriate educational provision made available.	70%	★

Highways Networks

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

20



Highways Networks

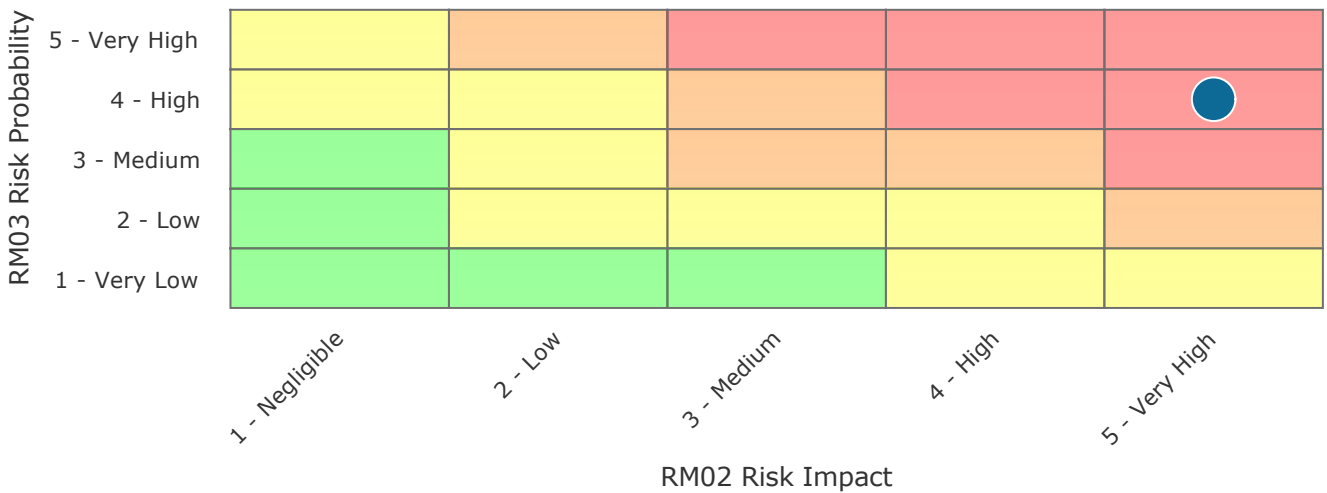
30 SEP 19







20

9

Inherent Risk Score

Target Risk Score



Action Name	Action Description	% Complete	Sep 2019
 Active lobbying to WG, WLGA, and CSS(W) to recognise funding gap to address backlog	We have identified that there is a maintenance backlog of approximately £90m for Newport. But the level of funding to maintain these assets is not sufficient to meet this. The underinvestment is not unique to Newport and other authorities in Wales are facing the same issues. Therefore, we (alongside other local authorities) are lobbying the Welsh Government, Welsh Local Government Association and CSS(W) to increase and/or make more capital funding available to decrease this gap. This action will be ongoing and will not result in direct action completion.	59%	
 Develop and implement the Council's Highways Asset Management Strategy / Plan	The Council is developing the Highways Asset Management Strategy and Highways Asset Management Plan. This plan will be implemented in 2019/20 and will enable the Council to actively manage its highways infrastructure. Implementation of the plan will enable the Council to undertake: risk based assessment and management of its infrastructure; calculating future funding requirements to maintain agreed levels of service; risk based evidence to identify and deliver improvements to assets identified below required standards.	75%	
 Reactive Highways inspection and repair service.	The Council's Highways inspectors undertake daily checks of the Council's highways assets to determine their condition. The Council also operates a system for members of the public to report assets e.g. potholes, road signs, grass verges etc on the public highway that consider in poor condition. Risk based inspections are completed and regime of reactive work is undertaken to mitigate the risk of third party claims, and maintenance of the highway under Section 41 of the Highways Act.	50%	

In Year Financial Management

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

12

In Year Financial Management

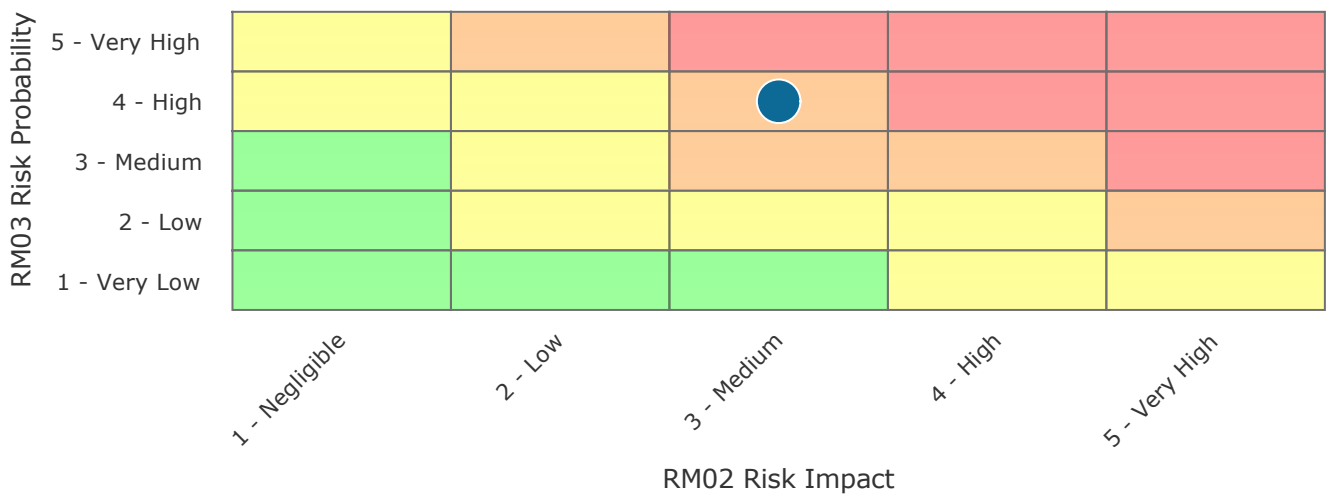
30 SEP 19







20

6

Inherent Risk Score

Target Risk Score



Action Name	Action Description	% Complete	Sep 2019
 All service areas to maintain robust financial management	All service areas to maintain robust financial management and understand the risks associated delivery of savings and achievability of the savings.	50%	
 Cabinet Member and Senior Officers to manage / mitigate any projects not achieving savings	There are currently a number of undelivered savings of as at Quarter 1 figures circa £209k in 2019/20 and £91k from 2018/19. Cabinet Member, Senior Officers, Corporate Management Team and Heads of Service to manage and mitigate the risks of not delivering these savings.	94%	
 Cabinet Member and Senior Officers to reduce overspending in Social Care	There are significant overspends within Children and Adult Services for Quarter 1 circa £3million. Cabinet Member, Senior Officers are required to review their actions to reduce this overspend and mitigate against further risks.	50%	

Newport Council's Property Estate

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

12

Newport Council's Property Estate

30 SEP 19

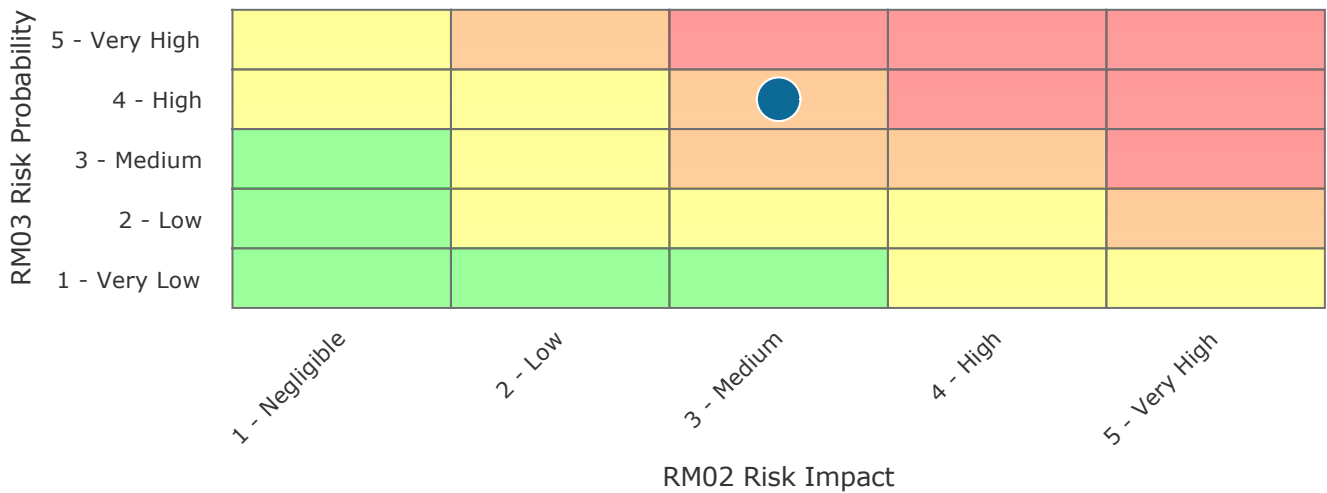


16

9

Inherent Risk Score

Target Risk Score



Action Name	Action Description	% Complete	Sep 2019
<input checked="" type="checkbox"/> Delivery of the Annual Capital Maintenance Programme	The delivery of the Council's annual Capital maintenance programme to maintain and improve the Council's property estate.	60%	★
<input checked="" type="checkbox"/> Develop a balanced strategy for the future of the Civic Centre	In response to financial, environmental, legal sustainability and social pressures we need to develop a balanced strategy for the future preservation and transformation of the Civic Centre.	20%	●

Safeguarding Risk

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

6

Safeguarding Risk

30 SEP 19

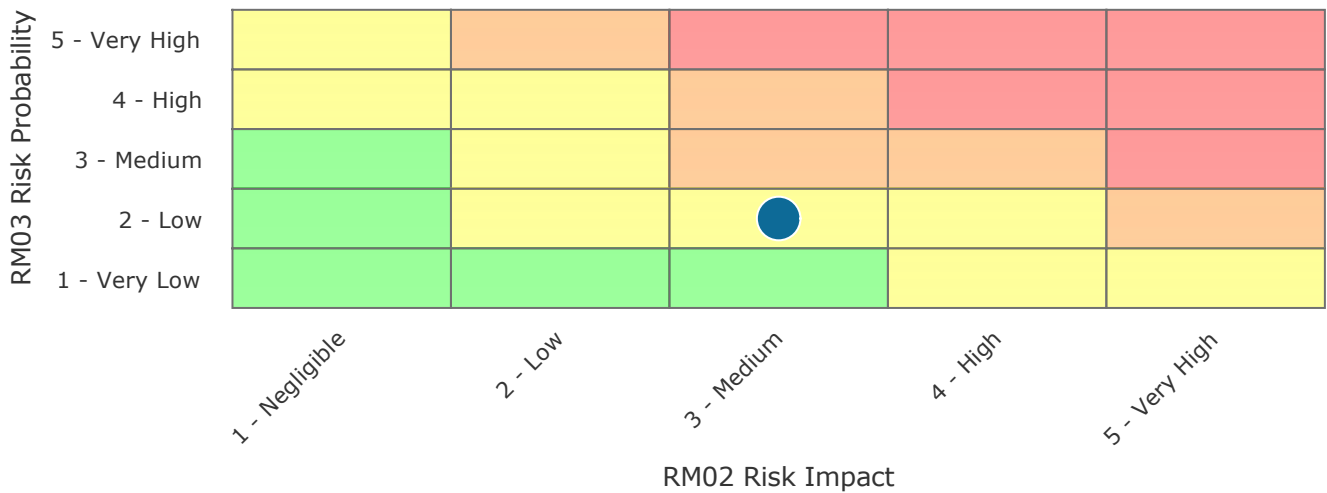


20

4

Inherent Risk Score

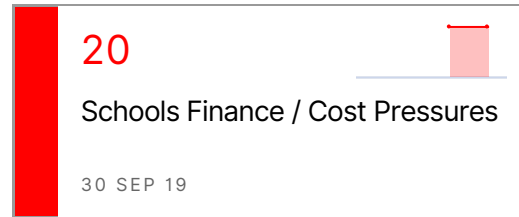
Target Risk Score



Action Name	Action Description	% Complete	Sep 2019
<input checked="" type="checkbox"/> All education Services staff to have completed relevant safeguarding training	All staff are appropriately trained to facilitate safeguarding arrangements.	92%	★
<input checked="" type="checkbox"/> Contribute towards the All Wales Adult Safeguarding Guidance	To contribute towards the new All Wales Adult / children Safeguarding Guidance.	90%	★
<input checked="" type="checkbox"/> Development of Safeguarding Champions across the Council.	Establish Safeguarding Complete Champions within each service area and roll out a training schedule for Members and Council employees	100%	★
<input checked="" type="checkbox"/> Embed the implementation of the new national 'safeguarding toolkit' for schools.	All schools have effective safeguarding processes in place	30%	★
<input checked="" type="checkbox"/> Empower Citizens Through the Adult Safeguarding Process	To continue to support and empower citizens through the adult safeguarding process.	67%	★
<input checked="" type="checkbox"/> Establish a robust review process for DOLS	To establish a robust review process for Deprivation of Liberty Safeguards (DOLS) assessments for Newport Citizens.	20%	★
<input checked="" type="checkbox"/> Evaluate & Refine the Model of Adult Protection	Continue to evaluate and refine the model of adult protection to include consideration to manage the increasing demands of the service and improve practitioner knowledge under the new legislation (Part 7 Social Services & Well Being Act). Evaluation review of the 6 month Safeguarding Hub. The pilot will be compiling data to evidence if the HUB model has improved processes and increased efficiency.	75%	●
<input checked="" type="checkbox"/> Improve links to information and advocacy to citizens	To improve links to information and advocacy to ensure citizens are fully informed and supported throughout the safeguarding process.	60%	●

Schools Finance / Cost Pressures

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

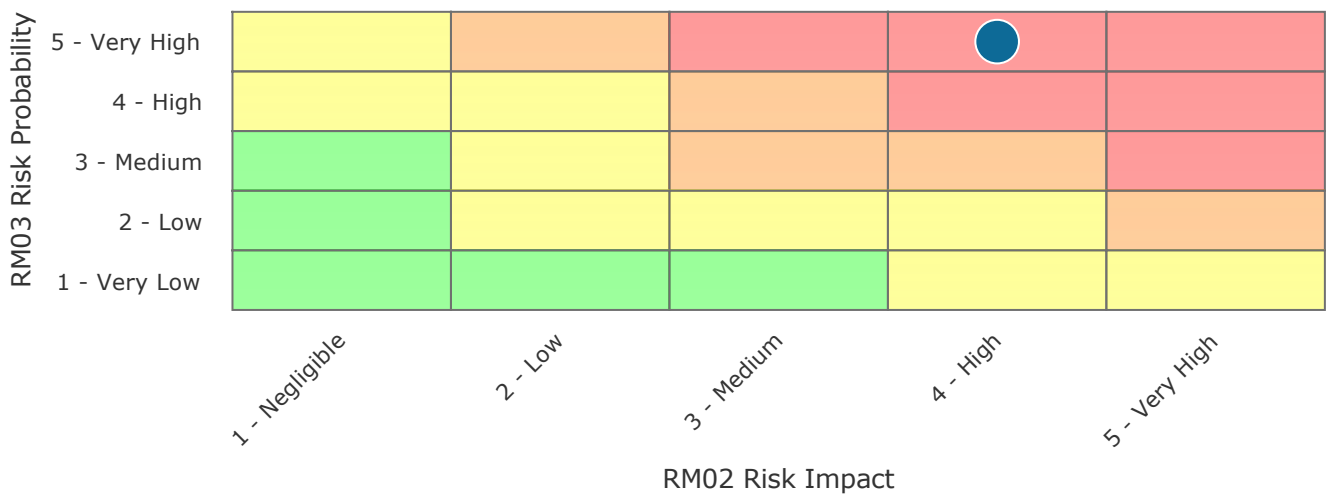


20

6

Inherent Risk Score

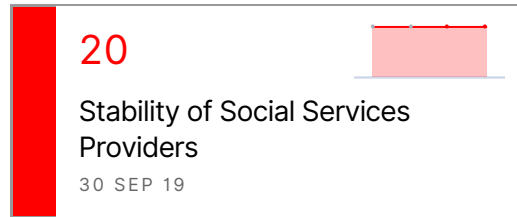
Target Risk Score



Action Name	Action Description	% Complete	Sep 2019
<input checked="" type="checkbox"/> Managing School Budget	The local authority will monitor school budgets to ensure that Headteachers and Governing Bodies are: a) Maintaining a balanced budget; b) Addressing in year overspends to reduce the risk of moving in to deficit positions; c) Where deficit budgets occur, deficits are licensed with full recovery plans. d) Where in year deficits are still arising following substantial review, further mitigation may be through the medium term financial plan.	15%	▲
<input checked="" type="checkbox"/> Supporting / challenging schools to address overspending & deficit budgets	Develop and work through a new schools budget monitoring process to consider how secondary schools need to be supported / challenged to address in year overspending and deficit budgets.	51%	▲

Stability of Social Services Providers

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

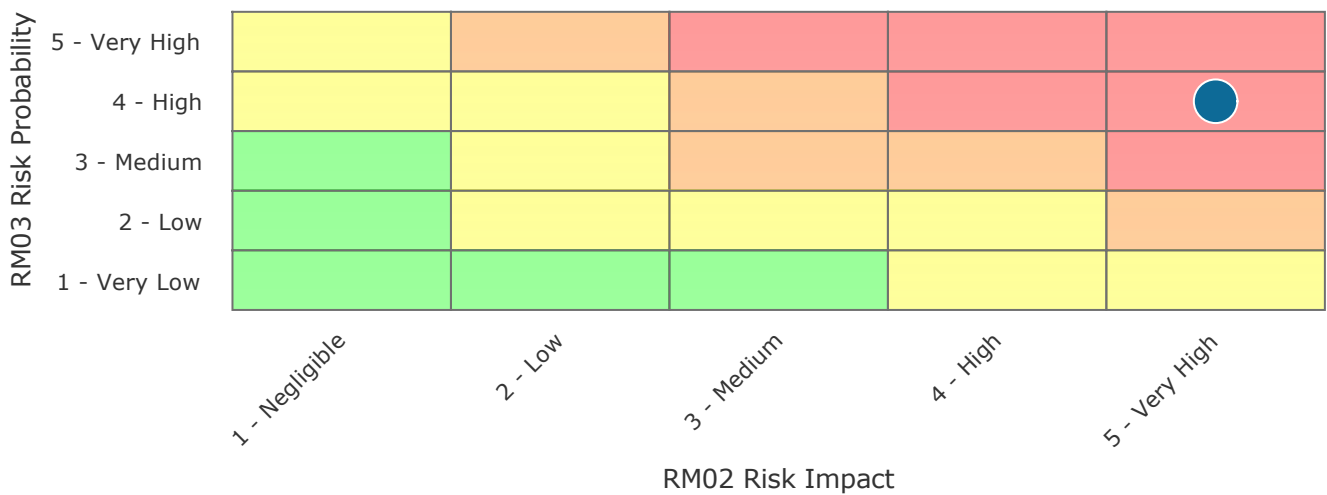


20

6

Inherent Risk Score

Target Risk Score



Action Name	Action Description	% Complete	Sep 2019
<input checked="" type="checkbox"/> BAU - Compliance monitoring and review of Commissioned Services	BAU - To ensure commissioned services are subject to ongoing contract management processes that monitor compliance and review quality and cost.	50%	★
<input checked="" type="checkbox"/> BAU - Continue to provide and develop in house provision	BAU - To continue to provide and develop in house provision where appropriate and cost effective.	50%	★
<input checked="" type="checkbox"/> BAU - Develop Regional and Collaborative Commissioning Initiative	BAU - To develop Regional and collaborative commissioning initiatives to deliver consistency and efficiencies.	34%	★
<input checked="" type="checkbox"/> BAU - Development of the People Commissioning function	BAU - To further develop the People Commissioning function to oversee all commissioning and contractual activity within the Directorate.	40%	★
<input checked="" type="checkbox"/> BAU - Management of the local market of Social Care contracts	BAU - To manage the local market to ensure sufficient capacity, diversity and skill through provider engagement and consultation around strategic priorities, service principles and fee setting.	34%	★
<input checked="" type="checkbox"/> BAU - Undertake Evidence Based Commissioning	BAU - To undertake evidence based commissioning through robust needs analysis and adherence to commissioning strategies to ensure services reflect community needs and offer sufficient market capacity.	26%	★
<input checked="" type="checkbox"/> BAU - Work with partners to develop common contracts and monitoring protocols	BAU - Work with ABUHB and Local Authority partners to develop common contracts and monitoring protocols.	73%	★
<input checked="" type="checkbox"/> Develop a Gwent Care Academy	Develop a Gwent Care Academy to offer qualifications for care staff and embed the principles of RISCA where all care staff are required to register.	82%	★

Mae'r dudalen hon yn wag yn

Report

Cabinet

Part 1

Date: 20 December 2019

Subject Wales Audit Office – Assessment of Performance Certificate

Purpose To present Cabinet with the Wales Audit Office (WAO) Assessment of Performance Certificate following an audit of the Council's 2018/19 performance in accordance with section 17 of the Local Government (Wales) Measure 2009. This certifies that the Council has published its assessment of performance before 31st October 2019.

Author Head of People and Business Change

Ward All

Summary As part of the programme of regulatory activity in accordance with the Local Government Measure 2009, the Auditor General is required to issue two Certificates of Compliance to demonstrate that Council is discharging its duties under the Measure. The first certificate was presented to Cabinet in October 2019 and the second certificate was issued in November 2019 following the publication of the Council's Annual Report and review of Wellbeing Objectives 2018/19 in October 2019.

Proposal Cabinet is requested to note the positive outcome of the Certificate of Compliance in relation to the Council's 2019/20 performance.

Action by Cabinet

Timetable Immediate

This report was prepared after consultation with:

- Senior Leadership Team
- Corporate Management Team
- Wales Audit Office

Signed

Background

As part of the programme of regulatory activity in accordance with the Local Government Measure 2009, the Auditor General is required to issue two Certificates of Compliance to demonstrate that Council is discharging its duties under the Measure. In October 2019, the first certificate was presented to Cabinet where it was reported that the Auditor General for Wales certified that:

“...the Council has discharged its duties under section 15(6) to (9) of the Measure and has acted in accordance with Welsh Government guidance sufficiently to discharge its duties.”

As part of the Local Government Measure 2009, the Council is also required to publish an assessment of its performance in 2018/19 by the 31st October 2019. In doing so, the Annual Report incorporating the review of the Wellbeing Objectives was published on the Council’s website.

As a result of this action completed by the Council, the Wales Audit Office published its second Certificate of Compliance (Appendix 1), with the Auditor General for Wales certifying that:

“...the Council has discharged its duties under sections 15(2), (3), (8) and (9) of the Measure and has acted in accordance with Welsh Government guidance sufficiently to discharge its duties.”

Certificate

The certificate is attached as an appendix to this report and notes the positive outcome of the Certificate of Compliance in relation to the Council’s 2018/19 performance.

Financial Summary

There are no direct financial impacts in relation to this report. Where proposals for improvement have been made in individual WAO reports these will be actioned through business as usual activities by the Council.

Risks

There are no direct impacts of this report to the risks identified in the Council’s Corporate Risk Register.

Links to Council Policies and Priorities

Continuous improvement is central to the Council’s ambitions for itself, organisationally, and in terms of its role in advancing the City’s reputation and the quality of life for its citizens. A range of core priorities and programmes are influenced by this agenda, including:

- Newport Public Services Board ‘One Newport’ Wellbeing Plan.
- The Corporate Plan 2017-22
- Annual reporting arrangements

Options Available and considered

Cabinet are asked to:

- (a) Consider and accept the conclusion contained in the Auditor General’s Certificate of Compliance Report; or
- (b) Disregard the findings of the report.

Preferred Option and Why

The preferred option is (a) as the Certificate of Compliance is positive and confirms that the council has discharged its duties under the Local Government Measure 2009 with regards to Improvement Planning.

Comments of Chief Financial Officer

There is no financial impact in presenting the WAO Certificate to Cabinet. Any improvement actions included within the Corporate Plan are reported as part of the on-going medium term financial planning and budget monitoring processes and in that respect, clear responsibility and accountability for delivering the projects and managing resources is key.

Comments of Monitoring Officer

There are no specific legal issues arising from the Report. The Council has a duty under the Local Government (Wales) Measure 2009 (“the Measure”) to secure continuous improvement in the delivery of services and to publish an assessment of its performance. The Assessment of Performance Certificate issued by the WAO confirms that the Council has discharged its duties in accordance with section 15 of the Measure guidance.

Comments of Head of People and Business Change

The certificate verifies that the Council has met its obligation of demonstrating continuous improvement under the Local Government Measure 2009. This is an on-going aim for the council and this also contributes to the Sustainable Development Principle of the Wellbeing of Future Generations (Wales) Act 2015. There are no direct staffing implications contained in this report.

Comments of Cabinet Member

The Leader of the Council is briefed on all aspects of performance monitoring and management within the Council and related WAO monitoring work.

Local issues

Not Applicable

Scrutiny Committees

Scrutiny Committees receive information on WAO review outcomes as appropriate to the Committee responsibilities, and also received and commented on the Annual Report.

Equalities Impact Assessment and the Equalities Act 2010

Not Applicable

Children and Families (Wales) Measure

Not Applicable

Wellbeing of Future Generations (Wales) Act 2015

The Auditor General helps to ensure that public bodies are held to account for their performance in relation to the requirements of the Wellbeing of Future Generations (Wales) Act 2015 and the Local Government Measure (2009). The Wales Audit Office consider the Wellbeing of Future Generations (Wales) Act 2015 in the planning and implementation of their work. The issue of the Certificate of Compliance demonstrates that the council is meeting its obligations under both Acts.

Crime and Disorder Act 1998

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

Consultation

Not Applicable

Background Papers

Newport City Council’s Corporate Plan 2017-22

Wales Audit Office Assessment of Performance Certificate

Wales Audit Office Assessment of Performance Certificate (Welsh)

Annual Report 2019/20

Annual Report 2019/20 (Welsh)

Dated: November 2019

Mae'r dudalen hon yn wag yn



Reference: 1578A2019-20

Date issued: November 2019

Audit of Newport City Council's assessment of 2018-19 performance

Certificate

I certify that I have audited Newport City Council's (the Council assessment of its performance in 2018-19 in accordance with section 17 of the Local Government (Wales) Measure 2009 (the Measure) and my Code of Audit Practice.

As a result of my audit, I believe that the Council has discharged its duties under sections 15(2), (3), (8) and (9) of the Measure and has acted in accordance with Welsh Government guidance sufficiently to discharge its duties.

Respective responsibilities of the Council and the Auditor General

Under the Measure, the Council is required to annually publish an assessment which describes its performance:

- in discharging its duty to make arrangements to secure continuous improvement in the exercise of its functions;
- in meeting the improvement objectives it has set itself;
- by reference to performance indicators specified by Welsh Ministers, and self-imposed performance indicators; and
- in meeting any performance standards specified by Welsh Ministers, and self-imposed performance standards.

The Measure requires the Council to publish its assessment before 31 October in the financial year following that to which the information relates, or by any other such date as Welsh Ministers may specify by order.

The Measure requires that the Council has regard to guidance issued by Welsh Ministers in publishing its assessment.

As the Council's auditor, I am required under sections 17 and 19 of the Measure to carry out an audit to determine whether the Council has discharged its duty to publish an assessment of performance, to certify that I have done so, and to report whether I believe that the Council has discharged its duties in accordance with statutory requirements set out in section 15 and statutory guidance.

Scope of the audit

For the purposes of my audit work I will accept that, provided an authority meets its statutory requirements, it will also have complied with Welsh Government statutory guidance sufficiently to discharge its duties.

For this audit I am not required to form a view on the completeness or accuracy of information. Other assessment work that I will undertake under section 18 of the Measure may examine these issues. My audit of the Council's assessment of performance, therefore, comprised a review of the Council's publication to ascertain whether it included elements prescribed in legislation. I also assessed whether the arrangements for publishing the assessment complied with the requirements of the legislation, and that the Council had regard to statutory guidance in preparing and publishing it.

The work I have carried out in order to report and make recommendations in accordance with sections 17 and 19 of the Measure cannot solely be relied upon to identify all weaknesses or opportunities for improvement.



Adrian Crompton

Auditor General for Wales

CC: Julie James AM – Minister for Housing and Local Government
Non Jenkins, Manager
Gareth Jones, Performance Audit Lead



Cyfeirnod: 1578A2019-20

Dyddiad cyhoeddi: Tachwedd 2019

Archwiliad o berfformiad Cyngor Dinas Casnewydd 2018-19

Tystysgrif

Rwy'n ardystio fy mod wedi archwilio aseiad Cyngor Dinas Casnewydd (y Cyngor) o'i berfformiad yn 2018-19, a hynny yn unol ag adran 17 o Fesur Llywodraeth Leol (Cymru) 2009 (y Mesur) a'm Cod Ymarfer Archwilio.

O ganlyniad i'm harchwiliad, rwyf o'r farn bod y Cyngor wedi cyflawni ei ddyletswyddau o dan adran 15(2), (3), (8) a (9) o'r Mesur, ac wedi gweithredu'n ddigonol, yn unol â chanllawiau Llywodraeth Cymru, i gyflawni ei ddyletswyddau.

Priod gyfrifoldebau'r Cyngor a'r Archwilydd Cyffredinol

O dan y Mesur, mae'n ofynnol i'r Cyngor baratoi a chyhoeddi Cynllun Gwella, sy'n amlinellu ei gynlluniau i gyflawni ei ddyletswyddau:

- wrth gyflawni ei ddyletswydd i wneud trefniadau i sicrhau gwelliant parhaus wrth arfer ei swyddogaethau;
- o ran cyflawni'r amcanion gwella y mae wedi'u pennu iddo'i hun;
- drwy gyfeirio at ddangosyddion perfformiad a nodir gan Weinidogion Cymru, a dangosyddion perfformiad hunanosodedig; ac
- o ran bodloni unrhyw safonau perfformiad a bennir gan Weinidogion Cymru, a safonau perfformiad hunanosodedig.

Mae'r Mesur yn ei gwneud yn ofynnol i'r Cyngor gyhoeddi ei Gynllun Gwella cyn gynted ag y bo hynny'n rhesymol ymarferol ar ôl dechrau'r flwyddyn ariannol y mae'r cynllun yn berthnasol iddi, neu ar ôl dyddiad arall a bennir dan orchymyn Gweinidogion Cymru.

Y Cyngor sy'n gyfrifol am baratoi'r Cynllun Gwella, yn ogystal â'r wybodaeth a nodir ynddo. Mae'r Mesur yn ei gwneud yn ofynnol i'r Cyngor ystyried canllawiau a gyhoeddir gan Weinidogion Cymru wrth baratoi a chyhoeddi ei gynllun.

O dan adrannau 17 ac 19 o'r Mesur, mae'n ofynnol i mi, archwilydd y Cyngor, gynnal archwiliad o'r Cynllun Gwella, ardystio fy mod wedi gwneud hynny, ac adrodd a wyf o'r farn bod y Cyngor wedi cyflawni ei ddyletswyddau i baratoi a chyhoeddi Cynllun Gwella yn unol â'r gofynion statudol a nodir yn adran 15 a'r canllawiau statudol.

Cwmpas yr archwiliad

I ddibenion fy ngwaith archwilio, ac ar yr amod bod awdurdod wedi bodloni ei ofynion statudol, byddaf yn derbyn bod yr awdurdod wedi cydymffurfio'n ddigonol â chanllawiau statudol Llywodraeth Cymru i gyflawni ei ddyletswyddau.

Ar gyfer yr archwiliad hwn, nid yw'n ofynnol i mi lunio barn ar gyflawnder na chywirdeb yr wybodaeth, na ph'un a ellir cyflawni Cynllun Gwella'r Cyngor ai peidio. Bydd gwaith asesu arall y byddaf yn ymgymryd ag ef o dan adran 18 o'r Mesur yn archwilio'r materion hyn. Felly, roedd fy archwiliad o Gynllun Gwella'r Cyngor yn cynnwys adolygiad o'r cynllun i ganfod a oedd yn cynnwys elfennau a ragnodir mewn deddfwriaeth. Euthum ati hefyd i asesu a oedd y trefniadau ar gyfer cyhoeddi'r cynllun yn cydymffurfio â gofynion y ddeddfwriaeth, ac a oedd y Cyngor wedi ystyried y canllawiau statudol wrth baratoi a chyhoeddi ei gynllun.

Ni ellir dibynnu'n unig ar y gwaith a wnaed gennyf er mwyn llunio adroddiad a gwneud argymhellion yn unol ag adrannau 17 ac 19 o'r Mesur, i nodi'r holl wendidau neu gyfleoedd ar gyfer gwella.



Adrian Crompton

Arwchilydd Cyffredinol Cymru

CC: Julie James AC – Y Gweinidog Tai a Llywodraeth Leol

Non Jenkins, Rheolwr

Gareth Jones, Arweinydd Archwilio Perfformiad



Report

Cabinet

Part 1

Date: 20 December 2019

Subject **Amendments to Contract Standing Orders**

Purpose To seek Cabinet feedback and gain approval to revised Contract Standing Orders to take to full Council.

Author Head of Finance
Procurement Manager

Ward All

Summary The report proposes updates to the Council's Contract Standing Orders (CSO's) which have been reviewed in accordance with the stipulated three year review period, taking into account national/local developments and priorities which affect these.

In particular, it makes recommendations to change the Council's Procurement Gateway Process which governs how the Council procures goods & services with a greater emphasis on providing greater opportunity to support Local Businesses whilst maintaining compliance with statutory Public Procurement rules, and ensuring efficient and effective delivery of contract arrangements within the Council.

Proposal **To consider and approve updating Contract Standing Orders**

Action by Head of Finance

Timetable Immediate

This report was prepared after consultation with:

- The Leader (covering portfolio of Cabinet Member for Assets and Member Development)
- Head of Finance
- Head of Law & Regulation
- Chief Internal Auditor
- Senior Leadership Team
- Corporate Management Team
- Key Stakeholders from Service Areas

Background

Under the Local Government Act 1972, the Council is required to publish a constitution, which will include rules for buying works, goods and services. Like most Councils, these detailed rules are known as Contract Standing Orders or CSO's in Newport City Council.

The CSO's supplement the legal requirements set out in European Public Sector Procurement Directive 2014/24 transposed into UK's Public Contract Regulations 2015. Developments in procurement legislation and general best practice require that the CSO's should be reviewed and revised regularly, at least every three years. One of the key objectives of this review, is to ensure that on-going robust, clear and accountable organisational processes are in place which link to any changes in working practices. A review and consultation has been undertaken on this proposed updated and revised version of the CSO's with key officers including Gareth Price – Law & Regulation, Meirion Rushworth – Finance and Andrew Wathan – Internal Audit, as well as the Strategic Leadership Team and Corporate Management Team.

The proposed CSO's, included in Appendix 1, introduce changes designed to improve the Council's procurement practices and ensure changing legislation, other Council Policy and procurement practices are adhered to. They will assist in embedding improved and modernised procurement practices across the Council and will be critical to ensuring the delivery of the Well Being of Future Generation (Wales) Act 2015, in particular a Prosperous Wales and a Resilient Wales.

Various changes have been made to the CSO's. The key changes are summarised below:

Section 1.5 – Compliance, a new section covering responsibilities around probity, standards, compliance with regulation and Codes of Conduct.

Section 3 – Social Services, a new section covering individual service contracts for clients which may be awarded under a set of certain circumstances within Social Care.

Section 6 – Procurement Tendering Process

The main focus of the amendments is around changes to the 'Procurement Gateway Process' which sets out the detailed requirements for how officers procure goods and services, in particular, the requirement for obtaining quotes and tenders for example and authorisations required.. In particular it is proposed to amend the process and financial limit for obtaining quotations through a low value tender process, without the necessity to undertake an 'Open' tender (an Open tender being where there are no restrictions on who can tender, and the opportunity is advertised throughout the UK) raising this from an upper threshold of £25,000 to £75,000. This will provide greater flexibility to, where appropriate, support opportunities for local and other Welsh businesses to bid for Council contracts, and supporting the drive to spend the Welsh pound with Welsh businesses. This revision will bring Newport City Council in line with many other Welsh local authorities, who have made similar revisions in relation to this value of spend. Attention is therefore directed to the Procurement Tendering Processes, see summary below;

Process One - remains unchanged for this financial threshold

Process Two – a new process up to £75k where suppliers can be selected, rather than opening up competition within the UK to any supplier who wishes to bid (similar to Process One). This is to encourage more opportunity for local suppliers.

Process Three - remains unchanged for this financial threshold

Process Four - remains unchanged for this financial threshold

Section 6.3 – Code of Practice, Ethical Employment in Supply Chains, a new section covering the Council's commitments to consider a range of actions to ensure our internal and external supply chains operate under legal and ethical employment practices.

Section 16 – Contract Management, a new section to cover off how contracts should be managed following award, to ensure the contract remains effective in delivering its required outputs for its full duration.

Section 25 – Waivers, a new section to ensure officers understand the process should it be deemed necessary to request that CSO's be set aside in certain circumstances.

Financial Summary

There are no direct financial impact of amending these CSO's though clearly, the adoption of appropriate CSO's is key to achieving Value for Money in spending on goods and services and in that respect, is a key document.

Risks

Without concise, clear and relevant Contract Standing Orders, Officers and Members may contravene legislation and place the organisation at risk. This risk may take the form of legal challenges, which could result in compensation being paid by the Council. There is also a greater risk of fraud, and poor value for money by not making the best use of it resources.

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Non-compliance with CSO's and Public Procurement Rules	M	L	Training provided to officers to understand Rules and monitoring of the Procurement Gateway Process within Strategic Procurement.	Head of Finance
Council Expenditure for Goods, Services and Works is uncontrolled and unregulated	H	L	Internal training for compliance with CSO's is regularly undertaken. The Council has a defined Procurement Gateway Process which is continually monitored within strategic Procurement for compliance.	Head of Finance

Links to Council Policies and Priorities

CSO's form part of the Council Financial Regulations, which in turn form part of the Council Constitution. CSO's and procurement processes must adhere to adopted working practices in relation to the Welsh Government Code of Practice for Ethical Employment in Supply Chains as well as embedding, where appropriate the principles of the Well Being of Future Generations (Wales) Act 2015.

Options Available and considered

Newport City Council has the option to either accept the revised CSO's or to keep them the same as current.

Preferred Option and Why

The preferred option is to approve the revised CSO's. This will give greater flexibility to support local businesses both within Newport and the Wider Welsh supply base. In addition, the revised CSO's place greater requirements to consider and comply with other recently adopted Council policies and revised working practices.

Comments of Chief Financial Officer

There are no direct financial impacts of updating these CSO's though clearly, the adoption of appropriate and fit for purpose CSO's is key to achieving value for money in the Council's purchasing of goods and services.

The changes here update the CSO's for latest developments in wider public sector procurement such as the adoption of ethical employment in supply chains as well as local priorities such as making it easier for smaller, local businesses to be considered in the Council's decisions when procuring goods/services.

Fundamentally, they maintain the core ability of the Council to achieve value for money in its procurement of goods and services and interaction with suppliers.

Comments of Monitoring Officer

In accordance with Section 135 of the Local Government Act 1972, the Council is required to make Standing Orders to regulate the award and form of contracts for the supply of goods and services and the execution of work. The Contracts Standing Orders must make provision for fair competition in the tendering and award of Council contracts, to secure best value, and to ensure that any direct awards are justified in an open and transparent manner. The tendering and procurement process must comply with the requirements of the EU Procurement Directives and the Public Contracts Regulations 2015. The proposed revisions update the existing Contract Standing Orders to reflect changes in legislation and procurement practices and strengthen internal governance procedures. Financial thresholds for the various levels of procurement and for contract formalities have also been updated. Because the revised Contract Standing Orders will form part of the Council's published Constitution, in accordance with the Local Government Act 2000, then the amended version, as approved by Cabinet, will need to be reported to full Council in due course.

Comments of Head of People and Business Change

There are no direct HR implications associated with the report.

The report proposes to update the Council's Contract Standing Orders in line with local and national developments. The new processes will have a greater emphasis on opportunities to support local businesses and ensure value for money in spending on goods and services. The report has considered the requirements of the Well-being of Future Generations Act and by modernising procurement practices across the Council, will contribute towards the well-being goals of a Prosperous Wales and a Resilient Wales.

Comments of Cabinet Member

Comments of the previous Leader, Cllr Debbie Wilcox - Having been briefed on the amendments to the current CSO's, I am happy to support the preferred option above and to revise the CSO's. In particular, it is a welcome inclusion to the various Procurement Processes that CSO's now allow greater scope to support local businesses here in Newport, as well as the wider Welsh supply base.

Local issues

Not applicable

Scrutiny Committees

Not applicable

Equalities Impact Assessment and the Equalities Act 2010

A Fairness & Equalities Impact Assessment has been undertaken and is available to view.

Children and Families (Wales) Measure

No consultation was needed for this report.

Wellbeing of Future Generations (Wales) Act 2015

The current Corporate Plan – Building on Success, Building a Better Newport, includes the Newport City Council Well-being Statement and Objectives. NCC Well-being Objective 2 is ‘To promote economic growth and regeneration whilst protecting the environment’ These revised CSO’s give greater flexibility for officers to consider local supply chains, without necessarily opening up wider competition from outside of the area.

Crime and Disorder Act 1998

Not applicable

Consultation

Not applicable

Background Papers

None

Dated: 23rd October 2019

APPENDIX 1

Newport City Council
Standing Orders

Contract



NEWPORT
CITY COUNCIL

CYNGOR DINAS
CASNEWYDD

Contract Standing Orders 2020

<i>Title of Document:</i>	<i>Contract Standing Orders</i>
<i>Document Date:</i>	<i>November 2019</i>
<i>Author/s:</i>	<i>Service Manager Procurement & Payments</i>
<i>Service Responsible for this document:</i>	<i>Strategic Procurement</i>
<i>Directorate:</i>	<i>Corporate Services</i>
<i>Approved by</i>	<i>Full Council</i>
<i>Approved on:</i>	
<i>Date for Review:</i>	
<i>To be published on: Intranet/Website/Both</i>	<i>Both</i>
<i>Keywords for search purposes:</i>	<i>Procurement, Contract, Standing, Orders, CSO's</i>
<i>Related Documents and Policies:</i>	<i>Financial Regulations</i>

*Newport City Council
Civic Centre, Godfrey Road
Newport, NP20 4UR*

*Cyngor Dinas Casnewydd
Y Ganolfan Ddinesig
Heol Godfrey, Casnewydd
De Cymru, NP20 4UR*

*Tel/Ffôn: 01633 656656
e-mail/e-bost: procurement@newport.gov.uk*

Table of Contents

Table of Contents.....	3
Definitions and Interpretations	4
1 Introduction.....	6
2 Exempt & Excepted Contracts	9
3 Social Services	10
4 Internal Providers	11
5 Procurement Planning.....	11
6 Procurement Tendering Process.....	12
7 Electronic Tendering	14
8 Estimating the Contract Value	15
9 Form of Contract	15
10 Framework Agreements	15
11 Approved Supplier Lists	16
12 Community Benefits and Wellbeing of Future Generations (Wales) Act 2015	17
13 Amendment to Tenders, Errors and Omissions	17
14 Tender Clarification and Negotiation	17
15 Authorised Award of Tenders/Quotations and Reports.....	18
16 Contract Management.....	19
17 Variations to Contract.....	19
18 Extensions of Contract Period / Term	20
19 Procurement of Consultants	20
20 Procurement by Consultants	20
21 Variant Tenders.....	21
22 Abnormally Low Tenders.....	21
23 Capital Contracts.....	21
24 Disposal of Assets.....	21
25 Waiver of Contract Standing Orders	22

Definitions and Interpretations

In these Contract Standing Orders the following definitions apply:

Approved List	a list of providers that have been selected by the Council through a non-OJEU tendering process, from which the Council may select, by way of a mini competition, to Contract with to provide Services for the Council.
Authorised Officer	means any officer with responsibility for carrying out procurement process(es) detailed in these Contract Standing Orders
Contract	means any form of agreement (including, without limitation, official purchase orders) for the supply of Goods, provision of Services or carrying out of Works.
Contract Manager	means an officer responsible for the managing and monitoring of a Contract.
Contract Standing Orders	means these Contract Standing Orders.
Contractor	means any Contractor, supplier or provider with whom the Council enters into a Contract for the carrying out of Works, provision of Services or the supply of Goods.
Corporate Contracts Register	means the register of all quotations and tenders undertaken through the Procurement Gateway Process.
Council	means Newport City Council
eAdvertisement	means the electronic Contract advertisement portal which Newport City Council uses to advertise Contract notices.
eSourcing	means the Electronic Tendering portal which Newport City Council uses to conduct all Tendering processes
Framework Agreement	an agreement with one or more Contractors, the purpose of which is to establish the terms (in particular with regard to price and quantity) governing a Contract or Contracts to be awarded during the period for which the framework agreement applies.
Head of Service	means the officer in charge of a service area within the Council.
Goods	Covers all Goods, Supplies, Substances and Materials that the Council Purchases, Hires or otherwise obtains.
Light Touch Regime	means rules within the Public Contract Regulations relating to certain social and other specific services.
Lots	means the sub division of contracts into different parts or categories, usually to increase competition and allow greater supplier access.
National Procurement Service (NPS)	means the Welsh Government National Procurement Service or any subsequent National Contracting Body.
OJEU/EU Thresholds	means the financial values at which the Public Contracts Regulations 2015 require tenders to be advertised in the Supplement to the Official Journal of the European Union ("OJEU"), or any subsequent UK National eNotification service. These thresholds vary from time to time and can be checked on the OJEC website at www.OJEC.com/thresholds

Procurement	means the process by which the Council manages the acquisition of all its Goods, Services and Works, in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment. It includes the identification of need, consideration of options, the actual procurement process and the subsequent management and review of the Contracts.
Procurement Gateway Process	means the procedure that must be followed when procuring Goods, Works or Services over the value of £4k
Procurement Guidance	means the Guidance issued/to be issued from time to time by Strategic Procurement.
Procurement Process	means the procurement process that spans the whole life cycle, from identification of needs, options appraisal, supplier selection, award, and Contract management through to the end of a Contract or the end of the useful life of the asset, or disposal of the asset.
Public Contract Regulations	means the Public Contract Regulations 2015 or any subsequent amendments or variations to these UK regulations.
Services	includes all Services, which the Council purchases or otherwise obtains including advice, specialist consultancy work, agency staff etc.
Service Manager Procurement & Payments	means the Manager or any officers under that person's supervision or management who have responsibility for carrying out any of the obligations, duties or activities required to be performed by that person under these Contract Standing Orders or to act in that person's absence.
Standstill Period	means the statutory time period between notifying tenderers and awarding a contract, as per regulation 87 of the Public Contract Regulations.
Tender(s)	means the competitive process used to obtain pricing through either a quotation or tender exercise.
Tenderer(s)	means an individual, individuals, partnerships, companies or other bodies invited to submit pricing for providing the Council with Services, supplying Goods or carrying out Works.
Variant Bid/Tender	means an offer/bid which contains variants on the requirements specified by the Council in its procurement documentation.
Variation & Variations	means any alteration to a Contract, including additions, omissions, substitutions, alterations, or changes of any other nature.
Works	includes all Works of new construction and repairs in respect of physical assets (buildings, roads, etc.) including all those activities constituting Works for the purposes of the Public Contracts Regulations.

1 Introduction

1.1 These Contract Standing Orders:

- 1.1.1 Are made under Section 135 of the Local Government Act 1972 and all other powers enabling the Council.
- 1.1.2 Are applicable to all parts of the Council's activities, including any type of sub-contracting, apart from contracts for the acquisition and sale of interests in land and the Excepted Contracts described in section 2 below.
- 1.1.3 Are applicable where the Council is acting as agent for another body unless the principal directs otherwise.
- 1.1.4 Must be adopted by any external Contractors empowered to form Contracts on behalf of the Council and by any person who is not an Officer of the Council engaged to manage a Contract on behalf of the Council.
- 1.1.5 Shall apply to the selection of nominated suppliers and nominated Sub-Contractors for Goods, Works or Services covered by prime costs and provisional sums in a main Contract.
- 1.1.6 Are not applicable to expenditure between Service Areas or through formal joint arrangements or ventures involving the Council.

1.2 Key Messages

- 1.2.1 Any Officers delegated with responsibility for the procurement of Goods, Services (including contracts for consultancy) or Works for or on behalf of the Council (in accordance with the Scheme of Delegation) are affected by these Contract Standing Orders.
- 1.2.2 The funding for all contracts must be in accordance with approved budgets and comply with Financial Regulations.
- 1.2.3 All values referred to in these Contract Standing Orders are exclusive of VAT.
- 1.2.4 Procurement is the process by which the Council manages the acquisition of all its Goods, Services (including but not limited to consultants/consultancy Services of any type) and Works of all varieties. It includes the identification of need, consideration of options, the actual tendering process and the subsequent management and review of the contracts. These 'Contract Standing Orders' should be read in conjunction with the guidance available on the Council's Procurement intranet pages and the Council's Procurement Gateway Process. All Procurement activity must be conducted in-line with the Council's Procurement Gateway Process.
- 1.2.5 The 'Gateway' process is mandatory to follow if seeking to commission or procure Goods, Services or Works over £4k in value. The processes are designed to give a consistent, compliant approach to procurement across the authority and enable senior management to have visibility of the Goods, Services and Works being purchased by the Council. The extent and complexity of the 'Gateway Process' is linked to the value of the Goods,

Works or Services being purchased – with four main processes stepping up in detail.

- 1.2.6 Procurement by the Council is governed by detailed UK legislation. The Law requires all Council procurement and contracting to be conducted transparently, fairly and in a non-discriminatory manner. In the event of statutory or other legal requirements exceeding the requirements contained within these Contract Standing Orders, then statute shall take precedence over any provision in these Contract Standing Orders.
- 1.2.7 Before undertaking any competitive tendering process on behalf of the Council, Officers must check with Strategic Procurement to ensure there isn't a NCC contract (or other approved contract) that already exists for the goods/services being considered. Where they so exist, Officers must make full use of NCC Corporate Contracts.
- 1.2.8 Guidance on other established Framework Agreements or legally available arrangements can be sought from the Council's Strategic Procurement Section.
- 1.2.9 Details of all Contracts available for use can be obtained from the Council's Procurement Intranet Site or the Council's iProc Purchase to Pay (P2P) system. If unsure, please contact the Procurement Section for guidance.
- 1.2.10 These Contract Standing Orders are not intended as detailed guidance for implementation and they should be read in conjunction with the Council's Constitution as a whole and in particular, in respect of Contract payments, the Council's Financial Regulations and the Council's Procurement Gateway Process.
- 1.2.11 The Service Manager Procurement & Payments shall undertake a formal review of these Contract Standing Orders at least every three years.
- 1.2.12 Any dispute regarding interpretation of these Contract Standing Orders shall be referred to the Head of Law & Regulation and Service Manager Procurement & Payments for resolution.

1.3 Purpose - These Contract Standing Orders:

By following the Procurement Gateway Process the Council will;

- 1.3.1 Ensure the achievement of value for money for the Council in the market by ensuring provision for securing appropriate competition at different levels of expenditure.
- 1.3.2 Ensure fullest accountability and compliance at all levels whilst ensuring an adequate audit trail.
- 1.3.3 Ensure that Officers follow proper and fair procedures for the involvement and selection of Contractors.
- 1.3.4 Ensure compliance with the Public Contract Regulations and Welsh Government and Council Policy. Ensure that levels of monitoring and training exist to ensure proper compliance and that these Contract Standing Orders are regularly reviewed to take account of new circumstances.

-
- 1.3.5 Ensure that consideration is given to meeting the goals and principles of the Well-being of Future Generations (Wales) Act 2015, and delivering social, economic and environmental benefits whilst spending public money.
 - 1.3.6 Ensure immediate action is taken in the event of a breach of Contract Standing Orders, to keep proper records of all contracts, tenders etc. including electronic data files (where electronic tendering systems are used), minutes of tender evaluation panels and other meetings;
 - 1.3.7 Ensure waivers of any provision of these Contract Standing Orders are recorded and reported to Audit Committee on at least a six monthly basis.
 - 1.3.8 Ensure proper records of all contracts awarded.
 - 1.3.9 Ensure the safekeeping of all original contracts which have been completed by signature and ensuring contracts to be executed under the seal of the Council are provided to the Head of Law and Regulation for completion within an appropriate timeframe. Sealed contracts are retained by the Head of Law and Regulation.

1.4 Who is affected by these Contract Standing Orders?

- 1.4.1 Any Authorised Officer with responsibility for the procurement of Goods, Services (including contracts for consultancy) or Works for or on behalf of the Council.

1.5 Compliance

- 1.5.1 Every Contract entered into by the Council shall be entered into pursuant to or in connection with the Council's functions and shall comply with:
 - 1.5.1.1 All relevant statutory provisions;
 - 1.5.1.2 The Public Contracts Regulations 2015 or such other amendment, variation or replacement Regulations in force from time to time ("Regulations")
 - 1.5.1.3 The Council's Constitution including these Standing Orders for Contracts, the Council's Financial Regulations and Scheme of Delegation.
- 1.5.2 The highest standards of probity are required of all Officers and Members involved in the procurement, award and management of Council contracts. Any serious non-compliance could lead to the Council's disciplinary procedures being invoked.
- 1.5.3 Officers and Members are reminded of their responsibilities in relation to gifts and hospitality and should ensure that they comply with the obligations set out in the Officers' Code of Conduct and Members' Code of Conduct respectively and any guidance issued in that regard.
- 1.5.4 Officers shall take appropriate measures to effectively prevent, identify and remedy Conflicts of Interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all Contractors as set out in the Regulations.

-
- 1.5.5 All contracts must contain a provision allowing the Council to terminate without compensation in the event that there has been actual or attempted fraud or corruption in connection with the procuring, continuation, renewal or performance of the Contract, including appropriate exclusion grounds as set out in the Regulations.

2 Exempt & Excepted Contracts

Exempt Contracts

- 2.1 The following Contracts are exempt from the requirements of these Contract Standing Orders:
- 2.1.1 Employment Contracts (this exemption does not extend to the recruitment of agency staff or external secondment arrangements).
- 2.1.2 Contracts relating solely to disposal or acquisition of an interest in land and property.
- 2.1.3 The execution of requirements which can only be provided by, or on behalf of, a public utility, statutory undertaking or local authority.
- 2.1.4 In a genuine emergency threatening public health, injury to persons or serious and immediate damage to property, an Authorised Officer can take any necessary action to alleviate the threat. This power is limited to the alleviation of the threat and does not extend to any Works beyond what is strictly essential.
- 2.1.5 Tenders invited on behalf of any consortium, associated or other body of which the Council is a Member, but not leading the procurement and provided that the tenders are invited in accordance with the method prescribed by any such body and comply with the Public Contract Regulations.
- 2.1.6 Purchase of Works, Goods or Services from a supplier under an acknowledged public sector agreement or a collaborative procurement agreement arranged through another public sector body.
- 2.1.7 Purchase of Works, Goods or Services from an in-house service provider
- 2.1.8 Purchase of Works, Goods or Services from an existing Contract on the Council's Corporate Contracts Register.
- 2.1.9 Purchases of between £1 and £4,000. However, officers should provide evidence that the purchase represents value for money in accordance with the Council's Financial Regulations. This may be via a note of cost comparison's or other evidence for internal audit purposes.

Excepted Contracts

- 2.2 Where an Authorised Officer can demonstrate good reason, and where the value of such action does not exceed the EU Procurement thresholds, or any subsequent UK Government threshold and where Strategic Procurement and Head of Service* approval has been obtained via the [Excepted Contracts Form](#), Contract Standing Orders shall not apply to the following:

**Note – Approvals above Head of Service level are required from;*

- a. Strategic Director/Chief Executive Officer for submissions by Head of Service*
- b. Chief Executive Officer for submissions by Strategic Director*
- c. Leader of the Council for submissions by Chief Executive Officer*

- 2.2.1 Purchase by auction or at public fairs or markets.
- 2.2.2 The purchase of Goods, materials or Services which are only available from one provider, or are of a specialist nature, for which no satisfactory alternative is available.
- 2.2.3 The acquisition of Services from artists and performers where the identity and or skills of the artist or performer is the primary consideration. Officers must ensure that the engagement of such artists represents value for money and is an appropriate business decision.
- 2.2.4 Extensions of existing contracts where the extension is in accordance with the terms & conditions, specification, rates and/or prices of the original Contract award, notwithstanding existing Contract conditions in relation to price variations.
- 2.2.5 First extension of existing contracts where the value of the extension does not exceed the applicable EU/UK threshold and no provision for extension was provided in the original Contract award, and where valid reasons can be demonstrated.
- 2.2.6 Extensions of consultancy contracts up to 50% of the original Contract (where the combined original value and extension value do not exceed any EU/UK thresholds), where continuation of Services is deemed necessary, and where the particular knowledge and understanding of the commission is intrinsically linked to the supplier, and no suitable supplier could undertake the work without undue delay or additional/further cost.
- 2.2.7 The execution of Works or the purchase of Goods or Materials necessary for urgent maintenance work to highways, buildings, plant or other assets to prevent rapid and progressive deterioration or to maintain essential Services.
- 2.2.8 Where it is necessary to procure against 2.2.1 to 2.2.8 above the excepted Contract forms must be sent to Strategic Procurement for reporting to the Procurement Gateway Board on a Quarterly Basis.

3 Social Services

- 3.1 In the case of social care contract let under the provisions of the Social Services and Well Being (Wales) Act 2014, Children's Act 2004 and the NHS and Community Care Act 1990 and regulated by Care Inspectorate Wales, the Head of Adult and Community Services and the Head of Children and Young People Services (herein after referred to as Head of Service) are not required to invite tenders for individual service contracts (being a support contract for an individual person) in the following circumstances, and where the Council does not have any suitable existing contract or framework;

-
- 3.1.1 where the Head of Service is reasonably satisfied that there is only one suitable provider of such services due to the specialist nature of the provision, whilst having regard to locality and family/carer access and visitation.
 - 3.1.2 where emergency situations arise and the Council need to commission a service to protect and safeguard vulnerable people, for example in the event of provider failure.
 - 3.1.3 where a service user (or their nominated representative) chooses a particular service provider to deliver their care, over another provider, which is in accordance with Social Services and Well Being (Wales) Act 2014. In such circumstances, any appropriate top up fees, in line with Service Area procedures must be levied.

Note - Where it has been necessary to let an individual service contract in respect of 3.1.1, 3.1.2 or 3.1.3, the Service Area must maintain a register of placements, detailing the rationale and cost for the placement. At the end of each financial year, the register must be provided to the Service Manager Procurement & Payments.

- 3.1.4 for all residential and supported living providers, however each provider will need to be accredited on the Councils Registered Provider List and all individual placements must still be brokered.
- 3.2 In respect of contracts for general service provision, general Contract Standing Orders shall apply.

4 Internal Providers

- 4.1 These Contract Standing Orders are the Council's procedure for buying Goods and Services for the Council. They do not apply to internal purchases or service provision. Where an in-house service provider has declined the opportunity to provide Goods, Works or Services, any subsequent procurement from an external supplier must comply with the principles of these Contract Standing Orders and follow the Procurement Gateway Process.
- 4.2 Where a service area believes the costing provided via an in-house provider does not represent value for money, they may apply to the Head of Finance for authority to waive this requirement and tender the provision. For the avoidance of doubt, the In-house service providers included specifically are as listed in the "**Approved In-House Provider List**"

5 Procurement Planning

- 5.1 In accordance with the Procurement Gateway Process by the end of March each calendar year, Heads of Service shall submit to the Service Manager Procurement & Payments a completed Procurement Forward Plan detailing the planned procurement activities over £4,000 (new purchasing requirements associated with budget planning for the forthcoming financial year). The Strategic Procurement team will use this information for procurement planning, to identify collaborative opportunities, to allocate appropriate resources and to ensure all relevant legislative requirements are observed.

Procurement plans will be under constant review and updated as and when required.

6 Procurement Tendering Process

6.1 Procurement Gateway Process

- 6.1.1 For all **Goods, Services and Works** please refer to the Council's procurement gateway process and flowcharts on the [intranet procurement pages](#).
- 6.1.2 The processes are designed to give a consistent approach to procurement across the authority and enable senior management to have visibility of the Goods and Services being purchased by the Council.
- 6.1.3 The 'Gateway' process is mandatory to follow if seeking to commission or procure Goods, Services or Works over £4k in value. Officers must not disaggregate requirements in order to avoid the applicable thresholds, and must consider the aggregated spend over the length of the contract.

Reminder: The below thresholds apply where there is no In-House provider, existing Contract arrangement or appropriate framework agreement available., Up to £4,000 it is necessary only to demonstrate and record that value for money is being achieved.

6.2 Thresholds for Procurement

6.2.1 Process One – Quotations (see Gateway Process One)

From £4,000 to £25,000 written quotations should be sought from either;

- 1) a minimum of three recognised suppliers in the appropriate market, or previously established competitive sources of supply, or
- 2) where it is not possible to identify suppliers, an open and advertised quotation process should be undertaken using the Councils approved eAdvertisement and eSourcing tool.

6.2.2 Process Two – Low Value Tenders (see Gateway Process Two)

From £25,001 to £75,000 formal tenders must be undertaken using the Councils approved eSourcing tool, either by selecting a minimum of four recognised suppliers in the appropriate market, or previously established competitive sources of supply. Where it is not possible to identify suppliers, an open and advertised tender process must be undertaken.

6.2.3 Process Three – Mid Value Tenders up to EU/UK Procurement Thresholds (see Gateway Process Three)

From £75,001 to current EU/UK Procurement Thresholds (current levels detailed on “link to thresholds on intranet pages”) an openly advertised formal tendering process must be undertaken using the Councils approved eAdvertisement and eSourcing Tools.

6.2.4 Process Four – High Value Tenders Above EU/UK Procurement Thresholds (see Gateway Process Four)

Above threshold procurements must be undertaken via an openly advertised formal tendering process using the Councils approved eAdvertisement and eSourcing Tools, and in compliance with the Public Contract Regulations.

6.2.5 For Process One & Two, when selecting suppliers, consideration must be given in regard to supporting opportunities for local suppliers, and the wider Welsh supply base and its ability to meet the needs of the Council.

6.3 Code of Practice – Ethical Employment in Supply Chains

Newport City Council have signed up to the Welsh Government’s Code of Practice – Ethical Employment in Supply Chains, and therefore all tenders must consider the principles of the Code when compiling documentation, vetting suppliers and awarding contracts. The overarching principle of the Code is to ensure that workers in public sector supply chains are employed ethically and in compliance with both the letter and spirit of UK, EU, and international laws. The Code covers Modern Slavery and human rights abuses, Blacklisting, False self-employment, Unfair use of umbrella schemes and zero hours contracts as well as considering paying the living wage. Advice must be sought from Strategic Procurement during tender preparation to ensure processes adhere to the principles of the Code.

6.4 Division of Contracts into Lots

The Council may where it considers appropriate decide to award a Contract in a form of separate lots and may determine the size and subject matter of such lots in accordance with the Public Contract Regulations.

Where the Council has decided not to subdivide an above EU/UK Threshold Contract (Process Four) into lots it shall provide an indication of the main reasons within the Procurement Gateway report. Officers must not use lotting opportunities or split up requirements into smaller elements to disaggregate requirements in order to avoid the Procurement Gateway Processes detailed above.

6.5 Supplier Selection

6.5.1 It must be demonstrated that the appropriately experienced, technically competent Contractors or suppliers have been shortlisted.

6.5.2 Care must be taken to differentiate supplier selection criteria for short-listing from award criteria.

6.5.3 This demonstration may include, but need not be limited to:

- Eligibility

-
- Financial standing, including provisions for insurance and liability
 - Technical or professional capacity and capability
 - Health and Safety
 - Quality Standards including certification by official quality control institutes or agencies of recognised competence and or attesting conformity to quality assurance standards and/or measures
 - Sustainability, including environmental management measures
 - Evidence as to whether they are unsuitable on certain grounds, e.g., of bankruptcy, criminal conviction or failure to pay taxes.

6.5.4 The Welsh Public Sector standard supplier selection template is called the Supplier Qualification Information Database (SQuID). In addition to this, for above EU/UK threshold procurements there is the European Single Procurement Document (ESPD). These are the templates that the Council use as standard and Authorised Officers in Service Areas will need to complete this template with the assistance of their Procurement Officer within Strategic Procurement.

6.6 Financial Vetting

6.6.1 Financial vetting shall be considered for all tenders in excess of £75k. The decision as to whether a financial assessment is required should be based on risk and the impact on the Council of Contract failure. All vetting shall be agreed with the Council's Central Accountancy Team via a method approved by the Head of Finance for that purpose and be conducted at the selection stage.

6.7 Evaluation

6.7.1 The Authorised Officer shall examine tenders in accordance with the predetermined evaluation criteria for the tender and identify tenders that best meet the criteria including value for money.

6.7.2 Where the evaluation criterion is the most economically advantageous, the evaluation criteria or sub-criteria shall as a minimum be listed in the Invitation documentation in order of importance. Any particular scoring or weighting attributable to any criteria or sub-criteria must be clearly stated. In addition, the criteria shall be strictly observed (and remain unchanged) at all times throughout the evaluation and Contract award procedure. Further information on award criteria and weightings can be obtained from the Strategic Procurement Team.

6.7.3 Where tenderers submit "conditional" offers, seeking to add new conditions to the Contract the Authorised Officer should notify the tenderer that conditional offers will not be accepted and the tenderer must either withdraw the conditions or withdraw their tender. In the event the tenderer elects to withdraw their tender, their submission will be removed from the evaluation process. Only in exceptional circumstances will the Council consider conditional offers e.g. where only one tender has been received and it is conditional, and only then with approval from the Head of Law & Regulation.

7 Electronic Tendering

- 7.1 All procurements above the value of £25k must be conducted electronically in line with the Council's Procurement Gateway Process, Welsh Procurement Policy and The Public Contracts Regulations.
- 7.1.1 The tender process will be conducted electronically by Authorised Officers or Strategic Procurement as determined by the Procurement Gateway Process. All communications related to a tender conducted electronically shall be directed through the Council's approved eSourcing tool. No formal communication shall be made outside of the system.
- 7.1.2 Further information regarding the use of the Council's eSourcing tool may be obtained from Strategic Procurement.

8 Estimating the Contract Value

- 8.1 The value of a Contract means the estimated total monetary value over its full duration (not the annual value), including any extensions or other options. Where the duration of a Contract is indeterminate, this should be taken to be the estimated value of the Contract over a period of four years. No procurement may be artificially split to avoid compliance with these Contract Standing Orders and EU/UK procurement directives. The Council shall make the best use of its purchasing power by aggregating purchases wherever possible.
- 8.2 If it is known that the Contract duration will be longer than four years, then the Contract value will be the total value over the full term of the Contract.
- 8.3 Where the value is, or may be, equal to or greater than the relevant EU/UK threshold, the Council should also have regard to regulation 6 of the Public Contracts Regulations, which deals with the methods for calculating the estimated value of a procurement and the treatment of Lots.

9 Form of Contract

- 9.1 Every Contract where the value or amount of the Contract does not exceed £25,000 shall be in writing in a form approved by the Head of Law and Regulation.
- 9.2 Every Contract that exceeds £25,000 but does not exceed £100,000 shall be signed by either the Head of Service or their Authorised Officer. Contracts between £100,000 and £250,000 shall be signed by the Head of Law and Regulation.
- 9.3 Every Contract that exceeds £250,000 in value shall be made under the Seal of the Council.
- 9.4 All contracts shall be recorded using the information from the Procurement Gateway form on the Council's Corporate Contracts Register maintained by Strategic Procurement.

10 Framework Agreements

-
- 10.1 All Framework Agreements must be awarded, set up and managed strictly in accordance with the Public Contracts Regulations.
 - 10.2 Framework Agreements can be used where the Council wishes to Contract for the provision of Goods, Services or Works without conducting multiple procurement exercises.
 - 10.3 Established framework and consortia arrangements endorsed by Strategic Procurement for use by the Council shall be mandatory. On occasion, it may be deemed that the framework agreement would not provide best value – this will need to be proven and approved by Strategic Procurement.
 - 10.4 The Framework Agreement may include within its terms a requirement for a further competition exercise between those Contractors who are parties to the Framework Agreement. These shall be tendered in accordance with the terms of the Framework Agreement itself.
 - 10.5 Where the Council is able to call off from existing Framework Agreements procured by Central Government Agencies, purchasing consortia or other Local Authorities or Public Bodies, then the Council may benefit from using those Frameworks without entering into a separate procurement exercise. Where such Framework Agreements contain a number of different Contractors able to provide a particular category of Goods or Services, competition in line with the Framework guidance must be followed.
 - 10.6 Any Framework Agreement identified by a Service Area shall be notified to Strategic Procurement by the Authorised Officer and must be approved by the Procurement & Payments Manager in order to ensure suitability, legal compliance and value for money. Upon approval, Strategic Procurement can incorporate the Framework Agreement onto the Council's Contract Register.
 - 10.7 Any joint procurement arrangements with other Local Authorities and/or Public Sector Bodies including membership or use of any consortia must be approved by Strategic Procurement to ensure suitability, legal compliance and value for money.
 - 10.8 The term of a Framework Agreement must not exceed four years and, while a Framework Agreement may be entered into with one Contractor, where a Framework Agreement is concluded with several Contractors, there should be at least three in number.

11 Approved Supplier Lists

- 11.1 In circumstances where no other suitable Contract arrangement exists for the purchase of Services or Works on a regular basis, and where approval is granted by Strategic Procurement, an Approved List of Suppliers may be maintained by a Service Area.

This Contract Standing Order shall have effect where:-

- 11.2 A Head of Service, or Authorised Officer maintains an approved list of suppliers to be invited to tender for contracts for the supply of Works or Services of specified categories or

-
- 11.3 Where Strategic Procurement has approved the use of an external approved list maintained by a third party.

Lists maintained by the Council

- 11.4 The List shall be compiled and maintained in accordance with these Contract Standing Orders, and the Council's Procurement Gateway Process.
- 11.5 Approved Lists must be established in consultation with Strategic Procurement and must be listed on the Council's Contract Register.
- 11.6 In establishing and using an Approved List, the procedure detailed on the Strategic Procurement Intranet Site must be followed.

12 Community Benefits and Wellbeing of Future Generations (Wales) Act 2015

- 12.1 The Council is committed to achieving economic, social and environmental well-being for its residents and implementing Community Benefits and meeting the requirements of the Wellbeing of Future Generations (Wales) Act 2015 so as to ensure a better quality of life for everyone, now and for generations to come.
- 12.2 For all procurements over £75k, the Authorised Officer **must** consider the Economic, Social and Environmental impact of the project when determining the specification and evaluation criteria, and potential for community benefits to maximise the added value of the procurement.
- 12.3 Authorised Officers shall seek guidance from Procurement and the Council's Community Regeneration section on how best to incorporate Community Benefits into the tender and Contract.

13 Amendment to Tenders, Errors and Omissions

- 13.1 As a general rule, no adjustment or qualification to any tender(s) is permitted. Only where approval has been obtained from Strategic Procurement, errors found during the examination of tenders shall be dealt with as follows:
- 13.1.1 Where the error contained in a tender appears to be a genuine mistake by typing, printing or arithmetic, or appears to be an eSourcing technical issue, the tenderer shall be given details of the error(s) and shall be given the option to either agree to the tender being corrected or withdrawing the tender. This rule also applies where the genuine mistake may have been made by the Council.
- 13.1.2 The tenderer will be given up to 3 working days to respond.
- 13.1.3 If confirmation from the tenderer is not received within 3 working days, the tender will be withdrawn.
- 13.1.4 Invitation to Tender documents must state how errors in Tenders will be dealt with.

13.1.5 All correspondence must be in writing, and where applicable through the Councils approved eSourcing tool.

13.1.6 No request to amend a Tender after the time fixed for receipt shall be accepted.

14 Tender Clarification and Negotiation

14.1 An Authorised Officer may seek clarification of the information provided (or not provided) by a Tenderer only where this is necessary to aid understanding. The types of clarification will generally be:

Where a Tenderer has made an accidental omission such as not including a relevant certificate;

Where ALL Tenderers responding have misinterpreted a question;

14.1.1 The Council will not seek clarifications from individual Tenderers where a question has been misinterpreted and/or poorly answered (this will include where a Tenderer has not followed the format of the Invitation To Tender and/or submitted standard text in place of a fully informed written answer) and other submissions received, fully interpreted and answered in full the same question. A clarification of this nature would not be permissible due to the Tenderer having a second chance at providing information which would alter the evaluation, and be unfair to other Tenderers.

14.1.2 If, for any reason, it is necessary to amend the Specification after Tenders have been received, a new Tender process shall be undertaken.

14.1.3 Where procurement is conducted pursuant to the Public Contracts Regulations advice must be sought from Strategic Procurement. The Authorised Officer may seek clarification from tenderers where appropriate in consultation with Strategic Procurement.

14.1.4 Where procurements do not exceed the applicable EU/UK thresholds, if it is in the Council's interest to do so to achieve value for money Strategic Procurement may authorise negotiations. Strategic Procurement will also establish the timescales for said negotiation procedure. Such actions must not distort competition. At all times during the procurement process the Council shall ensure that all tenderers are treated in accordance with the principles of the European Treaty.

15 Authorised Award of Tenders/Quotations and Reports

15.1 The Council shall only award a Contract where it represents best value for money. A Contract shall only be awarded using the pre-determined tender evaluation criteria and weightings. Where a tender is to be evaluated on price only, the Contract must be awarded to the Tenderer submitting the lowest (compliant with specification) price.

15.2 A Contract may only be awarded by an authorised officer with the required approval to award contracts in accordance with the Council's Scheme of Delegations. For all Procurements valued at above £4,000, the decision to

award a Contract shall be made using the Council's Procurement Gateway Process.

- 15.3 Where Procurement is conducted pursuant to the Public Contract Regulations the Authorised Officer must notify all tenderers in writing of the outcome of the tender, and the Council's intention to award a contract. Unsuccessful tenderers must be informed of the scoring attributed to the evaluation, being their score and the score of the winning tender, as well as any characteristics and relative advantages of the winning tender. The name of the winning tenderer should also be provided. The statutory standstill period must be observed prior to any final contract award.
- 15.4 Where a tender has been advertised on the Councils approved eAdvertisement website, the Council shall publish a Contract Award Notice on the same website as soon as possible after the decision to award the Contract has been taken, and in any case within 30 days.
- 15.5 Where Procurement is conducted pursuant to the Public Contract Regulations the Authorised Officer must allow the statutory standstill period prior to issuing a final award and shall publish a Contract award notice in the Official Journal of the European Union no later than 30 days after the date of award of the Contract or such other requirements or time limits as are set out in the Regulations. An official Tender report in-line with Rule 84 of the Public Contracts Regulations must also be produced.
- 15.6 Where the Public Contract Regulations do not apply and an unsuccessful tenderer requests feedback on their tender, the Authorised Officer must within 15 days of any request, inform the tenderer of the reasons for being unsuccessful. If the supplier was unsuccessful at the award stage the responsible officer shall also inform it of the characteristics and relative advantages of the successful tender as well as the name of the bidder awarded the contract.

16 Contract Management

- 16.1 Once the Contract has been awarded, the Service Area Contract Manager will manage the day-to-day aspects of the Contract for its term.
- 16.2 The day-to-day management of the Contract shall be undertaken by the Contract Manager and shall include monitoring and reporting in respect of:-
- (i) performance
 - (ii) compliance with specification and Contract terms
 - (iii) cost
 - (iv) any value for money/best value requirements
 - (v) user satisfaction
 - (vi) risk management, and
 - (vii) delivery of agreed Community Benefits
- 16.3 For all contracts, it is the responsibility of the Contract Manager to raise any incidents of poor performance immediately with the Contractor and seek rectification. In instances of particularly poor performance, or persistent poor performance, the Contract Manager should consider the appropriate course of action to take under the Contract, taking advice from Strategic Procurement and/or Law & Regulation.

-
- 16.4 Where the Contract has key performance indicators built into monitoring objectives, the Contract Manager must make a written report evaluating the extent to which the Contract is meeting the objectives set. This should be done normally when the Contract is completed but for term contracts, such report should be prepared annually. The report should be presented to the appropriate Head of Service and the Service Manager Procurement & Payments.

17 Variations to Contract

- 17.1 Whether or not it is a requirement of the Contract, every variation (whether having a financial implication or not) will be authorised in writing by the appropriate officer(s). The Authorised officer will keep detailed records of any such variation and any variation of a financial matter shall be open to inspection by the Head of Finance. The authorisation will be issued before the variation is placed.
- 17.2 For variations approved by an Authorised Officer, the Contract Manager shall monitor at least monthly the overall level of variations approved to gain assurance that they are correct and appropriate.
- 17.3 Any variation to the original Contract must be in the best interests of the Council and of continued delivery of Services.

18 Extensions of Contract Period / Term

- 18.1 The decision to extend the Contract period (term) may only be made before the original expiry date, where it is in accordance with the terms and conditions of the original Contract. The relevant Head of Service must authorise any extension of Contract using the Excepted Contracts form, which must also be approved by Strategic Procurement. The value of any extended term shall be assessed and recorded within the Excepted Contracts form as part of the extension procedure.
- 18.2 The decision to extend a Framework Agreement may only be made before the original expiry date, where the extension is in accordance with the terms and conditions of the original Contract. Strategic Procurement must take all such decisions to extend framework arrangements. The aggregate term of the Framework Agreement must not exceed 4 years.
- 18.3 Where the terms of the Contract and or original procurement exercise do not expressly provide for extension then such Contract may only be extended in exceptional circumstances, where legislation permits and value for money issues have been addressed. Such decisions shall be made by the relevant Head of Service and Strategic Procurement.

19 Procurement of Consultants

- 19.1 For the avoidance of doubt, the appointment of consultants shall be made in accordance with the requirements of these Contract Standing Orders.

20 Procurement by Consultants

-
- 20.1 Where the Council uses consultants to act on its behalf in relation to any procurement, then the Head of Service shall ensure that the consultants carry out any procurement in accordance with these Contract Standing Orders.
- 20.2 All decisions must be made in accordance with the Council's Scheme of Delegations and are subject to the Council's Procurement Gateway Process.
- 20.3 No consultant shall make any decision on whether to award a Contract or who a Contract should be awarded to outside of the Procurement Gateway Process.. The Head of Service shall ensure that the consultant's performance in relation to procurement is in accordance with these Contract Standing Orders and all statutory procurement obligations.
- 20.4 Where the Council uses consultants to act on its behalf in relation to any procurement, the consultant must declare any potential conflict of interest that may arise to the Head of Service prior to the commencement of the procurement process or at such time that the Contractor becomes aware of such a potential conflict of interest. Where the Head of Service considers that such a conflict of interest is significant, the consultant shall not be allowed to participate in the procurement process.

Note: it is the Council, which is responsible for all actions and decisions of consultants in relation to the conduct of procurements, therefore there need to be proper governance procedures in place to manage and monitor consultants appropriately.

21 Variant Tenders

- 21.1 Variant tenders may be considered where this was indicated in the Invitation to Tender documentation. This must be in accordance with the Public Contract Regulations and in consultation with Strategic Procurement.

22 Abnormally Low Tenders

- 22.1 Where as a result of identifying that the overall tendered price or costs raises significant doubts that the Contractor will be able to complete the Contract within the Contract terms, the Council shall require tenderers to explain the price or costs proposed. Where the Council determine the explanation is insufficient or believe significant doubts as to the Contractors ability to meet the requirements still exist, the Council reserve the right to reject the tender. This must be undertaken in accordance with the Public Contract Regulations and in consultation with the Service Manager Procurement & Payments.

23 Capital Contracts

- 23.1 In the case of capital contracts, the appropriate Head of Service must ensure that the scheme is in the approved capital programme before inviting tenders in accordance with the Procurement Gateway Process.
- 23.2 For awarded contracts the Head of Service and Head of Finance must be made fully aware of the implications of a major change in the specification of a project in both financial and operational terms, and be made fully aware of

all other significant decisions affecting the project. At the first indication or identification of a significant potential overspend of either £25k or 10% of the Contract value (whichever is the lowest), the appropriate Head of Service and Head of Finance shall be notified. This must be reported to the Councils Cabinet for further consideration.

24 Disposal of Assets

24.1 Heads of Service shall be authorised to dispose of Goods and materials surplus to the Council's requirements by whichever means would, in the judgement of the officers, result in the best value for the Council; examples may include;

- auction
- tender
- private sale
- transfer to another service
- donation to a not for profit organisation

24.2 Where a surplus item is likely to raise more than £1,000, the appropriate Head of Service shall be consulted before its disposal. Written tenders should be invited for any item likely to realise more than £5,000.

24.3 Irrespective of likely value, all Vehicle and Plant assets should be disposed of via the Head of City Services and all IT assets should be disposed of via the Head of People and Business Change, where they are not owned or managed by the Shared Resource Service (SRS). In the event that a Head of Service determines that Goods are beyond their economic useful life and therefore of no value, they should arrange for recycling as appropriate or disposal as waste. Appropriate records of disposal should be maintained and where assets are maintained on an Asset Register, the appropriate Head of Service should be informed to update the register.

25 Waiver of Contract Standing Orders

25.1 Approval of waiver of any of these Contract Standing Orders shall only be given in exceptional circumstances and only following a written report to the appropriate Cabinet Member, which includes the comments of the Chief Financial Officer, Monitoring Officer and Head of Service. All waivers will be reported to Audit Committee on at least a six monthly basis. There should be no delay in presenting a waiver report for consideration, which should be done as soon as the relevant circumstances present themselves.

25.2 The originator of the report requesting a waiver of Standing Orders is responsible and accountable for making sure that the contents of the report are factually correct. The originator of the report should ensure that all supporting documentation is retained on an easily accessible file for auditing purposes.

Report

Cabinet

Part 1

Date: 20 December 2019

Subject Cabinet Work Programme

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

Author Cabinet Office Manager

Ward All Wards

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

The current work programme runs to June 2020, but it is a working document. It is important that the work programme is owned and prioritised by Cabinet Members directly, so each month the Cabinet Office Manager brings a report updating Cabinet on any changes, so that the revised programme can be formally approved.

The updated work programme is attached at Appendix 1.

Proposal To agree the updated work programme.

Action by Cabinet Office Manager

Timetable Immediate

This report was prepared after consultation with:

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

Background

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

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

The current work programme runs to June 2020, but it is a working document. It is important that the work programme is owned and prioritised by Cabinet Members directly, so each month the Cabinet Office Manager brings a report updating Cabinet on any changes, so that the revised programme can be formally approved.

The updated work programme is attached at Appendix 1.

Financial Summary

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

Risks

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

Links to Council Policies and Priorities

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

Options Available and considered

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

Preferred Option and Why

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

Comments of Chief Financial Officer

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

Comments of Monitoring Officer

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

Staffing Implications: Comments of Head of People and Business Change

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

Comments of Cabinet Member

The Chair has approved the report for consideration by cabinet.

Local issues

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

Scrutiny Committees

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

Equalities Impact Assessment and the Equalities Act 2010

This does not apply to this procedural report.

Children and Families (Wales) Measure

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

Wellbeing of Future Generations (Wales) Act 2015

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

Crime and Disorder Act 1998

This does not apply to this procedural report

Consultation

As set out above

Background Papers

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

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

Dated: 9 December 2019

Mae'r dudalen hon yn wag yn

NEWPORT CITY COUNCIL: CABINET/COUNCIL WORK PROGRAMME 2019/20

MEETING	AGENDA ITEMS	LEAD OFFICER
CABINET 19-JUN-19	Treasury Management Year End Report	HoF
	Corporate Risk Register Update	HP&BC
	Forecast Numbers of LAC	SD People
	Work Programme	COM
CABINET 17-JUL-19	Revenue Budget Monitor	HoF
	Capital Budget Monitor	HoF
	Commercial Property Fund Investment Guidelines	HoF
	Brexit Update	HP&BC
	Welsh Language Annual Report	HP&BC
	Performance Update – Early Year End PI Analysis	HP&BC
	Work Programme	COM
	PSB Summary Document (for information/awareness)	HP&BC
COUNCIL 23-JUL-19	NNDR Relief Scheme Treasury Management Year End Report	
COUNCIL 10-SEP-19	Appointment on Interim Chief Executive/Head of Paid Service Scrutiny Annual Report PSPO Newport Arcade	
CABINET 18-SEP-19	Capital Programme Monitoring July 2019	HoF
	Revenue Budget Monitor July 2019	HoF
	WAO Annual Improvement Report	HP&BC
	Strategic Equality Plan Annual Report	HP&BC
	Corporate Risk Register Update (Quarter 1)	HP&BC
	Sustainable Travel Strategy	HoL&R
	Work Programme	COM
CABINET 16-OCT-19	Corporate Plan Annual Report	HP&BC
	Brexit Update Report	SD - Place
	WAO Report – Corporate Safeguarding	HP&BC
	WAO Certificate of Compliance 1	HP&BC
	Annual Report on Compliments, Comments and Complaints Management 2019	Customer Services Mgr
	Work Programme	COM
CABINET 13-NOV-19	Revenue Budget Monitor	HoF
	Capital Budget Monitor	HoF
	Work Programme	COM
	PSB Summary Document (for information/awareness)	HP&BC

COUNCIL 26-NOV-19	Democratic Services Annual Report Standards Committee Annual Report Strategic Equality Plan Annual Report	
CABINET 20-DEC-19	Revenue Budget and MTFP: Draft Proposals	HoF
	Treasury Management 6 monthly Report	HoF
	Corporate Risk Register Update (Quarter 2)	HP&BC
	WAO Certificate of Compliance 2	HP&BC
	Revised Contract Standing Orders	HoF
	Director of Social Services Annual Report	SD - People
	Work Programme	COM
CABINET 15-JAN-20	Mid-Year Performance Analysis 2019/20	HP&BC
	Revenue Budget Monitor	HoF
	Capital Budget Monitor	HoF
	Part 2 Presentation – City Centre Regeneration	SD - Place
	PSB Summary Document (for information/awareness)	HP&BC
	Work Programme	COM
COUNCIL 28-JAN-20	Mayoral Nomination 2020/21 Council Schedule of Meetings Revised Contract Standing Orders Treasury Management 6 monthly report Council Tax Reduction Scheme Director of Social Services Annual Report	
CABINET 12-FEB-20	Capital Strategy and Treasury Management Strategy	HoF
	Revenue Budget and MTFP: Final Proposals	HoF
	Risk Management Strategy	HoP&BC
	Corporate Safeguarding	HC&YPS
	Economic Growth Strategy	SD - Place
	Work Programme	COM
COUNCIL 25-FEB-20	Budget and Medium Term Financial Plan Capital Strategy and Treasury Management Strategy	
CABINET 11-MAR-20	Pay and Reward Statement 2020/21	HP&BC
	2020- 2024 Strategic Equalities Plan Approval	HP&BC
	EAS Business Plan	CEdO
	Categorisation of Schools	CEdO
	Corporate Risk Register Update (Quarter 3)	HP&BC
	Work Programme	COM
CABINET 08-APR-20 (t.b.c.)	Items TBC	

	Annual Corporate Safeguarding Report	HC&YPS
	Work Programme	COM
	PSB Summary Document (for information/awareness)	HP&BC
COUNCIL 28-APR-20	IRP Annual Report NNDR Rate Relief Pay and Reward Policy	
CABINET 06-MAY-20 (t.b.c.)	Items TBC	
	Work Programme	COM
COUNCIL 12-MAY-20	AGM	
CABINET 03-JUN-20 (t.b.c.)	Corporate Risk Register Update (Quarter 4)	HP&BC
	Risk Management Strategy	HP&BC
	Work Programme	COM

Mae'r dudalen hon yn wag yn