

# Agenda



## Newport City Council

Ddydiad: Dydd Mawrth, 25 Ebrill 2023

Amser: 5.00 pm

Lleoliad: Siambr y Cyngor, Canolfan Ddinesig

At sylw: **Pob Aelod o'r Cyngor Dinas**

### **HYSBYSIAD GWE-DDARLLEDU**

*Gall y cyfarfod hwn gael ei ffilmio ar gyfer darllediad byw neu ddarllediad wedi hynny trwy wefan y Cyngor.*

*Ar ddechrau'r cyfarfod, bydd y Maer neu'r Person sy'n Llywyddu yn cadarnhau os yw cyfan neu ran o'r cyfarfod yn cael ei ffilmio. Efallai y bydd y delweddau a recordiad sain yn cael eu defnyddio hefyd at ddibenion hyfforddiant o fewn y Cyngor.*

*Yn gyffredinol, nid yw'r ardaloedd eistedd cyhoeddus yn cael eu ffilmio. Fodd bynnag, wrth fynd i mewn i'r ystafell gyfarfod a defnyddio'r ardal seddau cyhoeddus, rydych yn rhoi caniatâd i chi gael eich ffilmio a defnydd posibl o rhai delweddau a recordiadau sain ar gyfer gwe-ddarlledu a/neu ddibenion hyfforddiant.*

*Os oes gennych unrhyw ymholiadau ynghylch hyn, cysylltwch â Rheolwr Democratiaeth a Cyfathrebu*

### **Eitem**

### **Wardiau dan Sylw**

1. Rhagofynion
  - i. To receive any apologies for absence.
  - ii. To receive any declarations of interest.
  - iii. To receive any announcements by the Presiding Member.
2. Cofnodion (Tudalennau 5 - 30)  
To confirm and sign the minutes of the last meeting.
3. Penodiadau (Tudalennau 31 - 34)  
To consider any proposed appointments.
4. Materion yr Heddlu  
30 minutes is allocated for questions to the Gwent Police representative.
5. Rhybudd o Gynnig: City of Sanctuary  
**This Council is concerned by the UK government's illegal immigration bill which proposes to detain and later remove anyone who arrives in the UK on a small boat, meaning the Home**

Contact: Anne Jenkins, Arweinydd Tîm Llywodraethu

Tel: 01633 656656

E-mail: democratic.services@newport.gov.uk

Date of Issue: Dydd Mawrth, 18 Ebrill 2023

**Office will not consider any of their Asylum claims regardless of whether they have fled war or persecution for being a minority.**

**These people seeking sanctuary will then be deported back to the country they have fled from or a 'safe' third country. This third country could be Rwanda or another country deemed safe by UK Government but which may have a questionable record on human rights. The likely effect of this legislation will be to punish the most vulnerable people from across the world.**

**Questions have been raised surrounding the legality of the Bill and whether it is compliant with the European Convention on Human Rights (ECHR) and consistent with the 1951 Refugees Convention. The Prime Minister has also stated in writing that if you come to the UK illegally "You can't benefit from our modern slavery protections".**

**This Council also notes the language which has been used to support this Bill, which has the potential to cultivate and provide a platform for a culture of abuse, racism and even violence against refugees and minorities.**

**As an experienced dispersal area this council has made a firm commitment in our Corporate Plan to establish Newport as a City of Sanctuary. This Council and the people of Newport have welcomed and accepted refugees and asylum seekers. We have a proud history of integration and inclusion. Our city is a more interesting, diverse and tolerant city because of this.**

**This Council calls in to question the action of the UK Government in bringing forward this legislation, and calls upon the prime minister and his ministers to withdraw these proposals.**

**We call upon the Leader of Council to write to the prime minister in the strongest possible terms to outline our concerns.**

**We would also request the Leader of the council commits to ensuring that Newport City Council gives full support to all partners and stakeholders in Newport currently working towards City of Sanctuary status.**

6. Datganiad Tâl a Gwobrwyo (*Tudalennau 35 - 66*)
7. Strategaeth Gyfranogi: Cyfarfodydd Ward (*Tudalennau 67 - 76*)
8. Adroddiad Blynyddol Craffu 2021/22 (*Tudalennau 77 - 96*)
9. Cwestiynau i Arweinydd y Cyngor  
To provide an opportunity for Councillors to ask questions to the Leader of the Council in accordance with the Council's Standing Orders.

**Process:**

No more than 15 minutes will be allocated at the Council meeting for questions to the Leader of the Council.

The question must be addressed through the Mayor or the person presiding at the meeting and not directly to the person being questioned.

10. Cwestiynau i Aelodau'r Cabinet  
To provide an opportunity to pose questions to Cabinet Members in line with Standing Orders.

**Process:**

No more than 10 minutes will be allocated at the Council meeting for questions to each Cabinet Member.

Members must submit their proposed questions in writing in advance in accordance with Standing Orders. If members are unable to ask their question orally within the allocated time, remaining questions will be answered in writing. The question and response will be appended to the minutes.

The question must be addressed through the Mayor or the person presiding at the meeting and not directly to the person being questioned.

Questions will be posed to Cabinet Members in the following order:

- i. Deputy Leader and Cabinet Member for Education and Early Years
- ii. Cabinet Member for Community and Wellbeing
- iii. Cabinet Member for Strategic Planning, Regulation and Housing
- iv. Cabinet Member for Social Services
- v. Cabinet Member for Organisational Transformation
- vi. Cabinet Member for Climate Change and Bio-Diversity
- vii. Cabinet Member for Infrastructure and Assets

11. Cwestiynau i Gadeiryddion Pwyllgorau  
To provide an opportunity to pose questions to the Chairs of the Committees in line with Standing Orders.

**Process:**

No more than 10 minutes will be allocated at the Council meeting for questions to each Chair.

Members must submit their proposed questions in writing in advance in accordance with Standing Orders. If members are unable to ask their question orally within the allocated time, remaining questions will be answered in writing. The question and response will be appended to the minutes.

The question must be addressed through the Mayor or the person presiding at the meeting and not directly to the person being questioned.

Questions will be posed to Committee Chairs in the following order:

- i. Scrutiny Committees
  - a. Overview and Scrutiny Management Committee

- b. Performance Scrutiny Committee – People
  - c. Performance Scrutiny Committee – Place and Corporate
  - d. Performance Scrutiny Committee – Partnerships
- ii. Planning Committee
- iii. Licensing Committee
- iv. Democratic Services Committee

**For information:**

**A digest of recent decision schedules issued by Cabinet, Cabinet Members and Minutes of recent meetings of Committees has been circulated electronically to all Members of the Council.**



# Minutes

## Council

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Date: 28 February 2023

Time: 5.00 pm

Present: Councillors C Reeks, S Cocks, E Stowell-Corten, J Harris, A Screen, L James, T Harvey, M Howells, P Bright, J Peterson, A Pimm, D Batrouni, D Jenkins, P Drewett, B Davies, S Adan, M Pimm, C Baker-Westhead, J Reynolds, R Howells, A Sterry, J Jones, G Horton, J Cleverly, P Cockeram, D Davies, M Al-Nuaimi, M Evans, D Fouweather, D Harvey, M Kellaway, M Linton, D Mayer, R Mogford, J Mudd, M Spencer, K Thomas, C Townsend, T Watkins, K Whitehead, J Clarke, Y Forsey, P Hourahine, J Hughes, J Jordan, L Lacey, S Marshall, W Routley, A Morris, F Hussain and B Perkins

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### 1. Preliminaries

#### 1.i Apologies

None received.

#### 1.ii Declarations of Interest

Councillors Horton and Marshall declared an interest under Item 8.

### 2. Minutes

The Minutes of 11 January 2023 were accepted subject to the following:

#### Item 10 Mayoral Nomination 2023/24

Councillor Evans wanted it noted that it was unanimously voted that Cllr T Watkins be Mayor for 2023/24

#### Item 12 Leaders Questions

Councillor Evans wanted it recorded that Council Questions had returned to the process of open questions in 2016.

### 3. Appointments

#### To consider the proposed appointments set out in the report

Councillor Clarke moved the appointments set out in the Report, as agreed by the Business managers, subject to the additional appointments set out below.

Councillor Fouweather seconded the report.

**Resolved:** That the following appointments be agreed.

#### **Governing Body Appointments**

<b>Governing Body</b>	<b>No of Vacancies / Re-appointments</b>	<b>Nominations Received</b>
Langstone Primary	Re-appointment	Garrie Tillett
Monnow Primary	Re-appointment	Jason Jordan
Lliswerry High	New Appointment	Reverend Father Glen Wilkins
Lliswerry High	New Appointment	Adam Smith
Ysgol Gymraeg Ifor Hael	New Appointment	Joseph Chambers
Caerleon Lodge Hill	New Appointment	Jason Hughes
Ysgol Gymraeg Bro Teyrnnon	New Appointment	Peredur Griffiths
Jubilee Park	New Appointment	Martin Bentley
Marshfield Primary	New Appointment	Suzanne Evans
Milton Primary	New Appointment	Stephen Blewett

#### **Appointment to the Gwent Regional PSB**

Councillors Stowell-Corten and Farzina Hussain

#### **4. Police Issues**

The Presiding Member welcomed Chief Superintendent Carl Williams, Local Policing Commander for Newport and Monmouthshire, who provided council members with an update on Police issues within East, West and Central Newport.

The Presiding Member invited the Leader to put questions to Chief Superintendent Williams.

The Leader expressed her thanks to the Chief Superintendent on behalf of all elected members for engaging with councillors and working in partnerships at ward level. It was really productive and helpful and at this time, most welcome. The Leader also passed on her thanks to Chief Inspector Davies for the information sent out to all colleagues who also found the briefing very helpful.

The Leader referred to hate crimes and that she and colleagues attended a vigil outside the Westgate Hotel to remember and pay tribute to the life of Brianna Ghey. It was profoundly moving to see representatives from all communities but particularly our trans community. To hear them pay tribute but also talk about their fears, that also included mothers talking about the children and young people too. In light of this, what assurance could the Chief Superintendent give that all communities within Newport were safe.

The Chief Superintendent mentioned that these were some of the most harrowing incidents. The stance within Gwent Police is that this behaviour was intolerable. Specialist hate crime support officers were in place when these incidents occurred to provide additional support. Zero tolerance was supported in these incidences to bring those people to justice. The neighbourhood policing team assurance was crucial to show that the Police stood in solidarity and the strongest action possible would be taken. The race action plan and an action plan for violence against women and girls was recently put on the strategic policing requirement. A representative police force that acted appropriately and one that did not tolerate this sort of behaviour was needed in all areas.

Questions to the Police raised by Councillors:

- Councillor Harvey mentioned that there were a few incidents of attempted burglary within the Alway ward and Somerton. Councillor Harvey had been in touch with the local policing team, however the inspector was currently away and therefore requested extra teams to patrol Alway, Somerton and outskirts of Ringland ward. The Chief Superintendent assured Councillor Harvey that the police did not tolerate burglary and would look at putting on extra patrolling for the area. Whilst the inspector was on leave, there were other officers who could assist in carrying out that role. There had been a reduction in residential burglaries across Newport, however one was too many.
- Councillor Routley referred to potholes on A48, Coldra roundabout to Hillcroft. The Presiding Member asked that this be raised with the Cabinet Member for Infrastructure and Assets, not the Police.
- Councillor Cleverly raised the problems around the Bettws in Bloom building. Since last October vandalism had taken place involving a certain group of young people and it had happened again this weekend. The Bettws Councillors had got in touch with the local PSCOs but also requested raising the patrols in this area. Large groups were also congregating in the park and Bettws Club. The Chief Superintendent was aware that this was an ongoing issue and some youths were identified and letters were issues. There was a problem-solving plan in place, working with Newport City Council to drive this down, however extra patrols would be put in place.
- Councillor Reeks and Morris referred to e-scooters and e-bikes, which are a regular occurrence and there was a recent incident involving a car and a young person on an e-bike. What were the implications for the driver and what would happen in relation to insurance for the youngster on the e-scooter. The Chief Superintendent advised that this was a nationwide issue and was taken seriously and that e-bikes should be taxed and insured for road use. The police were taking action and seizing e-bikes. The Chief Superintendent dealt with an incident recently. There was a clear strategy and advice given from the National Police Chief Council in terms of action to take if the most serious violence occurred. There was also the balance of what proportionate action could be taken although they could be a danger to road users but unless they were committing a serious crime, it was not the police's stance to chase them.
- Councillor Whitehead echoed the comments of Councillor Cleverly and had sight of a recent video of teenagers trashing the Bettws in Bloom building, which was very close to the police station and although there were police cars outside, no action was taken. There were also teenagers causing unprovoked fights and were also loitering outside Monnow Primary School and smashing windows during the day. Councillor Whitehead asked for heightened police patrol on foot. The teenagers seemed more emboldened on a weekly basis and intimidating elderly residents. Councillor Whitehead also spoke with local PSCO and considered putting in an application for CCTV funding, for the school area. The Chief Superintendent reiterated that there was a problem-solving plan in place. In relation to police cars outside, the Chief Superintendent would check to see who was there at the time including response officers and would make these issues were included in briefings.
- Councillor Reynolds supported the comments of the Leader regarding the co-operative approach taken. In Rogerstone West there were historical issues with drugs and e-bikes. The PCSOs and local neighbourhood police however did work closely with ward councillors, attend ward surgeries and had attended walkabouts which made a difference. There was a recent incident reported to the police and when the residents saw the action taken by the Police, it made a difference and reinforced confidence in residents. The Chief Superintendent thanked Councillor Reynolds for his comments.
- Councillor Hourahine mentioned an unpleasant incident in St Julian's before Christmas where there was a so-called bully dog attack, which resulted in two small dogs being

killed. The local community was outraged, and a resident contacted Councillor Hourahine and gave him a name and address of the person involved with the attacks, which was then passed to Inspector Cawley. Councillor Hourahine wanted to thank the member of the public for passing on this information and added that everyone knew or lived close to someone who committed a crime. If people could come forward to report these issues, the sooner they could be addressed. The Chief Superintendent echoed the Councillor's comments and referred to e-bikes and off-road bikes, if residents knew about these owners, they should be reported whenever possible to the police completely anonymously.

- Councillor Horton echoed Councillor Reynolds comments and thanked Inspector Cawley and his team on behalf of Maindee ward for their presence and help for residents with issues they were experiencing.
- Councillor Watkins referred to Operation Absorb in Tredegar Park and Marshfield and asked if data could be sent on to local members for their information. The Chief Superintendent agreed and would pass on this information.
- Councillor Mogford said that he owned an e-bike and asked the Chief Superintendent to clarify if he was talking about legal electric bikes or e-scooters. The Chief Superintendent confirmed that e-bikes that used peddle power are legal. He said that those which used a press button to start the electric engine were illegal. Councillor Mogford went on to say that legal e-bikes however had a speed chip which could be manipulated to double the speed, to 30 MPH. The Chief Superintendent advised that anyone breaking the law would be stopped.

Councillor Batrouni referred to an issue raised at Council before in relation to 'cuckooing' and asked what was being done with Registered Social Landlords, Newport City Homes and the council to raise awareness for the potentially vulnerable. The Chief Superintendent advised that there were some positive outcomes across Gwent and this often happened to vulnerable individuals. The police did their best to educate vulnerable people when they were identified and took the strongest action using intelligence linked to this. The police had worked in Broadmead Park recently with RSL and were able to identify a premises subject to anti-social behaviour and cuckooing. The Police worked with RSLs and all appropriate agencies including third sector to protect those vulnerable within the communities.

## **5. 2023/24 Capital Strategy and Treasury Management Strategy**

The Presiding Member invited the Leader to introduce the report.

This was an annual report focusing on the Council's capital expenditure plans, the financial impact of those in terms of borrowing, and the investment strategy for the year.

It was important to note that, although Cabinet approved the detail capital programme, full Council ultimately approved the borrowing limits and prudential indicators contained within the report.

The Governance and Audit Committee have also considered the report in their most recent meeting and provided comments. In this case, their comments simply endorsed the proposed strategies, with no concerns raised.

The Council was entering a new capital programme window, with the current programme ending in March this year. A new five-year programme was taking effect from April.



Whilst the programme was reviewed once every five years, it was proposed to move to a rolling approach to capital programme management, meaning that the overall programme, and borrowing affordability, was to be reviewed annually.

The change would introduce more flexibility in managing the programme, accompanied by strengthened governance arrangements, detailed in the report.

Due to the extremely challenging financial context, the proposed programme contained only ongoing and previously approved schemes, which were carried forward from the existing programme, and annual sums, including activities such as annual asset maintenance and fleet renewal.

Because of the affordability challenges, there was no new borrowing headroom included in the strategy, meaning that capital headroom (used to pursue new schemes or address cost increases on existing schemes) was limited. As a result, every opportunity needed to be taken to boost the headroom via one-off sources to continue to respond to emerging pressures as and when they arose.

It was important for Council to note that, whilst there was no new borrowing included in the programme, previously approved borrowing would be incurred over the next few years, this increased the overall Capital Financing Requirement and the Council's level of debt. The borrowing limits proposed in the report, which Council was required to approve today, took account of this.

In addition, the revenue consequence of additional borrowing (eg interest payable on loans) was already budgeted for, following a budget investment made in 2021/22.

It was vital that the proposed strategy was affordable, prudent, and sustainable. The fact that the revenue budget required to pay capital financing costs confirmed that the strategy was affordable.

Prudence could be achieved by ensuring that the level of capital expenditure being incurred was proportionate in the context of the overall budget. Additionally, the recommended borrowing limits aligned with the broader capital expenditure plans.

Sustainability was achieved by ensuring that the long-term commitment to incur capital financing costs was reflected within the medium-term financial plan and the necessary revenue funding was in place for the duration of the financial commitment.

In terms of Treasury Management, the report detailed the Council's approach to borrowing and investing. An internal borrowing strategy would still be pursued by using available cash resources to defer external borrowing for as long as possible. Borrowing would only be undertaken in advance of need where there was a clear financial rationale for doing so.

For investing, the Council continued to prioritised security, liquidity, and yield, in that order and would strike an appropriate balance between risk and return.

A minimum investment balance of £10m was required and longer-term investments, often with a higher return continued to be explored.

It was important that close attention was paid to the Head of Finance commentary within the covering report, which directly addressed the question of affordability, prudence and sustainability and confirmed that the proposed strategy and programme met all the criteria.

The report was seconded by Councillor Davies.

Comments from Councillors:

- Councillor D Davies welcomed the new strategic plan, particularly as it meant adopting a simple approach for annual review giving the current difficult financial context. As Cabinet Member for Education and Early Years, Councillor D Davies was excited to see the plan for school improvement would continue to be delivered.

**Resolved:**

That Council unanimously

- Approved the Capital Strategy (Appendix 2), which incorporated the approved capital programme, and the borrowing requirements/limits needed to deliver the approved programme.
- Approved the Treasury Management Strategy and Treasury Management Indicators, the Investment Strategy and the Minimum Revenue Provision (MRP) policy for 2023/24. (Appendix 3)
- As part of the above:
  - Noted the increasing debt, and corresponding revenue cost of this, in delivering the new Capital Programme, and the implications of this over both the short and medium-long term with regard to affordability, prudence and sustainability.
  - Noted the Head of Finance comments that borrowing needed to be limited to that required to fund ongoing and previously approved schemes brought forward from the current Capital Programme only, and the recommended prudential indicators on borrowing limits to achieve this.
  - Noted the proposal to prioritise annual sums funding over any new schemes, unless unavoidable.
  - Noted the feedback provided by the Governance and Audit Committee on 26 January 2023 (paragraph 5).

**6. 2023/24 Budget and Medium Term Financial Plan**

The Presiding Member introduced the report and mentioned that this was one of the most difficult budgets he had seen and asked that council colleagues deal with this item respectfully.

The Leader presented the report to budget and Council Tax 2023/24 report to colleagues. It was an integral part of the Council's budget setting processes and followed the detailed budget proposals that the Cabinet agreed at our February meeting, during which we recommended an 8.5% increase in Council Tax.

The Leader reminded everyone, as the 'Administration', the Cabinet made decisions on the allocation of resources and Full Council made the final decision on the Council Tax level only. Council was to agree the Council Tax for 2023/24 and via this, the Council's total net budget.

The detailed recommendations were outlined in the report itself, however, in summary, Council was asked:

To note the extensive consultation exercise that has been completed and taken into account by Cabinet when finalising the detailed budget.

To note the Head of Finance's recommendations regarding the minimum General Fund balance and the robustness of the overall budget.

Most importantly, to consider and approve a Council Tax increase for Newport City Council of 8.5%, a Band D tax rate of £1,380.13, and the overall revenue budget shown in Appendix 1.

In doing so, to approve the formal Council Tax resolution, which incorporated the Police and Crime Commissioner for Gwent and Community Council precepts and was detailed in Appendix 3.

As well as this, Council was asked to note the Medium Term Financial Plan and the financial context, note Cabinet's approval of the plan and the fact that this was subject to ongoing review, and note and approve the Council's reserve strategy and transformation fund protocol.

The Leader first went through the budget proposals with Council.

This particular budget process was one of the most challenging in recent times. High levels of inflation, which were impacting residents and businesses alike, were also impacting significantly upon the Council's finances. This was evident in terms of pay awards and energy costs, as well as the payments we make to our service providers. Coupled with a significant increase in demand for services, particularly in certain services, it led to a stark budget position and a significant gap between projected costs and funding to be addressed.

Addressing that budget gap, and achieving a balanced budget, was done in a number of ways, including additional funding from Welsh Government, savings across a range of services and the recommended Council Tax increase.

Although savings were required to balance the budget, we tried to minimise the impact upon services as much as possible as well as investing significantly in a number of services. These vital investments were set out in February Cabinet meeting, taking account of the feedback received from the public consultation.

The key priorities, as highlighted within the report, would see significant investment as we continued to recover from the last two years include the following:

- Including the additional funding outlined during the recent Cabinet meeting, we were committing a total of £9m towards the pressures being faced by schools in 2023/24. This funding comprised mainly recurring funding, supplemented by some targeted one-off use of reserves;
- £13.9m investment in social care, which included funding to pay care workers the Real living Wage from April 2023, additional provision to cover the risk of higher ongoing costs in the sector and significant increased demand for both Children's and Adult Services;
- £3.6m for homelessness provision to support the Welsh Government directive to ensure that there were no rough sleepers in Newport;
- £1.7m to make good the shortfall in the NJC pay award for 2022/23.

A number of these investments, coupled with the withdrawal of certain savings that were consulted on, demonstrated Cabinet had listened to the views of Newport residents and were doing the most we can for the most vulnerable citizens of our city.

The Leader turned Council's attention to the recommended Council Tax increase for 2023/24. As announced at the February Cabinet recommended an 8.5% increase, which was lower than the figure consulted on. Cabinet listened to the views of Newport residents and the reduced increase demonstrated this.

Whilst it was understood that an increase of this size was challenging for residents, at a time when costs of other household bills were increasing, the Council was facing the same cost pressures, coupled with a comparatively low rate of Council Tax to other Welsh local authorities. Before a decision was made on the level of Council Tax that was being proposed today, the Leader outlined the following points:

- The focus was often on the percentage increase, that was used as a means of comparing the relative increases in other areas. The monetary values were however more relevant. In this respect, Newport continued to have one of the lowest Council Tax rates in Wales and the UK and the monetary values the percentage increase generated was less than the value an equivalent percentage increase would generate in nearly all of the other councils in Wales.
- To explain in more detail, for the monetary value the 8.5% generated, which was £2.08 a week for a Band D property, almost two thirds of Welsh councils would need to increase Council Tax by 7.5% and less to achieve the same monetary increase.
- Most properties in Newport were Band A – C and an 8.5% percentage increase would increase weekly bills by £1.39, £1.62, and £1.85 respectively. In cash terms, these were relatively modest increases but the total monetary value it generated was needed for the budget, in order to preserve the Council's most important services.
- For over a decade our position was consistent as we remained second/third lowest Council Tax levels in Wales. Even with an 8.5% increase, this position was unlikely to change.

Whilst there was a number of financial pressures over the medium term the Leader was pleased that Cabinet managed to respond to the concerns raised by residents and reduce the Council Tax increases accordingly.

Despite the challenges faced, a way through this process was found to balance this year's budget without the need for a general use of reserves. Some may question the decision not to use reserves but using reserves would only store up problems for future years. Whilst the decisions taken in relation to savings was not easy, balancing the budget without using reserves was the responsible thing to do and would stand the Council in better stead going forward and put us on a more sustainable footing for the medium term.

The Leader thanked Cabinet colleagues, to everyone that contributed to the consultation and officers who contributed to balancing the budget. The Leader felt that this was a fair, sustainable and responsible budget.

Councillor D Davies seconded the report and reserved her right to speak.

Councillor Morris requested an amendment to the motion:

**Amendment to the motion moved by the leader as set out in the budget report**

**The amendment is to refer the budget back to the Cabinet for re-consideration on the basis of the following suggestions.**

- **To invest a further £160k in the Environment and Public Protection service with a suggestion of deleting the saving proposal to move to three weekly residential and garden waste collections.**

**It is appreciated that Cabinet will ultimately agree how to utilise this investment but we ask that it be considered for the three weekly waste collection.**

- **To reduce Council Tax increase from the 8.5% currently proposed to a more acceptable level**
- **To keep the budget in balance after the costs of these by utilising reserves to do this for 2023/24. Cabinet will need to identify the reserves.**

Councillor M Howells seconded the motion and reserved his right to speak at the end of the debate.

Comments from Councillors regarding the amendment proposal:

- Councillor Harvey asked where were the figures from the reserves and how would the Lliswerry Independent group balance the budget.
- The Presiding Member invited Councillor Morris to speak on the amendment to the motion.
- Councillor Morris appreciated the position that the Council was in and cared for the people of Newport during these dark times. Councillor Morris accepted that the three weekly bin collection was to come to Newport due to climate change but felt that it was too soon as residents could not cope with the system. Councillor Morris referred to comparisons of the small size bins and household sizes and reduced access to the tip. Councillor Morris requested that this be delayed until council was prepared and had processes in place for three weekly bin collections.

Councillor Morris then discussed the proposed alternative budget. The UK was seeing a reduction of £69 per month to their income due to the cost-of-living crisis. Food banks for children was arranged within his local ward and every penny made a difference to residents.

- The Presiding Member advised Councillor Morris that his three minutes was up and invited him to speak at the end of the debate.
- Councillor Batrouni mentioned that, with his cabinet colleagues he was challenged by council group colleagues to meet with officers to discuss how the budget could be balanced and agreed that these were dark times. Councillor Batrouni also asked where the money would come from. It was very important that the budget was balanced. Councillor Batrouni mentioned by going into £160K of reserves, this would be using the internal borrowing mechanism and would mean that the Council would have to externally borrow and pay more interest, which the council could not afford.
- Councillor Reynolds asked as a point of clarification with regard to the extra investments and cuts in three weekly collections why there was no explanation as to where the extra money would come from. Councillor Reynolds and his colleagues were aware of how much residents were suffering.
- Councillor Whitehead felt that, from feedback in his ward, the three weekly bin collections was a scary proposal and the fear was that the cost of dealing with extra fly tipping would be expensive although the saving might take into consideration the fly tipping aspect. Councillor Whitehead understood that it was very difficult for Cabinet and officers to balance the budget and felt that Councillors Morris, Batrouni and Reynolds made valid points and acknowledged it was a difficult task.
- Councillor Harvey reiterated there was no figure put forward and reiterated that councillors took the budget seriously. The council tax increase would also help the council tax reduction scheme and help those residents in financial difficulty. Councillor Harvey reiterated that it was difficult situation and that the budget consultation was extensive,

taking into consideration the public opinion as well as protecting services such as social services and education, which was a greater priority.

- Councillor Sterry referred to bin collections and said that Newport was known as the fly tipping capital of Wales, therefore moving to three weekly bin collections would make matters worse. Councillor Sterry also felt that it was the wrong time for a 8.5% increase in Council Tax.
- Councillor Howells recognised that we were in the middle of cost-of-living crisis and that inflation was on the increase. Councillor Howells felt that the budget proposal would hit residents in the pocket at a difficult time. Earlier this year there was an underspend in 2021/22 of £7.8M which was set aside by Cabinet to help residents in the cost-of-living crisis. At February Cabinet this money was put aside to boost reserves for capitol use. The money used to fund the entirety of the deficit would have resulted in a 0% increase in Council Tax. Whilst Councillor Howells was not advocating that this was the right approach, however, using £2M of money towards a council tax reduction to 5.68% and fund the three weekly bin collections, using half of the money would have reduced the Council Tax money by 6%. Councillor Howells understood the pressures on climate change to reduce waste and increase recycling for future generations and Newport was good at recycling. We therefore needed to take the opportunity to work with communities and businesses to build some resilience, facilitate proper engagement and implement a three year strategy of change management which was well thought out and not a knee jerk reaction which would move the problem from bins, to country roads and housing estates. Councillor Howells once again stated that he seconded the proposed motion amendment for an alternative budget and for Cabinet to consider the figures provided, which was to reduce the Council Tax to 5.68% by using £2M in the capitol reserves.
- Councillor Thomas referred to £69 per month cut in the UK which would add to the cost-of-living problem. What was proposed in an increase in council tax would not come close to that amount and would not affect residents of Newport below band D.
- Councillor Al-Nuaimi spoke against the amendment and whilst he felt that the Lliswerry Ward members provided an alternative budget with compassion for residents, it went against the Council's Standing Orders because it was council that set the Council tax rate and not Cabinet. Councillor Morris could have come with an alternative figure to discuss. It was not what everyone considered a fair budget but under the circumstances was the best that could be offered. It was important to balance a budget and this needed to be done at Council this evening. Councillor Al-Nuaimi thanked all officers and Cabinet for their hard work and contribution, balancing the budget at this difficult time. The Presiding Member added that the proposed alternative budget was for Cabinet to consider then bring back to Council for reconsideration.
- Councillor Marshall felt that the motion was ambiguous, and whilst the proposed budget from Cabinet was a hard decision, it was a fair budget. It was also still one of the lowest council taxes in the region. Councillor Marshall would therefore vote against the amendment. Finally, there would be financial implications set by Welsh Government if Newport City Council did not meet the three weekly criteria.
- Councillor Forsey highlighted that the savings with three weekly bins collections, was £320K per year and Newport City Council would be fined £500K per year if we did not meet the recycling targets set by Welsh Government and therefore could not afford this. There would be a programme of working with residents, communication and education programme. New recycling containers would be issued to help residents with the three weekly bin collections. There were currently more than 1.5M people in Wales were on three or four weekly bin collections. 18 out of 22 Local Authorities in Wales were either on three weekly bin collections or were consulting on it. In terms of managing, Councillor

Forsey had seen fly tipping whilst litter picking and felt it was more to do with the character of the person doing the fly tipping rather than residents being forced to fly tip.

- Councillor Morris concluded that in relation to the 8.5% was a small amount of money, however, it was a choice and he was asking if Cabinet could be reconsider reducing it which would make a difference to those residents struggling and using food banks.

Councillor Morris therefore wanted the amendment moved and requested a recorded vote to reflect this.

As there were not five councillors supporting the amendment the recorded vote was not taken forward.

The Leader closed the debate by adding all members agreed that balancing the budget was very difficult and that these were unprecedented times and agreed with Councillor Morris and Howells in light of the cost-of-living crisis. With regard to the amendment, the Leader agreed with Councillor Whitehead's comments, all members of the council had a collective duty and responsibility to support the budget. Under the financial guidelines, the strategies considered by Cabinet were prudent, affordable and sustainable and we needed to take a collective responsibility on that. On the proposal of an amendment, it was suggested that Cabinet refer the budget to invest £160K. It was a £320K saving over two years and it was proposed to use reserves to cover this. A proposal to reduce council tax by 1% would take £651K out of the revenue budget. This would reduce the Council Tax on a Band D house by 24pence per week. The Leader considered that keeping Oaklands and Spring Gardens open and protecting the vulnerable was the more important option and therefore rejected the amendment.

Councillor Mogford, Morris, Howells and Sterry wanted to invoke Standing Order 7.5, the right to require individual votes to be recorded.

The Presiding member asked Council to put it to the vote for the amendment motion was not carried due to a majority vote, therefore Council went back to the original motion.

### **Resolved:**

That Council declined the Amended Motion to the budget.

### Comments from Councillors on the Budget proposals:

- Councillor Evans referred to Labour budget settings in the past. Councillor Evans referred to the effect that the Council Tax increase would have on Band D households and that in Newport during 2013-14 the average B and D was £855 per year, which would now be £1,380 per year. Torfaen County Borough Council raised their Council Tax by 2%. In addition, debts of £6M was also written off over the past five years. Councillor Evans also referred to payment for a vacant unit in Friars Walk. Councillor Evans requested that a recorded vote be taken at the end of the debate.

The Presiding Member reminded Councillor Evans that five members of the Council would need to support a recorded vote. Councillors Routley, Fouweather, Reeks, Jones and Sterry also requested a recorded vote at this point.

- Councillor Clarke supported the Council Budget.
- Councillor Corten also supported the Council Budget.
- Councillor Reynolds referred to the 2% raise in Torfaen, this would mean however that band D houses in Torfaen would be paying approximately £200 more per month than

Newport residents. It was important to support the vulnerable people in Newport and Councillor Reynolds was proud of Cabinet colleagues setting the budget under the difficult circumstances.

- Councillor Cocks acknowledged the incredible work carried out by Cabinet and officers of the Council in balancing the budget.
- Councillor Screen supported the Council Budget.
- Councillor Forsey went through the positive reasons for recycling and reflected on the environment and that Council had declared an environment and ecological emergency in the recent past. In addition, 30% of what was in bins could be recycled, 20% was food which could also be recycled.
- Councillor Fouweather was against the 8.5% Council Tax increase and referred to those that took part in the consultation who were against three weekly bin collections and asked that the budget be reconsidered.
- Councillor Routley referred to Spring Gardens which had 33 bedrooms on short term respite care and no nursing provision provided. Dementia affected over 2,000 residents in Newport, a dementia friendly city was cutting the budget by £300K.
- Councillor Hughes thanked everyone that contributed to the consultation. The Council Tax rise protected most the vulnerable, dementia services as well as mental health services.
- Councillor Reeks felt that the Council caused stress to scores of families who use vital social services and went through reduction in services including three weekly bin collection. Councillor Reeks therefore did not support the Council Tax rise and urged Cabinet to reconsider.
- Councillor James was grateful for Cabinet's improved offer but felt it had not gone far enough. The most vulnerable residents were still feeling the burden of this budget. Fairness Commission mentioned that the public were not provided with enough information on the impact of the proposals and that Council was not meeting its own basic requirements under the Equalities Act in relation to Fairness and Equality Impact Assessments. Councillor James felt it was untrue that the Council was out of choices. Neath and Port Talbot Council, a rainbow coalition put forward a budget with no service cuts, redundancies and a 4.5% increase in Council Tax using reserves. This Council's reserves last year were reported at £130M put forward a budget using reserves. Whilst there was a legal requirement to balance the budget there was no reason to vote this proposed budget through and the Council would have to work hard to bring a budget forward that all parties agreed upon. Councillor James was therefore against the budget proposal and also moved for a recorded vote.
- Councillor Batrouni referred to previous statement regarding internal borrowing and supported the Council Budget put forward by Cabinet.
- Councillor Lacey mentioned that no opposition member had approached her to discuss savings against her portfolio.
- Councillor Hourahine considered the alternative budget was not reasonable and commended colleagues and officer on their hard work.
- Councillor Davies mentioned the severe cuts that had impacted on the Council and social services and education were considered in the budget and that Cabinet cared about the residents of Newport. In response to Councillor James, Councillor Davies also mentioned that the Fairness Commission failed consider the support mechanisms that



Newport City Council had in place. An example of this was the Council Tax Reduction Scheme, unanimously voted on at last Council.

- Councillor Morris answered Councillor Lacey's point that no one had approached the Cabinet Member. Councillor Morris said that they had got involved with residents therefore their alternative proposal was in light of discussions with residents.
- The Leader thanked all colleagues who engaged in the debate and speaking on behalf of the citizens of Newport. This was Newport City Council's budget and the Leader wanted to pick up on openness and transparency, one opposition member queried a YouTube post which scare mongering, the Leader mentioned that this was letting members of the public know the truth of the position in Newport regarding the budget. We heard reference to different council budgets and it was pointed out that in Wales there was a social partnership where government worked closely with Trade Unions and the work force. The Leader highlighted the services provided to citizens from the cradle to grave. From registration services, trading standards, environmental health, housing standards, schools, parks and cemeteries etc. Newport City Council provided over 800 services to citizens of Newport, people paid for more than for a bin collection. Newport would continue to provide a strong, steady, responsible local government delivering a fairer, greener Newport. The Leader therefore commended the budget to the Chamber.

The Presiding Member took the following recorded vote:

	<b>Councillor Name</b>	<b>Apologies</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
1	Paul Cockeram				
2	Allan Morris			1	
3	David Mayer		1		
4	Miqdad Al-Nuaimi		1		
5	Matthew Evans			1	
6	Malcolm Linton		1		
7	David Fouweather			1	
8	William Routley			1	
9	Martyn Kellaway			1	
10	Trevor Watkins		1		
11	Ray Mogford			1	
12	Kate Thomas		1		
13	Deb Harvey		1		
14	Jane Mudd		1		
15	Kevin Whitehead			1	
16	Deb Davies		1		
17	Mark Spencer		1		
18	Carmel Townsend			1	
19	Janet Cleverly			1	
20	Stephen Marshall		1		
21	Jason Jordan			1	
22	Laura Lacey		1		
23	Phil Hourahine		1		
24	Jason Hughes		1		
25	James Clarke		1		
26	Yvonne Forsey		1		
27	Farzina Hussain		1		
28	John Jones			1	
29	Gavin Horton		1		
30	Andrew Sterry			1	

31	Mark Howells			1	
32	James Peterson			1	
33	Pat Drewett		1		
34	Claire Baker-Westhead		1		
35	Stephen Cocks		1		
36	Rhian Howells		1		
37	Beverly Perkins		1		
38	Dimitri Batrouni		1		
39	Matthew Pimm		1		
40	Paul Bright		1		
41	Allan Screen		1		
42	John Reynolds		1		
43	Emma Stowell-Corten		1		
44	Tim Harvey		1		
45	Alex Pimm		1		
46	Saeed Adan		1		
47	Debbie Jenkins		1		
48	Chris Reeks			1	
49	John Harris				
50	Beverly Davies		1		
51	Lauren James			1	
	<b>Total</b>		<b>33</b>	<b>16</b>	

#### **Resolved:**

That Council

#### **Revenue budget and council tax 23/24 (section 2-8)**

- 1 Noted that an extensive consultation exercise was completed on the 2023/24 budget proposals. Cabinet have taken this into account in recommending final details of their budget.
- 2 Noted the Head of Finance's recommendations that minimum General Fund balances could be maintained at a level of at least £6.5million, the confirmation of the robustness of the overall budget underlying the proposals, subject to the key issues highlighted in section 7.
- 3 Considered and approved a council tax increase for Newport City Council of 8.5%, a Band D tax of £1,380.13; and the overall revenue budget shown in Appendix 1.
- 4 Approved the formal council tax resolution, included in Appendix 3 which incorporated The Police and Crime Commissioner for Gwent and Community Council precepts.

#### **Medium term financial plan (MTFP) (section 5)**

- 5 Noted the MTFP and the uncertain financial challenges over the medium term in the context of economic challenges, increasing demand within service areas and potential financial issues on school budgets.
- 6 Noted Cabinet's approval of the implementation of the three-year plan, including all budget proposals, as summarised within the medium-term financial plan (Appendix 4). Considering point 5 above it should be noted that financial projections were subject to on-going review and updating.

- 7 Noted and approved the Council's reserves strategy and transformation fund protocol. Estimated reserve balances as of 31 March can be found within Appendix 5a.

**7. National Non-Domestic Rates: Discretionary Rate Relief Schemes 2023/24**

The Presiding Member invited the Leader to introduce the next item on the agenda, which dealt with the Welsh Government's rate relief scheme for 2023/24. This applied to all retail, hospitality and leisure businesses across the city which met their qualifying criteria set out in the report and give a 75% rate reduction. It followed on from similar relief schemes operating since 2020/21.

Council was asked to agree to adopt the Welsh Government's Retail, Leisure and Hospitality Rate Relief Scheme for 2023-24 by making the appropriate determinations and decision, included within the report, as required by Sections 47(1)(a) and 47(3) of the Local Government Finance Act 1988.

As the recommendations suggested, this was a 'procedural report' and required as, whilst this was the Welsh Government scheme, it was being implemented by Local Authorities using their own discretionary powers under section 47 of the Local Government Finance Act 1988. The use of this discretion was one for full Council to consider and exercise, which was a valuable benefit to those qualifying businesses.

The Scheme was fully funded by Welsh Government and enabled those businesses in retail, leisure or hospitality sector to benefit from 75% reduced business rates in 2023-24. The scheme covered all businesses that occupied business premises operating in these sectors.

Once adopted, the discretionary power would be exercised by the Head of Finance under delegated powers. The formal determination was shown within the report.

The relief operated in a similar way to previous schemes and businesses were required to apply for the rate relief. The same application, for those businesses operating in the city centre, was also used to allow them to access the Council's own local scheme and this provided 25% rate relief. It would be awarded automatically at the same time as the Welsh Government's award. This meant that eligible business would be in receipt of 100% rate relief over the next financial year. The Leader urged all retailers eligible to apply for this scheme.

Councillor D Davies seconded the report.

Comments from Councillors:

- Councillor D Davies mentioned that 75% in tax relief would make a huge difference in these difficult times supported by the Welsh Government and Cardiff Capital Region funding but was led by Newport City Council due to its vision and determination. Councillor D Davies therefore welcomed the report.
- Councillor Thomas hoped that businesses would take advantage to help them thrive and do well in Newport. Councillor Thomas was particularly pleased as the city centre was in the Stow Hill ward.
- Councillor Evans on behalf of the conservative group fully supported the report.

**Resolved:**

Council agreed unanimously to adopt the Welsh Government's Retail, Leisure and Hospitality Rate Relief Scheme for 2023-24 by making the appropriate determinations and decision,

included within the report, as required by Sections 47(1)(a) and 47(3) of the Local Government Finance Act 1988.

## 8. **Gwent Wellbeing Plan 2023/28**

The Presiding Member invited the Leader to present update on the development of the Gwent Wellbeing Plan 2023-28 and approve the plan as one of the Statutory Members of the Gwent Public Services Board.

There was a statutory requirement within the Well-being of Future Generations (Wales) Act for Public Services Bodies to produce a Well-being plan setting objectives on how it would improve the economic, social, environmental, and cultural well-being of its area by contributing to the achievement of the seven National Well-being goals.

The Gwent Public Services Board held its first meeting in October 2021 after it was agreed for each of the five local PSBs, including OneNewport, to merge to form a Gwent PSB thus strengthening partnership arrangements across the region. The wellbeing plan was therefore based upon needs assessments from across Gwent, including the six local areas of Newport.

As Chair of the OneNewport partnership, which became a local delivery group, the Leader informed colleagues that they would be working closely with all partners to deliver the objectives of the final plan both on a regional and local footprint and have started to develop a local delivery plan.

The analysis of the needs assessments highlighted key themes residents wanted to prioritise. These themes formed the basis of a draft plan published for a statutory consultation period between October and December 2022.

Following feedback gained from the consultation from both stakeholders and members of the public, the Plan was amended, and this new plan was now shared with Members.

The Leader drew Council colleagues attention to the two Well-being Objectives:

- *We want to create a fairer, more equitable and inclusive Gwent for all*
- *We want a climate-ready Gwent, where our environment is valued and protected, benefitting our well-being now and for future generations*

These were supported by the five steps contained within the plan. Following approval by all statutory partners, the Gwent PSB would provide final sign off in mid-April with publication in May 2023.

A more detailed regional delivery plan would be developed following publication, along with a performance management framework

Newport was working with OneNewport partners and other key stakeholders to develop a local action plan to address the particular needs for our communities across the city.

### **Resolved:**

Council reviewed and accepted the Gwent Well-Being Plan.

The Presiding Member closed the meeting at this point.

# Minutes



## Formal Council Questions and Responses

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Date: 20 March 2023

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### **1 Question to the Cabinet Member for Climate Change and Biodiversity: 2023/05 – Fly Tipping Lliswerry Ward**

#### **Councillor M Howells asked:**

Could the cabinet member confirm the number of successful and unsuccessful prosecutions in the last five years for fly-tipping in the Lliswerry ward and whether she expects these to increase or decrease following an introduction of three weekly bin collections.

#### **Councillor Forsey responded:**

Since the introduction of fixed penalty notices for fly tipping in 2019, Newport City Council has issued 7 £400 Fly tipping FPNs to residents who reside in Lliswerry Road (please note that waste location may be outside of the ward); it has also completed 1 successful prosecution with another one currently in preparation. In addition, 1 £300 FPN for breaches of section 46 of the Environmental Protection Act 1990 has also been issued.

Previous changes to bin collections in 2019 showed high compliance with Council policy, with very limited instances where enforcement action had to be used and no overall increase in flytipping. We expect this will be the case with planned changes to bin collections in 2023. We trust our residents will make use of the weekly recycling collection service, bulky collection service and Household Waste Recycling centre, and will not resort to a criminal offence that can lead to fines or prosecution.

Mae'r dudalen hon yn wag yn

# Minutes



## Formal Council Questions and Responses

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Date: 20 March 2023

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1 **Question to the Cabinet Member for Climate Change and Biodiversity 2023/6 - Ash Tree Replacement**

**Councillor Reeks asked:**

Further to the good work currently being done by the Grounds Team and external contractors regarding the Ash Die back tree felling around Rogerstone and the wider Newport area, can the Cabinet Member please confirm what the policy is for planting tree saplings to replace the felled trees, when this will be taking place and in what areas they will be planted?

**Councillor Forsey responded:**

The Council current Tree Policy (which can be found online) endeavours to maintain a zero net loss of trees under Newport City Council control.

This commitment was strengthened with the adoption of the Climate Change Plan (2022-2027) which has a number of actions dedicated to management and increase of trees and woodlands. This includes production of an Urban Tree Strategy by the end of 2023 and a commitment to plant 26,000 additional new trees by 2030.

Note: question asks about specific timings and areas, but we cannot be really very specific. Replanting is something that is assessed and carried out as an ongoing activity so we can't pinpoint a specific time – it's done on a regular basis and measured against the objectives and KPIs of the climate change. In addition, replanting will take place in any suitable location and again this is something that the teams are constantly assessing. Intervention areas such as areas where big felling projects take place, such as along the canal right now, will normally see replanting done in some sections.

The meeting terminated at Time Not Specified

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# Minutes



## Formal Council Questions and Responses

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The meeting terminated at Time Not Specified

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# Minutes



## Formal Council Questions and Responses

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Date: 20 March 2023

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### 1 Question to the Cabinet Member for Community Wellbeing 2023/8 - Warm Hubs

#### **Councillor Bright asked:**

My ward colleague, Cllr Hourihane and I have regularly visited the Warm Hub at St Julian's Methodist Church and have been heartened by the commitment of volunteers. It is clear that this has been a successful initiative. What level of public engagement has there been with the network of warm hubs that Newport City council has supported across the city and would the Cabinet member view this as a successful initiative?

#### **Councillor D Harvey responded:**

Warm Spaces provided by the local community and the council have been in place across the winter. There are currently 19 warm spaces in operation across the city with a further 3 in development. The council worked in partnership with Gavo to administer £44K funding to support community organisations deliver Warm Spaces. By the end of January £19K has been utilised which is supporting 10 warm spaces and based on currently demand Gavo are hopeful the full allocation will be used. Footfall data is being collated for February's reporting cycle. Overall, we feel that the initiative has been a success but, as with any other new initiative, there are learning points. Feedback from users suggests that warm spaces work best where they are integrated into and expand existing provision rather than standalone offers. We will be reviewing the learning from the project in the spring and working with the Council's Cost of Living Task group to roll out provision which takes this learning into account next winter. At this stage it is unclear whether funding will be available to support this work.

The meeting terminated at Time Not Specified

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# Minutes



## Formal Council Questions and Responses

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Date: 20 March 2023

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**1 Question to the Cabinet Member for Education and Early Years : 2023/9 - Education Inequality**

**Councillor B Davies asked:**

As a region we have committed to working with the Institute of Health Equity to become a Marmot region. Evidence clearly shows that there remains a gap between the progress which is made by children and young people living in deprived areas. What are we doing in Newport to achieve the best outcomes, raise attainment and reduce education inequality?

**Councillor D Davies responded:**

Within education, we have developed a tiered approach to tackling all aspects of poverty, this includes both the internal work of the education department and supporting schools and settings.

Early Years services in Newport provide a range of support services for parents and carers who have children aged 0 – 7 years to enable young children to have the best start to their lives. This support includes support for the family, supporting children with speech, language, and communication; supporting children to learn and develop and support with childcare costs.

Newport City Council offers every three-year-old child in Newport a free part time place in an educational establishment. Children attending these settings are entitled to 2 free hours early education for a maximum of 5 day per week.

Newport has accelerated the roll out of WG universal free school meals offer, to all children aged 5 to 7. Almost all schools offer a breakfast clubs and most secondary schools offer a breakfast club for pupils in Year 7. Children and Young people eligible for FSM who are 8 years to 16 also have access to a Pupil Development Access Grant. This helps families cover the cost of school uniforms and sports kits, as well as equipment for activities outside of the school, including sports clubs and trips for outdoor learning. It is funding that goes directly to the families who need it most to help with some of the costs of the school day.

All schools across the city have a Pupil Development Grant, the purpose of this grant is to improve outcomes for learners eligible for free school meals (eFSM) and Looked After Children (LAC). It is intended to overcome the additional barriers that prevent learners from disadvantaged backgrounds achieving their full potential. Nearly all schools use this grant to enhance their provision to support learners who are experiencing poverty. Some examples are:

- Purchasing the 'Accelerated Reading Programme' as it is having a positive impact on improving children's reading ages, particularly those from deprived areas.

- Financing 'Nurture Groups' to provide a 'home environment' to support families living in poverty.
- Financing a 'Family and Engagement Officer' to focus on supporting children who are entitled to Free School Meals.

Primary aged children also have access to playschemes which run during holiday times. They provide creative play opportunities run by play workers for children in a safe and stimulating environment. Playschemes are child-led and give children the opportunity to control their play and challenge themselves to take emotional and physical risks in a safe environment.

For secondary aged students, a programme called 'One Million Mentors' has been piloted in Newport, providing mentoring to students who may be adversely affected by poverty. Older students and their families are also offered opportunities to gain career advice by attending a 'Moving on Week'. All secondary students in year 11 have access to careers advice from a qualified career advisor from Careers Wales. Aligning to MARMOT second principle, to enable all children, young people, and adults to maximise their capabilities and have control over their lives

We recognise the success of the above provision depends on those families living in the most deprived areas of Newport attend school well. All schools have regular visits from an attendance welfare officer to support families where children are not attending school on a regular basis.

Many schools across the city have a named member of staff responsible for 'Family and Community Engagement', these are very often the 'go to' member of staff to sign post families to support from partner agencies and charities, making a difference by improving well-being now and for future generations.

The meeting terminated at Time Not Specified

# Report

## Council

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### Part 1

Date: 25 April 2023

**Subject** **Appointments**

**Purpose** To agree the appointment of Council nominees to committees and outside bodies.

**Author** Governance Team Leader

**Ward** General

**Summary** In accordance with its terms of reference within the Constitution, Council is responsible for appointing the members of Council Committees, and the Council's representatives on outside bodies. The current vacancies and nominations received are set out in the attached report.

**Proposal** **Council is asked to receive and approve the nominations for representatives, as listed in the report**

**Action by** Governance Team Leader

**Timetable** Immediate

This report was prepared after consultation with:

- Council Business Managers
- Head of Law and Standards

**Signed**

## Background

In accordance with its terms of reference within the Constitution, Council is responsible for appointing the members of Council Committees, and the Council's representatives on outside bodies. The current vacancies and nominations received are set out below.

Any vacant appointments / nominations received after the publication of this report, will be announced at the Council meeting by the appropriate Business Manager or Group Leader.

### Governing Body Appointments

Governing Body	No of Vacancies / Re-appointments	Nominations Received
The John Frost School	Re-Appointment	Charles Ferris
Charles Williams CiW Primary School	Vacancy	Liz Andrews
Pillgwennly Primary School	Vacancy	Jack Littlejohns
Gaer and Maesglas Partnership School	Vacancy	Jack Littlejohns

### Outside Bodies Appointment to Caldicot and Wentlooge Drainage Board

Councillors A Screen and P Drewett

### Proposal

Council is asked to receive and approve the nominations for representatives, as listed in the report.

### Comments of Chief Financial Officer

There are no financial implications directly arising from this report.

### Comments of Monitoring Officer

The appointment of individuals to serve on outside bodies is a Local Choice function under the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007. The Council has determined that responsibility for this function shall rest with Full Council unless delegated by the Council.

### Comments of Head of People, Policy and Transformation

There are no staffing implications directly arising from this report.

### Local issues

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

### Scrutiny Committees

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

### Equalities Impact Assessment and the Equalities Act 2010

This does not apply to this procedural report.

### Children and Families (Wales) Measure

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

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



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

## **Consultation**

As set out above

## **Background Papers**

Newport City Council Constitution

Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007

**Dated: 18 April 2022**

Mae'r dudalen hon yn wag yn

# Report

## Council

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### Part 1

Date: 25 April 2023

**Subject** Pay and Reward Policy 2023/24

**Purpose** To brief Council on the annual Pay and Reward policy and a proposed alignment of chief officer leave.

**Author** HR and OD Manager

**Ward** N/A

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

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

The Pay and Reward Policy 2023/24 has been reviewed and no changes are proposed this year outside of the normal increases in values. It should be noted that amendments have been made to some provision in 2022/23 with the appropriate Cabinet Member agreement, these amendments are reported to Cabinet and subsequently Council. This statement will come into immediate effect once fully endorsed by Council.

In addition to the annual pay policy update, it is requested that Council consider alignment of the increased annual leave of the NJC pay award, which awarded an additional day’s annual leave to those covered under the NJC pay award from April 2023, to also include chief officers covered for consistency.

**Proposal**

1. Council are asked to review and agree the Pay and Reward Policy in order to meet the statutory requirement for a pay policy statement to be approved and published by Council on an annual basis.
2. Council are asked to review and agree the alignment of Chief Officer leave

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

**Timetable** Immediate

This report was prepared after consultation with:

- Deputy Monitoring Officer
- Assistant Head of Finance

**Signed**

## Background

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

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

The Act also specifies that the pay policy statement:

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

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

## Pay and Reward Policy (item 1 for approval)

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

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

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

## **Updates since April 2022 (last pay policy approval)**

### **Pay Awards –**

The pay award for the Chief Executive and Chief Officers is set by the Joint National Council (JNC) and has been confirmed as an increase of £1,925 with effect from April 2022 and was applied.

The pay award for all other non-teaching staff (with the exception of the small number of staff employed on Soulbury pay) is set by the National Joint Council (NJC) and has been confirmed as £1,925 with effect from April 2022 and has been paid. The Soulbury pay award has yet to be agreed.

The teachers pay award was implemented from September 22 following the publication of the School Teachers Pay and Condition Document (Wales) 2022, at 5%. Whilst this has been implemented it should be noted that this is currently in dispute and subject to continuing strike action (*March 23*).

Discussions are underway on a national basis in relation to any pay award decisions for 2023/24.

The pay award for 2022, for all staff was not agreed nationally until later in the year. The pay awards, when implemented, were back paid to all current staff. This negated the need to pay the Foundation Living Wage supplement last year once the pay award was retrospectively applied.

The Council increases its salaries in line with the Foundation Living Wage supplement each April. With discussions still underway on the 2023 pay award, and unlikely to be concluded until after 1<sup>st</sup> April 2023, it will be necessary to pay the Living Wage Supplement from April, making the bottom spinal point up to £10.90p per hour, until such time as a pay award for 2023/24 might be agreed and backdated. The same has happened in previous years.

### **Changes to additional payment arrangements –**

During 2022 the Council amended some of its additional payment values to support service delivery. The report and Cabinet Member approval can be found [here](#). The increase to allowances included:

- Overtime of 1.5 times the hourly rate of pay for all hours worked beyond 37 per week. Previously paid at 1.25 times.
- The grade bar between Grades 1-6 receiving enhancements and Grades 7-15 not receiving was removed so that all NJC staff were eligible for the revised overtime rates and bank holiday payments.
- Standby rates were set at £25 per period, from £15 previously (and since have been subject to annual percentage pay increase in line with the pay structure).

### **Temporary Amendments to the mileage rate –**

To support the cost-of-living crisis the Council adopted a temporary increase in mileage rates from the HMRC rate of 45p per mile to 50p per mile. This 5p increase came in to affect from October 22 and will run until March 23, or if before such time as the cost of fuel decreases below £1.50p per litre using HMRC rates. This was a joint Welsh protocol that the Council adopted and will be reviewed March 23 and may cease subject to the HMRC rates.

### **Shared Cost Additional Voluntary Contributions Scheme –**

The Council offers a number of employee benefits to staff such as car purchase schemes, cycle to work schemes, technology schemes and additional annual leave. In 2022 the Council adopted and is offering staff the opportunity to join a Shared Cost Additional Voluntary Contributions (SCAVC) Scheme as part of providing a new financial well-being benefit for staff. More information can be found [here](#).

## Pay Relativities within the Council

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

As part of its commitment to pay transparency, and following the recommendations of the Hutton Review, the Council will publish information on pay relativities on an annual basis in the Pay and Reward Policy. This information for **2022-23** is as follows:

Multiple of Salary	Ratio
• the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio	1 : 7.3
• the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio	1 : 4.6
• the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio	1 : 4.4
• the multiple between median earning of Council employees and the average Chief Officer (full-time equivalent basis) as a ratio	1 : 2.6

Note:

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

## The Gender Pay Gap

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

Newport City Council has one of the smallest gender pay gaps from amongst local authorities in Wales and compares favourably to the national averages. Our gender pay gap report is published on the Council's transparency page each year [here](#) and will be updated in April 2023. Implications are also considered in the Strategic Equalities Annual Report.

## Alignment of Chief Officer Leave (Item 2 for approval)

### Additional Annual Leave as part of the NJC Pay award –

As part of the 2022/23 pay award negotiations for NJC staff (not chief officers) it was agreed that all NJC staff would receive one additional day leave as of the 1st April 23. Chief Officer pay awards are negotiated separately. The Chief Officer pay award included the same £1,925 increase to salaries as NJC staff, however there was no commitment to increase the leave entitlement of Chief Officers. To ensure parity it is proposed to align the one day increase in annual leave awarded to NJC staff to that of Chief Officers. For the avoidance of doubt Chief Officers in this note include our Heads of Service, Directors and Chief Executive.

As part of the Total Reward, Single Status Pay and Grading review of 2015, the Council's policy on annual leave was harmonised to ensure fairness, consistency, and ease of administration across all our staff. Currently all staff receive 25 days leave (less than 5 years' service), 29 days leave (5-10 years'

service) and 32 days leave (10+ years). The 8 statutory Bank holidays are provided in addition, previous extra non statutory bank holidays above the statutory were harmonised into leave entitlements in 2015. These three entitlements to leave will increase by one day for all NJC staff as of the 1st April 2023.

Chief Officer contracts of employment requests flexibility in their working arrangements and are not able to claim additional payment for time over and above their contracted hours. Chief Officers generally do not claim additional working time or flexi, whereas NJC staff generally have greater flexibility to utilise flexitime, standby payments and/or overtime payments. To ensure parity, fairness, administrative ease and not perpetuate any potential recruitment and retention issues, it is recommended that leave is increased for Chief Officers the same as other staff by the additional day.

There are no direct financial impacts as a result of this proposal. It is also noted that further pay request for the JNC group may request a retrospective award of this additional days leave to align with the NJC pay offer. Should this retrospection be agreed by the JNC group, Chief Officers would not receive that additional days leave if this agreement in the Council report has already been reached.

### Financial Summary (Capital and Revenue)

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

### Risks

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

\* Taking account of proposed mitigation measures

### Links to Council Policies and Priorities

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

The proposal to increase annual leave is directly linked to the Councils Leave Policy ([link](#))

### Options Available and considered

The options available are as follows:

1. For Council to agree the updated Pay and Reward Policy.
2. For Council to agree the alignment of Chief Officer Annual Leave.
3. For Council not to agree the updated Pay and Reward Policy.
4. For Council not to agree the Alignment of Annual Leave.

## **Preferred Option and Why**

For the Council to agree options 1 and 2 to meet the statutory requirements for a 'pay policy statement' to be published on an annual basis and align leave.

## **Comments of Deputy Chief Financial Officer (Assistant Head of Finance)**

The Council's budget is based on the overall pay structures in place, as outlined in the updated *Pay and Reward Policy*, with costs incurred in relation to the payment of salaries, enhanced rates and mileage being met from within existing resources. There are, therefore, no direct financial implications arising from the report, including in relation to the specific proposal to align Chief Officers' leave with that of other officers.

## **Comments of Deputy Monitoring Officer (Senior Solicitor)**

The Council has a statutory duty under Section 38 of the Localism Act 2011 to approve and publish its Pay Policy on an annual basis. The proposed Pay and Reward Policy has been prepared in accordance with the legislation and Welsh Government Guidance. There are no significant changes since last year, but pay levels have been updated in line with national pay awards and references to job titles have been amended to reflect the Council revised senior management structure. The policy has to be approved by full Council on an annual basis, in order to comply with the statutory requirements. Therefore, Cabinet will need to make a recommendation to full Council in April to retrospectively approve and adopt the final Pay and Reward Policy as from 1<sup>st</sup> April 2023. Once adopted, the Pay and Reward Policy will need to be published and the Annual Statement of Accounts will also need to include details of the remuneration of individual Chief Officers, to comply with the requirements of the Audit (Wales) Regulations.

Terms and conditions of employment of the Chief Officers is subject to agreement at full Council. The proposed alignment of annual leave is fair and reasonable.

## **Comments of Human Resources & Organisational Development Manager**

As the report author, the comments of the Head of People, Policy and Transformation (delegated to the HR& OD Manager) are contained within the main body of the report.

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

## **Scrutiny Committees**

N/A

## **Fairness and Equality Impact Assessment:**

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

## **Fairness and Equality Impact Assessment:**

There is no requirement for an FEIA for the annual pay policy review as this looks back on the year previous.

## **Wellbeing of Future Generations:**

The Pay and Reward Policy contributes to the well-being goals for a more equal Wales and a prosperous Wales. The policy demonstrates how employees are rewarded for their contribution to the



organisations local and national priorities and will ensure the Council complies with the statutory requirement to publish a “pay policy statement” on an annual basis.

The five ways of working have been applied when considering this proposal. The Council is required to publish a Pay Policy Statement each financial year and this updated policy meets this requirement.

Long Term - This policy provides a framework for decision making on pay and allows the Council to demonstrate its key approaches to pay and reward for employees, ensuring resources are managed effectively both in the short and longer term.

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

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

Involvement – This policy was developed with the involvement of key stakeholders including trade unions

Prevention – The Councils pay and reward policy will support the workforce aspirations of the Council in the future aiming to prevent any long standing workforce impact.

## **Consultation**

As outlined within the report

## **Background Papers**

Pay and Reward Policy 2022/23

Gender Pay Gap report 2021/22

Strategic Equalities Plan

Cabinet Report April 2023

**Dated: 18 April 2023**

Mae'r dudalen hon yn wag yn

## Introduction

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

## Aims of Policy

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

## Scope

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

## School Based Employees

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

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

## To be read in conjunction with

Annual Statement of Accounts 2022/23  
Job Evaluation Scheme  
School Teachers' Pay and Conditions (Wales) Document/School Pay Policies  
Market Supplement Guidance  
Early Retirement and Redundancy Payments Guidance  
Out of Hours/Additional Duties/Detriment Schemes  
Travel and Subsistence Policy

## Principles

This is Newport City Council's 2023/24 annual Pay and Reward Policy for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024. This Pay and Reward Policy provides the framework for decision making on pay and in particular decision making on senior pay.

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

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

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

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

The Council's senior posts are defined as:

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

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

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

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

**1.2 Pay in schools**

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

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

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

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

**2.2 Responsibility for Council Pay Structure and Employment Terms and Conditions**

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

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

### 2.3 Delegated Authority

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

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

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

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

### 3.0 Terms and Conditions of Service

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

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

### 4.0 National pay bargaining arrangements

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

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

## **5.0 Process for grading posts**

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

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

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

## **6.0 Senior Management Remuneration**

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

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

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

### **6.1 Recruitment and appointment of Chief Officers**

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

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



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

## **6.2 The role of the Chief Executive**

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

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

## **6.3 Chief Executive Pay**

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

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

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

The notice period for the role is 3 months.

## **6.4 Proposals to change the Chief Executive's remuneration**

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

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

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

## 6.5 Joint Appointments

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

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

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

## 7.0 Pay Relativities within the Council

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

The lowest paid persons employed under a contract of employment with the Council are employed at spinal column point 1 of the National Joint Council pay spine for Local Government Services which is currently £10.50 per hour (at the time of writing this policy). At any point if the lowest spinal column point within the NJC pay spine falls below the foundation living wage rate, a pay supplement will be applied to 'make up' to the foundation rate. The £10.50 rate is currently predicted to be below the foundation living wage rate of £10.90 from the 1<sup>st</sup> April 2023 and so, currently a supplement will be applied. This supplement will be applied until the NJC pay award for 2023/24 is agreed. When the pay award for 2023/24 is agreed, if the rate of pay of the NJC bottom pay spine continues to be below the foundation living wage the supplement will be adjusted and paid. If the bottom NJC rate is above the foundation living wage the supplement will be removed (subject to the next paragraph).

As part of the 2022/23 NJC pay award spinal column point 1 will be deleted on the 1<sup>st</sup> April 2023 and spinal column point 2 will become the bottom spinal point of grade 1. Spinal point 2, is £10.60 per hour and so will attract a pay supplement for living wage of 0.30p per hour currently (subject to the provision in the paragraph above).

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

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

The salary utilised for the Chief Officer calculations of all the pay multiple data is £137,815.

As part of its commitment to pay transparency and following the recommendations of the Hutton "Review of Fair Pay in the Public Sector" (2011), the Council will publish information on pay relativities on an annual basis. The information for 2023/24 is as follows:

Multiple of Salary	Ratio (A)
<ul style="list-style-type: none"> <li>the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio</li> </ul>	1:6.8
<ul style="list-style-type: none"> <li>the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio</li> </ul>	1:4.6
<ul style="list-style-type: none"> <li>the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio</li> </ul>	1:5.1
<ul style="list-style-type: none"> <li>the multiple between median earning of Council employees and the average Chief Officer (full-time equivalent basis) as a ratio</li> </ul>	1:3.5

Note:

i) Column A provides the pay ratio as per the requirement of the Localism Act 2011

ii) These figures exclude remuneration for appointments within organisations for which the Council provides a payroll service but is not the employer.

iii) These figures exclude remuneration for joint appointments where the Council is not the employer

## Gender Pay

In relation to the gender pay gap, the Council's Gender Pay Gap 2022 report outlines the gender pay gap between men and women in the Council. As at April 2022 the Council had a mean gender pay gap of 0.62% and a median gender pay gap of -0.48%. There is no bonus paid to any employee, therefore no bonus gender pay gap exists, information on our pay gap reporting and quartiles can be found [here](#)

## 8.0 Starting Pay

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

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

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

## 9.0 Annual Pay Progression arrangements

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

Appendix A: NCC NJC Salary Structure with Effect from 1 April 2022 (Applicable to National Joint Council for Local Government Employees)

Appendix B: Chief Officer Pay Scales

Appendix C: Soulbury Pay Scale

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

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

### **9.1 NJC for Local Government Employees**

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

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

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

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

### **9.2 Chief Officers – Chief Executive and Strategic Directors**

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

### **9.3 Chief Officers – Heads of Service**

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

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

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

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

### **9.4 Employees on Soulbury salary scales**

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

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

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

(iii) Structured Professional Assessment points will be paid in accordance with the provisions of the Soulbury Committee and the Council's Soulbury Guidance note.

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

## **9.5 Withholding an increment**

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

## **9.6 Teachers and School Leaders**

Progression for teachers paid on the main or upper pay ranges will be in accordance with the provisions of the STPCD (Wales) 2022; any pay movement, where awarded, applies from 1 September each year. Teachers employed on the Leadership spine (Head Teachers, Deputies and Assistant Head Teachers) are eligible to progress within the pay range for their post on 1 September each year until the maximum point is reached. Progression is subject to meeting the requirements for movement set out in the STPCD (Wales) 2022.

## **10.0 Pay on Promotion or Transfer**

### **10.1 Move to a new post at the same level**

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

### **10.2 Pay on promotion**

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

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

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

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

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

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

## **12.0 Additional Payments – All Employees**

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

### **12.1 Additional Duties Scheme**

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

N.B. Under the School Teachers' Pay and Conditions Document (Wales) 2022, there are no provisions which allow for the payment of honoraria to teachers.

### **12.2 Professional Fees**

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

### **12.3 Market Supplements**

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

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

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

### **12.4 Additional Payments under the STPCD (Wales) 2022**

The STPCD (Wales) 2022 makes provision for the following additional allowances/payments for teachers, subject to the necessary criteria being met:

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

Where the Council has centrally employed teaching staff, it may make use of the above allowances, subject to meeting the relevant provisions of the STPCD (Wales) 2022.



## 12.5 Travel and Subsistence Expenses

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

## 13.0 Returning Officer

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

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

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

## 14.0 Employee Benefits

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

- the Local Government/Teachers' Pension Schemes as applicable
- annual leave entitlements in addition to bank holiday entitlement
- The option to purchase up to one week of additional annual leave
- learning and development opportunities
- flexible working arrangements
- employee wellbeing schemes, such as counselling
- childcare vouchers
- cycle-to-work scheme
- car lease scheme
- technology purchase scheme
- discounted gym and leisure membership
- use of the Vectis card scheme to provide retail discounts
- access to financial support and advice
- pay advance facility
- advance loans for sustainable rail and bus travel
- access to shared cost additional voluntary contributions schemes.

## **15.0 Detriment Arrangements**

### **15.1 All employees except Teaching staff**

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

### **15.2 Teaching Staff**

There are specific statutory arrangements in place for teachers whose posts are downgraded as a result of implementing structural change or because of the implementation of school reorganisations. These provisions are outlined in the STPCD (Wales) 2022.

## **16.0 Termination of Employment**

### **16.1 Payments on Termination**

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

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

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

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

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



## **16.2 Re-employment following termination**

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

The Council will not re-employ staff whose termination of employment is covered by a Settlement Agreement or COT3. The same restriction will apply in respect of the placement of such ex-employees via Employment Agencies or as self-employed consultants under a contract for services.

Delegated authority will be given to the Chief Executive, Strategic Directors (for posts in their respective services), Head of People, Policy and Transformation and the Head of Law and Standards to consider any pre or post termination requests to waive this policy provision on a case by case basis. A number of factors will be relevant in considering requests to waive this policy provision including, financial, working relationships and trust and confidence (this is not an exhaustive list). In the event that a request to waive is agreed, ex-employees will not be able to recommence employment with the Council (after an open advertisement and successful outcome from a recruitment and selection process) until a period of time has elapsed that is equal in length to the number of weeks’ pay their redundancy or compensation payment equates to.

## **17.0 Confidentiality**

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

## **18.0 Workforce Information**

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

## **19.0 Partnership with Trades Unions**

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

## **20.0 Publication**

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

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

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

## 21.0 Policy Review

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

This Pay and Reward Policy is updated and approved by Council on an annual basis. This statement will come into immediate effect once fully endorsed by Council at its meeting in March 2023.

<b>Created By:</b>	Kevin Howells
<b>Date Created:</b>	March 2021
<b>Reviewed By:</b>	Kevin Howells
<b>Date Reviewed:</b>	04/01/2023
<b>Current Version:</b>	March 2023

## Document Control

Version	Date	Author	Notes/Changes
V2.1	03/03/2021	Rachael Davies	Amended to include reference to Restriction of Public Sector Exit Payments Regulations 2020
V2.2	15/03/2022	Rachael Davies	Updated to reflect Local Government and Elections (Wales) Bill

V2.3	04/01/2023	Kevin Howells	Updated to reflect current ratios and values. Updated role titles to reflect new senior management structure
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Appendix A: NJC FOR LOCAL GOVERNMENT WORKERS SALARY RATES  
1 APRIL 2022

Spinal Column Point	Annual Salary £	Monthly Salary £	Weekly Salary £	Hourly Rate (37) £		
1	20,258	1,688.17	388.51	10.5002	To be removed April 23	
2	20,441	1,703.42	392.02	10.5951	(210-253)	
3	20,812	1,734.30	399.13	10.7872		Grade 2
4	21,189	1,765.75	406.36	10.9828		(254-297)
5	21,575	1,797.90	413.76	11.1828	Grade 3	
6	21,968	1,830.66	421.30	11.3865	(298-341)	
7	22,369	1,864.08	428.99	11.5944		
8	22,777	1,898.09	436.82	11.8060		Grade 4
9	23,194	1,932.86	444.82	12.0222		(342-397)
10	23,620	1,968.32	452.98	12.2427		
11	24,054	2,004.47	461.30	12.4676		
12	24,496	2,041.32	469.78	12.6968		
13	24,948	2,078.96	478.44	12.9309		
14	25,409	2,117.38	487.29	13.1699	Grade 5	
15	25,878	2,156.50	496.29	13.4132	(398-453)	
16	26,357	2,196.40	505.47	13.6614		
17	26,845	2,237.09	514.84	13.9145		
18	27,344	2,278.65	524.40	14.1730		
19	27,852	2,320.99	534.14	14.4363		
20	28,371	2,364.25	544.10	14.7054		Grade 6
21	28,900	2,408.33	554.25	14.9796		(454-509)
22	29,439	2,453.24	564.58	15.2589		
23	30,151	2,512.58	578.24	15.6280		
24	31,099	2,591.60	596.42	16.1195	Grade 7	
25	32,020	2,668.33	614.08	16.5968	(510-565)	
26	32,909	2,742.41	631.13	17.0575		
27	33,820	2,818.33	648.60	17.5298		
28	34,723	2,893.57	665.91	17.9977		Grade 8
29	35,411	2,950.89	679.11	18.3543		(566-621)
30	36,298	3,024.86	696.13	18.8143		
31	37,261	3,105.10	714.60	19.3134		
32	38,296	3,191.33	734.44	19.8498	Grade 9	
33	39,493	3,291.11	757.40	20.4704	(622-677)	
34	40,478	3,373.18	776.29	20.9809		
35	41,496	3,458.00	795.81	21.5084		
36	42,503	3,541.94	815.13	22.0305		Grade 10
37	43,516	3,626.36	834.56	22.5556		(678-743)
38	44,539	3,711.57	854.17	23.0856		

39	45,495	3,791.29	872.51	23.5814	Grade 11	
40	46,549	3,879.11	892.72	24.1277	(744-809)	
41	47,573	3,964.42	912.36	24.6583		
42	48,587	4,048.92	931.80	25.1839		Grade 12
43	49,590	4,132.50	951.04	25.7037		(810-875)
44	50,780	4,231.67	973.86	26.3205		
45	52,007	4,333.92	997.39	26.9565	Grade 13	
46	53,261	4,438.42	1,021.44	27.6065	(876-941)	
47	54,539	4,544.92	1,045.95	28.2689		
48	55,855	4,654.58	1,071.19	28.9510		Grade 14
49	57,199	4,766.58	1,096.96	29.6477		(942-1007)
50	58,585	4,882.08	1,123.54	30.3661		
51	60,003	5,000.25	1,150.74	31.1011	Grade 15	
52	61,453	5,121.08	1,178.55	31.8526	(1008+)	
53	62,936	5,244.67	1,206.99	32.6213		

#### Appendix B: CHIEF OFFICER SALARY RATES – 1 APRIL 2022

JOB TITLE	GRADE	SCALE	ANNUAL SALARY £
CHIEF EXECUTIVE	MD01	001	131,248
		002	137,815
		003	144,383
		004	150,952
STRATEGIC DIRECTORS	CD01	001	110,523
		002	114,544
		003	116,282
		004	120,221
HEADS OF SERVICE	HDS01	001	82,047
		002	84,053
		003	86,102
		004	88,202

**Appendix C: SOULBURY SALARY RATES – 1 SEPTEMBER 2021 (not yet agreed for 2022)**
**i) EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)**

SPINE POINT	SALARY FROM 1.9.21	SPINE POINT	SALARY FROM 1.9.21
1	37,056	26	68,434
2	38,383	27	69,616
3	39,637	28	70,815
4	40,907	29	72,016
5	42,168	30	73,215
6	43,431	31	74,404
7	44,758	32	75,611
8	46,035*	33	76,819
9	47,552	34	78,056
10	48,849	35	79,291
11	50,158	36	80,560
12	51,425	37	81,809
13	52,860**	38	83,071
14	54,140	39	84,316
15	55,553	40	85,561
16	56,831	41	86,811
17	58,113	42	88,061
18	59,371	43	89,309
19	60,668	44	90,564
20	61,338***	45	91,815
21	62,626	46	93,069
22	63,749	47	94,327
23	64,985	48	95,574****
24	66,093	49	96,825****
25	67,278	50	98,079****

**NOTES:**

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

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

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

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

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

## ii) EDUCATIONAL PSYCHOLOGISTS

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

## NOTE:

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

## ii) SENIOR EDUCATIONAL PSYCHOLOGISTS

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

## NOTES:

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

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

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

**Appendix D: TEACHERS' SALARY RATES – 1 SEPTEMBER 2022**
**i) TEACHER PAY RANGES**

<b>QUALIFIED TEACHERS – pay rate from 1/9/21 – 31/8/22</b>	<b>WALES</b>		
<b>MAIN RANGE</b>	<b>£ p.a.</b>	<b>UPPER PAY RANGE</b>	<b>£ p.a.</b>
M1		UPS1	41,337
M2(min)	28,866	UPS2	42,869
M3	31,184	UPS3	44,450
M4	33,587		
M5	36,232		
M6 (max)	39,873		

<b>UNQUALIFIED TEACHERS – pay rate from 1/9/21 – 31/8/22</b>	<b>WALES</b>
1	19,412
2	21,669
3	23,926
4	26,183
5	28,443
6	30,700

**ii) ADDITIONAL ALLOWANCES / PAYMENTS**

<b>TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS</b>	<b>ANNUAL ALLOWANCE    £</b>		<b>ANNUAL ALLOWANCE    £</b>	
TLR 3 BAND (fixed-term award only)	Minimum	611	Maximum	3,028
TLR 2 BAND	Minimum	3,071	Maximum	7,497
TLR 1 BAND	Minimum	8,859	Maximum	14,990
<b>SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES</b>	<b>ANNUAL ALLOWANCE    £</b>			
SEN RANGE	Minimum	2,426	Maximum	4,786



### iii) PAY SPINE FOR THE LEADERSHIP GROUP 1/9/2022

(This spine applies to Headteachers, Deputy Headteacher, and Assistant Headteachers)

LEADERSHIP PAY – 1/9/22			
	WALES		
MAIN RANGE	£ p.a.		
1	45,081	24*	78,590
2	46,209	24	79,376
3	47,363	25	81,348
4	48,542	26	83,361
5	49,751	27*	84,581
6	51,000	27	85,426
7	52,371	28	87,545
8	53,581	29	89,714
9	54,918	30	91,947
10	56,329	31*	93,284
11	57,790	31	94,218
12	59,123	32	96,560
13	60,600	33	98,958
14	62,111	34	101,404
15	63,656	35*	102,896
16	65,349	35	103,925
17	66,849	36	106,498
18*	67,851	37	109,145
18	68,530	38	111,846
19	70,231	39*	113,437
20	71,971	39	114,572
21*	73,022	40	117,430
21	73,752	41	120,364
22	75,584	42	123,380
23	77,455	43	125,211

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

Mae'r dudalen hon yn wag yn

# Report

## Council

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### Part 1

Date: 25 April 2023

**Subject**      **Participation Strategy: Ward Meetings**

**Purpose**      To consider the role of ward meetings under the Participation Strategy which was implemented by the Council in May 2022 and agree a new framework setting out frequency, agenda items and provision of support.

**Author**      Democratic and Electoral Services Manager

**Ward**      City wide

**Summary**      Under the Local Government and Elections (Wales) Act 2021 Local Authorities are required to publish a Participation Strategy that supports residents to become more involved in decision-making and to encourage more diversity in decision-makers.

Democratic Services Committee supported the development of the Strategy, which was adopted by the Council in May 2022.

Key objectives under this strategy include;

- (a)      ways of promoting awareness among local people of the principal council's functions;
- (b)      ways of facilitating access for local people to information about decisions made, or to be made, by the principal council;
- (c)      ways of promoting and facilitating processes by which local people may make representations to the principal council about a decision before, and after, it is made;

Feedback from residents regarding the Strategy indicated that indicate that respondents felt that there was room to improve in terms of citizen engagement and involvement in the democratic process. Ward meetings are one of many ways that the Council is able to support public involvement in decision-making; defining an agreed framework for the ward meetings, including the support available for ward councillors will promote consistency and equality in line with the principle aims of the Participation Strategy.

The reinstatement of ward meetings also offers the opportunity for residents to raise items for discussion, supporting the aims of the Participation Strategy in listening to residents and empowering citizen's and communities to have their say on what matters for their local area.

**Proposal**      **Council is asked to receive the report and approve the proposed framework for adoption, as listed in the report**

**Action by** Democratic and Electoral Services Manager

**Timetable** Implementation in 2023/2024

This report was prepared after consultation with:

- Chief Executive
- Head of Law and Standards
- Directors
- Heads of Service

**Signed**

## Background

In line with The Local Government and Elections (Wales) Act 2021 the Council published a Participation Strategy in May 2022. The Council already has experience in participation, engagement, consultation and co-production. The expectation is that the Strategy will support the organisation to build on this experience and move towards greater participation over time.

The Act states that a public participation strategy must, in particular, address:

- (a) ways of promoting awareness among local people of the principal council's functions;
- (b) ways of facilitating access for local people to information about decisions made, or to be made, by the principal council;
- (c) ways of promoting and facilitating processes by which local people may make representations to the principal council about a decision before, and after, it is made;

The Strategy aims to be open and responsive to the needs of citizens and communities. This includes engaging local people in participative processes, by which residents can influence and shape policy and services.

Participation is about sharing decisions with those affected by them and must be an integral part of the Council's work. Whilst participation is not about giving groups or individuals whatever they ask for, residents should always have a degree of decision-making power so that they feel listened to and understood.

Participation supports residents to be 'actively involved with policy makers and service planners from an early stage of policy and service planning and review' (Participation Cymru, 2012). Participation should include a wide range of different methods and techniques. Feedback from the consultation on the Participation Strategy indicated that the public would like the Council to be visible to residents, to explore alternative methods of consultation and to ask residents what matters to them.

The Strategy requires the Council to openly share information with residents about the Council's functions, not just when the public are being asked to make a decision. Regular updates and discussions help to make sure people living in Newport have the opportunity to digest and explore information before they may be asked to give their opinion or recommendations.

As public participation is a challenging aspect of council business, it is expected that this strategy will evolve and improve over time as the benefit of experience and good practice becomes evident.

## Ward meetings

The 'Practitioners' Manual for Public Engagement' (Participation Cymru, 2012) defines consultation as '*a formal process by which policy makers and service providers ask for the views of interested groups and individuals*'. Ward meetings clearly meet the definition of participation under this standard.

Ward meetings were previously held within communities, at the request of elected members, with senior officer and administrative support. Ward meetings did not have a standard framework and ran on an ad-hoc basis, with varied agendas.

Whilst ward meetings offer a valuable opportunity to engage with residents, the inconsistent approach to their content meant that the exchange of information varied depending on location. Adopting a standard framework to support ward meetings will establish a consistent and holistic approach to engaging with communities under the public participation strategy,

while making the best use of limited resources. This approach will support the aims of the Participation Strategy by sharing key information about the Council and council service provision, and by engaging with residents on key decisions that will impact their communities in a timely manner.

Through discussion with the Democratic Services Committee in 2022, the feedback from elected members highlighted the key features that they considered to be an essential part of the arrangements for ward meetings. The Committee agreed that it was important to have the option to hold ward meetings on a regular basis to provide the opportunity to engage with residents. Members felt that retaining the option to hold three meetings per year would be beneficial, and that support in promoting the meetings beforehand would promote wider awareness in the community. However, Committee Members also recognised the resource required to support ward meetings must be balanced against the economic challenges facing all local authorities. The Committee welcomed the opportunity to develop and strengthen participative engagement with the community on important conversations, including setting the budget and reflecting on performance, but emphasised the requirement for communities to set their own agenda for discussion. The Committee requested that the proposed framework and support be reconsidered with this feedback in mind.

### **Framework and Support**

Formalising the approach to ward meetings will ensure a consistent and equitable approach to the dialogue for residents in all wards, supporting the aims of the participation strategy. Over the cycle of the municipal year, there are key corporate decisions such as budget setting and the medium term financial plan that the Council routinely engages with citizens on. Methods of engagement include consultation that can be accessed online, and as a gateway to the public Wi-Fi available across the City. Utilising one of the regular ward meetings to focus on budget setting and supporting residents to engage with this process on a face-to-face basis will encourage rich and meaningful feedback that shapes the outcome of the decisions being made. The budget setting cycle would require the ward meeting to take place in January to support the collection of meaningful feedback to inform the decision making process. Nonetheless, it is recognised that providing the opportunity for residents to set points for discussion is important, so the agenda would include the budget setting process, and topics raised for discussion by the community through their elected representatives.

In addition, a second supported ward meeting approximately six months after the budget setting ward meeting would provide a further opportunity to promote awareness of the Council's functions including a summary of progress against key objectives and projects. Again, the agenda would also include items raised by residents for discussion. Two ward meetings per ward on an annual basis would potentially be forty-two in total that would be supported by officers. Based on feedback from Democratic Services Committee, Members would have the option of holding a third meeting but there would be limitations on the officer support due to the volume of meetings involved and the investment of officer time this represents.

Administrative support to schedule and arrange up to three ward meetings per year will be provided via Democratic Services. Further administrative support will be provided by officers from across the Council at two meetings per year, to ensure that feedback from residents is recorded and collated centrally to support consultation and feed into the decision-making process. Support from Senior Officers will also be provided to ward members at two ward meetings per year. This will be on a pre-planned, rostered basis so that there is appropriate assistance whilst continuing to support the work-life balance of officers when working outside of usual office hours. Where Members wish to hold a third meeting, administrative support would be provided for booking suitable venues within communities for ward meetings, but there would be no officer support at the meetings.

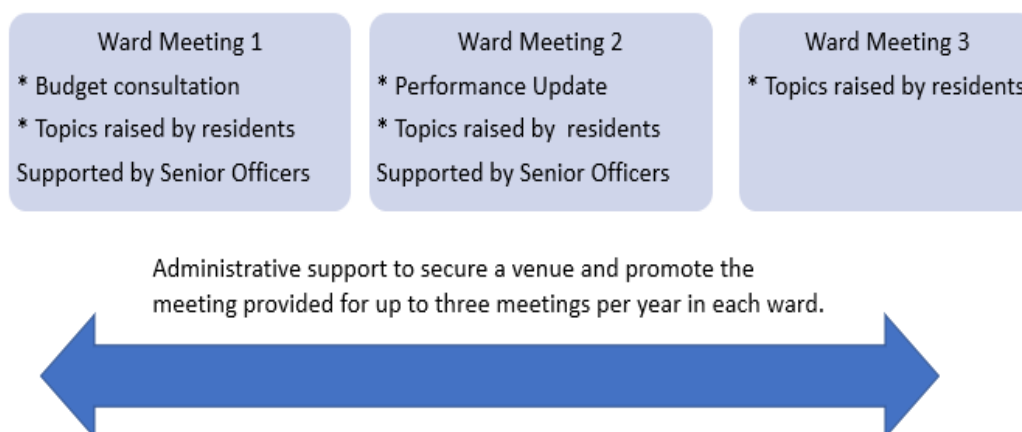
Support in promoting up to three ward meetings would be provided, to include promotion via social media accounts, Newport Matters and limited amounts of posters produced to a set template.

Whilst the proposed framework would support meetings in each ward if required, it would remain within the remit of the ward member/s to determine whether the ward meetings are held in their own community. Members may prefer to communicate with their residents in a different way, and in this case are not obliged to hold ward meeting. However, for those wards who want the meetings, then this is a consistent way of organising and structuring the meetings.

Ad-hoc meetings concerning specific issues arising affecting communities would be considered on a case-by-case basis.

The Ward Meeting framework does not replace other methods of engagement with communities that are open to Councillors, such as ward surgeries, casework, emails or social media, for example.

This framework will support the development of more participative decision making with the community whilst balancing the resource requirements needed to provide appropriate support. The proposed framework balances the aims of the Participation Strategy in engaging citizens in important conversations and empowering them to set part of the agenda themselves.



## Consultation

Statutory consultation concerning the Participation Strategy was open for 30 days in February and March 2022.

The feedback received as part of the consultation supported the actions outlined in the strategy to encourage participation. The full response to the consultation can be found in Appendix B. The responses to questions and comments feedback indicates that residents are interested in the decisions that the Council makes, and would welcome having more of a voice as part of the decision making process. The feedback gathered as additional comments in the responses indicate that respondents felt that there was room to improve in terms of citizen engagement and involvement in the democratic process. The respondents felt that the actions outlined in the strategy would help residents to become more involved in decision making. The insights gained through the additional comments indicate that residents would like engagement to focus on more varied and alternative methods of communication, particularly with potentially harder to reach groups.

## Financial Summary

There are no direct financial implications associated with the proposed framework.

## Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of Risk occurring	What is the Council doing or what has it done to avoid the risk or reduce it's effect	Who is responsible for dealing with the Risk?
Failure to meet the legislative requirements set out in the Local Government and Elections (Wales) Act 2021 to support residents to be actively involved in democratic processes	H	L	Participation Strategy has been adopted by the Council and this will be developed to increase transparency and engagement with residents	Democratic and Electoral Services Manager
Failure to support residents to participate via ward meetings in a fair and equitable way	H	L	Framework in place to support consistent approach to ward meetings	Democratic and Electoral Services Manager

\*Taking account of proposed mitigation measures.

## Links to Council Policies and Priorities

The Participation Strategy is embedded as part of the Corporate Plan 2022-2027. This is reflected throughout the strategic plans, right down to the service plans in each area.

Other Council strategies and plans that link closely to this work are The Strategic Equality Plan 2020-24 and the Newport Well-being Plan 2017-22. The commonality with the Equality Plan is involving local people in the decisions that affect them, considering diverse needs when developing services and helping people to feel connected to the place that they live. The goals that the Strategy shares with the Newport Well-being Plan relate to Sustainable Development principles under the Wellbeing and Future Generations (Wales) Act 2015. Specifically, Involving People and developing solutions in partnership with local people and communities, and ensuring they are involved in decisions that affect them. The aim under the Well-being Plan is that people and communities are friendly, confident and empowered to improve their well-being. This plan is currently under revision but will continue to support the principles of the Wellbeing and Future Generations (Wales) Act 2015.

## Options Available and Considered

1. Approve the framework and endorse it for implementation.
2. Do not approve the framework or endorse it for implementation.



## **Preferred Option and Why**

Option 1. The Council is asked to note the report, and approve the ward meeting framework for adoption.

## **Comments of Chief Financial Officer**

There will be no adverse budgetary impact as a result of these proposals, the proposed framework to support ward meetings will be fully funded through existing budgets. Any further development to this level of support would require additional budget or grant to be identified so that the support remains fully funded.

## **Comments of Monitoring Officer**

The proposed action is in accordance with the Council's statutory duty under section 39 of the Local Government & Elections (Wales) Act 2021 to encourage local people to participate in decision-making. The proposed framework for ward meetings is also consistent with the Council's Participation Strategy, under section 40 of the Act, and the promotion of increased public engagement and consultation.

Neighbourhood Committees were originally introduced by the Council in the 1990's and, at the time, this was an innovative approach to engaging with the public in the local ward areas. The meetings were formal in nature and organised on traditional committee lines, with the senior ward member chairing the meeting and published agendas and minutes. However, they were never decision-making bodies and therefore not strictly Council "committees". Over time, the role of the Neighbourhood Committees changed significantly, particularly with the development of Executive governance arrangements and advancements in technology, with more effective ways of communicating and engaging with much larger numbers of local residents. Following a review in 2011, the structured arrangements for quarterly Neighbourhood Committee meetings in each ward were changed to a more flexible approach to ward meetings. The meetings were held at times and at venues agreed with the ward Councillors, supported by senior officers, who also set the topics for discussion at the public meetings. There were no longer any formal agendas reports or minutes and the ward meetings were conducted on a more informal basis, as a means of engagement and communication with the public. Although there was a limit of three ward meetings in any calendar year, it was left to the discretion of the members in each ward as to how and when any meetings were arranged, if at all.

Prior to the suspension of ward meetings during the Covid-19 lock-down period, some wards held ward meetings on a regular basis, others only held meetings in response to specific issues, for example as part of a consultation exercise. Some wards did not use ward meetings at all, as they found that other communication methods with their residents were more effective.

This proposal would involve the reintroduction of discretionary ward meetings, but on a more structured basis and in accordance with the new Participation Strategy. Where ward members wish to hold ward meetings, then they will focus on key areas of consultation and participatory decision making, namely the budget and delivery of the corporate plan and well-being objectives, but with the opportunity for residents to add items to the agenda for discussion. However, the ward meetings are only one of a number of tools available to elected members and the Council to engage with residents and, where other methods of consultation are considered to be more effective, then residents in those areas will receive the same information and opportunities to respond. Therefore, ward members will still have the choice of whether or not to hold these consultation meetings in their wards.

## **Head of People, Policy and Transformation**

The Council's Participation Strategy aims to strengthen engagement with residents, increase their involvement in decision making and their understanding of the democratic process. The particular focus is the relationship between Ward members, the Council as a democratic body and local people. This report outlines a framework for consistent and supported Ward meetings across the local authority area. It also sets out a focus for Ward Meetings, centred around the budget setting process which had previously only engaged with a relatively small proportion of the population in a centralised manner. The introduction of face-to-face ward meetings will complement the increasing use of electronic forms of public engagement helping ensure the Council is inclusive of more societal and equalities groups and avoiding digital exclusion.

There are no direct staffing implications as a result of this report. Council officers will continue to support as they did so previously.

## **Local Issues**

Not applicable.

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

A fairness and equalities impact assessment has been drafted and will be updated following further consultation.

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

The support framework supports the development of A More Equal Wales; achieving more diversity and inclusion in the voices that are heard in decision-making will help to reduce inequalities. The Strategy does not adversely affect any of the other Well-being Goals for Wales.

The Strategy supports The Well-being Plan 2018-23 objective;

- 3) People and communities are friendly, confident and empowered to improve their well-being

This will be supported through working with residents and communities to develop solutions and empowering the community as part of the decision making process.

The Strategy supports the Equality Plan 2020-2024 objectives;

1. Leadership, Governance and Involvement.
2. Community Cohesion

By supporting residents to be involved in making the decisions that affect them, considering diverse needs when developing services and helping people to feel connected to the place that they live.

The framework supports the long-term development of better engagement and involvement of residents over time so that it continues to meet the changing needs of local people.

## **Consultation**

Full details of public consultation are outlined in an earlier section of this report.

The recommendations of the Democratic Services Committee have been considered and referenced as part of this report.

## Background Papers

- <https://www.newport.gov.uk/documents/Council-and-Democracy/Participation-Strategy-Final-Format.pdf>
- [The Strategic Equality Plan 2020-2024](#)
- [Well-being Plan 2018-2023](#)

## Appendices

### Appendix A

#### Responses to Consultation



Consultation  
Results Participation

**Dated: 18 April 2023**

Mae'r dudalen hon yn wag yn

# Report

## Council

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### Part 1

Date: 25 April 2023

**Subject** Scrutiny Annual Report 2021-22

**Purpose** To present the Scrutiny Annual Report 2021-22

**Author** Scrutiny and Governance Manager

**Ward** All

**Summary** The Scrutiny Committees are required by the constitution to submit an Annual Report each year to Council, to review how Scrutiny has operated in the last 12 months.

It is difficult to measure the impact of Scrutiny using traditional performance measures, which count the outputs from the Scrutiny Committees but do not measure the outcomes of our work, or show whether improvements have been made as a result. The Annual Report is a more useful tool in reviewing the effectiveness of Scrutiny, providing an opportunity to reflect properly on how Scrutiny has operated in the last year, and to identify upcoming challenges against which future performance can be judged.

**Proposal** To agree the content of the annual report as a basis for the work of the Scrutiny Committees in the coming year.

**Action by** Leanne Rowlands, Democratic and Electoral Services Manager

**Timetable** Immediate

This report was prepared after consultation with:

- Overview and Scrutiny Management Committee
- Head of Law and Standards
- Head of People, Policy and Transformation
- Head of Finance

**Signed**

## Background

- 1 The Scrutiny Committees are required by the constitution to submit an Annual Report each year to Council, to review how Overview and Scrutiny has operated in the last 12 months.

## Reviewing Scrutiny's Performance

- 2 The Annual Report is a key part of the performance management cycle for Scrutiny. It is difficult to measure the impact of Scrutiny using traditional performance measures, which count the outputs from the Scrutiny Committees but do not measure the outcomes of our work, or show whether improvements have been made as a result. The Annual Report is a more useful tool in reviewing the effectiveness of Scrutiny, providing an opportunity to reflect properly on how Scrutiny has operated in the last year, and to identify upcoming challenges against which future performance can be judged.
- 3 As well as providing a commentary on scrutiny activity in the past year, the report is structured to review performance on the targets set last September, and agree priorities for the next 12 months (which will be used as the basis of our performance review next year).

## Financial Summary

- 4 There are no specific costs to the adoption of this report. Support for Overview and Scrutiny is undertaken within the budget allocation.

## 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?
An ineffective scrutiny function could undermine the Council's corporate governance arrangements and lead to poor quality decision making	M	L	The Annual Report informs the Council of the efforts made to strengthen the role of scrutiny in Newport and how the Committees will work to help develop policies and hold the executive to account in an open and transparent manner.	Democratic and Electoral Services Manager
Lack of progress in enhancing the role of scrutiny will impact on its effectiveness and esteem within the Council	H	L	The Chairs of Scrutiny are working together to oversee the development and progress of scrutiny in Newport; sharing best practice and driving forward the programme for improvement. Regular meetings are also held with senior members of the Executive to help develop that relationship and strengthen the position of scrutiny within the authority.	Democratic and Electoral Services Manager

\* Taking account of proposed mitigation measures

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

6 The Scrutiny function has an important role in helping the Council to achieve its expressed aims under the Corporate Plan 2017-2022 in place during the reporting period:

- To make our city a better place to live for all our citizens
- To be good at what we do
- To work hard to provide what our citizens tell us they need

## **Options Available**

7 The Council's constitution requires the production of an Overview and Scrutiny Annual Report. Submission of this report is required in order to meet this requirement. The Council may accept the report, reject it, or ask for further work to be undertaken.

## **Preferred Option and Why**

8 The report provides a summary of progress last year and a plan of action for improvements this year. It is recommended that the report is adopted.

## **Comments of Chief Financial Officer**

There are no financial implications arising from this report, with the activities of Scrutiny committees and the actions contained within the report being funded from within existing budgets.

## **Comments of Monitoring Officer**

The Council is required to establish arrangements for effective overview and scrutiny in accordance with Section 21 of the Local Government Act 2000 and the Local Government Measure 2011. In accordance with the reporting arrangements set out in the Constitution, an Annual Report is presented to full Council regarding the way in which the Overview and Scrutiny arrangements have operated during the preceding 12 months. The Annual report itself raises no legal issues. Each report to and from the Committees during the year has included Monitoring Officer comments on any legal implications. The Annual Report shows that good progress has been made in delivering the targets and objectives set out in last year's Report. This work will continue throughout the current year, with a view to further strengthening scrutiny arrangements.

## **Comments of Head of People. Policy and Transformation**

The report notes the emphasis of scrutiny on ensuring that the Council acts in accordance with the Well-being of Future Generations Act. Scrutiny members continue to have training to develop their understanding and consideration of the Act when undertaking scrutiny activity.

The report also notes that the Council's scrutiny function is also responsible for scrutinising the performance of OneNewport. This function is performed by the Scrutiny Performance Committee – Partnerships and feedback is also considered by the partnership.

There are no direct HR implications arising from the report.

## **Local issues**

N/A

## **Scrutiny Committees**

The Overview and Scrutiny Management Committee reviewed the Scrutiny Annual Report 2021/22 before it was presented to Council.

## **Fairness and Equalities Impact Assessment:**

N/A

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

The Wellbeing of Future Generations Act (2015) empowers scrutiny to analyse how joint leadership behaviours affect joint delivery.

In this reporting period, the Performance Scrutiny Committee – Partnerships has scrutiny of the Public Services Board (PSB) and One Newport Partnership within its remit, which considers the effectiveness of the Partnership and its associated plans. This is reflected within the Annual Report in the summary of the Committee's work this year.

The report also shows the new emphasis of scrutiny on ensuring that the Council acts in accordance with the Well-being of Future Generations Act.

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

N/A

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

In this reporting period, the Performance Scrutiny Committee – Partnerships has scrutiny of the Public Services Board (PSB) and One Newport Partnership within its remit, which considers the effectiveness of the Partnership and its associated plans. This is reflected within the Annual Report in the summary of the Committee's work this year, showing continued work with a wide range of partners to raise the profile of the Welsh language in Newport and particularly of the work the Council delivers with One Newport stakeholders.

## **Consultation**

N/A

## **Background Papers**

Agenda and minutes of the Scrutiny Committees 2020/21

[Newport City Council - Committee details - Overview and Scrutiny Management Committee](#)

[Newport City Council - Committee details - Performance Scrutiny Committee - Partnerships](#)

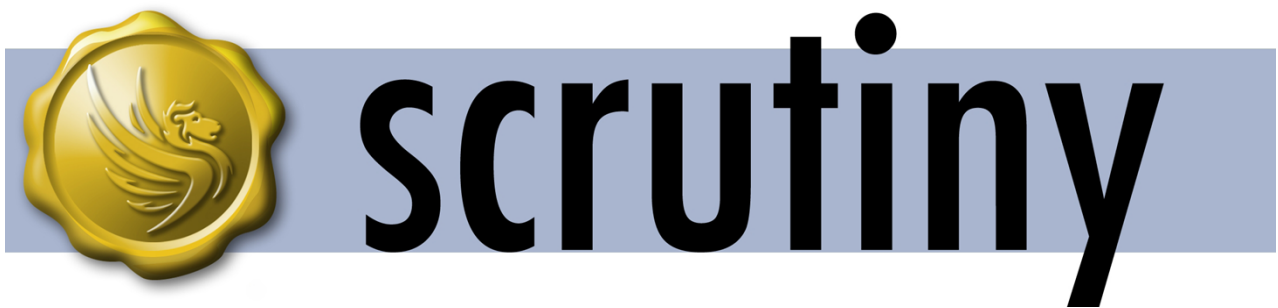
[Newport City Council - Committee details - Performance Scrutiny Committee - People](#)

[Newport City Council - Committee details - Performance Scrutiny Committee - Place and Corporate](#)

**Dated:18 April 2023**



# Scrutiny Annual Report 2021-22



[www.newport.gov.uk/scrutiny](http://www.newport.gov.uk/scrutiny)

*This document is available in welsh / Mae's ffurflen hon ar gael yn Gymraeg*

For further information on any of the information contained within this report, or on the Scrutiny process in Newport please contact:

Democratic Services  
Newport City Council  
Civic Centre  
Newport  
NP20 4UR

Tel: 01633 656656

[democratic.services@newport.gov.uk](mailto:democratic.services@newport.gov.uk)

[www.newport.gov.uk/scrutiny](http://www.newport.gov.uk/scrutiny)

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# Introduction

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## What is Overview and Scrutiny?

Scrutiny is the term given to the non-political process within the Council, whereby the decision makers (the Cabinet) are held to account for the decisions taken, whether they have been implemented effectively and whether they have resulted in improved services for people of Newport.

The Cabinet (also known as the executive) has the power to make the decisions needed to action the policies agreed by the Council. The remaining Councillors (non-executive) then form the scrutiny element, whose role is to challenge the performance of the Cabinet and hold them to account for the decisions taken. Scrutiny Committees can make recommendations and scrutinise the policies, decisions and performance of the Cabinet. The Cabinet, in turn, consults with, and responds to, Scrutiny Committee recommendations.

The underlying principle of Scrutiny arrangements is to ensure that the decision-making process is open, accountable and transparent.

Scrutiny has the following roles:

- Hold the Cabinet to account for the decisions it makes;
- Ensure that the Cabinet and Officers perform effectively and that the Council is delivering what it said it would.
- Listens to the views of the public and make sure the public voice is heard;
- Develops and reviews policy to ensure that it is fit for purpose and provides the best outcomes for the people of Newport.

Scrutiny Committees do not have decision-making powers. In all cases, the role of the Scrutiny Committee is to examine available options or consider how effectively an area is performing and then to make recommendations to the decision making body whether that is the Council; the Cabinet, an Individual Cabinet Member or external partners.

Scrutiny Committees are usually conducted in public, and the Committees are live-streamed on the internet. Recordings of the meetings are also available online for the public to access after the event.

The Scrutiny Committee can operate in a number of ways, depending on the issue that they are looking into. The most common approaches are either to consider issues via a report at Committee meetings, or to set up a working group to look at an in-depth issue.

Since the introduction of the Wellbeing of Future Generation Act, Scrutiny has had a statutory role to scrutinise the work of the Public Service Boards. PSB's are accountable to Scrutiny Committees in respect of how they work jointly to improve the economic, social, environmental and cultural well-being of their area by contributing the achievement of the wellbeing goals in accordance with the sustainable development principle.

Under the Act, Scrutiny has the power to:

- Review or scrutinise the decisions made or actions taken by the PSB;

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- Reviewing or scrutinise the governance arrangements of the PSB;
- Acting as a consultee on key documents;
- Monitoring progress on the PSBs implementation for the wellbeing plan and assessing the delivery of objectives.

In carrying out these roles, the Scrutiny Committee can require any statutory member of the Board to give evidence, the capacity in which they do so must relate to the exercise of joint functions conferred on them as a statutory member of the board.

## **How can the public get involved in the Scrutiny Process?**

Scrutiny Committee meetings are normally open to the public and the agendas are published one week in advance of the meeting, on the Council's website. Members of the public are usually welcome to attend any Committee meeting to observe proceedings, but Scrutiny meetings have been held virtually since April 2020 in order to meet the social distancing requirements under Covid restrictions. The public have been able to watch the Committees live using a live stream service on the Council's website, or to view recordings of the meetings after the event.

Agendas, reports and minutes of meetings can be found on the [Council's website](#).

Members of the public can suggest items for the Scrutiny Committee to look into by writing, emailing or phoning the Democratic Services Team:

Democratic Services Team  
Newport City Council  
Civic Centre  
Newport  
NP20 4UR

Tel: 01633 656656

Email: [democratic.services@newport.gov.uk](mailto:democratic.services@newport.gov.uk)

## **What is the purpose of this Annual Report?**

Each year the Council produces a Scrutiny Annual Report, which is intended to give an overview of the work undertaken by each of the Overview and Scrutiny Committees over the previous 12 months. This report also sets out the planned actions for the next 12 months, summarised in Section 9, within the Action Plan for 2022/23.

This report looks at the work of the Scrutiny Committees from May 2021 to April 2022. The Annual Report is an essential tool for measuring the performance of Scrutiny, evaluating the progress made against previous targets and setting priorities for the coming year.

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# Key Developments

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The current Committee structure was adopted by the Council in May 2017. Since then, the Committees work has been focussed on the Council's scrutiny function relating to the roles below:

<b>Performance Monitoring</b>	Holding the executive to account
<b>Policy Review and Development</b>	Including consultation on decisions before they are made (pre-decision Scrutiny)
<b>Performance of partnerships</b>	in particular the PSB and One Newport (but also NORSE, EAS, SRS, Newport LIVE).
<b>Scrutiny of Corporate Strategies /Plans – Coordination / management</b>	Such as the Corporate Plan, Improvement Objectives. of work programmes - including referrals, policy review groups, recommendations monitoring and setting processes for looking at Corporate issues such as the budget, public engagement, the Corporate Assessment)

Scrutiny's function has made a greater impact by devoting three of the four Committees to performance-based work, becoming more outcomes based and linking to the Cabinet work programme, creating a cohesive approach to improve performance within the Council.

The four Committees;

- Overview and Scrutiny Management Committee
- Performance Scrutiny Committee – People
- Performance Scrutiny Committee - Place and Corporate
- Performance Scrutiny Committee – Partnerships

A training course facilitated by Academi Wales on Constructive Conversations was offered to all Scrutiny Chairs in July 2021, and the Chair of Overview and Scrutiny Management Committee took up the opportunity. The course focussed on the principles of constructive challenge, and the necessary skills to make a difference through questions and suggestions. The four week course aimed to provide attendees with tools and frameworks that supported achieving an effective level challenge, and making progress and impact in committee meetings.

Officers supporting Scrutiny received training from Public Governance Wales during the reporting period. The training focussed on the principles and methodology underpinning strong and effective scrutiny.

Below is a summary of the major developments and achievements this year.

## 1.1 **Performance Scrutiny Committee – Place and Corporate** **Performance Scrutiny Committee – People**

The Performance Scrutiny Committee for People met seven times during the period, and the Performance Scrutiny Committee for Place and Corporate met on six occasions during this time. During this period, there was a restructure which meant that the structure of the Council changed, however this did not have a material impact on the service areas scrutinised by each Committee.

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In June the Committees received end of year updates on Service Plans 2020-21 for each of the Service areas considered under their Terms of Reference, and have used this evidence base to scrutinise performance in a wider context. The Service plans have included financial information, links with corporate goals, Wellbeing goals and work towards goals set externally to the Council. These end of year updates also included details on how the Council have adapted and responded to the challenges faced by services and communities due to the pandemic. The Committees reflected on the response to the crisis, and also scrutinised the Council's Covid Recovery Aims that aim to ensure an effective response to the immediate and future needs of Newport's communities and businesses. The Committees thanked Officers for their work towards achieving the objectives, and for producing the comprehensive updates. A number of recommendations were made to Cabinet commending the quality of the updates, and to promote key achievements within Newport so that residents had an update on how the Council had taken actions to provide support during and subsequently to the pandemic. Committees also requested that information sharing seminars on a number of topics across the service areas were organised for all elected members in future to help with information sharing, for example, the Local Energy Plan.

Following on, in November 2021 the Committees considered mid-year updates on progress against objectives set for 2021-22 as part of the performance review cycle. The Committees reflected on the information regarding progress and challenges set out in the reports, and questioned officers during committees to draw out further information and context. The Committees requested further all-member seminar sessions on topics relevant to the updates, for example, the Burns Report. The People Committee also requested a visit to some of the key projects being delivered in Newport, such as Windmill Farm.

Outside of the cycle of performance review, the People Committee also scrutinised a report on In-House Residential Care and the Director of Social Services Annual Report. The Committee reviewed the current and planned developments in Children's Residential Care aimed at increasing the local provision available for looked after children, and the progress against the service area's objectives. The Committee were satisfied with progress made, and the model of provision that the Council was endeavouring to deliver.

The Director of Social Services presented the annual report concerning the delivery, performance, risks and planned improvements of the Social Services function in the Council. The Committee were asked to consider the report and their comments were added to the covering report when considered firstly by Cabinet, then Council. The Committee noted the report and requested some further statistics as a follow up to support the contextualisation of the report.

#### Staff Support during Covid-19

The Committee for Place and Corporate also considered reports setting out Staff Support during Covid-19 and an update on the Council's Economic Recovery Strategy. The report outlined the situation prior to the first lockdown of March 2020 and the subsequent actions taken by the Council, focussing specifically on the Health and Safety measures and support for employee well-being and communications. The Committee considered the actions taken to mitigate against staff welfare issues and consider if there were any further opportunities to support the workforce. The Committee Members were satisfied with the support provided to staff throughout the Covid-19 pandemic set out in the report.

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### Economic Recovery Strategy

The Council considered the Economic Recovery Strategy and presentation on the progress against the key objectives of the plan supporting Newport businesses and investment. The Committee noted the commitment and resilience shown by Officers and the wider Council during the challenging period and subsequent issues caused by the pandemic. The Committee made recommendations to Cabinet that the effective relationships and communication developed with local businesses and other parts of the community continue to be developed.

Both of these Committees also considered Draft Budget proposals relevant to their respective service areas as part of the Council's budget setting consultation process. The Committee's assessments of the proposals and considerations in taking the decisions were shared with Cabinet. The Committee's feedback on the budget process and public engagement were shared with Overview and Scrutiny Management Committee.

## **2.2 Overview and Management Scrutiny**

The Committee convened on eight occasions during this period.

### New Normal

The Committee considered the potential opportunities, disadvantages and considerations with regard to potential changes to the Council's operating model under the Council's New Normal strategy. The Committee helped to shape the approach to staff welfare, and recommended that residents can continue to access the services they need in the most appropriate way. Members explored the barriers and opportunities these changes posed in terms of active travel, using available technology, and potential outcomes regarding the Council's estate.

### Annual Safeguarding Report

The Committee considered the Annual Safeguarding Report, which retrospectively summarised the challenges faced during and post-lockdowns, which had impacted on all service areas. The Committee noted the consistent increase of referrals to the Safeguarding team, and explored the Council's capacity to respond to these complex issues effectively, considering structure, resource and capacity.

### Annual Information Risk Report 2021/ Annual Digital Report 2020-21

The Committee appraised the Annual Information Risk Report 2021 as part of the Council's best practice approach to information management and security. The report provided the Committee with an overview of arrangements in place and highlighted the importance of information governance. The Committee sought further information and clarification through their line of questioning, and were satisfied with the comprehensive responses received. In the same meeting, the Committee went on to evaluate the Annual Digital Report 2020-21 which had some similarities in content to the Information Risk Report, due to the interwoven nature of the work in these areas. The Committee noted the key role that technology played in the Council's response to the pandemic during this period, and how this had been supported through Digital Services. The Committee noted this achievement and asked questions concerning the future development of technology and digital services for staff and residents, and the funding arrangements underpinning this.

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### Public Spaces Protection Orders

In July 2021, the Committee considered two papers concerning Public Spaces Protection Orders (PSPO). Firstly, the Committee helped to shape the consultation and engagement for the Public Spaces Protection (dog control) Order 2021, which sought to improve the local community's quality of life and public health through new restrictions on how people may use specified areas. This order covered issues such as the control of dogs on public sites including dog fouling, keeping dogs on leads and excluding dogs from specified zones or sites. Secondly, the Committee considered the extension of the City Centre PSPO, and again made recommendations concerning the public consultation, as well as the terms of the PSPO itself.

Later in the reporting period, the Committee considered and reviewed the outcome of the consultation for both PSPO's following completion, and approved the Orders to be considered at Full Council.

### Corporate Annual Report and Director of Social Services Report

The Committee were presented with the 4<sup>th</sup> Corporate Annual Progress Report 2020-21 on the Council's progress against the Corporate Plan 2017-22, alongside the annual reports from the Director of Social Services. The reports reflected on the previous year, assessing the progress and improvements made, and the plans for development in the remainder of the term. Whilst detailed performance updates for each of the service areas were considered by Performance Scrutiny Committees in earlier meetings, the Corporate Annual Report summarised the Council's overall delivery against service plans and statutory requirements for the Committee's consideration. It was noted that there had been some significant changes in national and local measures during this time due to the wide-reaching impacts of the pandemic, and these had been considered in detail in the Performance Scrutiny Committees, before the over-arching report was brought to Overview and Scrutiny Committee. The Committee deliberated the context and challenges contained in the reports through their lines of questioning, and thanked officers for their efforts during the challenge period.

### Climate Change Strategy

The Committee were presented with a draft report on Climate Change Strategy, and were asked for their comments and recommendations prior to a period of consultation with residents. The Committee made recommendations concerning the methods of consultation, and commented on the draft strategy. The Committee requested further information regarding statistics and costs, and recommended that the report include more Welsh language content prior to moving to Full Council.

### Welsh 5 Year Strategy

The Committee were presented with the Council's five-year strategy setting out how the Council will promote and facilitate the use of Welsh for staff and residents. The Committee were asked to consider whether the Strategy reflects the Council's ongoing commitment to the Welsh language effectively.

### 2022/23 Budget and Medium Term Financial Plan (MTFP)

In accordance with the Council's Constitution, the Committee was engaged as part of the consultation process Cabinet is required to conduct regarding the proposals, before recommending an overall budget and required council tax to the Council for approval. The

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Committee was asked to consider the process undertaken for the draft budget proposals, the public engagement undertaken and to make any comments on the budget process or the public engagement to the Cabinet. The Committee were also asked to endorse the comments made by the Performance Scrutiny Committees to be forwarded to the Cabinet. The Committee asked questions regarding the report content, the process of consultation and the recommendations from the Scrutiny Committees.

The Committee noted that receiving consultation data sooner would enable them to be more constructive in their recommendations and comments, however, the Committee noted the challenges in the budget setting timetable, particularly as the budget draft settlement had been received later than usual in this year. The Committee submitted their comments and recommendations as part of the consultation process.

## **2.3 Performance Scrutiny Committee- Partnerships**

The Committee met on eight occasions during this period to scrutinise performance of Partnerships

### **Regional Public Services Board**

The Committee considered the arrangements for the formation of the Regional Public Services Board (PSB), and what this could entail for the Council as a result. The report took Members through the formation of the Regional Gwent Services Board and the Regional Public Services Board in every area in Newport, such as One Newport which was established by the Wellbeing Future Generations Act. The Members line of questioning explored the administration and terms of the arrangement, and the opportunities and challenges that the Regional PSB offers. The Committee raised a number of queries that they wished to be part of the considerations; they recognised that the Board arrangements were still being developed, and requested to be kept appraised of progress.

### **Public Services Board Well-being Plan Annual Report 2020-21**

The Committee considered the Wellbeing Plan Annual Report presented by the Public Services Board (PSB), and submitted their comments to be shared with the PSB. Partners were invited to be part of the meeting and updated the Committee on progress made against the four Wellbeing objectives of the plan. The Committee welcomed the detailed update, and the responses to their queries. The Committee felt that the report and update reflected the strength of the partnership arrangements, both in the significant achievements made, but also in the transparency around the issues and challenges being addressed.

### **Norse Joint Venture Partnership**

In November 2021, the Council's partnership with Norse was scrutinised by the Committee. The Committee considered the comprehensive report shared, and considered the content and partnership arrangements through their line of questioning. Following up on the content of the Committee explored the performance and financial performance through their queries with the officers present. Members noted the value of the opportunity to appraise the partnership, and recommended that the performance update come to the Committee on an annual basis.

Education Assessment Service – Value for Money 2021-22 / Education Achievement Service Business Plan 2022-25

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The Committee also considered the externally commissioned Education Achievement Service (EAS) Regional Value for Money (VfM) report 2020-21 and presentation. The Committee appraised the progress being made since the previous report update, and how well the consortium was working together to deliver value for money. The Committee were satisfied with the report, and shared their summary comments to the Cabinet Member and the EAS.

Later in the reporting cycle, the Committee scrutinised the EAS Business Plan 2022-25 as part of the wider consultation process. The Committee considered the updated plan, and made recommendations to Cabinet that commended the clarity of the information set out in the report.

#### Shared Resource Services (SRS) Update

In December 2021, the Scrutiny Committee considered an update report on the Shared Resource Service's arrangements for IT service delivery. The SRS has provided a number of updates to Scrutiny since Newport City Council joined the partnership in April 2017, but due to the impact of the Covid-19 pandemic and the development of a new work programme there had been a delay in returning to Committee to following up on previous recommendations. The Committee assessed the update upon the SRS's progress to date, particularly focussing on the information regarding delivering the Investment Objectives. The Members noted the content of the report and reflected on the challenges posed by the pandemic, which had been overcome through the deployment of additional IT kit and functionality to officers and schools. The Committee noted the progress made and put forward a number of comments to the SRS and officers.

#### Unaccompanied Asylum Seeking Children

Committee Members were appraised on the contribution of Newport City Council in supporting Unaccompanied Asylum Seeking Children (UASC) entering care, following being dispersed in line with the National Transfer Scheme (NTS). Members considered the information set out in the report, and followed this up with their line of questioning to understand the collaborative approach to this complex issue. The Committee presented some recommendations, and requested an annual update on this topic to include further cases studies and where there had been positive outcomes for the children supported through the Council's services.

#### Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV)

Officers presented an update on Gwent Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) strategy 2018 – 2023, which was approved by each of the Gwent Public Services Boards in 2018. prior to publication in May 2018. The report described the progress made against the six strategic priorities of the Strategy in 2020/21. The Committee considered the report and the progress of the key strategic priority work plans for VAWDASV within the corporate arrangements for the whole Council. The Committee noted the positive work of the partnership and committed to member training, and promoting awareness of programmes and support available within their communities. The Committee recommended developing the partnership further in Newport with additional organisations, and requested anonymised and redacted case studies be included in future reports where appropriate.

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#### Gwent Local Assessment of Wellbeing Consultation

The Committee scrutinised the consultation draft concerning the Assessment and submitted their comments to the Public Services Board for consideration. The Wellbeing of Future Generations (Wales) Act 2015 statutory guidance 'Shared Purpose – Shared Future' sets out a requirement for each Public Services Board (PSB) to prepare and publish an assessment of the state of economic, social, environmental and cultural well-being in its area no later than a year before it publishes its local well-being plan. Following establishment of the Gwent PSB the first Gwent Well-Being Assessment was scheduled to be published by 5th May 2022, and this was an opportunity for the Committee to discuss the draft and comment on the consultation process. The Committee noted the work that had produced the draft consultation, and requested that they would be appraised of progress and provided with additional data in further updates.

#### One Newport Wellbeing Plan 2021-22 Q2 Performance

In February 2021, partners such including Anuerin Bevan Health Board, Natural Resources Wales and GAVO presented Scrutiny with an update on the progress made against the key steps of the five objectives set out in the well-being plan as agreed by the partners. The update reflected the collaborative work that was carried out through the partnership arrangements rather than in individual agencies or organisations. The Committee noted the performance updates, and thanked the partners for attending to provide updates and answer queries. The Committee requested further information on developments and initiatives and suggested further opportunities to progress towards the intended outcomes set out in the plan.

#### Newport Barnardo's Strategic Partnership

Social Services and Barnardo's updated the Committee on the longstanding partnership between the organisations. Members were asked to review the work of the Barnardo's Partnership in providing effective family support services for children and families in Newport, and to consider for proposals for continued work and developments in 2022/23. The Committee praised the partnership for the detailed presentation and report, and the regional recognition of the collaborative approach. Members endorsed the aim to increase accessibility of services in all communities and requested further information regarding some of the challenges faced by residents.

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## 9. Actions 2021-22 Update

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Ref	Proposal for Improvement	Intended Outcome	Status	Update
1	Develop a structured programme for member training and development to improve members' scrutiny skills and improve their understanding of their scrutiny role as part of the induction programme for new members following the May 2022 local elections.	Members understanding of their Overview and Scrutiny Role increases	Completed	A full induction curriculum has been developed to support Members induction for the first 12 months following local elections in May 2022. This includes training for Scrutiny Committee Members and Chairs.
2	<p>Providing further training for scrutiny members on the new socio-economic duty under the Equality Act to improve their understanding and consideration of the duty when undertaking scrutiny activity.</p> <p>Develop revised report templates for scrutiny, to include specific reference to the socio-economic duty.</p>	The principles of the socio-economic duty are more familiar to members and those are applied during scrutiny processes	Completed	<p>Training on the socio-economic duties under the Equality Act was presented to Members in 2021, and training on the Equality Act is part of the planned induction curriculum for rollout post-local elections.</p> <p>Revised report templates were rolled out in May 2021</p>
3	Effectively holding Cabinet members to account for service performance when invited to scrutiny meetings.	Ensure that the Council has arrangements to enable scrutiny to hold Cabinet members to account more effectively and ensure Cabinet Members are equipped and prepared to be held accountable for the roles they hold.	Completed	During this period Cabinet Members attended Performance Scrutiny Committees as part of the reporting cycle and responding to questions from Committee Members on agenda items. Performance Scrutiny. This has supported accountability for service delivery through the performance management and service planning process.

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4	Reviewing the role of Scrutiny Committees in the light of the new corporate performance self-assessment process, the arrangements for regional PSB's and the development of CJC's	Ensure that the Scrutiny arrangements meet the requirements of the Local Government & Elections (Wales) Act 2021 and continue to operate effectively in the light of the legislative changes.	Ongoing	<p>In March 2022, Governance and Audit Committee recommended integrating the self-assessment into the Council's annual Corporate Well-being Report (Annual Report) to assess the overall performance and governance of the organisation.</p> <p>The Council will also update its Planning, Performance and Risk Management Framework and its supporting Planning and Performance Policy to incorporate the new requirements of the legislation. The revised framework and policies will be presented in 2022/23.</p> <p>Discussions at the Gwent wide leadership group 'G10' and at each PSB about the merger of the Gwent PSBs to form a single regional PSB took place during this time, however, no decision was made to agree the proposal during the period. Discussions with Partnerships Scrutiny will be ongoing and continue, to ensure the development of effective local Scrutiny for Newport partnership arrangements. This will include a range of work including community safety and the ongoing monitoring of the current Well-being Plan.</p>
5	Develop and publish a Public Engagement Strategy to ensure arrangements are put in place to support public involvement and	Ensure that the Scrutiny arrangements meet the requirements of the Local Government & Elections	Completed	A Participation Strategy was developed through Democratic Services Committee and in consultation with residents. The Strategy was adopted by Full Council in May 2022.

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	<p>participation. To include:</p> <ul style="list-style-type: none"> <li>- Utilising social media to promote Committee work.</li> <li>- Encourage public participation and involvement.</li> <li>- Improving the public's engagement with the scrutiny function by using a wider range of engagement methods</li> </ul>	<p>(Wales) Act 2021 in terms of public engagement and participation.</p>		<p>The key objectives in the strategy aim to;</p> <ul style="list-style-type: none"> <li>• Promote awareness of the functions the council carries out to local residents, businesses and visitors.</li> <li>• Share information about how to go about becoming an elected Member, or Councillor, and what the role of Councillor involves.</li> <li>• Provide greater access to information about decisions that have been made, or that will be made by the council.</li> <li>• Provide and promote opportunities for residents to provide feedback to the council, including comments, complaints and other types of representations. Promote awareness of the benefits of using social media to communicate with residents to Councillors.</li> </ul>
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## 9. Actions 2022-2023

Ref	Proposal for Improvement	Intended Outcome	Completion Date	Responsible Officer
1	Review membership of committees, including Chairs, following local elections in May 2022	The scrutiny structure will meet legislative requirements and reflect the proportionality of political groups elected to Council, as per the Council's Constitution.	May 2022	Democratic and Electoral Services Manager and elected members
2	Deliver a structured programme for member training and development to improve members' scrutiny skills and improve their understanding of their scrutiny role as part of the induction programme for new members following the May 2022 local elections.	Members understanding of their Overview and Scrutiny Role increases	May 2023	Democratic and Electoral Services Manager
3	Reviewing the role of Scrutiny Committees in the light of the new corporate performance self-assessment process, the arrangements for regional PSB's.	Ensure that the Scrutiny arrangements meet the requirements of the Local Government & Elections (Wales) Act 2021 and continue to operate effectively in the light of the legislative changes.	March 2023	Democratic and Electoral Services Manager and Scrutiny Advisors
4	The end to end Scrutiny process of support for Scrutiny will be reviewed in collaboration with Officers and Chairs as part of the continuous improvement cycle.	Opportunities to strengthen scrutiny arrangements will be identified and implemented	May 2023	Democratic and Electoral Services Manager, Scrutiny Chairs, Scrutiny Advisors and Senior Leadership Team

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