

Agenda

Pwyllgor Rheoli Trosolwg a Chraffu

Date: Dydd Gwener, 1 Rhagfyr 2023

Time: 10.00 am

Venue: Hybrid Meeting

To: Councillors P Hourahine (Cadeirydd), B Davies, G Horton, P Bright, C Baker-Westhead, S Cocks, M Evans and L James

Item	Wards Affected
1	<u>Ymddiheuriadau</u>
2	<u>Datganiadau o ddiddordeb</u>
3	<u>Cofnodion y Cyfarfod Diwethaf</u> (Tudalennau 3 - 6)
4	<u>Cynllun Pobl 2023-2028</u> (Tudalennau 7 - 44)
5	<u>Adroddiad Blynyddol Craffu 2022-23</u> (Tudalennau 45 - 64)
6	<u>Casgliad Adroddiadau Pwyllgorau</u>
7	<u>Adroddiad Cynghorydd Craffu</u> (Tudalennau 65 - 72) a) Camau Gweithredu'n Codi (Atodiad 1) b) Diweddariad ar y Rhaglen Gwaith i'r Dyfodol (Atodiad 2)
8	<u>Digwyddiad Byw</u> Cliciwch yma i wyllo'r cyfarfod.

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Date of Issue: Dydd Gwener, 24 Tachwedd 2023

Mae'r dudalen hon yn wag yn

Minutes



Overview and Scrutiny Management Committee

Date: 27 October 2023

Time: 10.00 am

Present: Councillors P Hourahine (Chair), B Davies, G Horton, P Bright and M Evans

In Attendance: Rhys Cornwall (Strategic Director - Transformation and Corporate Centre), Janice Dent (Policy and Partnership Manager), Silvia Gonzalez-Lopez (Waste Recycling Strategy Manager), Tracy McKim (Head of People, Policy and Transformation), Steve Manning (Senior Scientific Officer) and Kate Wood (Project Manager)

Samantha Schanzer (Scrutiny Adviser), Taylor Strange (Governance Support Officer), Emily Mayger (Governance Support Officer)

Apologies: Councillors S Cocks and L James

1 Declarations of Interest

None.

2 Minutes of the Previous Meeting

- The Committee asked whether there had been any further response from the University of South Wales. The Strategic Director for Transformation and Corporate informed Committee that there was no new information.

The minutes of the previous meeting held **9th October 2023** were **accepted as a true and accurate record**.

3 Air Quality Action Plan

Invitees: Steve Manning (Senior Scientific Officer)
Silvia-Gonzales Lopez (Head of Environment and Public Protection)

The Head of Environment and Public Protection presented the report.

- The Committee questioned why there had been a gap between Plans and why NO₂ was the only particulate measured. The Senior Scientific Officer noted the gap between Plans and assured Committee that updating the Plan had been their focus in the three years since they had joined Newport City Council. They informed Committee that NO₂ was measured as it was what they were most readily able to monitor and NO₂ values could indicate with reasonable certainty the levels of other particulates. They informed Committee that with future legislation and the Environment (Air Quality and Soundscapes) (Wales) Act in 2025, there would be

greater emphasis placed on other monitoring, but they were waiting on direction and resource from Welsh Government (WG) for this.

- The Committee asked for the parameters shown in table 5.5 to be explained in layperson's terms and the Senior Scientific Officer did this.
- The Committee felt that the report was difficult to read and understand which could be improved upon to ensure that the information is accessible. The Senior Scientific Officer explained that the document was fairly raw and agreed it could be improved but explained that they had to adhere to the template provided by WG and ensure that all information required to be reported is demonstrated. The Head of Environment and Public Protection noted that a secondary, more accessible document could be created to accompany the technical document and consultation process. The Committee welcomed a summary document.
- The Committee asked how data for 2024 had been collected. The Senior Scientific Officer explained that the data had been predicted via modelling.
- The Committee asked whether the 20mph limit would affect pollution. The Senior Scientific Officer highlighted the modelling data but informed Committee that they must also look to real-world examples, and that no significant issue was added as a result.
- The Committee noted that some monitored areas had seen no change or a worsening air quality report. The Senior Scientific Officer highlighted that areas that approached breaching air quality standards would require an in-depth monitoring review but noted that the overall trend showed a decrease.
- The Committee asked whether this report would be presented to Cabinet. The Head of Environment and Public Protection noted that it would be presented to Cabinet post-consultation.
- The Committee felt that the animation provided was helpful but raised concern regarding the consultation survey questions and asked what they wanted from the public from the consultation. The Senior Scientific Officer explained that it was a work in progress. The Head of Environment and Public Protection assured Committee that the consultation was not limited to the document provided and informed Committee that there were direct discussions taking place with AQMA groups and organisations and that the survey was designed to capture third party views.
- The Committee highlighted that there were 17 questions in the survey document and only 5 were directly relevant to the information regarding air quality. The Head of Environment and Public Protection noted that there were a number of questions standard in any survey. The Strategic Director for Transformation and Corporate highlighted that equalities data questions were optional to those answering a survey and was included to ensure communities were not missed from receiving information.

Conclusions:

- The Committee recommended that a summary document be created that is accessible and understandable for laypeople and includes hyperlinks to other relevant documents for those who wish to read further. The Committee recommended that this is published to the website and alongside the consultation document.

4 Budget and Engagement Update

Invitees: Rhys Cornwall (Strategic Director for Transformation and Corporate)
Tracy Mckim (Head of People, Policy and Transformation)
Robert Green (Assistant Head of Finance)

The Strategic Director introduced the report. The Assistant Head of Finance gave a summary of the position, and the Head of People, Policy and Transformation gave a summary of the consultation position.

- The Committee noted that the 2023-24 budget had reflected the population increase over five years and questioned whether assumptions based on the 2021 census would be seen this year. The Assistant Head of Finance informed Committee that WG introduced half of the impact of the increase last year and that they were working on the basis that the full impact would be seen this year. They were waiting to see whether WG make any change to reflect subsequent population changes since the census.
- The Committee asked why fewer responses had been received and felt that an ongoing budget survey on the website might be beneficial. The Head of People, Policy and Transformation was confident that the survey not going out to bus wifi surveys was in part responsible. They explained that they had included this survey with the community safety survey as it was usually popular. They highlighted that there had been a lot of consultations this year and survey fatigue was important to be mindful of. The Head of People, Policy and Transformation understood the point regarding a year-long survey and highlighted the importance of capturing the moment where people want to give their views.
- The Committee felt that in future, going out on the public safety survey might not be helpful. The Strategic Director explained that this was done to make the process more efficient but understood the point.
- The Committee thanked Officers for the quality of questions and clear layout.
- The Committee asked whether responses regarding specific savings and investments from the previous consultation had been used to form questions for this survey and whether questions which asked for alternative savings or solutions were being used. The Strategic Director informed Committee that these responses were used for intelligence which helped focus work when looking at budget savings and investments and that questions asked this year would be regarding the proposed savings for the year 2024-25. The Head of People, Policy and Transformation noted that specific responses focused on more specific topics rather than offering solutions. The Committee felt that it was important to allow residents to give their opinions and take suggestions on board.
- The Committee asked whether there was anything to learn from Blaenau Gwent County Council. The Committee felt that ward meetings regarding this would benefit from Finance Officers being present. The Strategic Director agreed that learning from other authorities was a fair point and informed Committee that in previous years, presentations were taken to ward meetings. They noted that this year's format hadn't yet been looked but agreed it was a valid point to take forward.

The Chair ended the broadcast to receive the confidential Scrutiny Topic Referral.

5 **Scrutiny Adviser Reports**

A) **Action Sheet**

The Scrutiny Advisor noted that the majority of actions had been completed. The Scrutiny Advisor noted one action where a response had been received but they were waiting for clarification on whether more information was required.

B) **Forward Work Programme**

The Scrutiny Advisor presented the Forward Work Programme and noted no changes.

C) **Scrutiny Topic Referral**

The Committee accepted the Scrutiny Topic Referral and agreed to make arrangements.

6 **Live Event**

[Click here to watch the recording.](#)

Scrutiny Report

Overview and Scrutiny Management Committee

Part 1

Date: November 2023

Subject **People Plan 2023-2028**

Author **Scrutiny Advisor**

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

Invitee:	Area / Role / Subject
Rhys Cornwall	Strategic Director for Transformation and Corporate
Tracy McKim	Head of People, Policy and Transformation
Kevin Howells	HR and OD Manager

Section A – Committee Guidance and Recommendations

1 Recommendations to the Committee

The Committee is asked:

1. To consider the People Plan 2023-2028 and assess whether the information contained within is adequate to develop and understanding of the aims, priorities, and actions of the Plan.
2. To determine whether it wishes to make any comments and recommendations to Cabinet.

2 Context

Background

- 2.1 Following the creation and agreement of the new Corporate Plan 2022-2027, several critical plans have been developed and the People Plan 2023-2028 is the latest Plan to be received by the Overview and Scrutiny Management Committee.
- 2.2 The People Plan 2023-2028 sets out the people practice focus for the immediate period and subsequent years to ensure that priorities are clearly set. It is a piece of work which deliberately

attempts the coordination of plans, actions and initiatives aimed at effectively managing Newport City Council's workforce.

Summary





- 2.3 The People Plan 2023-2028 sets out and defines four Strategic Themes:
- Representation and Transformation
 - Employee Wellbeing
 - Employee Engagement
 - Employee Experience
- 2.4 The Plan sets out objectives and measures of success (also known as actions) for each theme.
- 2.5 Measures of success are a current outline of the types of activity that will be considered and will develop within the Plan as the years progress.
- 2.6 Following Committee's review and any feedback, this Plan will be presented to Cabinet.


Previous Consideration of this item

- 2.6 This item has not been brought to Committee previously.

3 Information Submitted to the Committee

- 3.1 Attached at **Appendix 1** is the People Plan 2023-2028.
- 3.2 The Plan contains:
- An explanation of the purpose of the Plan
 - The four Strategic Themes
 - The objectives and current Measures of Success for each theme
 - An explanation of how the Plan intends to measure progress and invite review and
 - (For information) the four employee values and behaviours.
- 3.3 The 5 Ways of Working have been considering in the creation of the Plan in accordance with the Well-being of Future Generations (Wales) Act 2015:

Long term		The development of the People Plan and next steps thereafter will support longer-term aspirations and ensure a sustainable workforce for the future
Prevention		The work described and recommended in this paper will contribute to building and mobilising workforce capacity to contribute to the prevention of mitigating workforce concerns
Integration		The integrated approach to developing the plan with a variety of stakeholders will help support integration and partnerships working with colleagues and interested parties.
Collaboration		Collaboration with partners throughout the organisation (and externally) will support the achievement of the Strategic Aims

		and allow a number of diverse perspectives to be explored and represented in the People Plan.
Involvement		As above, stakeholders have been involved and will continue to be involved in the development of the People Plan.

4. Suggested Areas of Focus

4.1

<p>The role of the Committee in considering the report is to:</p> <ul style="list-style-type: none"> • Consider: <ul style="list-style-type: none"> ○ The four Strategic Themes, their objectives and measures of success. ○ The information provided for each theme, objective and measure of success. ○ Any ways in which to improve or enhance the content of the Plan. • Determine whether the Committee wish to make any comments and recommendations on the People Plan 2023-2028 to Cabinet. • Conclusions: <ul style="list-style-type: none"> ○ What was the overall conclusion on the information contained within the report? ○ Is the Committee satisfied that it has had all of the relevant information to base a conclusion on the quality of the People Plan 2023-2028? ○ Do any areas require a more in-depth review by the Committee? ○ Do the Committee wish to make any Comments / Recommendations to the Cabinet?
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4.2 Wellbeing of Future Generation (Wales) Act

5 Ways of Working	Types of Questions to consider:
<p>Long-term</p> <p>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</p>	What consideration have you given to the long term trends that could affect your proposal or; how could your proposal impact these trends?
	How will the needs of your service users potentially change in the future?
<p>Prevention</p> <p>Prevent problems occurring or getting worse.</p>	What is the objective (or the desired outcome) of this proposal?
	How are you addressing these issues to prevent a future problem?
	How have the decisions, so far, come about? What alternatives were considered?
<p>Integration</p>	Are there any other organisations providing similar / complementary services?

Considering how public bodies' wellbeing objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.	Have you consulted with the health board, third sector, emergency services, businesses and anyone else you think might be impacted?
	What practical steps will you take to integrate your project with existing plans and strategies of other public organisations to help us all contribute fully to the seven national well-being goals?
<p style="text-align: center;">Collaboration</p> Acting in collaboration with any other person (or different parts of the organisation itself).	Who have you been working with? Why? Who have you collaborated with in finding out more about this problem and potential solutions?
	How are you co-working with other sectors?
	How are you using the knowledge / information / good practice of others to inform / influence the Council's work?
<p style="text-align: center;">Involvement</p> The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.	How have you involved the people who are being impacted by this decision?
	How have you taken into account the diverse communities in your decision making?
	How have you used different / alternative methods to reach people and involve them?
	How will you communicate the outcome of your decision?

4.3 Suggested Lines of Enquiry

The Committee may wish to consider:

- How are staff voices incorporated into the Plan?
- How will the Plan monitor progress in its annual reports to Committee – will the RAG system be used for Measures of Success?
- How will we engage with partners to best achieve objectives?
- How will awareness be raised for objectives requiring staff involvement such as networks, social groups, upskilling opportunities etc?
- What new approaches can be taken to increase diversity within Newport City Council?

Section B – Supporting Information

5 Links to Council Policies and Priorities

Well-being Objective	1 – Economy, Education and Skills	2 – Newport's Environment and Infrastructure	3 – Preventative and Equitable Community and Social Care	4 – An Inclusive, Fair and Sustainable Council
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Aims:	Newport is a thriving and growing city that offers excellent education and aspires to provide opportunities for all.	A city that seeks to protect and enhance our environment whilst reducing our carbon footprint and preparing for a sustainable and digital future.	Newport is a supportive city where communities and care are at the heart of what we do.	Newport City Council is an inclusive organisation that places social value, fairness and sustainability at its core.
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5.1 This Plan has strong links to Objectives 1 and 4.

6 Background Papers

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan 2022-27](#)
- [Digital Strategy 2023-27](#)
- [Strategic Equality Plan 2020-24](#)
- [People and Culture Strategy 2017-22](#)

Report Completed: November 2023

Mae'r dudalen hon yn wag yn

People Plan 2023-2028

Purpose

To present the draft of the Councils People Plan to Overview and Management Scrutiny Committee for feedback prior to final draft being submitted to Cabinet in December 2023.

Background

Following local elections in 2022, the Council developed its new Corporate Plan and agreed this later in 2022. During 2023 a number of our critical plans have been developed, such as the Digital Strategy and next year the new Strategic Equality Plan.

A People Plan is a critical component of the Councils overall strategy and delivery of the Corporate Plan. Its purpose is to set out people practice focus for the immediate period and into the next few years, ensuring we have a clear set of priorities for our most valuable asset, our people. It is a deliberate attempt at coordinating plans, actions, and initiatives aimed at effectively managing our workforce.

The development of our People Plan commenced mid 2023 alongside work on our employee led Values and Behaviours that our staff have been involved in creating. These Values and Behaviours are an integrated element of our overall People Plan and have been developed by our staff and due to be launched in the new year.

The development of our People Plan has included a considerable amount of engagement with various aspects of our workforce as noted. This covering report aims to provide a understanding of what a People Plan entails, its importance, and what we consider our priorities are as a Council. The employee Values and Behaviours are also contained in the draft for clarity, which are already agreed by officers.

Development

The People Plan has been developed with considerable engagement. A number of development sessions have been held to consider the relevant activities important to the organisation with regards to its people. The development sessions included engagement with the wider Human Resources and Organisational Development functions initially, ensuring linkage to workforce issues and service area workforce plans.

Engagement then followed with staff and networks, the Newport Manager Network and staff survey feedback. Other core strategies were identified and engagement took place with several other key stakeholders responsible for supporting key strategies such as the Corporate Plan, Strategic Equality Plan, Digital Strategy and other core strategies. As our People themes and actions began to emerge the Corporate Management Team, Directors, and Chief Executive all considered and provided feedback on our identified themes. Our employee voice groups such as our staff networks and our Trade Unions through our Employee Partnership Forum have all been provided with the draft and opportunity to provide feedback. The Employee Partnership Forum is also chaired by the lead Cabinet Member who has been part of the discussions.

Our Strategic Themes

Our Strategic Themes that have emerged are:

Representation & Transformation	Employee Experience
Employee Engagement	Employee Wellbeing






The draft People Plan document included in this note pulls these themes together outlining the Strategic Aims, Objectives and the Measures of Success.

Notes

- It is acknowledged that Measures of Success (or actions) are an outline of the type of activity that will be considered, it should be considered that this is a plan for the next years and therefore whilst the themes will remain, it may be appropriate to consider additional Measures of Success as it develops. Therefore, the measures are not set in stone as at today and will develop over the time of the plan.
- The People Plan attached is a draft document. Following Scrutiny feedback this will progress to Cabinet, and professional design including suitable graphics will take place considering engaging materials and accessibility.
- The Values in the People Plan are an officer led process.
- Monitoring of the plan will take place through the normal service area plan arrangements.
- A communication and engagement plan is being developed for both the People Plan and Values and Behaviours elements and we will continue to work with our employees through our staff engagement arrangements on this.

Well-being of Future Generations (Wales) Act 2015

In developing our plan the Well-being of Future Generations (Wales) Act 2015 has been supported and considered. The 5 principles are outlined below.

Long term		The development of the People Plan and next steps thereafter such as Workforce Plan will support longer-term aspirations and ensure a sustainable workforce for the future
Prevention		The work described and recommended in this paper will contribute to building and mobilising workforce capacity to contribute to the prevention of mitigating workforce concerns
Integration		The integrated approach to developing the plan with a variety of stakeholders will help support integration and partnerships working with colleagues and interested parties.
Collaboration		Collaboration with partners throughout the organisation (and externally) will support the achievement of the Strategic Aims and allow a number of diverse perspectives to be explored and represented in the People Plan.
Involvement		As above, stakeholders have been involved and will continue to be involved in the development of the People Plan.

PEOPLE PLAN 2023 - 2028

Newport City Council



**Mae'r ddogfen hefyd ar gael yn Gymraeg.
This document will also be available in Welsh.**

DRAFT

Our Workforce

Our Corporate Plan, which sets out our main priorities organisationally, our strategic principles and aims to deliver ‘An Ambitious, fairer and greener Newport for everyone’. To deliver on our Corporate Plan, our workforce must be representative, supported, motivated and engaged. Our commitment as a workforce will shape the delivery of our Corporate Plan in an evolving and transforming environment. We have a valued and committed workforce, often going far over and above for our residents, without exception this commitment and drive will continue into the new People Plan as staff demonstrate and embed our aspirations.

Our People Plan sets out the Council's immediate focus to supporting our workforce to achieve success and deliver our Corporate Plan. Within our People Plan we have set out our employee led and developed Values and Behaviours. The four strategic themes of our People Plan and the four themes of our Values and Behaviours will embed our workforce approach and support our culture.

As services transform into the future, and delivery methods and models evolve, our success will rely on all our staff, partners and social partnership arrangements to engage and model Council aspirations with our Corporate Plan and People Plan.

Strategic Themes of our People Plan 2023-2028

- **Representation & Transformation**
We will ensure our workforce is more representative of the city we serve, whilst enabling a forward thinking, collaborative and transformational workforce. A workforce that is prepared will help the Council achieve positive progress in its transformation work and improve representation.
- **Employee Wellbeing**
We will promote and support the Wellbeing of our workforce. Employee Wellbeing is a core element of employee engagement and organisational performance. The Wellbeing of our staff is critical in creating a positive working environments for our staff to thrive.
- **Employee Engagement**
We will improve Engagement activity across the Council. Employee Engagement helps support commitment and performance, our values and behaviours and a willingness to deliver for our citizens.
- **Employee Experience**
We will review and develop our employer of choice and value proposition by reviewing our Employee Experiences, supporting recruitment and retention.

Representation & Transformation

We will ensure our workforce is more representative of the city we serve, whilst enabling a forward thinking, collaborative and transformational workforce. A workforce that is prepared will help the Council achieve positive progress in its transformation work and improve representation.

Strategic Theme	Objective	Actions/Measure of Success
<p>We will ensure our workforce is more representative of the city we serve, whilst enabling a forward thinking, collaborative and transformational workforce. A workforce that is prepared will help the Council achieve positive progress in its Transformation work and improve Representation areas.</p>	<p>Develop employee networks, building belonging in the workplace.</p> <p>Addressing under-representation of groups in the workforce by:</p> <ul style="list-style-type: none"> • Increase diversity, offering various opportunities to work for Newport City Council including at an entry level with schemes for apprenticeships, traineeships, graduates and volunteering, but also fostering a role modelling approach for our internal talent. • Become an inclusive organisation that represents the citizens of Newport, providing equitable opportunity for people to succeed and places the citizen at the centre. <p>Ensure inclusivity by raising awareness of different beliefs and cultures focusing on respecting and understanding differences between individuals.</p>	<p>Clarify the purpose of the networks and agree terms of reference.</p> <ul style="list-style-type: none"> • to influence and challenge the organisation. • Create a sense of belonging in the workplace. <p>Determine whether any new networks are needed. Create the access points for employees to join networks, including onboarding.</p> <p>Review of the current data available on representation and ensuring its robust and complete by using employee details in ESS.</p> <p>Review recruitment and selection practices to ensure there are no missed opportunities and ensure processes are transformed where required.</p> <p>Support recruitment events in the City to attract a variety of groups of staff to the Council.</p> <p>Raising awareness of different beliefs and cultures</p>

	<p>Promoting the use of the Welsh language by increasing the number of Welsh speakers</p> <p>Supporting the organisations readiness for Transformation.</p>	<ul style="list-style-type: none"> • With the networks, create a central point of important events and promote and advertise these. • Consider creating employee charters. <p>Ensure HR policies, systems and documents are up to date and available in Welsh.</p> <p>Develop the use of videos or other materials use of key Welsh phrases.</p> <p>Review recruitment and selection practices for Welsh language standards</p> <p>Consider voluntary and mandatory training availability in Welsh and assess the need.</p> <p>Undertake a skills audit of senior officers to accurately assess capacity and capability for driving transformation.</p> <p>Consider our workforce ability to respond to the digital/automation era, by undertaking a skills audit.</p> <p>Consider our Learning & Development offering to align to the transformation plan and agenda and the digital/automation era and staff wellbeing.</p>
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Employee Wellbeing

We will promote and support the Wellbeing of our workforce. Employee Wellbeing is a core element of employee engagement and organisational performance. The Wellbeing of our staff is critical in creating a positive working environments for our staff to thrive.

Strategic Theme	Objective	Actions/Measure of Success
<p>We will promote and support the Wellbeing of our workforce. Employee Wellbeing is a critical and core element of employee engagement and organisational performance. The Wellbeing of our staff is critical in creating a positive working environments for our staff to thrive.</p>	<p>To create an organisation where the Health and Wellbeing of our workforce, physically and mentally, is supported and promoted.</p> <p>Continue to support a variety of working practices to support our workforce whilst at work, ensuring wellbeing is at the heart of our approach.</p>	<p>Undertake engagement sessions to establish employee opinion from a wellbeing perspective.</p> <p>Develop the use of online/virtual wellbeing sessions such as - exercise and mindfulness.</p> <p>Consider the creation of social groups – asking for skilled staff internally to run these.</p> <p>Link with partner to a greater extent to consider Wellbeing support.</p> <p>Consider working practices such as how employees can be given ‘me-time’ at work or similar.</p> <p>Develop the workforce’s emotional resilience.</p> <p>Check-in with our staff through holding a Health, Safety & Wellbeing event.</p> <p>Consider options such as a ‘Rejuvenation Day’ where there is no expectation to read or respond to emails or attend meetings.</p> <p>Develop our employee support for meetings – expectation, timings, breaks etc,</p> <p>Hold engagement sessions to establish what employees working from home want from a wellbeing perspective.</p>

	<p>Provide support for employees with cost-of-living concerns.</p> <p>Review our employee recognition arrangements.</p> <p>Promote kindness and support resilience.</p> <p>Embed and link the Councils climate change principles within employee policies and practices whilst supporting employee development in these areas.</p>	<p>Consider our senior teams engagement cycle, building inclusion and prevent employees feeling isolated from the organisation and colleagues.</p> <p>Support the Living Wage City approach with our workforce.</p> <p>Promote our support networks – Employee Assistance Programmes, Credit Unions, Financial Assistance etc.</p> <p>Develop an understanding of what makes employees feel valued for the work they do/how do employees want to be recognised for their contribution to the organisation, determine how employees will be meaningfully rewarded for good performance and long service</p> <p>Consider paid leave for volunteering and improve the advertising of volunteering opportunities internally.</p> <p>Continue to support the Carbon Team with implementing carbon literacy training.</p> <p>Supporting on initiatives such transport alternatives and facilities.</p> <p>Encourage employees to review their own impact on the environment at home through training and literature.</p>
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	Become a Carer Friendly Accredited employer	Consider the requirements of the carer friendly scheme.
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Employee Engagement

We will improve Engagement activity across the Council. Employee Engagement helps support commitment and performance, our values and behaviours and a willingness to deliver for our citizens.

Strategic Theme	Objective	Actions/Measure of Success
We will improve Engagement activity across the Council. Employee Engagement helps support commitment and performance, our values and behaviours and a willingness to deliver for our citizens.	<p>Develop our employee voice further.</p> <p>Ensure visible leadership.</p>	<p>Hold engagement sessions on 'what can be done different'.</p> <p>Introduce employee voice representatives in each service area and create a network to include Trade Union colleagues.</p> <p>Implement practices around the 'You Said, We Did' principles.</p> <p>Undertake annual employee engagement surveys.</p> <p>Consider at what level the visibility of leadership is important and ensure appropriate visibility.</p> <p>Undertake a benchmarking exercise of current visibility and communication channels across service areas.</p> <p>Consider a return to face to face staff sessions and the balance of the hybrid arrangements.</p>

	<p>Embed our Employee Values</p> <p>Increase communication channels</p> <p>Considering engagement for new employees</p>	<p>Staff Engagement activity, including launch from senior leaders, promotion materials – physical and virtual.</p> <p>Training for managers and staff, including manager networks, briefings and learning exchanges.</p> <p>Develop our new recognition schemes alongside our values.</p> <p>Develop our policies and practices to include our values.</p> <p>Review the use of communication channels available such as ESS, Apps and other technology.</p> <p>Review the use of staff newsletters.</p> <p>Ensure consistency in staff messaging and level of messaging. Create and share a calendar of events across the organisation.</p> <p>Review induction/onboarding practices, so they are more modern, targeted and applicable to all roles.</p> <p>Ensure engagement consistency across service areas for new employees.</p>
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		<p>Create a handbook of contacts, outlining the key people to link with and how to access required information.</p> <p>Improve access to policies and procedures, capturing the employee audience who doesn't have access to technology.</p>
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Employee Experience

We will review and develop our employer of choice and value proposition by reviewing our **Employee Experiences** supporting recruitment and retention.

Strategic Theme	Objective	Actions/Measure of Success
<p>Develop our employer of choice and value proposition by reviewing our Employee Experiences.</p>	<p>Further consider and develop our employer brand.</p> <p>Review our employee lifecycle:</p> <ul style="list-style-type: none"> • reviewing our recruitment processes. • developing our entry points offering. • support career pathways, succession planning and development. • review our talent framework. • undertake workforce planning review. • review our agency usage in workforce planning. 	<p>Celebrating organisational and individual success and publicising this – not just the big things.</p> <p>Promoting all opportunities within the Council and utilise our staff networks support</p> <p>Responding to negative feedback and taking action.</p> <p>Review the usage of agency staff and understand the demand versus employment.</p> <p>Develop community and partner linkage for candidate attraction.</p> <p>Develop apprenticeship opportunities for entry level roles and develop future employees.</p>

	<p>Review our onboarding and induction processes.</p> <p>Reviewing our offboarding processes.</p> <p>Consider the performance and feedback cycle and continuous improvement and development.</p>	<p>Review the employee benefits package. Consider and develop recruitment practices and processes ensuring they meet the needs of our service and communities.</p> <p>Develop practices to ensure a review of structures takes place before recruitment, including job design and language used.</p> <p>Develop an understanding of why certain areas are hard to recruit and implement solutions to these challenges.</p> <p>Review induction/onboarding practices, so they are modern, targeted, and applicable to all roles.</p> <p>Ensure induction consistency across service areas for new employees.</p> <p>Create a handbook of helpful new starter information – contacts, IT, other help.</p> <p>Increase the take up of exit interviews. Review information and use this to determine future actions across staff all staff groups.</p> <p>Review the mandatory development programme for managers - consider implementing ILM qualifications for all managers and emerging.</p> <p>Undertake a skills tracking exercise across the organisation.</p>
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	<p>Adopt an inclusive and listening culture.</p>	<p>Develop managers' emotional intelligence to understand what motivates their direct reports and makes them feel valued, for example career development or job satisfaction.</p> <p>Ensure our Talent Framework, supports our under represented groups and is still relevant and provides opportunities for employees to retrain, learn new skills and find long-term work.</p> <p>Support the Digital Strategy – enable digital skills through access, training and development.</p> <p>Ensure the Check-in facility is regularly used by managers and staff and an appropriate framework is in place and used.</p> <p>Ensure staff feedback facilities are available.</p> <p>Consider how individual needs are supported within the Wellness at Work approach</p> <p>Build awareness of the Council Whistleblowing Policy.</p> <p>In conflict – consider the use of specialist mediators.</p>
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Measuring Success

The Head of People, Policy and Transformation, through support of our staff groups, staff networks and social partnership arrangements with our Trade Unions will be responsible for monitoring the plans success. Each of our four Strategic Themes has a number of planned activities in supporting the planned objectives over the lifecycle of the 2023-2028 People Plan. The activities aligned to the Strategic Themes will be continually reviewed over the next 4 years to ensure they are relevant, up to date and support emerging priorities.

Each measure of success will be annually reported on and progress will be monitored through normal performance and service delivery cycles.

Employee Values and Behaviours

(note – for information only - subject to separate document being developed)

Value: Being Responsible.	Value: Fairness for all.
Behaviours: Equity, Honesty, Integrity.	Behaviours: Inclusive, Considerate, Respect.
Value: Working together.	Value: Making a difference.
Behaviours: Communication, Supportive, Trust.	Behaviours: Committed, Innovative, Striving.

Mae'r dudalen hon yn wag yn

Fairness and Equalities Impact Assessment (FEIA)

This is an integrated Impact Assessment which aims to ensure Newport City Council makes decisions which are fair, take account of relevant evidence, and seek to secure the best outcomes for our communities. **An FEIA should be used to inform the first steps of decision-making, at concept stage, not when a decision is already made, or at the point when it cannot be influenced.** This impact assessment considers our legislative responsibilities under:

- The Equality Act (2010), including the Socio-economic Duty
- The Wellbeing of Future Generations (Wales) Act (2015)
- The Welsh Language (Wales) Measure (2011)

The FEIA process is not intended to prevent decisions being made, but to ensure we have considered their potential impact. An FEIA also helps us to focus on how we can reduce any negative impacts, and provides us with evidence that we have met our legal duties.

For support to complete your FEIA, please contact the [Equalities Team](#)

What do we mean by Fairness?

The Newport Fairness Commission is an independent body which advises the council on the best use of resources and powers to achieve the fairest outcomes for local people. The Fairness Commission has established four **Principles of Fairness** which should be considered as part of any decisions that the council make – the questions below are useful to reflect on before you start your FEIA.

Equity	Are people being treated in a consistent way, whilst acknowledging their differences (for example, need, barriers to accessing services)?
	Will the gap between those with more, and those with less be reduced?
	Have the interests of different groups affected (including minority or disadvantaged communities) been taken into account?
Priority	Have the needs of the most disadvantaged and vulnerable across the city been given priority?
	Have you considered possible indirect consequences for minority/disadvantaged communities when other priorities are directing decisions?
Inclusion	Will the voices of all those affected by your decision be heard?
	Are people able to participate in and shape a service, as well as receiving it?
	Have you considered the impact of your decision on the relationship between communities, and the spaces they share?
Communication	Are decisions being made transparently and consistently?
	How will decisions be communicated to people who are affected in a clear way, with the opportunity for feedback?

Part 1: Identification

Name of person completing the FEIA	Kevin Howells
Role of person completing the FEIA	HR & OD Manager
Date of completion	24/11/23
Head of Service who has approved this FEIA	Tracy Mckim, Head of People, Policy and Transformation

Tudalen 30

1. What is being assessed? *(Please double click on the relevant box(es) (X) and select 'checked' as appropriate)*

- New or revised policies, practices or procedures (which modify service delivery or employment practices)
- Service review or re-organisation proposals which affect the community and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- Decisions affecting service users, employees or the wider community including (de)commissioning or revising services
- New project proposals affecting staff, communities or access to the built environment
- Public events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Service Boards
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services
- Other *please explain in the box below:*

2. Please describe the overall aims, objectives and intended outcomes of your decision

In November 2022, Newport City Council approved its new [Corporate Plan 2022-27](#), and during 2023, a number of strategic documents have been developed, such as the [Digital Strategy 2022-2027](#) and the Strategic Equality Plan, which will be published next year.

The People Plan 2023 - 2028 is a critical component of the Council's overall strategy and delivery of the Corporate Plan. This plan sets out people's practice focus for the immediate period and into the next few years, ensuring we have a clear set of priorities for our workforce. It is a deliberate attempt to coordinate plans, actions, and initiatives to manage our workforce effectively. The strategic themes, objectives and four themes of our Values and Behaviours will embed our workforce approach and support our culture.

3. Who are the main stakeholders who may be impacted by your decision and what data do you hold on them? Consider communities of place (people who live in the same geographic area) and communities of interest (people who share particular characteristics but may live in different geographic areas). Stakeholders may include residents, local businesses, community groups, staff or partners.

The main stakeholders who will be impacted by this plan will be all Newport City Council staff and in some cases our residents.

Information about the population of Newport can be found here <https://www.newport.gov.uk/documents/One-Newport/Profiles/Community-Wellbeing-Profile-2019-Newport-Population.pdf>

Part 2: Engagement

When completing this section, you need to consider whether you have sufficient information about the views and experiences of people who your decision will impact upon. If you don't, you may need to undertake a period of engagement/consultation before continuing. An FEIA is a live document, so can be updated with consultation findings, and amended as needed during the decision-making process.

The council has a duty to consult and engage with people who may experience inequalities as a result of your decision. This includes people **who share Protected Characteristics** (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and people who **have lived experience of socio-economic disadvantage**. The council's Youth Promise also requires us to ensure **all young people in Newport are listened to and included in decisions affecting them**.

The council also has a duty to ensure that any consultation is available bilingually (in Welsh as well as English), and you may like to consider any other community languages that are spoken by people who may be impacted by your decision. Below are some questions that should be included in any public consultation relating to a decision which may impact on the use of Welsh language in Newport:

1. Do you believe that the proposed decision/policy will have a positive or negative effect on opportunities to use the Welsh language?
2. If you think it will have a negative effect, what steps could we take to lessen or remove this and improve positive effects?
3. Do you believe that the proposed decision/policy will treat the Welsh language less favourably than the English language?

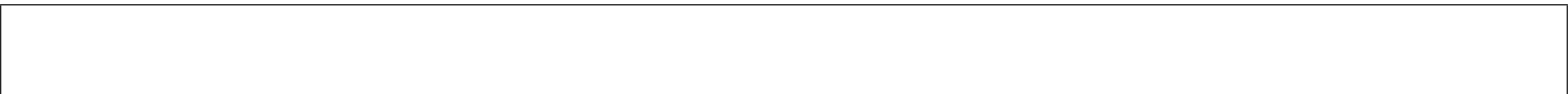
1. How have you engaged with people who may be affected by your decision (the stakeholders you have identified)?

Several development sessions have been held to consider activities essential to the organisation's workforce. Development sessions have initially included engagement with the wider Human Resources, and Organisational Development functions to ensure linkage to workforce issues and service area workforce plans.

This was followed by further engagement with staff, including key stakeholders responsible for supporting key strategies such as the Corporate Plan, Staff Networks, Trade Unions, Newport Manager Network, and wider staff through staff survey feedback. As our strategic themes and actions emerged, the Corporate Management Team, Directors, and Chief Executive considered and provided feedback on our identified themes.

2. What do you know about the views or experiences of people who may be affected by your decision?

To be added



Part 3: Assessment

This section requires you to assess the potential impact of your decision on a range of groups who may experience specific disadvantages. Your assessment should be supported by evidence – either from your own engagement/consultation, similar or previous engagement, what you already know about the people who access your service, or from local and national sources of information.

Useful documents which set out information about how communities are impacted by inequalities include [EHRC – Is Wales Fairer?](#) and the council's [COVID-19 Community Impact Assessment](#). Your decision may have both positive and negative impacts – if this is the case, please place a cross in both boxes.

1. Impact on people that share Protected Characteristics

[Protected Characteristics](#) are defined under the Equality Act 2010, and describe groups of people who are protected from discrimination, either in the workplace, or through the provision of goods and services. The council must consider how decisions may impact on people differently because of a protected characteristic, and how any negative impact could be reduced. National guidance on assessing equality impacts and the Public Sector Equality Duty can be found [here](#). You can also access further advice and examples of positive and negative impacts [here](#).

Protected characteristic	Impact:			<p>Provide further details about the nature of the impact in the sections below, considering the Public Sector Equality Duty that the council has to:</p> <ol style="list-style-type: none"> Promote equal opportunity across different groups Promote community cohesion Help eliminate unlawful discrimination/ harassment/ victimisation
	Positive	Negative	Neither	
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Employee Well-being, will positively impact people of all ages.</p> <p>This theme's objectives include creating an organisation where the Health and Wellbeing of our workforce, physically and mentally, is supported and promoted. This is likely to increase the capability of staff of different age ranges to work in favourable conditions.</p>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Representation & Transformation and Employee Well-being, will positively impact disabled people, including those with physical or sensory impairments, learning disabilities and mental health conditions.</p>

Protected characteristic	Impact:			<p>Provide further details about the nature of the impact in the sections below, considering the Public Sector Equality Duty that the council has to:</p> <ol style="list-style-type: none"> 1. Promote equal opportunity across different groups 2. Promote community cohesion 3. Help eliminate unlawful discrimination/ harassment/ victimisation
	Positive	Negative	Neither	
				These themes include a number of objectives to increase the representation of disabled staff and promote/support their well-being within the workplace.
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Representation & Transformation and Employee Well-being, will positively impact people that share this protected characteristic.</p> <p>These themes include a number of objectives to increase the representation of Trans+ staff and promote/support their well-being within the workplace.</p>
Marriage or civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Employee Well-being, will positively impact people who share this protected characteristic.</p> <p>This theme's objectives include creating an organisation where the Health and Wellbeing of our workforce, physically and mentally, is supported and promoted.</p>
Pregnancy or maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Employee Well-being, will positively impact people who share this protected characteristic.</p> <p>This theme's objectives include creating an organisation where the Health and Wellbeing of our workforce, physically and mentally, is supported and promoted.</p>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Representation & Transformation, will positively impact Black, Asian and Minority Ethnic people.</p> <p>This theme includes a number of objectives/actions to address the under-representation Black, Asian and Minority Ethnic people in the workforce, including recruitment, retention and the promotion of an inclusive culture.</p>

Protected characteristic	Impact:			<p>Provide further details about the nature of the impact in the sections below, considering the Public Sector Equality Duty that the council has to:</p> <ol style="list-style-type: none"> Promote equal opportunity across different groups Promote community cohesion Help eliminate unlawful discrimination/ harassment/ victimisation
	Positive	Negative	Neither	
Religion or Belief or non-belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Representation and transformation, will positively impact people from all religious backgrounds.</p> <p>This theme includes objectives and associated actions to promote inclusion by raising awareness of different beliefs and encouraging respect/understanding of differences between individuals.</p>
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the People Plan, particularly Employee Well-being, will positively impact people who share this protected characteristic.</p> <p>This theme's objectives include creating an organisation where the Health and Wellbeing of our workforce, physically and mentally, is supported and promoted.</p>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the proposed plan, particularly Representation & Transformation, will positively impact LGBTQ+ people.</p> <p>This theme includes a number of objectives/actions to address the under-representation LGBTQ+ people in the workforce, including recruitment, retention and the promotion of an inclusive culture.</p>

2. Impact on Welsh Language

The Welsh Language (Wales) Measure specifies that for all policy decisions, the council must consider the effects (both positive and negative) on the Welsh language. For further guidance on Welsh language considerations see [here](#).




	Impact:			
	Positive	Negative	Neither	
Welsh Language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The strategic themes of the proposed plan, particularly Representation & Transformation, will positively impact the Welsh Language and compliance with Welsh Language Standards</p> <p>This theme's objectives include the promotion of the use of the Welsh language by increasing the number of Welsh speakers within the workforce. This will likely increase the visibility of the Welsh Language within the organisation and support the organisation to meet Welsh Language standards.</p>



1. Please describe how you have ensured your engagement has considered the view of Welsh speakers in Newport and the impact of your decision on the Welsh language.

The development of the proposed plan has involved engagement activities and development sessions with various internal and external stakeholders. This has captured the views and opinions of a wide range of people, including the Welsh Language Implementation Group and Welsh speakers.

3. The Sustainable Development Principle

The Well-being of Future Generations Act puts in place a sustainable development principle which helps organisations consider the impact they could have on people living in Wales in the future, and ensure they are focused on tackling long-term challenges. Below, consider how your decision promotes, advances, or contradicts the [5 ways of working](#) which underpin the sustainable development principle. You can access further guidance on considering the sustainable development principle [here](#).

<p>Long term</p> 	<p><i>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</i></p>	<p>The development of the People Plan and next steps thereafter such as Workforce Plan will support longer-term aspirations and ensure a sustainable workforce for the future</p>
<p>Prevention</p> 	<p><i>Putting resources into preventing problems occurring or getting worse</i></p>	<p>The proposed plan will contribute to building and mobilising workforce capacity to contribute to the prevention of mitigating workforce concerns.</p>
<p>Integration</p> 	<p><i>Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.</i></p>	<p>The People Plan is a critical component of the delivery of the Corporate Plan and supports a number of the Council's Wellbeing Objectives:</p> <ul style="list-style-type: none"> • Newport is a thriving and growing city that offers excellent education and aspires to provide opportunities for all. • Newport is a city that seeks to protect and enhance our environment whilst reducing our carbon footprint and preparing for a sustainable and digital future. • Newport is a supportive city where communities and care are at the heart of what we do. • Newport City Council is an inclusive organisation that places social value, fairness and sustainability at its core. <p>The proposed plan also supports Wales' wellbeing goals of:</p> <ul style="list-style-type: none"> • A resilient Wales • A healthier Wales

		<ul style="list-style-type: none"> • A more equal Wales • A Wales of more cohesive communities
<p>Collaboration</p> 	<p><i>Working together to deliver objectives.</i></p>	<p>The development of the proposed plan has involved engagement with a wide range of people, including the Corporate Management Team, Staff Networks, Newport Managers Network.</p> <p>Collaboration with all internal stakeholders will remain ongoing in the delivery of this plan.</p>
<p>Involvement</p> 	<p><i>Involving those with an interest and seeking their view - ensuring that those people reflect the diversity of the area.</i></p>	<p>The People Plan has been developed using an integrated approach involving engagement activities and development sessions with various internal and external stakeholders, including the Corporate Management Team, Staff Networks, Newport Managers Network and Trade Union. Feedback identified by stakeholders is reflected in the plan.</p>

4. Socio-economic Duty

The [Socio-economic Duty](#) is set out in the Equality Act 2010, and requires the council, when making strategic decisions, to pay due regard to the need to reduce the inequalities of outcome that result from socio-economic disadvantage. Inequalities of outcome are felt most acutely in areas such as health, education, work, living standards, justice and personal security, and participation.

A 'strategic decision' is defined by Welsh Government as a decision **which affects how the council fulfils its statutory purpose over a significant period of time and does not include routine 'day to day' decisions**. Strategic decisions include:

- Corporate plans
- Setting wellbeing, equality and other strategic objectives
- Changes to, or development of public services
- Strategic financial planning
- Strategic policy development

If you do not think your decision meets this definition, and you do not plan on carrying out a Socio-economic Duty Assessment in this section, please provide your rationale below. Any decision which is presented to a Cabinet Member, at Cabinet or Council will be viewed as a strategic decision.

If your decision does meet the definition, please consider the impact of your decision on the socio-economically disadvantaged groups, and areas of inequality that may arise from socio-economic disadvantage contained in the matrix below. The groups listed are not exhaustive and you should consider any additional groups relevant to your decision who may experience socio-economic disadvantage in the following ways:

- **Low Income/Income Poverty** - cannot afford to maintain regular payments such as bills, food, clothing, transport etc.
- **Low and/or no Wealth** - enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future
- **Material Deprivation** - unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)
- **Area Deprivation** - where you live (rural areas), where you work (accessibility of public transport)
- Socio-economic Background – for example, parents' education, employment and income

Indicate a positive or negative impact, or both where they apply, and the severity of this impact by coding the sections of the grid based on the below. *If there is no/neutral impact, please leave blank.*

Negative Impact		Positive Impact	
N1	Negative impact – mild	P1	Positive impact – mild
N2	Negative impact – moderate	P2	Positive impact – moderate
N3	Negative impact – significant	P3	Positive impact – significant
N4	Potential for negative impact (but unsure)	P4	Potential for positive impact (but unsure)

Areas of inequality that may arise from socio-economic disadvantage – definitions							
Education :The capability to be knowledgeable, to understand and reason, and to have the skills and opportunity to participate in the labour market and in society							
Work : The capability to work in just and favourable conditions, to have the value of your work recognised, even if unpaid, to not be prevented from working and to be free from slavery, forced labour and other forms of exploitation							
Living Standards : The capability to enjoy a comfortable standard of living, in appropriate housing, with independence and security, and to be cared for and supported when necessary.							
Justice, Personal Security and Community Safety : The capability to avoid premature mortality, live in security, and knowing you will be protected and treated fairly by the law							
Health : The capability to be healthy, physically and mentally, being free in matters of sexual relationships and reproduction, and having autonomy over care and treatment and being cared for in the final stages of your life							
Participation : The capability to participate in decision making and in communities, access services, know your privacy will be respected, and express yourself							
Groups	Areas of inequality						
	Living Standards	Work	Health	Education	Justice and community safety	Participation	Physical Environment
Children living in poverty							
Low income households without dependent children		P4	P4	P4			
Unemployed young people		P4	P4	P4			
Long term unemployed		P4	P4	P4			
Homeless households							
Refugees, migrants and asylum seekers		P4	P4	P4			
Deprived neighbourhoods - WIMD rank in 10% most deprived LSOA		P4	P4	P4			
People on Universal Credit / income related benefits		P4	P4	P4			

Adults with no qualifications or low qualifications		P4	P4	P4			
People living in low quality housing or in Houses of Multiple Occupation							

1. What evidence do you have about socioeconomic disadvantage and inequalities of outcome in relation to this decision?

The People Plan will possibly reduce inequalities of outcome for some groups experiencing socio-economic disadvantage against the areas of work, health, education, and participation.

The proposed plan will reduce potential inequalities of outcome in work as the strategic themes, particularly Representation & Transformation and Emotional well-being, include objectives to address the under-representation within the organisation and provide support for employees with cost-of-living concerns. This is likely to improve access and the capability to work in just conditions for those experiencing socioeconomic disadvantage.

The proposed plan will reduce potential inequalities of outcome in health as the strategic themes, particularly Emotional well-being, include objectives to continue to support a variety of working practices to support our workforce whilst at work and create an organisation where the Health and Wellbeing of our workforce, physically and mentally, is supported and promoted.

The proposed plan will reduce potential inequalities of outcome in education as the strategic themes, particularly Representation & Transformation, includes an objective related to the organisation's Learning & Development offer and ensuring it aligns to the transformation plan, digital/automation era and staff wellbeing.

2. Please describe how you have ensured your engagement has considered the views of people living in Newport who are affected by socio-economic disadvantage.

The development of the proposed plan has involved engagement activities and development sessions with various internal and external stakeholders. This has captured the views and opinions of a wide range of people, including staff and people living in Newport who are likely to be affected by socio-economic disadvantage.

3. Does this decision contribute to a cumulative impact?

This decision does not contribute to a negative cumulative impact as all outcomes will be positive.

Part 3: Actions and Outcomes

Considering any negative impacts that you have identified, indicate below how you will reduce these, increase the potential for positive impacts, and how you will monitor those impacts. Further guidance on how to complete your action plan can be found [here](#).

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IMPACT ON PEOPLE THAT SHARE PROTECTED CHARACTERISTICS			
Summary of impact	Action to reduce negative impact / opportunities to increase positive impacts	How this impact will be monitored	Owner
IMPACT ON WELSH LANGUAGE			
Summary of impact	Action to reduce negative impact / opportunities to increase positive impacts	How this impact will be monitored	Owner
SOCIO-ECONOMIC IMPACTS			
Summary of impact	Action to reduce negative impact / opportunities to increase positive impacts	How this impact will be monitored	Owner

SUSTAINABLE DEVELOPMENT PRINCIPLE			
Summary of impact	Action to reduce negative impact / opportunities to increase positive impacts	How this impact will be monitored	Owner

Once your FEIA is complete, please forward to nccequality@newport.gov.uk



Scrutiny Report

Overview and Scrutiny Management Committee

Part 1

Date: November 2023

Subject **Scrutiny Annual Report 2022-23**

Author Scrutiny Adviser

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

Invitee:	Area / Role / Subject
Leanne Rowlands	Democratic Services and Electoral Register Manager

Section A – Committee Guidance and Recommendations

1 Recommendations to the Committee

The Committee is asked

- 1.1 To consider the draft Scrutiny Annual Report 2022-23
- 1.2 To agree for the Scrutiny Annual Report to be submitted to Council in September for approval.

2 Context

Background

- 2.1 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.
- 2.2 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. 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 within the last year, and identify upcoming challenges against which future performance can be measured.

- 2.3 As well as providing a commentary on scrutiny activity in the past year, the report is structured to review performance on the targets set and agree priorities for the next 12 months (which will be used as the basis of our performance review next year).
- 2.4 The Scrutiny Annual Report will be submitted to the Council for approval.

3 Information Submitted to the Committee

- 3.1 Attached at **Appendix 1** is the Draft Scrutiny Annual Report 2022/23.

4. Suggested Areas of Focus

4.1 Role of the Committee

<p>The role of the Committee in considering the report is to:</p> <ul style="list-style-type: none"> • Consider if the attached report provides an accurate summary of the work undertaken by the Scrutiny Committees over the last 12 months. • Consider the actions for 2024/25. • Agree for the Scrutiny Annual Report to be submitted to Council for approval.
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4.2 Wellbeing of Future Generation (Wales) Act

5 Ways of Working	Types of Questions to consider:
<p>Long-term</p> <p>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</p>	What consideration have you given to the long term trends that could affect your proposal or; how could your proposal impact these trends?
	How will the needs of your service users potentially change in the future?
<p>Prevention</p> <p>Prevent problems occurring or getting worse.</p>	What is the objective (or the desired outcome) of this proposal?
	How are you addressing these issues to prevent a future problem?
	How have the decisions, so far, come about? What alternatives were considered?
<p>Integration</p> <p>Considering how public bodies' wellbeing objectives may impact upon each of the well-being goals, on their other</p>	Are there any other organisations providing similar / complementary services?
	Have you consulted with the health board, third sector, emergency services, businesses and anyone else you think might be impacted?

objectives, or on the objectives of other public bodies.	What practical steps will you take to integrate your project with existing plans and strategies of other public organisations to help us all contribute fully to the seven national well-being goals?
<p style="text-align: center;">Collaboration</p> <p>Acting in collaboration with any other person (or different parts of the organisation itself).</p>	Who have you been working with? Why? Who have you collaborated with in finding out more about this problem and potential solutions?
	How are you co-working with other sectors?
	How are you using the knowledge / information / good practice of others to inform / influence the Council's work?
<p style="text-align: center;">Involvement</p> <p>The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.</p>	How have you involved the people who are being impacted by this decision?
	How have you taken into account the diverse communities in your decision making?
	How have you used different / alternative methods to reach people and involve them?
	How will you communicate the outcome of your decision?

Section B – Supporting Information

5 Links to Council Policies and Priorities

Well-being Objective	1 – Economy, Education and Skills	2 – Newport's Environment and Infrastructure	3 – Preventative and Equitable Community and Social Care	4 – An Inclusive, Fair and Sustainable Council
Aims:	Newport is a thriving and growing city that offers excellent education and aspires to provide opportunities for all.	A city that seeks to protect and enhance our environment whilst reducing our carbon footprint and preparing for a sustainable and digital future.	Newport is a supportive city where communities and care are at the heart of what we do.	Newport City Council is an inclusive organisation that places social value, fairness and sustainability at its core.

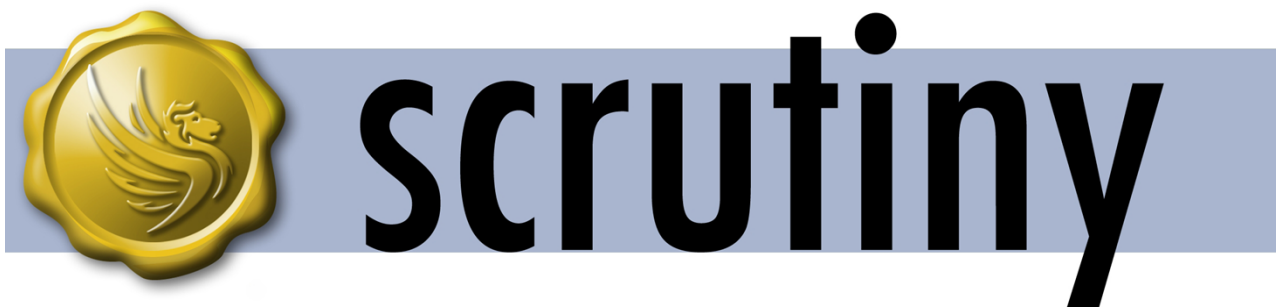
5.1 This report has links to Wellbeing Objective 4.

7. Background Papers

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan 2022-27](#)

Report Completed: November 2023

Scrutiny Annual Report 2022-23



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

www.newport.gov.uk/scrutiny

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

Introduction

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. Scrutiny meetings have been held on a hybrid basis since May 2022 in order to meet the requirements of the Local Government and Elections (Wales) Act 2021. Since April 2020 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

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 2023/24.

This report looks at the work of the Scrutiny Committees from May 2022 to March 2023. 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

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:

Performance Monitoring	Holding the executive to account.
Policy Review and Development	Including consultation on decisions before they are made (pre-decision Scrutiny)
Performance of partnerships	in particular the PSB and One Newport (but also NORSE, EAS, SRS, Newport LIVE and the Community Safety Partnership).
Scrutiny of Corporate Strategies/Plans Coordination / management	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

During this period elected members were invited to participate in a number of induction training seminars that support learning and development concerning Scrutiny. These included;

- An Introduction to Scrutiny
- Introduction to the Role and Governance Arrangements
- Terms of Reference, roles, and responsibilities
- Treasury, Budget Setting, and Finance

A training session for Senior Managers on Governance and Scrutiny was facilitated during this period.

As this was the period following local elections in May 2022, there was an increase in workload for committees who were required to consider strategic plans developed for medium- and long-term objectives in addition to the existing annual reporting considerations.

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

1.1 Performance Scrutiny Committee – Place and Corporate

The Performance Scrutiny Committee for Place and Corporate met on five occasions during this time.

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In July the Committee received end of year updates on Service Plans 2021-22 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. Following the reconfiguration of services, it was emphasised that the service plans relate to the previous service areas and due to the changes implemented there would be a difference in responsibilities. There were new Cabinet Members as well as new Heads of Service that may not have been within the same roles when some of this work had been undertaken. The Committees reflected on the unique challenges of the preceding year, including the ongoing impact of the response to Covid-19 and thanked Officers for their work towards achieving the objectives, and for producing the comprehensive update. A number of recommendations were made to Cabinet commending the quality of the updates. Committees also requested further information on several topics across the service areas to be shared with Committee including Housing, Newport Transporter Bridge and electric vehicle charging points.

Following on, in Autumn 2022 the Committees considered drafts of new 3-year service area plans for Regeneration and Economic Development, Environment and Public Protection, Infrastructure, Housing and Communities. The Committee recommended some amendments to performance measure targets, identifying further resources to deliver the ambitions of the plans and to strengthen existing collaborative approaches underpinning some of the activities. The Committee added their support to the plans and thanked officers for the work that had gone into their development.

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

The Committee also requested a report on Recruitment and Retention which was presented before the end of the financial year. Members expressed their satisfaction with the value-based recruitment process and appreciated the effort put into making the onboarding process a positive experience. Committee Members requested further information to be shared with them as an information-only update.

Performance Scrutiny Committee – People

The Performance Scrutiny Committee for People met on nine occasions during the period. Similarly, to the Place and Corporate Committee, meetings in July 2022 were focused on end of year updates on Service Plans 2021-22 for Education, Children and Young People Services and Adult Services. The evidence base presented in the reports was used 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. The Committee was reminded that the service plans related to the previous structure and the current Cabinet Members and Heads of Service may not have been within the same roles when some of this work had been undertaken. The Committees reflected on the unique challenges of the preceding year, including the ongoing impact of the

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response to Covid-19 and thanked Officers for their work towards achieving the objectives set out in the plans. A number of recommendations were made to Cabinet commending the comprehensive and informative updates. The Committee recommended some amendments to the presentation of data in the reports before final versions were presented to Council.

Like Place and Corporate Committee, drafts of new 3-year service area plans were presented to People Committee in Autumn 2022. The Committee explored the challenges facing services and asked for further information on maintenance for school buildings, community projects, Social Services Programmes and Safeguarding.

The Committee recommended some amendments to performance measure targets, identifying further resources to deliver the ambitions of the plans and to strengthen existing collaborative approaches underpinning some of the activities. The Committee added their support to the plans and thanked officers for the work that had gone into their development.

The Committee also considered Draft Budget proposals relevant to these service areas in detail as part of the Council's budget setting consultation process. The Committee appreciated that there were hard decisions to be made given the current climate, and feedback on the budget process and public engagement were shared with Overview and Scrutiny Management Committee. A summary of the Committee's assessments of the proposals and considerations in taking the decisions were shared with Cabinet.

2.2 Overview and Management Scrutiny

The Committee convened on six occasions during this period. Following local elections in May 2022, the Work Programme focused on several new three and five-year plans underpinning the strategic aims of the Council.

Annual Digital Strategy 2022-27 / Annual Information Risk Report 2022/ Annual Digital Report 2021-22

The Committee considered the Digital Strategy 2022-27 which represented a continuation of and development on the previous strategy. The 2022-27 strategy reflected the challenges faced and learning gained throughout the pandemic to reflect the evolution of digital need experienced by the council, its staff and the residents and businesses of Newport.

At the same meeting, the Committee considered the Annual Digital Report 2021/22 which provided an overview and assessment of the IT and digital arrangements for the council and identified where actions were required deliver improvements.

The Committee felt that the reports were comprehensive and clear and acknowledged the progress and transformation that had been made for both the Council and residents. The committee highlighted the importance of accessibility, simplicity, and ease of use for digital systems and updates and requested further information to provide additional assurance that the needs of citizens were being met. The Committee also appraised the Annual Information Risk Report 2022 as part of the Council's best practice approach to information management and security. The committee were content with the report and its contents.

The Committee were presented with the Annual Information Risk Report 2021-22 which highlighted positive achievements such as Payment Card Industry (PCI) compliance and the cyber stock take, and the challenges faced, such as issues with the public services network.

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The Committee made recommendations to create a stronger imperative for officers to complete relevant training and congratulated officers on the successes that had been delivered during the reporting period.

Climate Change Annual Report

The Committee were presented with the first Climate Change Annual Report that covered the year before the approval of the five-year plan. The report introduced the key delivery themes and priorities in each area, and further updates would be shared with Scrutiny on a regular basis. The Committee were satisfied with the introductory report and appreciated that more detail would be added as the plan progressed over the 5-year period.

Welsh Language Annual Report

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. The committee agreed that the report was a fair reflection of what had occurred over the past year and highlighted the Council's ongoing commitment to the Welsh Language. The committee agreed that the Annual Report and requested more specific data to support key achievements within the report.

Strategic Equalities Plan Annual Report 2021-22

The Committee received the second annual report produced that met the Council's legislative duty under the Equalities Act, and noted progress made against the strategic equality objectives during that period. The Committee noted the progress made during the reporting period against the objectives, and asked for further information regarding the Strategic Equalities group and the work they undertook.

Annual Corporate Wellbeing Self-Assessment Report 2021-22

The Committee considered the 2021-22 Annual Report as the final report to summarise the progress Newport City Council had made in delivering the Corporate Plan 2017-22 before the new Corporate Plan 2022-27 came into effect.

The Committee noted the development of the new a Corporate Plan and were content with the objectives. The committee acknowledged the challenges and appreciated the hard work of staff particularly as this was still a period where the effects of covid were impacting on services.

Whilst there were conflicting opinions of Committee Members regarding whether the report contained too much or too little information, overall, the Committee felt that more data to contextualise any percentages given would be helpful.

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The Committee felt that more detail could be included in the report annual on the Heritage Offer, given Newport's many heritage sites, as this would support the aims of the Plan. The Committee also asked for more information regarding the student numbers at the University.

Corporate Safeguarding Annual Report 2021-22

In order to provide Scrutiny with essential information to allow effective scrutiny of the Councils' safeguarding, the Committee received an updated corporate safeguarding report. The report summarised how the theme of "safeguarding" was being fundamentally embedded within all aspects of council services, functions, and duties.

The Committee welcomed the report and thanked Officers for their hard work. Members wanted it recognised that they appreciate that this specific area of work is extremely difficult. The Committee recommended some minor changes to the report and were pleased to note that the Service Area listened to the comments and recommendations that were made in last year's meeting and had made the appropriate amendments.

Annual Scrutiny Report 2021-22

The committee considered the Scrutiny Annual Report 2021-22 and recommended a final version to be presented to Council by the Chair.

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 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 made a number of recommendations for consideration in future consultations and added their comments on specific proposals to those of the Performance Scrutiny Committees for People, and Place and Corporate. These comments were presented to Cabinet in the next stage of the budget setting process.

2.3 Performance Scrutiny Committee- Partnerships

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

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Gwent Public Services Board - Draft Well-being Plan 2023-2028

The Committee were presented with a draft of the plan as part of the consultation process before the final plan was developed and presented to Council. The Committee appreciated the detailed presentation, which they considered provided a good understanding about how the Gwent Public Service Board would work and how the plan was based on a detailed Needs Assessment. The Committee explored the seven well-being objectives and representation from a Newport perspective to ensure that the areas specific requirements are heard at a Gwent level.

The Committee were particularly interested in the ensuring that Newport's particular requirements regarding demographics and geography must be adequately and fairly represented. The Committee conveyed their expectation that the Council needs to maintain a local level of planning and scrutiny through governance arrangements.

The Committee praised the level of consultation that the Partnership Team had undertaken with the residents of Newport and emphasise the positivity of inclusive consultation that seeks to actively engage with residents who may be less heard in digital engagement.

The Committee noted the content of the survey and confirmed they were content with the objectives and next steps.

Development of a Regional Scrutiny Committee for the Gwent Public Services Board

Following on from this, the Committee noted the development of the Regional Scrutiny Committee and agreed for the proposal to go to Full Council in February 2023 for adoption and agreed to the Terms of Reference. Members wished to include in the Terms of Reference that all meetings should at least be offered via Hybrid on Teams, so that Members from different Local Authorities can attend the meeting if they cannot travel. The Committee felt that this supported the climate change agenda as well as supporting the maximum participation from Regional Scrutiny Committee Members.

The Committee advised that the regional scrutiny committee should have a clear focus on the effectiveness of the overall plan and the input of each in supporting and enhancing the effectiveness of local delivery.

Public Services Board Well-being Plan Annual Report 2021-22

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.

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Gwent Public Services Board - Local Well-being Assessment

The Committee noted the Gwent Local Well-being Assessment for information.

One Newport Well-being Plan Annual Report 2021-22

Partners including Anuerin Bevan Health Board 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.

The Committee noted the One Newport Well-being Plan Annual Report 2021-22 and wished to make several recommendations to the Partnership concerning the content and layout of the report. The Committee request that information on the next round of participatory budgeting would be shared by the partners so the Members can promote the opportunity within their own communities.

Norse Joint Venture Partnership

In November 2022, 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 when discussing a possible renewal of the contract in future, the partnership arrangements should consider corporate social responsibility and social value, as well as the cost model.

Education Assessment Service – Value for Money 2021-22

The Committee also considered the externally commissioned Education Achievement Service (EAS) Regional Value for Money (VfM) report 2021-22 and presentation. The Committee praised the partnership for their hard work and appreciated that the job is difficult. They were content with the figures contained within the report and wished to comment that this feels like a valuable partnership.

The Committee were pleased to note that good practice is being shared within the partnership and schools from the examples that were given by the Officers and recommended that this continues in future.

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The Committee explored the data contained in the report and made several recommendations for further data and summaries to be considered for future reports.

Shared Resource Services (SRS) Update

In December 2022, the Scrutiny Committee considered an update report on the Shared Resource Service's arrangements for IT service delivery. The Committee assessed the update upon the SRS's progress to date, particularly focussing on the challenges faced in workforce planning. The Committee noted the progress made and put forward a number of comments to the SRS and officers.

Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) 2021/22

The Committee noted the VAWDASV Progress Report against the Gwent Strategy 2018-2023, the Implementation Plan, and the key strategic priority work plans for VAWDASV within the corporate arrangements for the whole Council, and wished to make the following comments and recommendations:

The Committee thanked Officers for their attendance and praised the comprehensive information that was provided. The Committee felt they gained a greater understanding of how the partnership work and again wish to comment that this was one of the most well-presented reports that they have currently received during their time in the committee.

The Committee request that an All-Member seminar be set up to allow all Councillors to be informed about how VAWDASV work. Members were pleased to hear that training courses have been developed for Councillors and Senior Officers.

One Newport Partnership Well-being Plan 2022-23 Q2 Performance

The Committee noted the performance within One Newport Partnership Well-being Plan 2022-23 Q2 and made a number of recommendations to the One Newport Partnership.

Committee Members requested more case studies to demonstrate progress made, and to reflect the positive outcomes that could be shared within communities.

Regional Market Stability Report 2022-2025

The Committee considered the Market Stability Report for the first time this year. The report provided an overview of the current position of the registered services in Gwent with a specific focus on the relative 'stability' of the services commissioned. The Committee agreed that the authority continues to engage with Regional Partnership Board (RPB) and support the development of the regional Area Plan,

The Committee praised the report for being comprehensive and well explained, leaving issues in no doubt. The Committee requested a copy of the regional Area Plan following

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publication on 1st April 2023 to ensure priorities highlighted in the Market Stability Reported are reflected in the action plan.

Gwent Regional Integration Fund

The Committee considered the financial liabilities and implications of the new Regional Integration Fund and its tapered funding model. The report aided consideration of the financial liabilities in adhering to the funding model and the associated services enabled and impacted by the budget considerations. The Committee was asked to make comment as part of the Council's response to the Gwent Regional Partnership Board via the Assistant Director of Partnership & Integration, on the outcome of the consideration as to whether the organisation accepts or rejects the liabilities associated and described in the report.

The Committee wished to make the comment to Welsh Government that it was not the time for the tapering funding model, as the economic challenge climate was too great. It was agreed that innovation and improvement is desirable in the longer term, however it was not considered the right time to put those services at risk. The Committee considered that not having the funds to be able to run the projects noted in the report would have an enormous impact on the people who rely on these projects for support. The Committee requested that the deadlines be pushed back for the tapered funding model until 2024 and asked if comments and views from the other partnership members where this has been presented, could be shared with them.

Safer Newport Community Safety Partnership

The Committee received a report on Community Safety arrangements in response to their previous request for appraisal on this partnership.

The Committee wished to be involved in the working group to help shape the working plan, which would develop the strategic needs assessment, associated strategies and the work programme.

The Committee were pleased to hear about the quality work from the Newport Intelligence Hub. It was requested if an informal meeting could be arranged with the Newport Intelligence Hub Manager to set up a presentation to explain the heat maps on incidents and anti-social behaviour. Comment was made that this would be beneficial, especially for the newer Committee Members. The Committee requested that future reports could incorporate case studies and examples of partnership working.

Education Achievement Service Business Plan 2023-25

Previously, the Education Achievement Service Business Plan for 2022-25 was reported to this Committee on 15 February 2022 following which the Committee's Comments were forwarded to the Cabinet where the EAS Business Plan also considered. On this occasion the Committee received an update containing the main priorities that the EAS believe will be

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relevant to focus upon in the draft annual update (June 2023 – March 2025) to the already agreed regional Business Plan 2022-2025. Members praised the new style of the report and were content with the data presented.

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9. Actions 2022-23 Update

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Ref	Proposal for Improvement	Intended Outcome	Update
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.	Completed
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	Completed As full programme of training was offered to all members during the year. This will be strengthened by further learning and development opportunities in 2023/24.
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.	Completed Reports on arrangements and appointments supporting the self-assessment and regional approaches have been considered by committees as specified in the report
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	Completed This has been considered with Chairs and a number of improvements are to be implemented including Chair's briefings and regular meetings of Scrutiny Chairs.

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9. Actions 2022-2023

Ref	Proposal for Improvement	Intended Outcome	Completion Date	Responsible Officer
1	Provide further training for Scrutiny Chairs and Scrutiny members	This will support the personal development of committee members and strengthen the skills and experience of committees.	March 2024	Democratic and Electoral Services Manager
2	Re-instate regular meetings of Chairs of Committees	This will strengthen the approach to the work programme and support the identification of any further support or development work required for committees.	May 2023	Democratic and Electoral Services Manager

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Scrutiny Report

Overview and Scrutiny Management Committee

Part 1

Date: November 2023

Subject Scrutiny Adviser Report

Author Scrutiny Adviser

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

Invitee:	Role
Samantha Schanzer (Scrutiny Adviser)	Present the Committee with the Scrutiny Adviser Report for discussion and update the Committee on any changes.

Section A – Committee Guidance and Recommendations

Recommendations to the Committee

The Committee is asked to:

1. Action Plan

Consider the Actions from previous meetings (**Appendix 1**):

- *Note the responses for the actions;*
- *Determine if any further information / action is required;*
- *Agree to receive an update on outstanding issues at the next meeting.*

2. Committee's Work Programme:

Consider the Committee's Forward Work Programme Update (**Appendix 2**):

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

2 Context

Background

Action Sheet

- 2.1 Attached at **Appendix 1** is the Action Sheet from the Committee meetings. The updated completed actions are included in the table.

- 2.2 Any actions that do not have a response will be included on the Action Sheet at the next meeting to ensure that the Committee can keep track of outstanding actions.

Forward Work Programme

- 2.3 Attached at **Appendix 2** is the Draft Forward Work Programme for the year 2023-24.
- 2.4 The purpose of a Forward Work Programme is to help ensure Councillors achieve organisation and focus in the undertaking of enquiries through the Overview and Scrutiny function. Effective work programming is essential to ensure that the work of Overview and Scrutiny makes a positive impact upon the Council's delivery of services.
- 2.4 Further information about the work programming process, including the procedures for referring new business to the programme, can be found in our Scrutiny Handbook on the Council's Scrutiny webpages (www.newport.gov.uk/scrutiny).
- 2.5 The Centre for Public Scrutiny's Good Scrutiny Guide recognises the importance of the forward work programme. In order to 'lead and own the process', it states that Councillors should have ownership of their Committee's work programme, and be involved in developing, monitoring and evaluating it. The Good Scrutiny Guide also states that, in order to make an impact, the scrutiny workload should be co-ordinated and integrated into corporate processes, to ensure that it contributes to the delivery of corporate objectives, and that work can be undertaken in a timely and well-planned manner.

3 Information Submitted to the Committee

- 3.1 The following information is attached:

Appendix 1: Action Sheet from Previous Meetings;

Appendix 2: Draft Forward Work Programme

Appendix 3: Scrutiny Topic Referral

4. Suggested Areas of Focus

Role of the Committee

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

- **Action Sheet from Previous Meetings - Appendix 1**
 - Consider the responses to the actions from the meeting;
 - Are you satisfied that you have received the necessary information?
 - Are there any further issues arising from the responses that you would like to raise?
 - For the actions that do not have responses – these actions will be rolled over to the next meeting and reported back to the Committee.

- **Draft Forward Work Programme - Appendix 2**

Consider:

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

Section B – Supporting Information

5 Supporting Information

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

6. Links to Council Policies and Priorities

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

6.2 This report relates to the Actions from Committee’s which support the achievement of the Scrutiny Committee, in accordance with the Law and Regulation Service Plan, Objectives, Actions and Measures and the Wellbeing objectives:

Well-being Objective	1 – Economy, Education and Skills	2 – Newport’s Environment and Infrastructure	3 – Preventative and Equitable Community and Social Care	4 – An Inclusive, Fair and Sustainable Council
Aims:	Newport is a thriving and growing city that offers excellent education and aspires to provide opportunities for all.	A city that seeks to protect and enhance our environment whilst reducing our carbon footprint and preparing for a sustainable and digital future.	Newport is a supportive city where communities and care are at the heart of what we do.	Newport City Council is an inclusive organisation that places social value, fairness and sustainability at its core.

7 Wellbeing of Future Generation (Wales) Act

- 7.1 The Wellbeing of Future Generations Act 2015 which came into force in April 2016 sets the context for the move towards long term planning of services.

7.2 General questions

- How is this area / policy affected by the new legislation?

- How will this decision / policy / proposal impact upon future generations? What is the long term impact?
- What evidence is provided to demonstrate WFGA has been / is being considered?
- Evidence from Community Profiles / other data?
- Evidence of links to Wellbeing Assessment / Objectives / Plan?

7.3 Wellbeing Goals

- How are the Wellbeing goals reflected in the policy / proposal / action?
 - *A prosperous Wales*
 - *A resilient Wales*
 - *A healthier Wales*
 - *A more equal Wales*
 - *A Wales of cohesive communities*
 - *A Wales of vibrant culture and thriving Welsh language*
 - *A globally responsible Wales*

7.4 Sustainable Development Principles

- Does the report / proposal demonstrate how as an authority we are working in accordance with the sustainable development principles from the act when planning services?
 - **Long Term**
The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs
 - **Prevention**
How acting to prevent problems occurring or getting worse may help public bodies meet their objectives
 - **Integration**
Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies
 - **Collaboration**
Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives
 - **Involvement**
The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

8 Background Papers

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan 2022-2027](#)
- The Corporate Assessment and [follow up assessment](#).

Report Completed: November 2023

**OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
ACTION SHEET**

	Agenda Item	Action	Responsibility	Outcome
1	Conclusion of Committee reports	Send comments and recommendations to officers	Samantha Schanzer	COMPLETE
10	Strategic Equalities Plan Annual Report 22-23	Provide the number of people who contact the City Contact Centre via phone when they are unable to use the online services.	Tracy McKim/Rhys Cornwall	ONGOING – Scrutiny Advisors determining whether more information is required but initial response received.

Mae'r dudalen hon yn wag yn

Scrutiny

Overview and Scrutiny Management Committee Draft Work Programme: June 2023 to May 2024

Meeting	Agenda Items
02/06/2023	<ul style="list-style-type: none">• Corporate Safeguarding Annual Report• EV Charging Strategy• Consultation Update (Information only)
23/06/2023	<ul style="list-style-type: none">• Welsh Language Annual Report
28/07/2023	<ul style="list-style-type: none">• Information Risk Report• Climate Change Annual Report
08/09/2023	<ul style="list-style-type: none">• Annual Digital Strategy Report
09/10/2023 1pm	<ul style="list-style-type: none">▪ Annual Corporate Wellbeing Self Assessment▪ Strategic Equalities Plan Annual Report
27/10/2023	<ul style="list-style-type: none">▪ Transformation Plan / Budget Consultation Plans / Development of MTFP▪ Air Quality Action Plan
01/12/2023	<ul style="list-style-type: none">• Scrutiny Annual Report• People Plan
19/01/2024	<ul style="list-style-type: none">• MTFP and Revenue Budget – Consultee Meeting
08/03/2024	<ul style="list-style-type: none">• Asset Plan
26/04/2024	<ul style="list-style-type: none">• TBD

Mae'r dudalen hon yn wag yn