

Torfaen County Borough Council

Annual Governance Statement for the year ending 31 March 2021

This Statement has been prepared in accordance with guidance produced in 2016 by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives and Senior Managers (SOLACE) which is contained in the *'Delivering Good Governance in Local Governance Framework'*. It embraces the elements of internal financial control required by the Code of Practice on Local Authority Accounting in the United Kingdom. The Authority's code of corporate guidance and this statement are based on this guidance. The seven principles are:

- a) Principle A – Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law
- b) Principle B - Ensuring openness and comprehensive stakeholder engagement
- c) Principle C – Defining outcomes in terms of sustainable economic social and environmental benefits
- d) Principle D - Determining the interventions necessary to optimise the achievement of the intended outcomes
- e) Principle E - Developing the entities capacity including the capability of its leadership and the individuals within it
- f) Principle F - Managing risks and performance through robust internal control and strong public financial management
- g) Principle G - Implementing good practice in transparency reporting and audit to deliver effective accountability

1 Scope of Responsibility

- 1.1 Torfaen County Borough Council (Council) is responsible for ensuring that its business is conducted in accordance with the law and to proper standards, and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. The Council also has a duty to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs which facilitate the effective exercise of its functions and include arrangements for the management of risk
- 1.3 The Council is a member of a number of joint arrangements/committees for example the Cardiff Capital Region City Deal where reliance is placed specifically on the governance arrangements established through a lead authority or such other specific arrangements
- 1.4 During the whole of 2020/21 the Council has been operating in a period which has been affected by the COVID 19 Pandemic. The Country has been in full lockdown on 3 separate occasions and at other times restrictions have been in place; all services were affected. For the most part the core of our governance arrangements have remained in place.

The pandemic and the dynamic nature of it has necessitated moving at a pace that could not be considered as 'business as usual' and without the level of funding certainty that would be usual. The following paragraphs cover the key areas:

- Much of the business undertaken by the council was able to continue with officers working remotely and business meetings being held using Microsoft teams. Democratic meetings have taken place through the medium of Teams.
- The Council in response to the emergency declaration by the Gwent Local Resilience Forum has provided senior representation to the Gwent Strategic Coordinating Group and several sub groups for strategic and operational decision making. In addition, and internally the Council established its emergency response team (ERT) maintaining oversight of critical activity, the ERT becoming the Councils risk register, meeting weekly to respond as required. Daily epidemiology reporting has been provided to senior leaders and regular reporting in to the Corporate Leadership Team has taken place including the roll out of the vaccination programme, venue requirements, staff and volunteer support, provision of local testing sites
- Business critical services have been maintained i.e. waste, schools (and hubs), social care, benefits etc. and the Council has administered a number of schemes on behalf of the Welsh Government including the business grant support schemes, self-isolation payments and free school meals payments; staff within services that have been disrupted as a result of the pandemic eg either been closed or the service reduced have been available for redeployment, in particular to support the Test, Trace and Protect service. Details of the status of staff (e.g. essential; available for redeployment etc) have been maintained and updated using the corporate IFOR system
- Committee meetings were cancelled at the start of the year until revised legislation and guidance on remote meetings was introduced. The Council considered its existing delegation arrangements, ensured that all statutory officers put in place specific deputising arrangements so that in the case of absence appropriate governance could be maintained. The Council continued to make decisions under the existing scheme of delegation (Chief Officer/Executive Member decisions) and the Chief Executive was able to take urgent decisions in the absence of Cabinet meetings. Following the introduction of the Local Authorities (Coronavirus) (Meetings)(Wales)Regulations on 22

April 2020 the Council put in place arrangements to hold committee meetings remotely and the first meeting of Cabinet took place on 19th May 2020. A protocol and guidance document were provided to members to assist with the running of the meetings. The meetings were recorded and subsequently made available to the public in accordance with the regulations. The new legislation does not require these remote meetings to be open to the public. The corporate meetings calendar is back in operation.

- The Council and the whole of the public sector has faced considerable financial challenges as a result of the pandemic, both from increasing costs/demand and a reduction in income. At the start of the financial year the key consideration was cashflow and establishing some financial resilience. However during the year through the close working relationship with the Welsh Government appropriate arrangements were put in place to ensure that local government was appropriately funded and cushioned from the worst impacts of the pandemic. A hardship claim process was put in place whereby local government was reimbursed for increased costs and lost income. Additionally specific funding was identified to support initiatives to assist in managing the pandemic and its impacts for example in relation to the Test, Trace and Protect system and free schools meals. Throughout the year full monitoring of the budget was undertaken in accordance with our normal standards and timescales and reported to Cabinet, including in relation to budget savings and Welsh Government funding.
- Some elements of the following paragraphs were impacted by the pandemic in particular the ability for face to face engagement within public engagement, the self-evaluation within service planning and worksmarts. However, they did not fundamentally impact upon our overall system of governance.

2 The Purpose of the Governance Framework

2.1 The Governance Framework comprises the systems, processes, culture and values by which the Council is directed and controlled and the activities through which it accounts to, engages with and leads the community.

2.2 The system of internal control is a significant part of that framework. The system of internal control is based on an ongoing process designed to:

- Identify and prioritise the risks to the achievement of the Council's policies, aims and objectives;

- evaluate the likelihood and impact of those risks being realised, and
- manage the identified risks effectively

3 The Governance Framework

3.1 The key elements of the Council's governance framework are consistent with the seven principles of the CIPFA/SOLACE framework 'Delivering Good Governance in Local Government'. It is publicised on the Council's intranet and internet web site.

4 Principle A – Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law

4.1 The principles of the ethical governance framework in Wales are set out in the Local Government Act 2000 and the Council's arrangements include:

- an Ethics and Standards Committee;
- codes of conduct for officers and members;
- whistle-blowing policies (for staff and school based staff)
- registers of personal and business interests and gifts;
- an agreed policy and associated corporate procedures for ensuring that complaints about services can be properly made and investigated, and for ensuring that any lessons can be applied.
- a local protocol and procedure for more 'low level 'complaints in respect of member or officer behaviour.

4.2 The Assistant Chief Legal Officer is the designated 'Monitoring Officer' in accordance with the Local Government and Housing Act 1989, and ensures compliance with established policies, procedures, laws and regulations.

4.3 Anti-fraud and corruption arrangements and procedures are established and designed to combat money-laundering.

4.4 The Council's recruitment procedures are free from bias and are compliant with Welsh language standards. The Council's pay and grading arrangements are compliant with the NJC Single Status Agreement of 1997 and the Equal Pay Act 1970. The Council approves its Pay Policy Statement annually in accordance with the requirements of the Localism Act 2011.

4.5 In accordance with its statutory responsibilities, the Council has in place a Health and Safety Policy and related procedures

4.6 The Council has a Data Protection Policy and has procedures in place to meet its responsibilities under the Freedom of Information Act, the Environmental Information Regulations and the Regulation of Investigatory Powers Act 2000 (RIPA) and the General Data Protection Regulations (GDPR) The SIRO has also been appointed as the Senior Responsible Officer for CCTV as required by the Surveillance Camera Commissioners Office . The Office of the Surveillance Commissioner regularly inspects the Council's arrangements for RIPA which are reported annually to the Executive Member.

- 4.7 The Council has information management and governance arrangements which include a governance policy, a governance strategy and a governance management framework which together set out all applicable requirements, standards and best practice covering the handling of records and information, risk management and compliance. To support this process an overarching Information Management Group (IMG) is in place to support and monitor the implementation of the framework, with delivery supported through an Information Asset Owners Group (IAOG). Both groups are chaired by the SIRO and have representation from across the Council's service areas.
- 4.8 In addition to the above, the SIRO has set up an Executive Business Continuity Group. This group consisting of senior representatives from across the Council is putting in place processes to document departmental business continuity. Initially we are prioritising this process to life and limb services and ensure these are linked to the business response from the SRS in the Platinum and Gold response requirements. This is ongoing work that will support service areas, linking to the team planning process and completion of business impact assessments to support business continuity.

5 Principle B - Ensuring openness and comprehensive stakeholder engagement

- 5.1 Citizens and key stakeholders were encouraged to play a part in determining the Council's corporate plan priorities. The priorities are used to produce the Council's wellbeing and improvement objectives published in its annual Well-being Statement
- 5.2 Public engagement on key issues takes place through a combination of traditional public meetings, roadshows and engagement events with community groups and digital engagement takes place online through the Council's website, e bulletins and social media channels. The Council uses the Delib suite of products including "Get Involved" which is a consultation hub and "Torfaen Together", an online space where people can share and discuss ideas about things that matter to them. People can participate on this platform by browsing challenges, submitting their own ideas or commenting on and rating other people's ideas. The Council also manages an annual Residents' Survey, a Youth Forum and a People's Panel and chairs the wider partnership Strategic Engagement Group making the connections across the activities of the PSB and wider community engagement.
- 5.3 Meetings of Council, Cabinet, Regulatory and some Overview and Scrutiny Committees, unless confidential, are open to the public and webcast to encourage residents to become involved in the Council's decision making.
- 5.4 The Council's Overview and Scrutiny Committees encourage residents to suggest items for consideration and regularly seek views from relevant parties to inform their activities and recommendations. The Cross Cutting Resources & Business Overview and Scrutiny Committee considers and scrutinises issues that cut across all portfolios such as the proposed budget and savings mitigations, proposed activities to deliver the Council's selected

improvement and well-being objectives, and the performance of the Council's service areas. These meetings are run on the basis of a 'workshop' to assist engagement.

- 5.5 The Council has an established annual staff survey and staff forum to consider key issues. The Council's Intranet site Swoop houses 'Ask Alison' where staff can post questions of the Chief Executive and there is a weekly electronic staff bulletin as well as regular 'Notes' after every Leadership Team

6 Principle C – Defining outcomes in terms of sustainable economic social and environmental benefits

- 6.1 The Public Service Board's (PSB) Well Being Plan was published in May 2018 following sign off by the statutory bodies of the PSB. The PSB plan 'Torfaen Together' ceased on 31 March 2018 and was replaced by the partnership Well Being Plan. The Council's Corporate Plan and the new Well Being Statement have been developed at different times due to organisational requirements of existing plans ending, but there are already synergies between the Council's Corporate Plan and the objectives identified within the PSB's Well Being Plan.

- 6.2 Following publication, an Executive and Operational structure is in place to deliver the PSB's seven well-being objectives, the Council is one of several partners who are collaborating to deliver improved outcomes in the short, medium and longer term.

- 6.3 Following publication, the Council has reviewed its current Corporate Plan to ensure it clearly sets out the Council's contribution to developing and improving collaborative working across public services through the seven strategic shared objectives. Together, these documents will show how public sector organisations across Torfaen will work to improve the quality of life in terms of the social, economic, environmental and cultural well-being of the whole community.

- 6.4 The Council's annual service planning process is integral to the Council's Performance Management Framework and is informed by a self-evaluation process. These plans establish and communicate how the agreed corporate plan priorities, improvement objectives and well-being objectives will be achieved, together with performance measures and targets which demonstrate progress and impacts delivered. Where appropriate, activities highlighted in service plans are supported by comprehensive well-being assessments which demonstrate how they will be delivered in line with the requirements of the Well-Being of Future Generations Act. Before plans are finalised each Chief Officer's service plan is subject to a peer review session led by the Chief Executive and involving another Chief Officer.

- 6.5 There are standard report templates in place which incorporate the requirements of the Well-Being of Future Generations (Wales) Act and reports are circulated to legal, finance and equalities officers for comment prior to consideration.

6.6 The Council received a report titled 'Improving Well Being in Torfaen' in March 2020 setting out progress made delivering its well-being objectives and in doing so implementing the requirements of the Well-Being of Future Generations (Wales) Act. The report also set out how the well-being objectives are set and what the council is planning to do to deliver these objectives.

6.7 The Council has revised its approach to setting annual wellbeing objectives (as required under the Well-Being of Future Generations Act 2015). In setting objectives for 2019/20 the Council has moved from activity based wellbeing objectives to thematic objectives that are the same as the corporate plan priorities. Through the process of changing the objectives, a review of the corporate plan priorities has been undertaken, assessing how they contribute to the Torfaen Public Service Board's well-being objectives and the national well-being goals. This approach has continued for 2020/21. An update on progress made delivering our priorities was received by Council in October 2020 and subsequently published as the Council's 'Annual Performance Report'.

7 Principle D - Determining the interventions necessary to optimise the achievement of the intended outcomes.

7.1 A Performance Management Framework, including a comprehensive suite of key performance tracking indicators has been established as part of the Council's business and service planning process to assist in the monitoring and managing of service delivery and improvement.

7.2 The Council has developed an Excel based system to support the collation, monitoring and reporting of performance information. . It is used by the Council to bring together in one place the key information required to monitor key performance against activities and targets and enable decision making that supports service improvement

7.3 In the future it has been agreed that the collective consideration of performance issues will be undertaken on a quarterly basis through the Policy Development Forum sessions, attended by the Cabinet and Leadership Team

7.4 The Audit Committee considers the effectiveness of the Council's governance arrangements through a planned work programme. The Audit Committee received and reviewed all reports in its 2020/21 work programme. A separate document is not produced to evidence this. It monitors the work of auditors (internal and external) and inspectors and has an overseeing role in ensuring action plans in relation to external reports are monitored by the appropriate overview and scrutiny committees. It also has responsibility for reviewing this Annual Governance Statement prior to consideration and approval by Council.

7.5 The Council operates a Committee and Decision Management System (Modern.gov) providing an IT based solution that manages decisions and automates the democratic process.

7.6 The Constitution is a key document and sets out:

- how the Council, Cabinet and other committees operate and make decisions.
- the procedures to ensure that decision-making is transparent and accountable to local people and other stakeholders
- the key roles of all members and senior officers, including the Leader, Chief Executive and other designated senior officers.
- a scheme of delegated powers for decision-taking and call-in arrangements.
- related codes and protocols.
- A Members' Constitution Working Party which acts as a consultation body for any proposed changes to the Constitution.
- the governance and operation practices of schools through the Financial Orders and Employee Code of Conduct. The framework for the financial relationship between the Council and its maintained schools is further outlined within the Scheme for Financing of Schools.

8 Principle E - Developing the entities capacity including the capability of its leadership and the individuals within it

- 8.1 The Council has adopted role descriptions for the posts of leader, deputy leader, executive member, scrutiny member, chairs of scrutiny and chairs of statutory committees. Members are provided with appropriate support and equipment to undertake their elected roles and are offered 'reasonable' training and development opportunities. Regular policy development seminars are held each Monday afternoon for members to be updated on emerging and developing issues.
- 8.2 Training and advice on Code of Conduct issues is provided by the Monitoring Officer and regularly reported to the Ethics and Standards Committee.
- 8.3 The Council has self-evaluation arrangements under a formal process across all service areas. These evaluations are undertaken annually and are used to assess progress, challenge performance and inform future business and service plans. Training and development needs, and workforce implications for services are also considered as part of this process.
- 8.4 The Council supports its employees in achieving qualifications through courses run by the Institute of Leadership and Management. There is a mandatory on line training programme in relation to Data Protection, Health and Safety and Safeguarding.
- 8.5 The Council has a Worksmart process which is a review of an individual's role in the organisation. It provides the opportunity for employees and line managers to discuss the work done, how they did it and what needs to be done in the future. It also provides time to discuss performance, relationships with colleagues, personal development needs and how their individual and team work is connected to the aims of the organisation

8.6 The Council undertakes an Annual Staff Survey and publishes the results.

9 Principle F- Managing risks and performance through robust internal control and strong public financial management

9.1 There are robust arrangements for effective financial control through the Council's accounting procedures and Financial Regulations. These include established capital and revenue budget planning procedures.

9.2 Regular reports are produced for Councillors comparing actual revenue and capital expenditure to annual budgets

9.3 The Council's Medium Term Financial Plan outlines the financial forecasts and the levels of estimated shortfall.

9.4 The Assistant Chief Executive (Resources) is designated as the officer responsible for the proper administration of the Council's financial affairs, as required by Section 151 of the Local Government Act 1972.

9.5 The Council's Treasury Management arrangements follow professional practice and are subject to annual review by the Audit Committee and adoption by Council.

9.6 Internal Audit operates to the standards set out in the 'Public Sector Internal Audit Standards (PSIAS) 2013. The Head of Internal Audit provides a quarterly report to the Audit Committee summarising audit findings and activity and also reports annually an opinion on the overall adequacy and effectiveness of the Council's control environment.

9.7 The Council's Risk Management Framework requires the proactive participation of all those responsible for planning and delivering services in identifying, evaluating and managing significant risks to the Council's priorities, services and major projects.

9.8 The risks and the controls necessary to manage them are recorded in the Council's Risk Register

9.9 The Council's Corporate Governance and Risk Management Group reviews the risk management framework and provides feedback to Service Areas and reports to the Leadership Team on a quarterly basis and annually to the Audit Committee

9.10 Processes are in place to ensure the economic, effective and efficient use of resources and for securing continuous improvement in the way that functions are exercised. These include reviews undertaken both internally and by the external auditors and the various inspection regimes.

9.11 Actions proposed in response to proposals for improvement or recommendations received by the Council from external inspection agencies are actively monitored by either one of the Council's Overview and Scrutiny Committees and / or the Council's Audit Committee

- 9.12 The respective roles of the Overview and Scrutiny Committees and the Audit Committee are set out in the Council's Constitution.
- 9.13 Procedures for tendering and contract letting are included in the Financial Regulations and Contract Standing Orders within the Constitution
- 9.14 The Council recognises the requirement to adopt the CIPFA Financial Management Code, and that this Code currently operates in shadow / pilot status before becoming fully adoptable in 2021/22. The Council is currently considering its operations against the Code and will develop an action plan to address any weaknesses identified.

10 Principle G- Implementing good practice in transparency reporting and audit to deliver effective accountability

- 10.1 Any proposals received about the governance arrangements of the Council are monitored through the Council's Action Plan for Governance and Improvement, which is updated and reviewed by the Council's Audit Committee on a six monthly basis.
- 10.2 Service specific proposals arising from external reviews are received by the Audit Committee before being added to the work programme of the relevant Overview and Scrutiny Committee for monitoring purposes.
- 10.3 All reports considered by the Council and its Committees, and the minutes of decisions taken are, unless confidential, made available on the Council's website.
- 10.4 The Public Services Board (PSB) provides oversight and delivery of Torfaen's published Well-Being Plan.
- 10.5 Webcasting of Council, Cabinet, Planning Committee and some Overview and Scrutiny meetings takes place with a view to encouraging residents to become more engaged in the decision making of the Council.
- 10.6 The Council's Overview and Scrutiny function is outlined in the Council's Constitution. *'A Guide to Overview and Scrutiny in Torfaen'* demonstrates how the function is delivered in practice and places particular emphasis on:
- the conduct of meetings – including pre planning meetings to agree the focus of the required reports, research needed, relevant interviewees (to share their expert advice / service experience) and questioning strategies;
 - setting clear focused work programmes focusing on in depth scrutiny of one item per meeting;
 - setting the right agenda and receiving focused reports and presentations;
 - undertaking independent scrutiny research;
 - making clear recommendations for consideration by the relevant Executive Member(s) and / or Chief Officer(s); and
 - monitoring the impact of any recommendations made to ensure scrutiny activity is effective in leading to improved service delivery and better outcomes.

- 10.7 An Annual Overview and Scrutiny Report is prepared each year highlighting the work of the Council's Overview and Scrutiny function during the previous municipal year.
- 10.8 To assist the Council's drive for performance improvement in its schools, a Schools Standards Monitoring Sub Committee was established by Council in November 2014. This subcommittee looks at the performance of individual schools, discussing, understanding and questioning both the performance and progress of the school and the support provided to the school by the Education Achievement Service and the Council's Education Service Area. Any issues for development are highlighted and addressed. Update Reports are made to the parent Overview and Scrutiny committee on a quarterly basis.
- 10.9 Officers from the Corporate Complaints Team regularly meet with Chief Officers and team managers to review complaints and provide feedback to service areas on a 'lessons learned' basis. The Corporate Complaints Team records the outcomes and regularly reports to the Council's Leadership Team and Cabinet.
- 10.10 In the future it has been agreed that the collective consideration of performance issues will be undertaken on a quarterly basis through the Policy Development Forum sessions, attended by the Cabinet and Leadership Team
- 10.11 The governance arrangements of the Council are reviewed by the Corporate Governance and Risk Management Group on a quarterly basis and is chaired by the Assistant Chief Executive (Resources). This Group submits regular reports to the Council's Leadership Team highlighting overall progress and any key issues which are supported as required by detailed reports in the form of appendices.

11 Review of Effectiveness

- 11.1 The Council has responsibility for conducting, at least annually, a **review of the effectiveness of its governance framework** including the system of internal control. The annual review of effectiveness of our arrangements is an ongoing process discharged through a number of different methods. The key elements of the review process are:
- The work of the Corporate Governance and Risk Management Group
 - The continued updating of guidance, procedures and processes that underpin the governance framework such as:
 - the constitution:
 - financial management (including the medium term financial plan);
 - the internal control framework of procedures and processes:
 - service and business planning;
 - information governance;
 - consulting with customers;

- collaborative opportunities and partnership working arrangements such as the Public Service Board (PSB) ;
 - performance monitoring; and
 - risk management.
- Continuing to operate in a transparent manner demonstrating accountability for actions and decisions taken in line with the scheme of delegation and the scrutiny process.
 - The Head of Internal Audit's annual opinion on the system of internal control based on work undertaken during the year.
 - The use of the Council's Action Plan for Governance & Improvement which captures the recommendations of external regulators and is monitored by Audit Committee in order to provide assurance around the implementation of agreed proposals for improvement.
 - The positive external audit opinion and compliance certificate by the external auditors of the Annual Statement of Accounts and Annual Improvement Plan.
 - The annual update report to Audit Committee providing assurance around the operation of the Risk Management framework.
 - The introduction of the T22 programme which has multiple strands with the objective of transforming the way we provide services to our customers
 - Ensuring the Code of Corporate Governance is reviewed and updated.
 - Annual report of the Monitoring Officer to the Executive Member in respect of the RIPA policies.

The review of effectiveness of the governance framework evidenced by the elements above and the work of the Governance Review Group demonstrates that the arrangements in place during the year were effective.

- 11.2 In addition we introduced in 2018/19 an assurance process from key officers with responsibility for certain functions and policies contained within the seven principles of good governance and this has continued. All the relevant officers have given their assurance that the key policies and procedures are in place and working effectively although it is recognised that during 2020/21 some elements have been adversely impacted by the pandemic but not to the extent of impacting upon the overall governance of the Council. The Annual Governance Statement has been reported to the Leadership team, the Corporate Governance Group and has been scrutinised by the Audit Committee at its March meeting.
- 11.3 The work of Internal Audit continues to review the control environment of the Council. The work contained in the annual internal audit plan is approved and monitored throughout the year by the Audit Committee. During 2020/21 the level of coverage was reduced due to the impact of the Covid 19 pandemic which was reported and approved by the Audit Committee. While the level of overall coverage reduced, adequate resources were allocated to ensure the Core Financial systems were carried out which form the main basis of the annual overall opinion. This is supplemented by the other work carried out in the year on other systems and areas including non financial audits. Based on the completion of the core financial system jobs the overall

opinion continues to be that the system of Internal Control remains SOUND with scope for improvement. The opinion was presented to the Audit Committee in June 2021 as part of the Head of Internal Audit Annual report. There are no significant control issues that need to be reported in this Annual Governance Statement. Appendix A provides a historical summary of the opinions of the major/core systems of the Authority.

12 Significant Governance Issues

- 12.1 The review of the effectiveness as outlined in section 11 has concluded that the arrangements are effective.

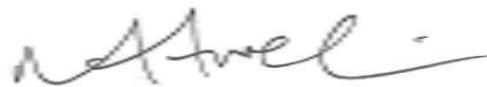
Signed



Cllr A Hunt

Leader of the Council

Signed



Nigel Aurelius

Assistant Chief Executive Officer

SYSTEM
CORE SYSTEMS
HR & Payroll
Purchase to pay
Revenue Budgetary Control <i>(different service area tested each year)</i>
Debtors
NNDR
Council Tax
Housing Benefits <i>(different aspects of the system are tested each year)</i>
Treasury Management
Main Accounting system
Cashiering <i>(incl bank reconciliation)</i>
OVERALL OPINION

2016/17			
H	M	L	System Opinion
	1		full
	2		substantial
			full
	4	1	substantial
	4		substantial
	3		full
	9		moderate
	1		full
	1		full
	2		full
	27	1	
			SOUND
			Key:
	H		High priority
	M		Medium priority
	L		Low priority

2017/18			
H	M	L	System Opinion
	2		substantial
	3		substantial
	3		substantial
	5		substantial
	6		substantial
	2		full
	8		substantial
			full
	1		full
	2		full
	32	0	
			SOUND

2018/19			
H	M	L	System Opinion
	2		substantial
	3		substantial
			full
	4		substantial
	1		full
	2		full
	7		moderate
			full
			full
	3		full
	22	0	
			SOUND

2019/20			
H	M	L	System Opinion
	2		substantial
	2	1	substantial
			full
	1		full
	2		full
	1		full
	10		moderate
			full
			full
	4		full
	22	1	
			SOUND

2020/21			
H	M	L	System Opinion
	2		substantial
	3		substantial
	2		full
	6		substantial
	2	1	substantial
	4		substantial
	4		substantial
			full
	1		full
	4		full
	28	1	
			SOUND