

MINUTES OF A MEETING OF BRIDGEND COUNTY BOROUGH COUNCIL HELD IN THE COUNCIL CHAMBER, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON WEDNESDAY, 1 MAY 2013 AT 3.00PM

Present:-

Councillor M Thomas - Mayor and Chairperson

<u>Councillors</u>	<u>Councillors</u>	<u>Councillors</u>	<u>Councillors</u>
S Aspey	E M Hughes	J R McCarthy	G Thomas
M W Butcher	C J James	H E Morgan	R L Thomas
N Clarke	P James	L C Morgan	J H Tildesley MBE
H J David	R M James	M E J Nott OBE	H J Townsend
G Davies	R D Jenkins	D G Owen	E Venables
E Dodd	P John	G Phillips	C Westwood
D K Edwards	B Jones	D R Pugh	D B F White
L Ellis	C Jones	C Rees	P J White
E P Foley	C L Jones	C L Reeves	H M Williams
C A Green	M Jones	M Reeves	R Williams
M Gregory	D R W Lewis	D Sage	M Winter
D M Hughes	J E Lewis	J C Spanswick	R E Young

Officers:-

D Mepham	-	Chief Executive
H Anthony	-	Corporate Director - Children
S Brindle	-	Corporate Director - Wellbeing
M Shephard	-	Interim Corporate Director - Communities
N Young	-	Assistant Chief Executive - Performance and Section 151 Officer
B Davies	-	Principal Solicitor
R Peverley	-	Training and Development Officer
G P Jones		Head of Democratic Services
A Rees	-	Senior Democratic Services Officer - Committees
J Monks	-	Democratic Services Officer - Committees (Electronic Back-up)

160 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the ordinary meeting of the Council of 5 April 2013 be approved as a true and accurate record, subject to the name of Councillor C Jones being added to the list of Members present and the name of Councillor C L Jones replacing Councillor C Jones in the list of apologies for absence in minute number 147.

161 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members for the reasons so stated:-

Councillor G W Davies MBE	-	Holiday
Councillor P A Davies	-	Other commitments
Councillor K J Watts	-	Holiday

162 DECLARATIONS OF INTEREST

None.

163 MAYOR'S ANNOUNCEMENTS

The Mayor announced with great sadness the sudden death of the Council's chauffeur, Mr Richard Thomas last month. She stated that many Members had attended Mr Thomas' funeral and there was also a large turnout of many Mayors chauffeurs from neighbouring local authorities. She stated that Mr Thomas was an exemplary employee who enjoyed a flawless record of service with the Council for over 30 years, serving 35 Mayors. The Mayor stated that Mr Thomas was a pleasure to know and to work with and that the many kind words and good wishes had been appreciated by his family.

All present stood in silence as a mark of respect.

The Mayor informed Members that she was approaching the end of her year of office as Mayor and was cherishing all the events and openings attended. She stated that she had especially enjoyed the recent opening of the facility for blind and visually impaired people at Tondu shooting club and that she had the opportunity to participate in some shooting practice, achieving two bulls eyes.

The Mayor also announced that she had the privilege of presenting awards at the young singer of the year at Maesteg Town Hall and the opening of the Richard Price Society's exhibition at the Richard Price Centre with Huw Iranca Davies MP and Janice Gregory AM. She stated that these events had taken a great deal of planning and organisation and thanked all involved for their fantastic efforts.

The Mayor informed Members that she had hosted a number of school visits at the Civic Offices recently with children from the School Councils of Caerau Primary, Maes yr Haul Primary and Garth Primary Schools who had held debates and question and answer sessions. She was pleased to note that youngsters were taking an interest in local democracy and hoped that many more visits of this sort would take place in the future.

The Mayor congratulated Heronsbridge School for winning a gold award at the recent Royal Horticultural Society show in Cardiff. The school's woodland inspired 'artful bodger's garden' was also named 'Best in Show' at the three day event held in Bute Park, Cardiff.

The Mayor announced that May is 'Action on Stroke Month' and a series of stroke awareness community fairs were taking place in the Evergreen Hall, Angel Street, Bridgend on 13,14 and 16 May from 10.00am - 12 noon each day. The Awareness Raising Event was hosted by stroke survivors and volunteers from the Stroke Association's Bridgend stroke groups and will highlight the steps taken to reduce the risk of stroke and the support available for those affected by a stroke. She urged Members to publicise the event amongst their constituents and that more details were available on the stroke.org.uk website.

The Mayor announced that she had during the previous evening had attended an orchestral and choral concert by the pupils of Maesteg Comprehensive School and informed Members she was very impressed by the talented pupils in the school's orchestra and choir.

The Mayor announced that she would be hosting a gala event at Brynteg Lower School Sports Hall, Bridgend on 11 May 2013, which would be one of her last mayoral events and asked Members to make a note of this important charitable event in their diaries.

164 CABINET MEMBER ANNOUNCEMENTS

1. Deputy Leader

The Deputy Leader announced that the new Porthcawl Marina Lock gate had arrived at the harbour yesterday by barge from Bristol docks. The 37 tonne single

leaf gate was lifted to site and will remain at the compound until its installation in July. The new gate which incorporates a public walkway will be a focal point for the marina when it opens later this year.

The Deputy Leader was delighted to inform Members that the Regeneration Service had made a successful bid for almost £525k of Townscape Heritage Initiative (THI) heritage lottery funding. The work will be conservation led regeneration for the listed and historic buildings in the harbour area and the historic square of Porthcawl. The announcement also meant that the Council was the only local authority area in Wales to have been awarded five THI schemes - two in Bridgend, two in Maesteg and one in Porthcawl. On a national level, the Council was one of only two local authorities in the UK to achieve five approvals for this THI grant funding, with Glasgow City being the other. The funding, including match funding from the Council and CADW would mean that more than £1m would be available as part of the new Porthcawl Townscape Heritage Initiative Programme. The funding was awarded on the basis that it would be used to encourage building owners and local organisations to work together with the Council to restore premises, structures and open spaces to their historical prime using traditional materials and methods. Buildings that will be prioritised as part of the project include the grade 2 listed building Jennings building, for which a new use had to be found and the former Knight's Arms Public House, which may be converted into a series of holiday lets designed to support and boost tourism in the town. In addition to the funding, the Council has received a development grant of £25k to prepare a bid for the second round application required for the THI Programme, which will include working with local businesses and partnerships to further develop regeneration plans.

The Deputy Leader informed Members that this month saw the start of the annual town centre event programme, with the Mash-up taking place in Bridgend Town Centre on 18 May 2013, which featured the usual and unusual music and urban sports, followed closely by the start of the six month programme of events and activities to celebrate and promote the new market development in Maesteg, which was opening in July. The County's big event weekend commences on 27 September and includes the Festival and Elvis Festivals. The Splashup in Porthcawl will follow in the autumn.

2. Cabinet Member - Resources

The Cabinet Member - Resources informed Members of the following forthcoming pre-Council presentations and Member development events:-

Pre-Council Presentation

<u>Date</u>	<u>Subject</u>
29 May 2013	Bridgend Lifesavers Credit Union

Member Development Events

7 and 13 May 2013	Personal Development Reviews Training - Reviewers
23 May and 4 June 2013	Personal Development Reviews Training - Reviewees
30 May 2013	Social Media Training (WLGA)
18 and 19 June 2013	Domestic Abuse Seminar
16 July 2013	Social Services Bill

3. Cabinet Member - Communities

The Cabinet Member - Communities informed Members that he was pleased to announce that the Council had been successful in winning a bid to the Welsh Government for securing a Section 180 grant from the All Wales Homeless Prevention Fund. The Council had been awarded £7k which would be used immediately to improve services to help women fleeing domestic abuse. In partnership with Bridgend Women's Aid and the Community Safety Partnership, training for front line staff would be improved to enable more effective prevention work, helping victims to remain safely in their own homes.

The Cabinet Member - Communities also announced that the Council had been successful in securing over £3.4m of Social Housing Grant from the Welsh Government, which represented double the amount of £1.7m that was originally allocated to the Council. This will enable the start of development and completion of over 90 units of new affordable accommodation in the County Borough.

4. Cabinet Member - Children and Young People

The Cabinet Member Children and Young People informed Members that Deborah McMillan, the new Head of Learning will be commencing her employment with the Council next week. Ms MacMillan will have a vital role with a portfolio including schools, access and inclusion, special education, education other than at school, fourteen to nineteen services and the youth service.

The Cabinet Member - Children and Young People informed Members that a recruitment process was underway for the new head of Bryntirion Comprehensive School.

He wished all Year 2 pupils well in the new national compulsory reading and numeracy tests which were commencing shortly.

The Cabinet Member - Children and Young People informed Members that over 1500 school pupils had a taste of the working world when they attended a careers convention at Bridgend College last month. The Bridgend 14 to 19 learning pathways event gave Year 10 students from across the Borough the chance to meet different universities, departments of the College, talk about career options and meet with a number of would be employers, including the Council and Health Service. The convention complemented the good work already taking place in local secondary schools.

The Cabinet Member - Children and Young People stated that he together with the Mayor, Leader, Councillor Gregory and Councillor Edwards and Councillors Reeves had attended a fantastic evening of solos orchestral, choral music by Maesteg Comprehensive School. Many of the talented young musicians from the Llynfi Valley were also members of the Bridgend County Youth Orchestra will be performing at Margam Abbey on 4 May 2013. Tickets for the concert were available from the Music Services Co-ordinator.

The Cabinet Member - Children and Young People thanked all the staff who had worked so hard to make the Looked After Children awards ceremony in the Grand Pavilion, Porthcawl such a success. More than 130 Looked After Youngsters, many of whom had faced and overcome great adversity and tragedy in their lives were clearly very proud to be recognised for their achievements. He stated that the event was often emotional for carers, support workers and families and inspirational to hear individual stories. He thanked the Mayor and the Cabinet Member - Communities for supporting this important event.

4. Cabinet Member - Wellbeing

The Cabinet Member - Wellbeing informed Members that £120k had been allocated to relocate the library in Pontycymmer to the Garw Valley Leisure Centre, which would result in its floor space doubling and the provision of café facilities. The new library facility would be opening later this month.

He also informed Members that the Council had been successful in bidding for £200k from the Welsh Government for the relocation of the Bridgend Town Centre Library to the Recreation Centre. He thanked the Interim Corporate Director - Communities, Corporate Director - Wellbeing and Interim Head of Healthy Living for the successful submission of funding from the Welsh Government.

165 CHIEF EXECUTIVE'S ANNOUNCEMENTS

The Chief Executive informed Members that the Council and Abertawe Bro Morgannwg University Health Boards joint submission for the Dementia Care Training Team had been selected as a finalist in the 2013 Social Care Accolades. The Accolades were supported by the Care Council for Wales and recognised good practice in social work, health and social care, early years and childcare. They were awarded to teams, groups or organisations who had invested in the learning and development of its staff to transform their services and provide outcomes for those who receive them. Members congratulated the team and wished them well for the award ceremony to take place in Cardiff on 21 June 2013.

The Chief Executive also congratulated the Library and Information Service for coming second out of 13 public library entrants at the Welsh Libraries and Archives Marketing Innovation Awards 2013. This was in recognition of their Halloween event held in Bridgend Town Centre last October. The Service was praised by judges for the excellent partnership work it carried out with local businesses to hold the event.

The Chief Executive informed Members that the Council had become aware of a company called UK Electoral Roll which is offering to help residents register to vote in exchange for a £30 fee. This so called service also charged people £1.53 per minute to ask questions by using a premium rate telephone service. He stated that householders are already able to register to vote and on the Electoral Roll absolutely free by contacting the Council directly or by visiting aboutmyvote.co.uk. There was also a freephone telephone number which householders could use. He stated that the Office of Fair Trading and Phone Pay Plus, who regulate premium call numbers had both been informed and were looking into whether there were any legal or regulatory issues that needed to be investigated. He stated that he was very keen for people to be part of the Electoral Roll but did not want constituents to be fooled into thinking they had to pay for this service.

166 LEADER'S REPORT

The Leader thanked all Members for their help in spreading the word on the MMR vaccination clinics which had been running at the Princess of Wales Hospital over the last few weeks, which was in response to the serious measles outbreak in the Swansea area. School age children and teenagers who missed their scheduled MMR vaccinations when they were younger were the Health Board's main target during this measles outbreak. However, adults who did not know if they have had measles or were unsure of their vaccination status could consider vaccination. Due to the bank holiday there would be no MMR drop in clinics this Saturday 4 May, but there was an evening drop in clinic at the Princess of Wales Hospital on 2 May 2013 from 6.00pm to 9.00pm in the main Outpatients Department. He requested that people arrive early for these sessions, in order to avoid disrupting other clinics and that more details on measles or MMR can be found on the measles section of the ABMU website.

The Leader announced with pleasure that he had visited Bridgend Recreation Centre during the last week to view HALO's multi million pound refurbishment, which included a new 80 station gym, 3 new work out studios and new conference and meeting facilities. The facilities were now open to the public and he urged Members to inform their constituents to visit the facilities for themselves.

The Leader was also pleased to report that over 1000 households had signed up for the new garden waste collection scheme during its first month. This was being run in partnership with May Gurney and offered the County Borough's residents a convenient and green way to dispose of their garden waste, without having to take a trip to the tip. Over six tonnes of green waste had been collected so far and he urged Members to encourage their constituents to take part. The scheme costs £27, with a discount for pensioners.

The Leader informed Members of the really positive feedback received from Sarah Lawrence, a deaf visitor to the Civic Offices who had written a blog about the exceptional service she had received from the Council. He outlined the comments received from Sarah Lawrence in connection with the assistance received from members of staff through the use of British Sign Language. The Leader commented on the wonderful feedback received and he was very proud of the improvements the Council had made to enhance the accessibility of its services to people who are deaf or hard of hearing and which was making such a difference.

167 MEMBER ROLE DESCRIPTIONS

The Head of Democratic Services reported on revised Member Role Descriptions which had been considered by the Democratic Services Committee, requested that the Council propose and agree any amendments that may be required to the revised Member Role Description, approve the use of the individual portfolio of elected Member Role Descriptions and adopt the agreed Member Role Descriptions. He stated that Member Role Descriptions provide a framework which describes the purpose, activities and responsibilities of each of the roles that Councillors may undertake during their term of office. Member Role Descriptions will also assist elected Members during the Personal Development Review process to identify any support that may be required to fulfil those roles effectively.

He stated that Council approved the adoption of the existing Member Role Descriptions at its meeting on 23 June 2010. The WLGA Charter achieved by the Council also in 2010 did not require any further use of Member Role Descriptions other than to be approved and act as reference documents. With the introduction of the Local Government (Wales) Measure 2011 and its subsequent impact on the WLGA Charter, a review of Member Role Descriptions had been undertaken. The current WLGA Charter required that Member Role Descriptions should not only be approved by Council but used as part of the Personal Development Review process and used to clarify the roles of individual elected Members, particularly those appointed to senior salary posts. It was proposed that the primary Member Role Description is that of elected Ward Member, which replaced the original elected Member Role Description. The document was made up of several sections which would be personalised to reflect the activities that are undertaken by each elected Member. Each key role undertaken by a Councillor would be identified in the personalised Member Role Description and have an associated Member Role Description and Members would be requested to date and sign their Role Descriptions Portfolio. It was proposed that the completed portfolios be scanned and published on the Council's website and linked from the individual Councillor's webpage and updated when all appointments or responsibilities of an individual Councillor change.

The Head of Democratic Services informed the Committee that the revised Role Descriptions had been developed from the model role descriptions produced by the WLGA and tailored to the requirements of the roles undertaken by Councillors within this

Council. He stated that role descriptions for outside bodies were not always available and a generic Outside Bodies Role guidance had been provided, where outside bodies do not currently have specific role descriptions. Members appointed to those outside bodies would be requested to work with the body to which they were appointed and the Democratic Services Team to provide or develop a relevant role description.

The Head of Democratic Services reported that the Democratic Services Committee had made some amendments to the Revised Role Description and identified that a number of Members were appointed as LEA Governors and that there were no role descriptions for that function. The Head of Democratic Services had been working in conjunction with the School Governor Support Team to develop a role description that could be presented to Council for subsequent approval.

The Chairperson of the Democratic Services Committee commended the Head of Democratic Services and his team on developing Member Role Descriptions and for their work on personal development reviews. He commented that all Members undertook the activities within their role descriptions as a matter of course and he requested Members to undertake the training sessions to be provided to assist the Council in retaining Charter status.

In response to a question to a question from Council, the Legal Officer advised that in connection with Members adhering to the principles of democracy and collective responsibility in decision making, that should a Member dissent from a particular decision, a Member could request that dissention to be recorded in the minutes.

RESOLVED: That Council:-

- (1) Approved the appended revised Member Role Descriptions.
- (2) Noted the outside bodies guidance.
- (3) Approved the use of the individual portfolio method proposed for the compilation of Member Role Descriptions for each individual Councillor.
- (4) Adopted the revised Member Role Description appended.
- (5) Receive a School Governor Role Description for approval at a subsequent meeting of Council.

168 PERSONAL DEVELOPMENT REVIEWS

The Head of Democratic Services reported on proposals for the introduction of a Personal Development Review (PDR) process to be made available to all elected Members, the use of a template to be used during the PDR discussion and approval of the PDR process to be used within the appropriate timescales to meet the submission of the WLGA Charter for Member Support and Development.

The Head of Democratic Services reported that the Democratic Services Committee had previously recommended to Council that a submission be made for the Standard Charter Award as part of the WLGA Charter for Members Support and Development which identified the need to provide a PDR process to be offered to all Members and which must be undertaken by all senior salary holders in order to achieve the Charter. The Head of Democratic Services and Training and Development Officer had consulted with representatives of the WLGA and other local authorities in Wales to determine a suitable PDR process to be adopted in Bridgend.

The Head of Democratic Services stated that the key elements of the PDR process identified in the Local Government (Wales) Measure 2011 intend that a local authority

must make available to each Member of the Authority and annual review of the Member's training and development needs and this review must include an opportunity to discuss with a person which is, in the opinion of the Authority, suitably qualified to provide advice about the training and development needs of a Member. The effective use and completion of the PDR process will enable the Authority to meet its requirements in accordance with the Measure and secure the provision of reasonable training and development opportunities for Members. In addition to this requirement, the WLGA Charter had determined that all senior salary holders must undertake the PDR process. It was also proposed that the interview part of the PDR process be undertaken by suitably trained elected Members, who understand the roles and responsibilities of other elected Members.

The Head of Democratic Services reported that there were three PDR interview template options available:-

- Comprehensive Personal Development Review Document
- Intermediate Personal Development Review Document
- Personal Development Review Document

He highlighted the requirements of each of the templates and the processes to be undertaken to introduce PDR together with the training requirements to be provided for reviewees and separately for reviewers. The Democratic Services Committee had assessed the benefits and the implications of the use of each of these forms and it was agreed that the Personal Development Review Document would be recommended to Council for adoption.

It was proposed that the responsibility for identifying those elected Members that would act as reviewers be undertaken by each of the political groups, who would also determine how they wish to pair or match reviewers and reviewees within their groups. Group Leaders were requested to liaise with the Head of Democratic Services regarding their preference of a reviewer to undertake their PDR. A suggested option for the identification of reviewers was outlined to Council, which gave a range of options which could be tailored to suit the needs of the political group and the individuals concerned.

The Head of Democratic Services reported on the deadlines required to meet the submission for the WLGA Charter, the approval of the PDR process, the implementation and successful completion of PDR's for the senior salary holders.

RESOLVED: That Council:-

- (1) Adopted the Personal Development Review Document as the vehicle for commencing the PDR process in the council.
- (2) Approved the proposed activities and timescales as shown in the report.

169 OFFICERS' CODE OF CONDUCT

The Legal Officer sought approval to make minor amendments and modifications to the Officers' Code of Conduct for Council employees. He stated that the Monitoring Officer had reviewed the Code and was satisfied that the current code remained fit for purpose, it was his view that the issue of Officers' personal interests required attention as a matter of priority as concerns had been raised informally. He highlighted the amendments proposed to the Council's Officers Code of Conduct, together with some typographical amendments to be made.

RESOLVED: That Council:-

- (1) Approved the minor amendments to the Officers' Code of Conduct proceedings for Council employees as set out in paragraph 4.2 of the report.
- (2) Approved the publication of the revised Code to all officers of the Council via net consent.

170 RECRUITMENT TO THE INDEPENDENT APPEALS PANEL FOR SCHOOL ADMISSIONS AND EXCLUSIONS

The Legal Officer sought approval for the appointment of Mrs Jacqueline Griffiths and Mr Michael Daw to be appointed to the Independent Appeals Panel for School Admissions and Exclusions. He highlighted the relevant experience of both applicants who were considered suitable and met the eligibility criteria.

RESOLVED: That Mrs Jacqueline Griffiths and Mr Michael Daw be appointed to the Independent Appeals Panel for School Admissions and Exclusions.

The meeting closed at 4.04pm.