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Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



Civic Offices, Angel Street, Bridgend, CF31 4WB / Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB

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Ask for / Gofynnwch am: Mark Galvin

Our ref / Ein cyf:
Your ref / Eich cyf:

Date / Dyddiad: 24 March 2015

Dear Councillor,

TOWN & COMMUNITY COUNCIL FORUM

A meeting of the Town & Community Council Forum will be held in Council Chamber, Civic Offices Angel Street Bridgend CF31 4WB on **Monday, 30 March 2015 at 4.00 pm.**

AGENDA

1. Apologies for Absence
To receive apologies for absence (to include reasons, where appropriate) from Members/Officers
2. Declarations of interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008
3. Approval of Minutes 3 - 8
To receive for approval the Minutes of a meeting of the Town and Community Council Forum of 12 January 2015.
4. Replacement of Affordable Housing 9 - 12
5. Democratic Diversity 13 - 24
6. Schedule of Agenda Items 25 - 28
7. Urgent Items
To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency

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Cyfnwidi testun: Rhwyh 18001 o flaen unrhyw un o'n rhifau ffon ar gyfer y gwasanaeth trosglwyddo testun

Yours faithfully

P A Jolley

Assistant Chief Executive Legal and Regulatory Services

Distribution:

Councillors:

S Aspey
M Butcher
PA Davies
E Dodd
EM Hughes
R D Jenkins
HE Morgan

Councillors

MEJ Nott OBE
DG Owen
G Phillips
CL Reeves
M Reeves
D Sage

Councillors

CE Smith
RL Thomas
HJ Townsend
DBF White
R Williams
M Winter

Town and Community Councillors

Brackla	C Jones
Bridgend	R D L Burns
Cefn Cribbwr	J B Johnson
Coity Higher	A Davies
Cornelly	S Bennett
Coychurch Higher	N Oram
Coychurch Lower	B Nash
Garw Valley	T Jenkins
Laleston	T Berrow
Llangynwyd Lower	M Jones
Llangynwyd Middle	L M Jones
Maesteg	P W Jenkins
Merthyr Mawr	A Y Morgan
Newcastle Higher	M C Wilkins
Ogmore Valley	M Jenkins
Pencoed	R J Hancock OBE
Porthcawl	D Newton- Williams
Pyle	M Kearns
St Brides Minor	Y Nott
Ynysawdre	J Lamberts

MINUTES OF A MEETING OF THE TOWN & COMMUNITY COUNCIL FORUM HELD IN COUNCIL CHAMBER, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON MONDAY, 12 JANUARY 2015 AT 4.00 PM

Present

Councillor MEJ Nott OBE (Chair)

Councillors:

PA Davies
E Dodd
EM Hughes

Councillors:

RD Jenkins
HE Morgan
G Phillips

Councillors:

CL Reeves
M Reeves
CE Smith

Councillors:

RL Thomas
HJ Townsend
R Williams

Town and Community Councillors:

Brackla	CL Jones
Bridgend Town	RDL Burns
Coity Higher	A Davies
Coychurch Higher	N Oram
Garw Valley	T M Jenkins
Laleston	B Davies
Llangynwyd Middle	C R Griffiths
Maesteg Town	P W Jenkins
Ogmore Valley	M Jenkins
Pencoed Town	J McCarthy
Porthcawl Town	D Newton-Williams

Officers:

R Hemingway	Head of Finance & ICT
Mark Shephard	Corporate Director – Communities
K Mulcahy	Group Manager - Highways Services
I Sherwood	Manager Countryside and Tourism
A Rees	Senior Democratic Services Officer Committees

75. APOLOGIES FOR ABSENCE

Apologies for absence were received from the members for the reasons so stated:

Councillor M Butcher – Recuperating from operation
Councillor D Sage – In hospital
Councillor Y Nott – Unwell.

76. DECLARATIONS OF INTEREST

None.

77. APPROVAL OF MINUTES

RESOLVED:

That the minutes of the Town and Community Council Forum of 27 October 2014 be approved as a true and accurate record subject to the words 'would be a decision of this Authority and this Authority alone' being added to the end of the last sentence of the fourth paragraph of minute no. 70 on page 66.

78. RURAL DEVELOPMENT PROGRAMME

The Forum received a presentation from the Manager Countryside and Tourism on the outcome of the Rural Development Programme 2007-2013 and on progress with proposals for the 2014-2020 programme.

He informed the Forum that the 2007-2013 programme had 4 axes and delivered over two phases 2008-2011 and 2011-2014. For many, RDP funding through Axis 3 and 4 was the only source of regeneration funding available through the Council which was implemented through the Rural Partnership and the Local Action Group, chaired by the Deputy Leader. The programme set out to create a cohesive, sustainable and connected rural Bridgend and was aligned to the corporate priorities. The Manager Countryside and Tourism informed the Forum of the breakdown of the programme finances which totalled £5.5m made up of the RDP and match funded by BCBC and the private sector.

The Manager Countryside and Tourism informed the Forum that the total value of funding of the new programme in Wales is £953m, with LEADER and Local Development funding of £95m, split on a 50/50 basis between LEADER projects and Rural Community Development Fund. LEADER funding would be delivered in rural areas by a Local Action Group through a community-led approach and funding allocated to each Local Action Group by the Welsh Government. There would be 1 LEADER action plan per area, aligned to the 5 LEADER themes with a start date of February 2015. He informed the Forum of the 7 LEADER principles.

The Manager Countryside and Tourism also informed the Forum that funding for the Rural Community Development Fund would be allocated by the Welsh Government through competitive bidding rounds and projects must demonstrate alignment to the Local Development Strategy. Funding was open to all community based organisations including local authorities. The Fund was expected to be launched in mid-2015.

The Manager Countryside and Tourism outlined the aims of the Local Development Strategy and Action Plan which had been developed as a mechanism for delivering LEADER funds for the period 2014-2020. He outlined the next steps for the commencement of LEADER delivery.

In response to a question from a member of the Forum, the Manager Countryside and Tourism stated that officers could assist in progressing a hydro energy project. He also informed the Forum that officers would look at the funding stream for community led energy schemes.

A member of the Forum questioned whether the plan should include links between tourism and urban and rural areas as it was an important element of the RDP. The Manager Countryside and Tourism informed the Forum that there was a need to align the strategies, however tourism resources had decreased due to budget constraints. A member of the Forum stated that Laleston Community Council had replaced styles with kissing gates and had seen a fourfold increase in the use of footpaths and if this followed in other areas of the County Borough and co-ordinated could lead to the area becoming a destination for walkers. The Manager Countryside and Tourism confirmed that the outdoor environment in the County Borough is a big draw.

In response to a question from a member of the Forum, the Manager Countryside and Tourism stated that information on obtaining funding and all activities was available on the Reach website.

The Manager Countryside and Tourism informed the Forum that officers were exploring the use of RDP funding for non-statutory services such as parks, pavilions and rights of way.

RESOLVED: That the Forum noted the report.

79. UNADOPTED STREETS AND LANES

The Group Manager Highways reported on the current policy for the adoption of back lanes and private streets. He stated that the issue of streets/ back lanes which were not adopted was a historical matter with developers not entering into agreements with local authorities over the future maintenance of streets and access ways, which in some circumstances were to a substandard construction. If a back lane or street was not adopted it was the responsibility of the residents / owners to fund the upkeep.

The Group Manager Highways informed the Forum that the Council's policy on private streets and back lanes was approved by the Highways, Planning and Transportation Committee on 18 September 1996. The Policy related to 22 private streets and 37 back lanes, this number was far below the potential extent of private streets that exist within the County Borough. He outlined to the Forum that the funding contributions of the rolling programme of making-up private streets and back lanes under the Private Street Works Code which would be implemented, subject to available funding to cover the Council's contribution to such schemes. He also outlined the criteria for selecting / prioritising private streets.

He reported that the rolling programme of "making-up" private streets and back lanes under the Private Street Works Code was dependent on available budget resources. He stated that in subsequent financial years it had not been possible to allocate funding and further work to prioritise schemes in accordance with the Council's adopted criteria had not yet been embarked upon by the Council. Given the current financial pressures this situation was unlikely to change in the medium term. Consequently, the private streets would remain the responsibility of the frontagers, until a Private Street Works scheme is completed in accordance with current rules whereupon the street will be adopted as a highway maintainable at the public expense.

A member of the Forum questioned the process for checking roads following their construction by developers. The Group Manager Highways informed the Forum that the developers would need to enter into a Section 278 Agreement with the Council which would require the payment of a Bond. In order that the street is adopted the developer would be required to have agreements with statutory undertakers. He stated that roads which were not adopted remained the responsibility of the developer.

In response to a question from the Forum, the Group Manager Highways would provide Town and Community Councils with salting routes and winter preparation information.

A member of the Forum questioned whether the Authority was responsible for maintaining rear lanes. The Group Manager Highways informed the Forum that a number of rear lanes are adopted and also inspected, however not all rear lanes were adopted.

A member of the Forum questioned the timescale for pressurising developers to adopt roads following the completion of a development in order that residents receive the same services as residents who live on adopted roads. The Group Manager Highways informed the Forum that developers would need to agree sewers with the Drainage Agency before roads were adopted. There was a need to ensure due diligence so that the maintenance responsibility did not fall on the Council. He stated that it was in the

developer's interest to comply with the requirements of highways agreements in order that they can pass on maintenance responsibility to the Council. Officers do try and resolve maintenance issues with developers but their progress on some developments were stymied. He also stated that he would inform the Forum of the enforcement powers available to the Council and confirm whether the Council had used enforcement powers against developers.

RESOLVED: That the Forum noted the content of the report.

80. **SCHEDULE OF AGENDA ITEMS**

The Senior Democratic Services Officer - Committees presented a report on behalf of the Monitoring Officer, which informed the Forum of requests for items to be presented at future meetings and in addition, a report would be presented to the next meeting of the Forum on Democratic Diversity which would be presented by the Council's Diversity Champion.

RESOLVED: That the Forum noted the report and the items to be considered at future meetings.

81. **URGENT ITEMS**

The Chairperson agreed to accept this item as an urgent of business in accordance with Rule 4 of the Council's Procedure Rules in order that the Town & Community Councils have this information in order to enable them to determine what support could be offered to the Authority in meeting its Medium Term Financial Strategy commitments.

82. **IMPACT OF THE BUDGET REDUCTIONS OUTLINED IN THE MEDIUM TERM FINANCIAL STRATEGY ON THE DELIVERY OF KEY SERVICES**

The Head of Finance and ICT reported on the impact of budget reductions in the Medium Term Financial Strategy (MTFS) on the Council's ability to deliver key services. He stated that the Forum at its last meeting had received a presentation outlining the financial challenges facing the Council over the next four years. The Council had managed budget reductions without wide-scale reductions or redundancies.

He reported that the Welsh Government had announced an overall reduction in Revenue Support Grant of -4.5% for Bridgend for 2016-17 to 2018-19 assuming a council tax increase of 4.5% and total reduction targets of £48.82m over the next 4 financial years. He outlined those reductions proposals where there may be a direct impact on provision for residents within some or all Town and Community Councils. It was recognised that Town and Community Councils would not be able to take responsibility for all services that the County Borough Council will no longer be able to deliver or deliver as much of, requested that they give consideration on a prioritised basis, which services are most important to them locally and whether it was appropriate to raise their precept in order to fund the continuation of a services locally.

He informed the Forum that officers had met with representatives of Town and Community Councils on 5 December 2014 where presentations were made on the following service areas in the Communities Directorate and the impact the reduction proposals would have:

- Street Works Services - in particular, Street Cleaning, Public Toilets, Parks, Open Spaces and Bereavement Services:
- Highway Services – in particular, School Crossing Patrol Service, Subsidised Bus Services and Bus Shelter Maintenance:

- Cultural Services – exploring the development of a new Not for Profit Distributing Organisation (Cultural Trust) to manage and operate a range of cultural services.
- Regeneration – in particular Town Centre Management, Destination Management, Events and Match Funding.

The Head of Finance and ICT informed the Forum that the Council has an allocation of £50k from within the capital programme towards match funding for community capital projects. He stated that Town and Community Councils may wish to consider applying for funding to invest in community assets and services.

A member of the Forum questioned whether Town and Community Councils could have lead contacts at officer level as there was a need for clarity as to the proposed cuts in services and for Town and Community Councils to plan their budget accordingly. The Corporate Director Communities informed the Forum that there were a number of officers meeting separately with Town and Community Councils to discuss proposals for the responsibility of services to be undertaken by Town and Community Councils. He stated that following a change in responsibilities the Corporate Director Children's post had been re-designated as Corporate Director Education and Transformation and would be responsible for the transformation of how services are delivered. The Cabinet Member Strategic Change informed the Forum that he would be working with the Corporate Director Education and Transformation to liaise with Town and Community Councils.

A member of the Forum stated that a number of Town and Community Councils had already fixed their precepts and commented on the lack of liaison between the two tiers of local government. The Corporate Director Communities informed the Forum that timescales for this year were difficult and it was the intention in future years to have an earlier dialogue with Town and Community Councils on services which could be devolved due to the stringent measures placed on the Council for this year and beyond. He acknowledged the frustration experienced by Town and Community Councils and hoped processes will improve.

RESOLVED: That the Forum noted the report.

The meeting closed at 5.20 pm

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO TOWN AND COMMUNITY COUNCIL FORUM

30 MARCH, 2015

REPORT OF THE CORPORATE DIRECTOR COMMUNITIES

REPLACEMENT OF AFFORDABLE HOUSING

1. Purpose of Report.

- 1.1 The purpose of this report is to briefly outline demolition works undertaken by Valleys 2 Coast (V2C) and what measures they and Bridgend County Borough Council (CBC) have undertaken with regard to affordable housing.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 This report is linked to Improvement Priority 4 'Working Together to Help Vulnerable People to Stay Independent'.

'To develop and support sustainable and affordable housing solutions for those who are homeless or in need.'

3. Background.

- 3.1 This report was produced at the request of the Town and Community Council Forum as an agenda item to inform them of the demolition works undertaken by V2C and the provision of new and replacement affordable housing.

4. Current situation / proposal.

4.1 Valleys 2 Coast

V2C have notified the Council that they continually examine the demand and condition of their housing stock. This has resulted in a number of individual option appraisals being undertaken on properties within their estates and in some cases properties have been demolished if this is determined to be the last viable option for these properties. To date, demolition has occurred on a number of estates within V2C's ownership and these are highlighted below:

Chelsea Avenue, Cefn Glas – Prior to transfer the Council demolished 16 properties on the estate due to issues of poor design, property mix, low demand and reputation. Following transfer, V2C's consultation with residents determined that the best option for this estate was the full scale demolition and replacement of the estate. Since 2005, V2C have demolished 144 mainly flatted properties. In partnership with Bellway Homes, V2C are currently constructing 116 units of mixed tenure housing , mainly houses (the majority being for market sale).

Bettws South West – Following difficulties in letting properties on this estate, (primarily due to construction type) and consultation with residents, V2C pursued partial demolition and partial redevelopment of the estate and since 2005, V2C have demolished 24 properties and refurbished 20 retained properties. V2C's current plans are to develop 4 flats and 4 houses on one of the cleared sites with further future proposals for residential and retail premises over the coming years.

Oakwood, Maesteg – Prior to undertaking major refurbishment this estate was considered for wholesale demolition due to property type and drainage issues. However, V2C subsequently opted to refurbish the majority of the estate, which was completed in 2011, with the exception of 13 properties which they demolished in 2012 in order to improve the drainage issues at the estate. There are currently no plans to build new dwellings on the site.

Blaencaerau, Caerau – This estate suffered from low demand with a history of selective demolition prior to transfer. Subsequently V2C have demolished a further 26 properties on the estate between 2003 and 2005. V2C are currently examining options for the cleared land but do not envisage developing any new properties themselves at the current time.

Marlas, North Cornelly – Following resident consultation a number of options to address the problems of the estate were considered and pursued, one of which was the selective demolition of 37 of the worst flats. V2C have constructed one bungalow for learning disability clients and have planning approval for a further 5 bungalows and 4 energy efficient houses. They are currently looking at options with the aim to develop a master plan for the future of the rest of the estate, which will include a significant number of residential properties.

George Street and Tudor Estate, Caerau – Due to low demand for properties at both these areas, V2C demolished 6 houses at George St and a further 2 houses at the Tudor estate. V2C are considering disposing of the site at George St as individual plots for self-build properties for first time home owners. They have no plans currently to develop the site at Tudor estate.

Heol Llwynyffynnon, Llangeinor – Again due to low demand (partially due to the design and layout of the properties), V2C demolished 34 flats. V2C disposed of the site for private market housing with the receipts gained from the sales being reinvested in new build properties elsewhere in the BCBC area.

Maes-felin, Wildmill – As part of an initiative to halt the decline of the reputation of the area, V2C demolished 22 flats. There are no current plans to demolish any further properties, or to build new property in the area.

- 4.2 As well as those listed above, V2C have separately developed over 30 properties of accommodation (a mixture of social rent, intermediate rent and low cost ownership) on their own land. They are currently developing 23 units of social housing at Porthcawl and Cornelly and have planning permission for 18 units in Maesteg.

- 4.3 V2C are also currently re-financing their business to enable a significant new build programme to be developed of over 600 properties over the next 10 years. These properties will be developed across the whole of the County Borough.
- 4.4 Bridgend CBC
In addition to the works undertaken by V2C, the Council has identified and supported a number of schemes for development by other Registered Social Landlords (i.e. Linc Cymru, Hafod and Wales & West) via Social Housing Grant distributed by the Welsh Government. Presently within this programme of schemes there are 70 units of accommodation currently under development/scheduled to start in 2015/16 and over 110 units identified for potential future development.
- 4.5 Whilst there is a high demand for affordable housing, the scarce resources available will mean that hard choices will have to be made in future. Consequently new affordable housing will be targeted to those areas and property types where the need is greatest. For example, given the changes to the Welfare System and the 'Bedroom Tax' it is envisaged that there will be a considerable increase in the need for smaller or single person accommodation.
- 4.6 The Council will also continue to negotiate new affordable housing contributions via the Planning system (Section 106 agreements) on new development sites that meet the trigger requirements outlined in the adopted Local Development Plan.
- 4.7 Finally, there is growing interest in new and innovative funding models that incorporate institutional investment to build affordable housing. While no schemes have yet been developed in Wales, we will, over the coming months, be assessing the potential of this approach.

5. Effect upon Policy Framework & Procedure Rules.

- 5.1 None

6. Equality Impact Assessment

- 6.1 There are no equality implications.

7. Financial Implications.

- 7.1 There are no financial implications in regard to this report.

8. Recommendation.

- 8.1 It is recommended that the Forum note the report.

Mark Shepherd
CORPORATE DIRECTOR – COMMUNITIES
10TH. March 2015

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Team Leader – Housing Strategy

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Background documents

Bridgend Local Development Plan (2013)

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE TOWN & COMMUNITY COUNCIL FORUM

30 MARCH 2015

REPORT OF THE DIVERSITY CHAMPION

DEMOCRATIC DIVERSITY

1. Purpose of Report

- 1.1 The purpose of this report is to inform the Town & Community Council Forum of the action plan being developed by the Diversity Champion to take forward the diversification of democracy initiated by the Expert Group and set out in *On Balance: Diversifying Democracy in Local Government in Wales*.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The role of the Diversity Champion is intended to enhance the representation of under-represented groups within the County Borough. This will subsequently assist in the achievement of all priorities identified within the Corporate Plan and Strategic Equality Plan.

3. Background

- 3.1 The Local Government (Wales) Measure 2011 introduced the requirement for a survey of candidates to be undertaken. The survey was carried out by Local Authorities following the Local Government Elections in 2012. The results were circulated to the Welsh Government for consideration by the Expert Group on Local Government Diversity.
- 3.2 The Expert Group analysed a survey of local councillors in Wales and set out a plan of action to encourage a greater diversity of candidates to stand for local office in 2017. On 5th March 2014 the group published its report entitled "On Balance: Diversifying Democracy in Local Government in Wales". The report outlined the actions required to increase the diversity of local councillors in Wales in respect of age, gender, disability and ethnicity.
- 3.3 On 27 May 2014 Cabinet appointed Councillor H Townsend as the Diversity Champion. Councillor Townsend has met with Welsh Government representatives and other Diversity Champions to discuss plans for progressing the aims of the "On Balance" report.
- 3.4 On 16 October 2014 the Cabinet Committee – Equalities received a report providing an outline of the action plan developed in order to meet the intention to improve the diversity of local councillors in Wales.

4. Current situation / proposal.

- 4.1 The "On Balance" report identified a number of recommendations for a variety of

bodies including the Welsh Government, political parties, One Voice Wales and Local Authorities. The intention is to ensure that the people who make decisions on our behalf are in tune with their local communities and reasonably reflect the diversity of the people that they represent. A full list of the Expert Panel recommendations can be seen at **Appendix 1**.

4.2 There are several recommendations that are likely to require involvement of Town & Community Councils. These include:

- The Welsh Government, local government, the WLGA and One Voice Wales to explain the purpose of the survey and its importance. This should include a highlight report from the first survey so that recipients of the questionnaire can better appreciate its purpose.
- The surveys of candidates at county and community levels should be separated and conducted as two distinct surveys.
- Local authorities should be required to examine the data for their own area and develop strategies aimed at improving diversity at future elections.
- Community councils should take advantage of the provisions in the Measure to co-opt youth “councillors” in a non-voting role and county councils should consider the merits of adopting similar procedures, including the creation of “shadow” Youth Cabinets. There should be a campaign involving One Voice Wales and other interested parties to promote town and community councils to increase public awareness of their role and as a potential entry road into political life for under-represented groups.
- “Member Champions” in each council should be encouraged to play an external role in encouraging greater participation in local government.
- Every councillor should be encouraged to mentor a potential successor candidate for their seat.

4.3 Discussions have been held with a variety of individuals and organisations to determine possible courses of action which could facilitate these aims.

4.4 An initial action plan has been developed and is shown at **Appendix 2**. Key actions include:

- the collection and analysis of current diversity information. (See the notes in Appendix 2 Section 1.1.)
- the identification of a Member Champion for Diversity from each Town and Community Council within the County Borough of Bridgend.
- identification of appropriate mentees to shadow/mentor elected members
- the possible provision of support from the Youth Council to every Town and Community Council in respect of the co-option of youth members.

4.5 All Town and Community Councils are requested to work with the Diversity Champion, Head of Democratic Services and the Equalities and Engagement Officer to collect the relevant diversity data, assess the information as it pertains to each Council and determine appropriate strategies to better reflect the make up of the constituents in their respective Councils.

- 4.6 Further work will be undertaken to develop the action plan and the Diversity Strategy to meet the requirements of the “On Balance” report and improve the Democratic Diversity within the County Borough.
- 4.7 It is anticipated that a Democratic Diversity event will be held in October 2015 as part of Local Democracy Week to showcase the work that has been undertaken and promote the Diversity Strategy.

5. Effect upon Policy Framework & Procedure Rules

- 5.1 The report has no direct effect upon the policy framework

6. Equality Impact Assessment

- 6.1 No Equality Impact Assessment has been carried out as this report provides the Town & Community Council Forum with information that will positively assist in delivering equality across the County Borough.

7. Financial Implications.

- 7.1 The Authority has not received any funding from the Welsh Government to progress the recommendations of the “On Balance” report, and is currently doing so within existing budgets. Following consideration of this report and confirmation of the proposed plans, more detailed costings will be drawn up and a request for additional funding will be made to the Welsh Government. Should no additional funding be forthcoming from Welsh Government, the action plan will be reviewed in order to progress the aims of the “On Balance” report within available funding.

8. Recommendation.

- 8.1 That the Town & Community Council Forum:
- notes the content of this report;
 - agrees that each Town and Community Council will:
 - Identify a Member Champion for Diversity
 - Consider the co-option of a youth member.
 - Encourage their elected members to undertake mentoring of potential successors
 - Work with the BCBC Diversity Champion to collate and assess relevant data and assist in the development of the Diversity Strategy

Councillor H Townsend
Diversity Champion

Contact Officer: **Gary Jones**
Head of Democratic Services

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Background documents

None were used in the production of this report

EXPERT GROUP'S ACTION PLAN AND TIMETABLE

Recommendation	Timing
1. The Welsh Government, local government, the WLGA and One Voice Wales to explain the purpose of the survey and its importance. This should include a highlight report from the first survey so that recipients of the questionnaire can better appreciate its purpose.	Material to be produced in time for distribution with the survey for candidates at the 2017 elections.
2. The Welsh Government should ensure that the next survey questionnaire can be completed and returned on-line.	Design and administrative work will need to be completed before 2017 elections.
3. The surveys of candidates at county and community levels should be separated and conducted as two distinct surveys.	As above
4. The Welsh Government should establish a methodology which allows the survey questionnaires to be distributed at the time of handling nomination papers.	Will need to be addressed during 2015/16 to give time for agreement with electoral administrators and possibly amend Measure provisions.
5. The Welsh Government should agree with local government that a single research provider be employed to conduct the survey on behalf of local authorities at the next elections.	To be agreed at least one year before the next elections.
6. The Welsh Government should compare the question list with those used for surveys of councillors in other parts of the UK and should amend to bring about better comparability.	To be completed in 2015 in case of need to amend Measure.
7. The Welsh Government should commission research to enhance the next survey aimed at obtaining qualitative data from a sample of respondents as well as interviewing a sample of potential candidates who had subsequently decided not to stand.	Decision required by May 2016 in order for procurement exercise to take place.
8. Local authorities should be required to examine the data for their own area and develop strategies aimed at improving diversity at future elections.	Can proceed immediately and again after each election
9. Local authorities should conduct exit interviews with councillors standing down at an election, to assess the reasons for doing so. The WLGA should collect	To be conducted in 2016/17 once decisions on candidacy had been made. Report produced in

Item in Bold are those involving Town & Community Councils

Recommendation	Timing
anonymised data and publish a report after each	2017
10. Political parties and local government itself should encourage successful female councillors to act as mentors, engaging with appropriate local networks.	Can be implemented immediately.
11. Each of the major political parties should be encouraged to develop strategies which will result at the next local elections in female members being nominated as candidates in at least 40% of those seats considered winnable by the party concerned.	To be implemented in good time for the commencement of candidate selection for 2017.
12. Leaders of the main political parties should make a public commitment in favour of this target.	To be considered within their responses to the Report.
13. The Welsh Government should collaborate with the WLGA, equalities groups and, if appropriate, the Assembly's Presiding Officer, to establish a shadowing/mentoring scheme in the period two years prior to the next local elections. This could be widened to include town and community councils, in cooperation with One Voice Wales.	Programme would operate in 2015 and 2016. Preparatory
14. Local authorities should encourage secondary schools, as part of the "Active Citizenship" goal in the Personal and Social Education Framework, to arrange for local councillors to speak to school students about their role. Councillors from under-represented groups should be encouraged to participate in this.	To be agreed at each local authority area
15. Community councils should take advantage of the provisions in the Measure to co-opt youth "councillors" in a non-voting role and county councils should consider the merits of adopting similar procedures, including the creation of "shadow" Youth Cabinets. There should be a campaign involving One Voice Wales and other interested parties to promote town and community councils to increase public awareness of their role and as a potential entry road into political life for under-represented groups.	Should be ongoing campaign following publication of Report.
16. Welsh Government should consider the evaluation of the Access to Elected Office project operated in English elections and consider operating a similar scheme for the next local elections.	To follow publication of evaluation by UK Government Equalities Office. Scheme would need to be put in place at least a year before elections.

Item in Bold are those involving Town & Community Councils

Recommendation	Timing
17. “Member Champions” in each council should be encouraged to play an external role in encouraging greater participation in local government.	For each local authority to pursue following publication of report.
18. Every councillor should be encouraged to mentor a potential successor candidate for their seat.	For each local authority to pursue following publication of report.
19. Publicity and educational campaign, involving Welsh Government, local government and relevant equalities and civic partners, to ensure that information is received by the public about local government and that the idea of becoming active in local government is carried into the community	Campaign to focus on 2015/16, in order to arouse interest for 2017 elections.
20. On-going campaign, linked to 18 above, to ensure that the need to improve diversity in local government remains in the public eye and to maintain contact with networks of under-represented groups. This should include publicity for role models, targeted to reach appropriate audiences.	To commence in second half 2014 and be ongoing.
21. This campaign should also include approaches to employers to facilitate council membership by their employees. Public sector employers, including the Welsh Government, should become exemplars in facilitating their employees becoming and serving as councillors.	Ongoing campaign to commence in second half of 2014.
22. Private sector organisations, particularly those benefitting from Welsh Government procurement, should be encouraged to support staff wishing to serve as councillors, as part of their Corporate Social Responsibility programmes. The CBI should be asked to support this aim.	As above.
23. Local authorities which do not already broadcast their meetings should commence doing so, as well as making full use of other social media outlets to engage with a wider public.	For each local authority to to consider following publication of Report.
24. Welsh Government should evaluate the effectiveness of reforms introduced through the Measure to see how effective they have been in achieving the aims of the Expert Panel.	Evaluation of Measure to be conducted during 2014/15

Item in Bold are those involving Town & Community Councils

BRIDGEND COUNTY BOROUGH COUNCIL DEMOCRATIC DIVERSITY ACTION PLAN

	<i>Action</i>	<i>Target Date</i>	<i>HDS</i>	<i>CC-E</i>	<i>DC</i>	<i>Status</i>	<i>Notes</i>
	Diversity Report to Cabinet Committee Equalities covering						
	Initial Plans for recruiting/training Diversity Member Mentors Initial Plans for the recruitment of Diversity Mentees “Be a councillor event(s)” delivered in the community Initial Plans for to encourage TCC’s to co-opt young people with non-voting rights Initial plans for Democracy briefings by 3 councillors to: <ul style="list-style-type: none"> • Coleg Cymunedol Y Dderwen • Porthcawl Comprehensive School • Pencoed Comprehensive School • Brynteg Comprehensive School • Bryntirion Comprehensive School • Cynffig Comprehensive School • Maesteg Comprehensive School • YGG Llangynwyd • Archbishop McGrath Catholic High School • Bridgend College Initial Plans for Local Democracy Week Event (12-16 October 2015 tbc)	16 Oct 14					Completed 16 Oct 2014
1.0	Gather appropriate Local Diversity Data						
1.1	Gather/Collate Democratic Diversity data from	31 Mar 15					Bridgend data is available on

	Action	Target Date	HDS	CC-E	DC	Status	Notes
	BCBC/TCC/Population in respect of: <ul style="list-style-type: none"> • Age • Gender • Ethnicity • Disability • Sexuality • Other 						the Bridgend Local Service Board website (http://www.bridgendlsb.org.uk/bridgend-data-bank/ward-profiles.aspx) Further work needs to be undertaken to determine how this data compares with the make-up of all Councils within the Bridgend County Borough area. TCC Champions to assist
1.2	Liaison with Political groups regarding plans and to gain support <ul style="list-style-type: none"> • Labour • Independent Alliance • Independent Annibynwr • Plaid Cymru 	30 Jan 15					Ongoing discussions
1.3	Identify Member Champions for diversity from each Town and Community Council	14 Mar 15					Recommendation 17
1.4	Analyse survey data and develop appropriate strategies	01 May 15					Recommendation 8
1.5	Develop the process for Exit interviews at BCBC/TCC levels	01 May 15					Recommendation 9 HDS to contact WLGA for sample Exit interview
1.6	Develop a Diversity Strategy	30 Jun 15					Consult with: <ul style="list-style-type: none"> • CMB

	Action	Target Date	HDS	CC-E	DC	Status	Notes
							<ul style="list-style-type: none"> • Minority Groups • Political Parties/Groups • Feedback to Diversity Champions/WG/WLGA • Report to Council Sep 2015 • Launch at Local Democracy Week 2015
2.0	Assist in developing the WG Diversity Survey						
2.1	Assist in the promotion for the County Borough Councillor Survey						Recommendation 1 As directed by WG/WLGA
2.2	Assist in the promotion for the Town & Community Councillor survey						Recommendation 1 As directed by WG/WLGA
2.3	Assist in the procurement of a single source survey provider						Recommendation 1 As directed by WG/WLGA
3.0	Every councillor should be encouraged to mentor a potential successor candidate for their seat.						Recommendation 18
3.1	Recruit Diversity Member Mentors	30 Jan 15					
3.2	Consider existing Member Mentors	30 Jan 15					
3.3	WLGA to provide training	31 Mar 15					
3.4	Recruit Diversity Mentees						
3.41	Visit to key minority groups including Muslim Community Deaf Pact Group Women's Groups CF/BLG Diversity Champions re Youth Council;s						

	Action	Target Date	HDS	CC-E	DC	Status	Notes
3.42	Facebook campaign						
3.43	Twitter campaign						
3.5	“Be a Councillor” event in the community						
3.5.1	Identify dates and Venues						Subject to confirmation of Budget and resources
3.5.2	Develop relevant content/materials						
3.5.3	Develop outline training plans for mentees						
3.5.4	Deliver events and suitable information / materiel						
4.0	Active Democracy briefings to schools						Recommendation 14
4.1	Identify 3 Members to deliver briefings						
4.2	WG/WLGA to provide briefing materiel						
4.3	WG/WLGA to deliver training to Members						
4.4	Deliver plans to visit schools	01 Apr 15					
4.5	Rehearse Briefings for schools						
4.6	Deliver briefing to secondary schools	01 Apr 15					
5.0	Initial Plans for to encourage TCC’s to co-opt young people with non-voting rights						Recommendation 15
5.1	Liaise with Youth Council	31 Jan 15					
5.2	Draft Report to TCC Forum	30 Mar 15					
5.3	Letters to each TCC requesting support	20 Feb 15					
5.4	Confirm process for appointment of young people co-optees	20 Mar 15					
5.5	Provide briefings to TCCs	30 Mar 15					

	<i>Action</i>	<i>Target Date</i>	<i>HDS</i>	<i>CC-E</i>	<i>DC</i>	<i>Status</i>	<i>Notes</i>
6.0	Webcasting of Council meetings						Recommendation 15
	Upgrade Council Chamber	31 Dec 14					Completed 11 Nov 2014
	Procure webcasting facilities	01 Mar 15					
	Implement webcasting	31 Mar 15					
7.0	Local Democracy Week event 2015	12-16 Oct15					

Agenda Item 6

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE TOWN & COMMUNITY COUNCIL FORUM

30 MARCH 2015

REPORT OF THE MONITORING OFFICER

SCHEDULE OF AGENDA ITEMS

1. Purpose of Report.

- 1.1 The purpose of this report is to inform the Town and Community Council Forum of the requests for items to be presented to future meetings.

2. Connection to Corporate Plan / Other Corporate Priority.

- 2.1 The report relates to the Corporate Priority working together to make the best use of our resources by improving the way we communicate and engage with citizens.

3. Background.

- 3.1 As agreed at a meeting of the Town and Community Council Forum held on 29 October 2007 an information report would be presented to subsequent meetings that would:

- indicate the items requested for inclusion by the individual Town and Community Councils; and
- Provide a schedule for the presentation of those items.

4. Current situation / proposal.

- 4.1 The current list of requests and schedule of agenda items to be presented are set out in Appendix A to this report.

5. Effect upon Policy Framework and Procedure Rules.

- 5.1 There is no direct effect on the Policy Framework and Procedure Rules, as a result of the provisions and recommendations of this report

6. Equality Impact Assessment

- 6.1 There are no equality implications attached to this report.

7. Financial Implications

- 7.1 There are no financial implications arising from this report.

8. Recommendation:

- 8.1 That the Town & Community Council Forum notes the contents of this report.

Mr P A Jolley

Assistant Chief Executive Legal and Regulatory Services and Monitoring Officer

23 March 2015

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Background documents: None

TOWN & COMMUNITY COUNCIL FORUM - SCHEDULE OF AGENDA ITEMS

The following table shows the requests for agenda items scheduled to be presented to the Forum.

Topic for Consideration	Requested by Town/Community Council/Officer/Committee decision	Officer who compiles report or responds to the Town/Community Council	Date to be presented to Forum, or alternative recommended course of action
Possible areas for collaborative working between BCBC and Town/Community Councils	Town and Community Council Forum	Corporate Director – Communities & Corporate Director - Resources	Report to be submitted to a future meeting of the Town & Community Council Forum
School Crossing Patrols	Cabinet	Corporate Director - Communities	Report to be submitted to a future meeting of the Town & Community Council Forum
Youth Service Review	Youth Service	Corporate Director - Children	Report to be submitted to a future meeting of the Town & Community Council Forum

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