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Bridgend County Borough Council



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*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
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let us know if your language choice is Welsh.*



Gwasanaethau Gweithredol a Phartneriaethol / Operational and Partnership Services

Deialu uniongyrchol / Direct line /: (01656)
643147/643148

Gofynnwch am / Ask for: Andrew Rees

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Wednesday, 29 June 2016

Dear Councillor,

CABINET

A meeting of the Cabinet will be held in Committee Rooms 1/2/3, Civic Offices Angel Street Bridgend CF31 4WB on **Tuesday, 5 July 2016 at 2.30 pm.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
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 5 - 16
To receive for approval the Minutes of the meeting of the Cabinet of 7 June 2016.
4. Financial Performance 2015-16 17 - 40
To provide Cabinet with an update on the Council's financial performance for the year ended 31st March 2016.
5. Medium Term Financial Strategy 2017-18 to 2020-21 41 - 44
To update Cabinet on the development of the Medium Term Financial Strategy (MTFS) 2017-18 to 2020-21.
6. Cardiff Capital Region City Deal 45 - 62

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To update Cabinet on the progress made since the report of 16th February 2016. To seek Cabinet's approval to execute a further Memorandum of Understanding to be entered into between the ten local authorities (the Councils) participating in the City Deal project. To obtain from Cabinet appropriate delegated powers in order to undertake the functions related to the governance structure. To commit a further sum of £47,034 representing the Council's contribution to a regional fund of £500,000 to continue to fund the development of the City Deal. To seek approval of the appointment of a Programme Director by the County Council of the City and County of Cardiff (Cardiff Council) on behalf of the participating Councils and to agree to the procurement and appointment by Cardiff Council of specialists advisors as part of the project work.

7. Sports Pavilion Key Holder Arrangements 2016 63 - 68
To present to Cabinet for its endorsement, proposed key holder arrangements for sports pavilions in light of the outcomes of the consultation which took place last year and seek approval for a proposed payment structure and fees for the coming 2016/17 season.
8. Establishment of Western Bay Regional Partnership Board and Update of Programme of Work 69 - 98
To inform Cabinet of the statutory requirement to establish a Western Bay Regional Partnership Board and to update Cabinet with regard to the Western Bay programme of work. To approve the Terms of Reference for the Western Bay Regional Partnership Board and to delegate any future amendments to the Corporate Director – Social Services and Wellbeing, in consultation with the Corporate Director – Operational Services and Partnerships. To agree the nomination of Members to represent Bridgend County Borough Council on the Western Bay Regional Partnership Board. To delegate the appointment of remaining non local authority and non LHB members of the Regional Partnership Board to the nominated Members of the Council in conjunction with representatives of the other Local Authorities and the Local Health Board.
9. Appointment of Local Authority Governors 99 - 114
To seek approval from Cabinet for the appointment of Local Authority governors to the school governing bodies listed.
10. Children and Young People Missing Education 115 - 136
To consider and agree revised guidance for Schools and other partner agencies linked with children and young people missing education.
11. School Modernisation Programme: Mynydd Cynffig Primary School - Outcome of Feasibility Study and Proposal to Consult on the Relocation and Enlargement of the School 137 - 148
To inform Cabinet of the outcome of the feasibility study in respect of Mynydd Cynffig Primary School and to take forward Cynffig Comprehensive School as the preferred site for the replacement of Mynydd Cynffig Primary School and; seek approval to consult on a regulated alteration to Mynydd Cynffig Primary School in the form of a relocation of the school and an enlargement, effective from September 2018. To obtain approval from Cabinet to present a report to Council proposing a revision to the capital programme for 2016-17 to 2019-20 to increase the budget for the proposed replacement of Mynydd Cynffig Primary School.
12. Outcome of the Public Notice for Pil Primary and the Closure of the MLD and LRC 149 - 188
To inform Cabinet of the statutory objections received by the Authority during the objections period in respect of the proposal to close the moderate learning difficulties (MLD) learning resource centre provision at Pil Primary School.

13. Participation in the UK Government's Syrian Refugee Resettlement Programme 189 - 194
To seek approval from Cabinet to participate in the UK Government's Syrian Refugee Resettlement Programme; endorse the planning assumptions in section for delivery of the Programme and; secure support for the families in accordance with the Council's Contract Procedure Rules.
14. Information Reports for Noting 195 - 200
To inform Cabinet of the Information Reports which have been published since the last scheduled meeting.
15. Urgent Items
To consider any items of business that by reason of special circumstances the chairperson is of the opinion should be considered at the meeting as a matter of urgency in accordance with paragraph 2.4 (e) of the Cabinet Procedure Rules within the Constitution.
16. Exclusion of the Public
The minutes relating to the following item are not for publication as they contain exempt information as defined in Paragraphs 14 and 16 of Part 4 and Paragraph 21 of Part 5, Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.
- If following the application of the public interest test Cabinet resolves pursuant to the Act to consider this item in private, the public will be excluded from the meeting during such consideration.
17. Approval of Exempt Minutes 201 - 202
To receive for approval the exempt minutes of the meeting of Cabinet of 7 June 2016.

Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

Distribution:

Councillors:

MEJ Nott OBE

HJ David

CE Smith

Councillors

HJ Townsend

PJ White

HM Williams

Councillors

CL Reeves

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MINUTES OF A MEETING OF THE CABINET HELD IN COMMITTEE ROOMS 1/2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON TUESDAY, 7 JUNE 2016 AT 2.30 PM

Present

Councillor MEJ Nott OBE – Chairperson

HJ David
HM Williams

CE Smith
CL Reeves

HJ Townsend

PJ White

Officers:

| | |
|------------------|---|
| Randal Hemingway | Head of Finance & Section 151 Officer |
| Deborah McMillan | Corporate Director Education & Family Support |
| Mark Shephard | Corporate Director - Communities |
| Susan Cooper | Corporate Director - Social Services & Wellbeing |
| Andrew Jolley | Corporate Director Operational & Partnership Services |
| Andrew Rees | Senior Democratic Services Officer - Committees |

914. ANNOUNCEMENTS

The Leader welcomed Councillor Ceri Reeves who was attending her first meeting of Cabinet since being appointed Cabinet Member Communities. He also placed on record his thanks to Councillor Mike Gregory for his services to the Cabinet as Cabinet Member Resources.

The Corporate Director Social Services and Wellbeing announced a change in the membership of the Cabinet Committee Equalities in that Councillor C Reeves would now become a member of that Committee and Councillor M Gregory would now be one of the invitees to attend the Committee.

915. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chief Executive.

916. DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

Councillor HJ David declared a prejudicial interest in agenda item 7 – Town and Community Council Fund Allocations 2016/17 as a member of Cefn Cribwr Community Council and withdrew from the meeting during consideration of this item.

Councillor H Townsend declared a prejudicial interest in agenda item 7 – Town and Community Council Fund Allocations 2016/17 as the Vice-Chairperson of Brackla Community Council and withdrew from the meeting during consideration of this item. Councillor Townsend declared a personal interest in agenda item 12 – Local Housing Strategy 2016-2018 as a Board member of Valleys 2 Coast.

Councillor HM Williams declared a personal interest in agenda item 12 – Local Housing Strategy 2016-2018 as a Board member of Valleys 2 Coast.

917. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of Cabinet of 10 May 2016 be approved as a true and accurate record.

918. THE BRIDGEND BUSINESS IMPROVEMENT DISTRICT PROPOSAL

The Corporate Director Communities sought approval on how the Council should cast its vote in the proposed BID ballot.

He reported that the BID proposal had been submitted to the Council and in accordance with the power delegated to him by Cabinet at its meeting on 10 May 2016 was satisfied that the BID proposal was submitted in accordance with the requirements of the Business Improvement (Wales) Regulations 2016.

The Corporate Director Communities reported that the Council was now in a position to make a decision on how to cast its vote in the forthcoming BID ballot. He stated that the Council has five separate hereditaments with a total rateable value of £871,500 and an annual levy liability of £10,893.75, which allows the Council five individual votes. He informed Cabinet that a BID for Bridgend will be an important tool in stimulating economic development of the town centre and the investment made by the businesses through the levy will address key issues that currently affect the success of the town and play a role in transforming Bridgend into a better place to do business. He stated it was the view of officers that a BID for Bridgend could prove central to improving the vitality of the Bridgend town centre and recommend that the Council support the principle of a BID for Bridgend.

The Cabinet Member Regeneration and Economic Development in commending the proposals for a proposed BID stated that the proposals had been the subject to a great deal of discussion. He thanked the Town Centre Manager for working tirelessly on the BID proposal and he also congratulated the Chairperson of the Steering Group in getting all the traders together and the consultants for developing the BID which was not a Council policy but a traders' initiative.

The Cabinet Member Adult Social Care and Health and Wellbeing stated that the BID proposal is a positive step forward and he hoped that similar proposals could be developed town centres elsewhere in the County Borough.

RESOLVED: That Cabinet:

1. Noted that the BID proposal and supplementary documentation have been submitted to and approved by the Corporate Director-Communities on behalf of the Council as complying with the requirements of the Regulations;
2. Agreed to vote in favour of the Bridgend Business Improvement District proposals in the BID ballot;
3. Delegated authority to the Leader of the Council to cast the Council's votes in the BID ballot.

919. BRIDGEND TOWN CENTRE ACCESS

The Corporate Director Communities reported on the finding of the recent Queen Street, Dunraven Place and Market Street Access Study which had been prepared by Capita Glamorgan, on behalf of the Council and sought approval for a wider public consultation to inform the Equalities Impact Assessment.

He reported that Bridgend town centre was pedestrianised in 2002 as part of a sustained programme of investment in physical regeneration measures to address issues related to safety and quality of the environment. The pedestrianisation zone prohibited vehicle access between 10am – 6pm and restrictions that apply outside of these hours to vehicles loading only. He stated that the lack of vehicular access to Queen Street, Dunraven Place and Market Street has been cited by the town centre traders, property agents and developers as a key issue that impacts on trade and lettings. Making changes to access arrangements in these streets will require an understanding of the equalities implications, risks, costs and physical constraints and an independent report has been commissioned to review methods and assess risks of increasing vehicular access, and in particular, to assess the impact of any changes on vulnerable road users.

He reported on the scenarios which had been assessed in the Access Study and that if vehicles were re-introduced to the above-mentioned streets, physical changes would be required. He stated that the study has considered 4 options, ranging from the most basic and least expensive, to the most complex and expensive, assessing the benefits and risks of each option.

He reported that the consultants had found that the risk of collisions would naturally increase if vehicles are allowed back in the town centre and that vehicle speed did not appear to have been a major contributory factor to collisions, either before or after pedestrianisation. He stated that pre and post-pedestrianisation collision data had strongly indicated that collisions will increase if the streets are reopened to vehicles and that the risk of collisions would also be higher as pedestrian and motorists adjust to the changes.

The Corporate Director Communities reported on the assessment of the different options, in that option 1 involved limiting physical changes to signage and road markings, estimated to cost £250,000, which is the most cost effective and shortest to implement. He stated that this option would have the greatest risk in terms of public safety and it was not recommended that this option on its own be implemented. Option 2 involved installing a system of tactile paving to provide warning to the visually impaired; however in some areas, the footways are too narrow to accommodate the recommended width of tactile surface. This was estimated to cost £350,000. Option 3 proposed the use of bollards to demarcate the carriageway and footway, physically preventing motorists from mounting the footway, but without comprising pedestrian movement across the street. This option would reduce footway widths requiring frequent maintenance. He stated there would be a risk of visually impaired people walking into the bollards, or unintentionally walking between them into the carriageway. This option was considered by the consultants to be the most balanced scheme in terms of road safety, implementation cost, impact on existing infrastructure and protecting footways from vehicular damage. Tactile footways in some areas could be considered as a supplementary measure to this option. The estimated cost of option 3 was £552,000. Option 4 provided a kerb upstand of at least 60mm, reverting the street to a standard form of segregation of vehicles and pedestrians. This option would facilitate the installation of speed bumps to achieve low speeds and motorists would be less likely to park on footways. He stated this option would create a trip hazard for the elderly and visually impaired and create a physical barrier for mobility impaired pedestrians. This option would be the most costly, approximately £855,000 and disruptive to implement.

The Corporate Director Communities reported that crossing points would be required for all options and that two puffin crossings are proposed and regardless of the scheme chosen, a speed limit of 20mph was advised and the one way system in Caroline and Wyndham Street would need to be reversed. He outlined the key conclusions of reintroducing vehicles to the town centre in that there would be a risk of an increase in

the number of collisions. However, suspending the pedestrianisation of Queen Street, Dunraven Place and Market Street with the introduction of parking spaces would enable the town centre to become more accessible. The Corporate Director Communities also reported that option 3 presented the most balanced scheme in terms of road safety, implementation cost and the impact on highway infrastructure, however there was a need for wider public consultation to reach a conclusion.

The Corporate Director Communities also reported that in the event of a pedestrianisation order being pursued, external funding would have to be sought. He stated that the Business Improvement District Steering Group have indicated that should a BID be established in the town centre, part of the bid levy would contribute to the costs. Equalities Impact Assessment screening had identified the need to undertake a full consultation to enable the EIA to be completed. He stated that upon completion of the consultation and engagement process a further report would be presented to Cabinet outlining the results of the consultation and recommendations of a way forward together with the findings of the full EIA. He stated that the appropriate statutory procedure would need to be undertaken, which would involve a further consultation on the agreed option before implementation of the scheme.

The Cabinet Member Regeneration and Economic Development commented that he was pleased that the findings of the town centre access study had reached this point, which had already been the subject of a great deal of discussion culminating in the consultants' report. He stated that option 3 is the most attractive option offering a balanced solution. He thanked the BID Steering Group for their support of the proposals. The Cabinet Member Resources informed Cabinet that the proposals demonstrate the Council's concerns for the town centre with the safety of pedestrians uppermost and the need for the town centre to be attractive to visitors. The Deputy Leader in supporting the proposals stated there was a need to provide as much as detail as to the proposed costs as part of the consultation and give opportunities for as many citizens as can be involved in the consultation. The Leader commented on the importance of the proposals being explored as the Council did not have the funding to undertake the works.

RESOLVED: That Cabinet:

1. Considered the key findings of the Queen Street, Dunraven Place Market Street Access Study;
2. Noted the recommendations contained therein;
3. Authorised officers to undertake the necessary consultation outlined in the report;
4. Authorised officers to consider external funding options to meet the implementation costs, in the event that the consultation process indicates a positive response to the proposal to change the pedestrianisation order;
5. Receive a further report upon completion of the consultation exercise together with the findings of the full EIA and any potential external funding options.

920. **REVIEW OF PUBLIC CONVENIENCES AND LEVELS OF SERVICE**

The Corporate Director Communities reported on proposed changes to the opening and closing times for public toilets in Porthcawl town centre and Rest Bay which had been deferred by Cabinet at its meeting on 10 May 2016 subject to a meeting being held with local Members. He stated that the meeting had now taken place where in principle agreement to the opening and closing arrangements for John Street and Griffin Park had

been reached. The hours at the Rest Bay facility would remain unchanged for the 2016 summer season, but would be reviewed again at the end of year.

The Cabinet Member Resources stated that the facility at Rest Bay is important due to the unique position of Rest Bay and he welcomed the involvement of Porthcawl Town Council and hoped that the Town Council could come up with proposals for the facility at Rest Bay after 2016 due to the budget pressures facing this Council.

RESOLVED: That Cabinet approved the revised Public Convenience opening hours.

921. TOWN AND COMMUNITY CAPITAL FUND ALLOCATIONS 2016/17

The Corporate Director Communities sought approval to allocate funds from the Town and Community Council Capital Fund to Town and Community Councils.

He reported that the Council has an approved annual capital allocation of £100,000 in its capital programme which is intended to support applications from Town and Community Councils for capital projects. Historically the fund has been used to support a range of different projects that have been brought forward by Town and Community Councils. The fund was increased from £50,000 per annum to a total fund of £100,000 for 2016/17, with the intention that Town and Community Councils would be encouraged to link their bids in particular to the Community Asset Transfer process. This change was in recognition that this Council would be less able to deliver services to the level that it has done historically with there being an increasing role for Town and Community Councils in helping to deliver some local services. He stated that it had been recognised that for this first year under the new arrangements, there were likely to be applications to the fund from Town and Community Councils for both more traditional type projects and Community Asset transfer related projects, and therefore there was scope this year to fund appropriate projects of both types.

He reported that seven applications had been received seeking contributions of £112,500 towards total project costs of £301,000, which was in excess of the funding available. He stated that only one application related directly to Community Asset Transfer (CAT) as it had appeared too soon to capture some of the CAT proposals. He informed Cabinet that for this year it was proposed to allocate funding to more traditional type schemes and that there be a more concerted push so that next year's submissions are more closely aligned to support the preference for CAT.

The Cabinet Member Communities in commending the proposals for capital fund allocations stated that the administration of the grant process had now passed from the Finance Department to the Communities Directorate and in line with corporate priorities.

RESOLVED: That Cabinet approved the capital fund allocations from the Town and Community Council Fund as set out in Appendix 2 of the report, and sought more information and would consider further those applications that have currently been deferred, and either receive a report back to Cabinet seeking approval for further allocations or carry forward the balance of £9,500 into the 2017/18 financial year.

922. PROPOSED STATUTORY AND NON-STATUTORY PRE-APPLICATION ADVICE CHARGING REGIME

The Corporate Director Communities reported that the Council has operated a system of charging for pre-application advice since April 2011 and the Planning (Wales) Act 2015 has introduced new pre-application processes that will be key to the delivery of effective

frontloading of applications. A new statutory requirement for Local Planning Authority's (LPAs) to provide pre-application services to applicants has been introduced with a national fee structure being set. The charges will vary depending on the size and scale of the proposed development. The regulations require LPAs to provide a written response to all valid pre-application enquiries within 21 days, unless an extension of time is agreed between the authority and applicant. He outlined the type of information which applicants for householder developments should expect to receive within their written response. He stated that for all other development proposals, applicants will receive all the information as with householder developments as well as advice as to whether any Section 106 or Community Infrastructure Levy contributions are likely to be sought and an indication of the scope and amount of these contributions. He informed Cabinet that the Council's Pre-Application Advice Guidance Note will be updated to differentiate between the statutory and non-statutory streams of pre-application advice. This had been the subject to an informal consultation with local planning agents.

The Corporate Director Communities reported on a proposal to update the Council's guidance and charging regime to include the basic (statutory) level of service, as required by the Welsh Government, as well as the Council's own charges for a bespoke / comprehensive (non-statutory) level of service. He stated that under the new regulations, applicants for major developments and for Developments of National Significance must now seek pre-application advice from the LPA. However pre-application advice for minor and householder development was not mandatory, He stated that householder advice was currently provided free of charge, however the Welsh Government has introduced a £25 charge for advice relating to the acceptability or otherwise of a householder development such as an extension or a garage. Developers will have a choice as to which service they wish to receive from the LPA, either the WG statutory scheme or the BCBC scheme.

The Cabinet Member Resources commended the authority for leading the way in having implemented a pre-application advice service in advance of the legislation.

RESOLVED: That Cabinet approved the content of the report and the adoption of a new pre-application charging regime from 13 June 2016.

923. **REGIONAL ADOPTION SERVICE INTER AUTHORITY AGREEMENT**

The Corporate Director Social Services and Wellbeing reported on the progress of the formulation of the Western Bay Regional Adoption Service Inter-Authority Agreement and sought agreement in principle to the content of the final Inter Authority Agreement for the adoption service that will meet statutory requirements.

She reported that the Inter Authority agreement will provide the legal framework through which the regional collaborative will operate and fulfil its responsibilities in delivering an adoption service. The Inter Authority Agreement will include the Service Specification, the financial model and the model/structure for Service delivery which has been negotiated and agreed by all three local authorities and as such required formal approval by the Cabinets of all three local authorities. Scrutiny arrangements will be in accordance with those agreed for the Western Bay programme as a whole. Annual reports on the performance of the regional adoption service will be presented to the three Scrutiny Committees within the local authorities.

The Corporate Director Social Services and Wellbeing informed Cabinet that the Inter Authority Agreement represents the formal arrangements between the three authorities that will be legally binding and provide assurance and protection to each individual authority in committing to these arrangements. The Corporate Director Social Services and Wellbeing reported that the contributions for the financial year 2016/17 are split

three ways with each local authority contributing an equal share of the proposed pooled budget based on the pro-rata anticipated number of adoption placements by each local authority for the next financial year. She stated that the Council's contribution for 2016/17 will be £949k, funded from within existing resources and a contribution from the Looked After Children earmarked reserve. Consideration would need to be given in future years to realigning budgets as the current budget is £526k.

The Cabinet Member Childrens Social Services and Equalities commented that the Inter Authority agreement formalises the collaboration and also commented on the success of the regional adoption service which had seen the number of adoptions made increasing.

RESOLVED: That Cabinet:

1. Agreed in principle the content of the Inter Authority Agreement for the Western Bay Adoption Service that meets statutory requirements and specifically agreed in principle the content of the appended draft Inter Authority Agreement.
2. Authorised the Corporate Director of Social Services and Wellbeing to make any further necessary amendments to the appended draft Agreement (in consultation with the Corporate Director – Operational and Partnership Services) and to approve its final terms.
3. Authorised the Corporate Director of Social Services and Wellbeing to arrange for the execution of the final Agreement.

924. SCHOOL MODERNISATION PROGRAMME: OUTCOME OF CONSULTATIONS ON PROPOSAL TO MAKE A REGULATED ALTERATION TO PENCOED PRIMARY SCHOOL

The Corporate Director Education and Family Support reported that Cabinet had previously approved consultation on the proposal to make a regulated alteration to Pencoed Primary School by relocating the school, including the Heol Y Cyw campus, to the site of the school playing fields at Penprysg Road, Pencoed. Consultation was carried out in accordance with the statutory School Organisation Code inviting views and opinions on the proposal.

The Corporate Director Education and Family Support stated that if approved by Cabinet, the next stage of the process would be to publish a statutory notice outlining the proposals which would need to be published for a period of 28 days and any formal written objections would be invited during this time. She stated that if there were no objections during the Public Notice period, Cabinet could consider whether to determine to implement the proposal. The Corporate Director Education and Family Support informed Cabinet that if there are objections at the Public Notice, an 'objections report' would be presented to Cabinet for consideration and subsequently published summarising the objections and the authority's response to those objections. Cabinet could then accept, reject or modify the proposal.

The Corporate Director Education and Family Support summarised the comments made by the school council in relation to the provision of free school transport; the concern expressed by parents and Governing Body and the results of the online survey.

The Deputy Leader in commending the proposal stated that the new campus will have the largest capacity for primary schools in the County Borough of 625 pupils. He stated that significant highway improvements will be made in the vicinity of the new campus

including the provision of a drop off facility for parents. The new campus would also feature an all-weather sports pitch and a large outdoor learning outdoor activity area.

RESOLVED: That Cabinet:

1. Considered the outcome of the consultation with all parties as detailed in the draft consultation report and appendices;
2. Approved the draft consultation report for publication;
3. Authorised the publication of a Public Notice on the proposal.

925. AMENDMENT TO THE PRIVATE SECTOR HOUSING RENEWAL AND DISABLED ADAPTATIONS POLICY

The Corporate Director Operational and Partnership Services sought approval to amend the Private Sector Housing Renewal and Disabled Adaptations Policy to reflect the new Corporate Priorities.

He reported that the Council's current Private Sector Housing Renewal and Disabled Adaptations Policy together with the Bridgend Standard for Adaptations and Assistance was approved by Cabinet on 1st September 2015 based on local evidence of need, and aligning with wider local and national strategic objectives. He stated there is a need to update the Private Sector Housing Renewal and Adaptation Policy in recognition of the Authority's need to support the new Corporate Priorities and to meet the obligations under the Housing (Wales) Act 2014 and the Social Services and Wellbeing (Wales) Act 2014.

The Corporate Director Operational and Partnership Services highlighted the main changes that will be brought about by the policy.

The Cabinet Member Childrens Social Services and Equalities stated that the ability to fast track low cost adaptations will enable citizens to remain in their homes.

RESOLVED: That Cabinet approved the Private Sector Renewal and Disabled Adaptation Policy.

926. LOCAL HOUSING STRATEGY 2016-2018

The Corporate Director Operational and Partnership Services reported on the outcome of formal consultation on the draft Local Housing Strategy 2016-18 and recommended the Strategy to Council for approval.

The Corporate Director Operational and Partnership Services informed Cabinet that the Housing (Wales) Act 2014 requires local authorities have a strategic role to play in the functioning of the local housing market. He stated that the principal way this can be delivered is through a Local Housing Strategy which sets out the locally agreed, long term vision for housing and it provides a statement of local strategic housing-related priorities and outcomes, set against a framework of national legislation, plans and strategies. The current Local Housing Strategy has been in place since 2009 and requires revision in order to take account of new legislation introduced by the Housing (Wales) Act 2014.

The Corporate Director Operational and Partnership Services reported that the draft Local Housing Strategy has been the subject of consultation which ran from December 2015 until the end of March 2016, with both online and written submissions encouraged.

At the close of the consultation, 30 responses had been received, 25 via the online consultation process and 5 written responses from stakeholders.

The Cabinet Member Childrens Social Services and Equalities in commending the Strategy was pleased to note that Care Leavers and Looked After Children would now be considered under the priorities within the Strategy.

RESOLVED: That Cabinet:

1. Noted the representations and responses to the formal consultation;
2. Noted and recommended to Council for approval the amended and updated Local Housing Strategy following the consultation exercise.

927. REVISION TO THE TOWN & COMMUNITY COUNCILS CHARTER

The Corporate Director Operational and Partnership Services sought endorsement of the revised Town and Community Council Charter and approval of the plans for its formal adoption by all Town and Community Councils in the County Borough.

He reported that the Charter supports the Welsh Government's national programme objectives and White Paper Reforming Local Government: Power to Local People. He stated that a Town and Community Council Charter Working Group had been established to review the current Charter and which had met on 2 occasions. The Working Group carried out a research exercise and contacted other local authorities to identify and collate examples of best practice to be incorporated into a revised charter for Bridgend. He stated that the revised draft Charter developed reflected the intention of all partners to embrace the challenges ahead and to work together in order to achieve the required outcomes and demonstrate citizen-focused delivery of services. He informed Cabinet that the Charter Action Plan which had been developed will become a standard agenda item for meetings of the Town and Community Council Forum. He also informed Cabinet that a liaison meeting between representatives of BCBC and the Town and Community Clerks will be held before the end of July as introduced in the revised Charter. The official signing of the Charter will take place in July and following which, electronic copies of the Charter will be sent to all Town and Community Councils.

The Deputy Leader in commending the revised Charter stated that it had been developed as a result of the review undertaken by the Working Group.

RESOLVED: That Cabinet approved:

1. the adoption of the revised Bridgend Town & Community Councils Charter;
2. the proposed plans for the formal signing of the Charter;
3. the improved partnership working arrangements with all Councils in accordance with the Charter;
4. that the Leader and in his absence the Deputy Leader be authorised to sign the Charter on behalf of the Council.

928. REPRESENTATION ON OUTSIDE BODIES & JOINT COMMITTEES

The Corporate Director Operational and Partnership Services presented a report which sought approval for the appointment of Members to joint Committees and the nomination of Members to outside bodies.

RESOLVED: That Cabinet appointed the requisite number of Members to the joint committees and other outside bodies listed subject to the following amendments:

1. Councillor J E Lewis appointed to the vacancy on the ABM Community Health Council
2. Councillors H J Townsend, J McCarthy and D Patel appointed to the SACRE in place of Councillors R L Thomas, J H Tildesley and P James
3. The Cabinet Member Adult Social Care and Health and Wellbeing to replace the Cabinet Member Regeneration and Economic development on the Western Bay Partnership Forum.

929. INFORMATION REPORTS FOR NOTING

The Corporate Director Operational and Partnership Services presented a report, the purpose of which was to inform Cabinet of the Information Reports that had been published since the last meeting.

RESOLVED: That Cabinet:

1. Acknowledged the publication of the documents listed in the report:-

| <u>Title</u> | <u>Date Published</u> |
|--|-----------------------|
| New Development Management Procedures Introduced by the Welsh Government | 1 June 2016 |
| Safeguarding of Children and Young People | 1 June 2016 |

2. Recommended that the Safeguarding of Children and Young People report be considered by the Cabinet Committee Corporate Parenting.

930. URGENT ITEMS

There were no urgent items.

931. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, the public be excluded from the meeting during consideration of the following items of business as they contained exempt information as defined in Paragraphs 14 and 16 of Part 4 and Paragraph 21 of Part 5 of Schedule 12A of the Local

CABINET - TUESDAY, 7 JUNE 2016

Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

Following the application of the public interest test it was resolved that pursuant to the Act referred to above, to consider the under-mentioned items in private with the public being excluded from the meeting as they would involve the disclosure of exempt information as stated above.

- 932. APPROVAL OF EXEMPT MINUTES
- 933. 'COCA COLA ZERO - PARK LIVES' INITIATIVE AND THE POTENTIAL TO DEVELOP THE PROGRAMME WITHIN BRIDGEND COUNTY BOROUGH
- 934. SCHOOL MODERNISATION - AMENDMENT TO THE SEWSCAP FRAMEWORK

The meeting closed at 4.15 pm

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

5 JULY 2016

REPORT OF THE CHIEF EXECUTIVE

FINANCIAL PERFORMANCE 2015-16

1. Purpose of this report

- 1.1 The purpose of this report is to provide Cabinet with an update on the Council's financial performance for the year ended 31st March 2016.

2. Connections to Corporate Improvement Objectives and Other Corporate Priorities

- 2.1 The financial performance of the Council budget determines the extent to which the corporate improvement priorities can be delivered.

3. Background

- 3.1 On 25th February 2015, Council approved a net revenue budget of £252.201 million for 2015-16, along with a capital programme for the year of £36.441 million, which was revised in the Medium Term Financial Strategy 2016-17 to 2019-20 (MTFS) in March 2016 to £31.689 million, and then in May 2016 to £26.698 million. As part of the Performance Management Framework, budget projections are reviewed regularly and reported to Cabinet on a quarterly basis. The drawdown of earmarked reserves and the delivery of agreed budget reductions is also kept under review and reported to Cabinet as part of this process.

4.0 Current Situation

4.1 Summary financial position at 31st March 2016.

- 4.1.1 The Council's net revenue budget and actual outturn for 2015-16 is shown in Table 1 below.

Table 1- Comparison of budget against outturn for the year ended 31st March 2016

| Directorate | Revised Budget | Actual Outturn 2015-16 | Actual Over / (Under) Spend | Projected Over / (Under) Spend at Qtr 3 |
|-----------------------------------|------------------|------------------------|-----------------------------|---|
| | 2015-16 £'000 | 2015-16 £'000 | 2015-16 £'000 | 2015-16 £'000 |
| Directorate | | | | |
| Education and Transformation | 105,995 | 105,667 | (328) | (100) |
| Social Services and Wellbeing | 61,285 | 61,099 | (186) | (102) |
| Communities | 25,228 | 25,014 | (214) | 134 |
| Resources | 14,572 | 14,058 | (514) | (165) |
| Legal & Regulatory Services | 6,082 | 5,685 | (397) | (369) |
| Total Directorate Budgets | 213,162 | 211,523 | (1,639) | (602) |
| Council Wide Budgets | 39,039 | 31,486 | (7,553) | (563) |
| Accrued Council Tax Income | | (1,752) | (1,752) | 0 |
| Less Contributions to: | | | | |
| Earmarked Reserves - Directorates | | 1,193 | 1,193 | |
| Earmarked Reserves - Corporate | | 9,597 | 9,597 | |
| Transfer to Council Fund | | 154 | 154 | |
| Total | 252,201 | 252,201 | 0 | (1,165) |

Overview

- 4.1.2 The overall outturn at 31st March 2016 shows a balanced position. Directorate budgets provided a net under spend of £1.639 million and corporate budgets a net under spend of £7.553 million.
- 4.1.3 The under spend on Directorate net budgets for the year is a result of a number of factors including the maximisation of grant and other income, strict vacancy management, increased productivity on some trading accounts, savings resulting from improved systems and processes and delays in implementing some Directorate schemes. Directorates drew down £2.002 million in-year from approved earmarked reserves to meet specific one off pressures identified in previous years, including funding for transformation projects through the Change Fund, implementation costs for the new Shared Regulatory Services, costs of demolition work and service specific one-off pressures.
- 4.1.4 The under spend masks underlying budget pressures in some service budgets which were reported during the year and still persist. The main financial pressures are in the service areas of Looked After Children and Adult Social Care. It should be

noted that these budget areas can be volatile and small changes in demand can result in relatively high costs being incurred. As patterns of provision change within Directorates, service budgets are reviewed and re-aligned accordingly.

4.1.5 The budget approved for 2015-16 included savings proposals of £11.225 million (5.27% of net service budgets). £1.909 million of these proposals were not realised in 2015-16, but the expenditure associated with them has been offset by vacancy management, and other savings elsewhere within the budget. Appendix 1 provides a breakdown of those budget reductions not achieved in full, and shows that of the £2.692 million of proposals not fully achieved, only £783,000 was realised in 2015-16, leaving a shortfall of £1.909 million. It also shows the current RAG Status of these proposals. As such there is still a recurrent pressure on 2016-17 budgets which will need to be addressed by implementing the proposals in Appendix 1 or identifying and delivering alternatives. Future monitoring reports will review achievement against these targets in addition to current year budget reductions.

4.2 Commentary on the financial position as at 31st March 2016

A summary of the financial position for each main service area is attached as Appendix 2 to this report and comments on the most significant variances are provided below, along with total draw down on earmarked reserves.

4.2.1 Education and Transformation Directorate

The net budget for the Directorate for 2015-16 was £105.995 million and the actual outturn was £105.667 million, resulting in an under spend of £328,000. There was £333,000 drawn down from earmarked reserves during the year for specific pressures, including £256,000 draw down of school balances and £45,000 for demolitions.

The most significant variances are detailed below:

| EDUCATION & TRANSFORMATION DIRECTORATE | Net Budget | Actual Outturn | Variance Over/(under) budget | % Variance |
|---|-------------------|-----------------------|-------------------------------------|-------------------|
| | £'000 | £'000 | £'000 | |
| Inclusion | 3,570 | 2,639 | (931) | -26.1% |
| Youth Service | 422 | 326 | (96) | -22.7% |
| School Improvement | 785 | 861 | 76 | 9.7% |
| Home to School / College Transport | 4,310 | 4,648 | 338 | 7.8% |
| Dismissal / Retirement Costs | 983 | 1,403 | 420 | 42.7% |

Inclusion

- The LEA Special Needs budget under spent by £107,000 due to strict vacancy management pending budget reductions in 2016-17.
- The Schools Special Needs budget under spent by £218,000 primarily as a result of vacancy management (£168,000), and reduced spend on one-to-one support due to difficulties in recruiting staff.
- There was an under spend of £493,000 on the budget for out of county education placements due to a reduction in the number and cost of

placements (28 external placements compared with 32 in March 2015) with Recoupmnt income also exceeding budget by £113,000.

Youth Service

- There was an under spend on the Youth Service budget which was mainly as a result of an under spend on staffing of £29,000 and additional grant income received in year of £52,000.

School Improvement

- There is an over spend on the School Improvement budget of £76,000 as a result of additional support provided by the Corporate Director to schools in difficulty and facing challenges, including additional teaching support and resources. In particular a considerable financial investment was required to support Year 11 pupils in Coleg Cymunedol Y Dderwen to ensure that they had the best opportunity to be successful in this summer's GCSEs.

Home to School / College Transport

- There is an over spend of £338,000 on Home to School / College transport as savings anticipated due to further retendering of contracts were less than anticipated. In addition, the 2015-16 MTFS savings have not been fully achieved partly due to the limited rationalisation of contracts because of increases in the number of pupils eligible for transport. Route efficiencies have not being fully realised as the agreed change to the Learner Travel policy by Cabinet will not now be implemented until September 2016 and this will not bring the same level of savings as were originally identified. Further efficiencies to SEN and Looked After Children (LAC) transport have been ongoing but have been impacted by some increased demand for individual transport due to the needs of individual children and our duty as a Local Authority to ensure that they are transported in line with our statutory responsibilities and our current Learner Travel policy.

Dismissal / Retirement Costs

- The over spend of £420,000 relates to an increased number of school redundancies and early retirements in 2015-16, as a result of falling school rolls, or pressure on school budgets, which have been approved by the Corporate Director. An earmarked reserve was established at the end of 2014-15 to meet any additional costs above budget, but this has not been drawn down due to the Directorate's overall under spend.

Schools' Delegated Budgets

- School balances reduced from £2.410 million at the end of March 2015 to £2.154 million at the end of March 2016 (a reduction of £256,000), representing 2.36% of annual school budgets. Total deficit budgets equate to £621,000 and total surplus budgets equate to £2.775 million.
- There are 6 schools (3 primary, 3 secondary) with deficit budgets and 14 schools (11 primary, 2 secondary, 1 special) with surplus balances in excess of the statutory limits (£50,000 primary, £100,000 secondary and special schools) in line with the School Funding (Wales) Regulations 2010. These balances will be analysed by the Corporate Director, in line with the agreed 'Guidance and procedures on managing surplus school balances'.

4.2.2 Social Services and Wellbeing Directorate

The Directorate's net budget for 2015-16 was £61.285 million and the actual outturn was £61.099 million resulting in an under spend of £186,000. This is made up of an under spend of £649,000 on Adult Social Care, an over spend of £29,000 on Sport, Play and Active Wellbeing services and an over spend of £434,000 on Safeguarding and Family Support. There was £244,000 drawn down from earmarked reserves throughout the year for specific pressures, including £117,000 for the Adult Social Care Change Team, £26,000 towards the LAC strategy and £34,000 for residual Job Evaluation costs.

The most significant variances are detailed below:

| SOCIAL SERVICES AND WELLBEING DIRECTORATE | Net Budget | Actual Outturn | Variance Over/(under) budget | % Variance |
|--|-------------------|-----------------------|-------------------------------------|-------------------|
| | £'000 | £'000 | £'000 | |
| Older People Residential Care | 8,261 | 7,607 | (654) | -7.9% |
| Older People Home Care | 7,941 | 8,177 | 236 | 3.0% |
| Learning Disabilities Residential Care | 1,487 | 1,595 | 108 | 7.3% |
| Learning Disabilities Day Opportunities | 3,238 | 3,067 | (171) | -5.3% |
| Management, Administrative & Central Services | 606 | 808 | 202 | 33.3% |
| Looked After Children | 10,923 | 11,420 | 497 | 4.6% |
| Family Support Services | 978 | 795 | (183) | -18.7% |
| Commissioning and Social Work | 4,364 | 4,559 | 195 | 4.5% |

Older People Residential Care

- A net under spend of £654,000 is a result of increased income from client contributions and for respite care and reductions in nursing placements (£236,000) and running costs (£50,000). A significant increase in income from previous forecast is due to deferred fee income in relation to income secured against clients' property. This income is currently drawn down at year end but will be drawn down and monitored quarterly in 2016-17.

Older People Home Care

- The over spend is due to the increased demand for homecare hours, which are higher than those originally forecasted by the service. This is as expected as the increased demand is being managed by supporting people within the community rather than through residential care. The Directorate is in the process of remodelling the homecare service with a view to retaining only critical and complex care internally and transferring other care to independent providers.

Learning Disabilities Residential Care

- An over spend of £108,000 has arisen as a result of the continued provision of an increase in the number of residential placements. These placements will continue into the new financial year. The Directorate will monitor this pressure during 2016-17 and re-align budgets where possible.

Learning Disabilities Day Opportunities

- There is an under spend of £171,000 on the day opportunities budget as a consequence of staff vacancies within the service, part of which was held in anticipation of budget reductions in 2016-17. The under spend on these posts will not reoccur in 2016-17.

Management, Administrative and Central Services

- The Directorate is carrying a budget pressure from some unrealised 2015-16 budget reductions. Whilst these have been mitigated by additional savings generated elsewhere in the 2015-16 budget, the Directorate will re-align budgets in 2016-17 where possible to ensure the over spend does not reoccur.

Looked After Children (LAC)

- The number of LAC at 31st March 2016 was 382 compared to 390 at the end of March 2015. However there still remains a budget pressure within this area. There is a £115,000 over spend on out of county residential care based on 12 active placements. In addition, there was a £110,000 over spend on independent fostering placements. There was also a £185,000 over spend against in-house residential and respite provision, related to MTFS efficiencies. The directorate is working closely with Early Help and Intervention in developing a joint plan.

Family Support Services

- There is an under spend of £183,000, mainly as a result of under-utilised direct payments (£106,000), which have been re-claimed, and partly due to under spends on salary budgets and residence orders, both of which have reduced in total from those granted in 2014-15. In terms of direct payments, the service has recently re-tendered for a direct payment support provider with the intention of increasing the number of direct payments and therefore fully utilise direct payment budgets. The new provider, Avanta, will take over in July 2016.

Commissioning & Social Work

- There is an over spend of £195,000 due to the use of agency staff across the service.

4.2.3 Communities Directorate

The net budget for the Directorate for 2015-16 was £25.228 million and the actual outturn is £25.014 million resulting in an under spend of £214,000. There was £727,000 drawn down from earmarked reserves for specific pressures, including £135,000 for the establishment of the Awen Trust, £120,000 for waste management procurement, £124,000 for highways works and £86,000 in respect of lost car parking income following the closure of the Rhiw Car Park.

The most significant variances are detailed below:

| COMMUNITIES DIRECTORATE | Net Budget | Actual Outturn | Variance Over/(under) budget | % Variance |
|------------------------------------|------------|----------------|------------------------------|------------|
| | £'000 | £'000 | £'000 | |
| Development | 334 | 265 | (69) | -20.7% |
| Housing and Community Regeneration | 1,341 | 949 | (392) | -29.2% |
| Regeneration | 1,780 | 1,700 | (80) | -4.5% |
| Streetworks | 7,899 | 7,936 | 37 | 0.5% |
| Highways and Fleet | 6,273 | 6,438 | 165 | 2.6% |
| Transport and Engineering | 881 | 898 | 17 | 1.9% |
| Parks and Open Spaces | 2,105 | 2,329 | 224 | 10.6% |
| Culture | 3,449 | 3,365 | (84) | -2.4% |

Development

- There is an under spend on the Development budget of £69,000. This is mainly due to increased income (£30,000) and staff vacancy management (£22,000) in Development Control, and staff vacancy management (£15,000) in Development Planning, both offsetting an under-recovery of fee income in Development Technical Support (£12,000).

Housing and Community Regeneration

- There is an under spend of £392,000 on the Housing and Community Regeneration service. This mainly comprises an under spend of £250,000 relating to the ongoing improved management of demand for temporary accommodation. The introduction of Ty Ogwr and Cornerstone (providers of housing related support funded through Supporting People Grant) has seen the under spend on this service area increase during 2015-16 as they accommodate those that previously might have been in B&B settings.
- In addition there are under spends of £50,000 as a result of core funded staff working on grant funded projects during 2015-16, an additional £35,000 of savings across the service which will contribute towards the MTFS for housing in 2016-17, and a £44,000 under spend relating to other budget headings.

Regeneration

- There is an under spend of £80,000 on the Regeneration budget. This is mainly a combination of staff vacancy management (£50,000) and a delay in the implementation of broadband at the Kenfig Nature Reserve that had been planned for 2015-16 (£11,000).

Streetworks

- Included in this budget heading is an over spend on the waste disposal budget (£275,000). This is mainly as a result of increased waste disposal costs arising from a higher than predicted tonnage of black bag waste presented at the kerbside for disposal by residents of the County Borough, along with the delay in the procurement process to appoint a contractor to operate and manage the MREC (£416,000). This has been partly offset by savings from an interim Anaerobic Digestion procurement project (£150,000).
- There has been an under spend on waste collection costs (£119,000) which has mainly been achieved from the closure of the Penllwyngwent HWRC site.

- Other budgets areas (Enforcement/Other Cleaning /Bereavement Services) within Streetworks have also offset the over spend (£141,000) via a combination of staff vacancy management and increased income recovery.

Highways and Fleet

- There is an over spend on Highways maintenance of £212,000. This is mainly due to an over spend on Waterton depot costs (£30,000), a revenue contribution to the Inner By Pass Capital Scheme (£118,000), and higher than usual costs experienced for Highway damage charges (£50,000).
- Fleet services has over spent by £93,000 due to a downturn in income against budget. This has been offset by an under spend on Street lighting energy costs (£72,000) as a consequence of installing more energy efficient units.

Transport and Engineering

- The small net over spend of £17,000 masks a number of large under and over spends.
- There is a £320,000 over spend on the car park budget primarily as a result of unforeseen delays in the implementation of MTFs savings targets - charging for blue badges (£165,000) and increase in charges for staff passes (£60,000) - combined with historic staff car pass income shortfalls (£50,000).
- There is an over spend on maintenance at Bridgend Bus Station (£50,000).
- Traffic Management and Road Safety has over spent by £65,000. Of this, £20,000 is due to the shortfall on the MTFs saving relating to School Crossing Patrols (SCPs), as a result of the decision taken not to remove all SCPs and implement savings in line with GB standards. The balance of the over spend is due to a shortfall in internal fee income (£30,000).
- Policy and Development has over spent by £125,000. This consists of a £50,000 shortfall in fee income, a £15,000 over spend on transport studies and a £60,000 over spend on staffing costs following the use of agency staff to fill vacancies prior to a staff restructure.
- The over spends identified have been offset by Engineering services exceeding their income target (£310,000) primarily due to the proportion of EU/non EU funded projects that they have worked on compared with previous years, and consequent ability to charge full costs. There has also been an under spend within Transport Co-ordination due to staff vacancy management (£180,000). The staff vacancy management will contribute to the 2016-17 MTFs budget reduction targets.

Parks and Open Spaces

- This service area had a £437,000 savings target for 2015-16. There was a delay in the implementation of the staffing restructure which has led to an over spend of £207,000. The restructure has now been implemented and will be met in full in 2016-17.

Culture

- There has been an under spend under Cultural Services of £84,000. This mainly relates to staff vacancy management under Adult Community Learning (£66,000)

4.2.4 Resources Directorate

The net budget for the Directorate for 2015-16 was £14.572 million and the actual outturn was £14.058 million, an under spend of £514,000. £338,000 million was drawn down from earmarked reserves during the year for specific pressures, including £143,000 for demolition costs, £135,000 feasibility funding for capital schemes and £44,000 for schemes funded from the Change Fund.

The most significant variances are detailed below:

| RESOURCES DIRECTORATE | Net Budget | Actual Outturn | Variance Over/(under) budget | % Variance |
|------------------------------|-------------------|-----------------------|-------------------------------------|-------------------|
| | £'000 | £'000 | £'000 | |
| Property (Estates) | 1,776 | 1,722 | (54) | -3.0% |
| HR | 3,932 | 3,899 | (33) | -0.8% |
| ICT | 4,068 | 3,668 | (400) | -9.8% |
| Finance | 1,659 | 1,564 | (95) | -5.7% |
| Housing Benefit | 478 | 746 | 268 | 56.1% |
| Audit Fees and Bank Charges | 887 | 756 | (131) | -14.8% |

Property Services

- An under spend on Facilities Management of £280,000 has arisen primarily as a result of reduced business rates and running costs on Council premises. This has been partly offset by an over spend relating to voids on non-operational assets (£100,000), and additional costs incurred on the 21st Century Schools programme that were not eligible to be funded from capital (£90,000).

Human Resources

- The net under spend of £33,000 has arisen mainly as a result of an under spend on Disclosure and Barring Service (DBS) checks (£65,000), offset by additional costs associated with staff counselling and occupational health (£30,000).

ICT

- The net under spend of £400,000 has arisen as a result of under spends on software and from staffing vacancies in anticipation of future years budget reductions. This under spend was intended to finance the revenue costs associated with implementing agile working and the move from Raven's Court. However, due to the delay in this project, this funding remains unspent in 2015-16 and an earmarked reserve has been established to meet the costs in 2016-17.

Finance

- The net under spend of £95,000 in relation to accountancy services arose following restructuring of the service during 2015 to meet budget reductions for 2015-16 and 2016-17 and is a combination of reduced staffing costs and additional income generation from agreed charges for services.

Housing Benefit

- The net over spend of £268,000 comprises an over spend of £522,000 on payments of housing benefit, partly offset by an under spend of £254,000 on the administration of housing benefit claims. The over spend has partly arisen due to an increase in bad debt provision following work undertaken by the Inland Revenue to identify people who are working and claiming housing benefit, and the subsequent increase in the level of debtors. The under spend is mainly due to the transfer of fraud activity to DWP and savings generated as a consequence.

Audit Fees and Bank Charges

- The under spend of £131,000 comprises an under spend of £55,000 on internal audit fees, as a result of staffing vacancies, and £85,000 relating to reduced external audit fees. This is partly offset by lower income from the recharge of bank charges, in particular CHAPS fees.

4.2.5 Legal and Regulatory Services Directorate

The net budget for the Directorate for 2015-16 was £6.082 million and the actual outturn was £5.685 million resulting in an under spend of £397,000. There was £359,000 drawn down from earmarked reserves during the year for specific pressures, including £295,000 for redundancy costs on establishment of the Shared Regulatory Service and smaller schemes funded from the Change Fund.

The most significant variances are detailed below:

| LEGAL AND REGULATORY SERVICES DIRECTORATE | Net Budget | Actual Outturn | Variance Over/(under) budget | % Variance |
|--|-------------------|-----------------------|-------------------------------------|-------------------|
| | £'000 | £'000 | £'000 | |
| Legal Services | 2,253 | 2,010 | (243) | -10.8% |
| Democratic Services | 1,561 | 1,521 | (40) | -2.6% |
| Procurement | 284 | 219 | (65) | -22.9% |
| Partnerships | 353 | 314 | (39) | -11.0% |

Legal Services

- The under spend on Legal Services is mainly a combination of additional income from the Registrar's service of £60,000, staffing vacancies and recovery of fees for legal services.

Democratic Services

- The under spend is a combination of small under spends on member and officer salaries, resources and training.

Procurement

- The under spend relates to vacancy management in preparation for future MTFS budget reductions. These under spends will not reoccur in 2016-17.

Partnerships

- The under spend on partnerships and performance management relates to vacancy management in preparation for future MTFS budget reductions. These under spends will not reoccur in 2016-17.

4.2.6 Council Wide budgets

This section of the accounts includes budgets, provisions and services which are council wide, and not managed by an individual Directorate. The net budget for council wide services and budgets was £39.039 million and the actual outturn was £31.486 million, resulting in an under spend of £7.553 million.

The most significant variances are detailed below:

| CORPORATE BUDGETS | Net Budget | Actual Outturn | Variance Over/(under) budget | % Variance |
|------------------------------|-------------------|-----------------------|-------------------------------------|-------------------|
| | £'000 | £'000 | £'000 | |
| Capital Financing | 10,372 | 10,660 | 288 | 2.8% |
| Council Tax Reduction Scheme | 13,869 | 13,348 | (521) | -3.8% |
| Building Maintenance | 767 | 583 | (184) | -24.0% |
| Sleep-Ins | 800 | - | (800) | -100.0% |
| Other Corporate Budgets | 4,685 | 392 | (6,294) | -134.3% |

Capital Financing

- The net over spend of £288,000 is mainly as a result of the repayment of additional premiums to reduce future financing costs, which were partly met from the draw down of earmarked reserves and partly offset by reduced capital financing costs generally. Budget reduction proposals are built into the MTFS for 2017-18 to 2019-20 to reflect reduced future capital financing costs.

Council Tax Reduction Scheme

- The under spend of £521,000 is a result of lower demand than forecast for the Council Tax Reduction Scheme. This is a demand led budget which is based on full take up. Budget reduction proposals of £300,000 in both 2016-17 and 2017-18 are built into the MTFS so this level of under spend is not expected to reoccur.

Building Maintenance

- The budget contains funding to repay prudential borrowing to fund the £1 million capital investment in parks and pavilions in the capital programme. These works are now linked to Community Asset Transfer and consequently no spend has yet been incurred, and no funding drawn down. In addition, a number of schemes which received feasibility funding have slipped into 2016-17 so this funding has been used to establish an earmarked reserve and will be drawn down when spent.

Sleep-Ins

- A recurrent budget pressure was identified in the MTFs 2015-16 to 2018-19 to mitigate the potential cost of changes to salaries for staff undertaking sleep-ins, both for staff employed by the Council and those employed under contracts with the Council. To date this budget has not been spent, so this funding has been used to establish an earmarked reserve to mitigate future costs.

Other Corporate Budgets

- A net under spend of £6.294 million on other corporate budgets has arisen as a result of:
 - Unwinding of earmarked reserves established in previous years following review of future requirements (£3.789 million).
 - Reduced demand from Directorates to meet in year pay and price inflationary pressures such as energy and software costs;
 - Lower inflation rates generally;
 - A mild winter resulting in no call for contingency funding for winter maintenance.

This under spend has enabled a number of new corporate earmarked reserves to be established to meet pressures in 2016-17, including contributions to the capital reserve in support of the capital programme and funding of demolition works, to avoid costs associated with vacant premises.

The under spend on Directorate budgets has also enabled a number of new Directorate earmarked reserves to be established, to meet service specific pressures that are anticipated to arise in 2016-17, many of which were originally planned to be undertaken in 2015-16.

As reported in the MTFs in March 2016, the under spend on accrued council tax income has been transferred into the service reconfiguration reserve to support the cost of transformation programmes, such as the Digital Transformation and Extra Care schemes.

4.3 Capital programme outturn

4.3.1 This section of the report provides Cabinet with an update on the Council's Capital Programme for 2015-16. The Council approved a revised Capital Programme in the MTFs in March 2016, which was then updated by Council in May 2016 with a budget of £26.698 million, to take account of new schemes and projected slippage into 2016-17.

4.3.2 Appendix 3 provides a breakdown of the schemes within the capital programme, showing the budget available compared to the actual expenditure in the year. For a number of schemes, funding slipped into 2016-17 in the May report has been brought back into 2015-16 to reflect actual expenditure, where expenditure was higher in 2015-16 than originally projected. Commentary is provided explaining reasons for any major variations in expenditure against budget or changes to budget. The total final budget for 2015-16 was £27.312 million, which takes account of additional approvals of £614,000 million since the report in May, and generally

comprises schemes funded by external grant and other funding sources not previously included.

4.3.3 Total expenditure as at 31st March 2016 is £26.047 million, resulting in an over spend of £27,000 on BCBC resources, once further requests for slippage into 2016-17 of £1.292 million have been taken into account. Some of the schemes for which funding has slipped into 2016-17 include Bridgend and Porthcawl Townscape Heritage Initiatives, Housing Renewal Schemes, funding for Community Projects, Road Safety and to meet Care Standards. The small over spend will be met from general capital funding and directorate contributions.

4.4 Identification and allocation of reserves

4.4.1 The Council is required to maintain adequate financial reserves to meet the needs of the organisation. The MTFs includes the Council's Reserves and Balances Protocol which sets out how the Council will determine and review the level of its Council Fund balance and Earmarked Reserves. During 2015-16, Directorates drew down funding from specific earmarked reserves and these were reported to Cabinet through the Monitoring Reports. At year end, the Protocol requires that the Chief Finance Officer will review existing earmarked reserves, requests from Directorates for new reserves or additional corporate reserves based on new risks or pressures.

4.4.2 A review of the Council's existing earmarked reserves has been undertaken together with an assessment of the risks and pressures that are sufficiently 'known' or 'probable' over the MTFs period and for which an earmarked reserve is therefore required. This review has identified the need for £9.597 million to create new or enhance existing corporate reserves to meet the cost of future service reconfigurations (including severance payments), the Council's Digital Transformation programme, the estimated demolition costs of four Council buildings, potential costs arising from recent case law and inescapable capital investment works required to mitigate against health and safety risks.

4.4.3 In addition in accordance with the Council's Reserves and Balances Protocol, Directorates were able to submit applications for new Earmarked Reserves. In determining what Directorate earmarked reserves are required priority has been given to those demonstrating significant risk, those which are sufficiently 'known' or 'probable' and those for which funding needs to be set aside as a priority, with consideration given to any existing reserve balances. Total Directorate earmarked reserves including carry forward reserves amount to £3.271 million, of which new Directorates' reserves total £1.193 million.

4.4.4 During the financial year, Directorates drew down £524,000 of funding from the Directorate specific earmarked reserves that were created as part of the 2014-15 year-end process, which totalled £1.490 million. A balance of £792,000 was unwound as Directorates were able to meet the costs of the proposed earmarked expenditure from within their own budgets. Finally, new Directorate specific reserves of £1.193 m were created as part of the 2015-16 year-end process. This left a balance on the Directorate specific earmarked reserves of £1.367 million. There was a further balance of £1.904 million for other Directorate reserves for Looked After Children, Wellbeing Projects, Car Parking Strategy and Porthcawl Regeneration.

4.4.5 Directorates also drew down £1.246 million from Corporate Reserves including the Major Claims Reserve and the Change Fund. A full breakdown of the total movement on earmarked reserves as at 31st March is provided in Appendix 4. The remaining under spend of £154,000 will be transferred to the Council Fund.

5.0 Effect upon policy framework & procedural rules

5.1 As required by section 3 (budgetary control) of the Financial Procedure Rules; Chief Officers in consultation with the appropriate Cabinet Member are expected to manage their services within the approved cash limited budget and to provide the Chief Finance Officer with such information as is required to facilitate and monitor budgetary control.

6.0 Equality Impact Assessment

6.1 There are no implications in this report.

7.0 Financial implications

7.1 These are reflected in the body of the report.

8.0 Recommendations

Cabinet is requested to note the revenue and capital outturn position for 2015-16.

Randal Hemingway
Head of Finance & Section 151 Officer
5 July 2016

Contact Officer

Deborah Exton – Group Manager – Financial Planning and Budget Management ext 3604

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Background Papers

Individual Directorate Monitoring Reports
Report to Council 10th March 2016
Report to Council 18th May 2016

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| Ref. | Budget Reduction Proposal | Original 2015-16 £000 | Amount of saving achieved in 2015-16 £000 | Reason for overspend in 2015-16 | Current RAG Status (RAG) |
|------|---------------------------|-----------------------|---|---------------------------------|--------------------------|
|------|---------------------------|-----------------------|---|---------------------------------|--------------------------|

EDUCATION & TRANSFORMATION**EDUCATION**

| | | | | | |
|---|---|------------|------------|---|--|
| CH3 | Retender Learner Transport contracts | 400 | 363 | Route efficiencies have not being fully realised as the agreed and revised change to the Learner Travel policy by Cabinet will not now be implemented until September 2016 and this will not bring as significant savings as envisaged when the MTFS savings were originally identified. | |
| CH4 | Rationalise Special Education Needs transport | 100 | | Savings anticipated due to further retendering of contracts were less than anticipated for this year as the majority of savings against retendering bus contracts were made in the 2014/15 financial year. Furthermore, the 15/16 MTFS savings have not been fully achieved partly due to the increases in the number of pupils eligible for transport. | |
| CH9 | School transport route efficiencies | 200 | | Further efficiencies to SEN and LAC transport have been ongoing but have been impacted by some increased demand for individual transport due to the needs of individual children and our duty as LA to ensure that they are transported in line with our statutory responsibilities and our current Learner Travel policy. | |
| Total Education and Transformation central | | 700 | 363 | | |

ADULT SOCIAL CARE

| | | | | | |
|--------------------------------|---|------------|------------|--|--|
| ASC2 | Support increased independence through enablement and progression in Learning Disability services | 220 | 0 | The re-tender of LD service provision did not achieve required services due to delays in process. | |
| ASC6 | Management, Admin and Training Implement measures to achieve 7% and 5% across the 2 years | 215 | 115 | The service has been unable to reduce admin posts due to limited resource capacity | |
| ASC7 | Reprovision and remodelling of Shared Lives | 135 | 0 | Increase in residential placements has made it difficult for these savings to be achieved | |
| ASC8 | Reduction in sickness across services | 50 | 0 | Difficult to achieve budget savings in relation to reduction in sickness. Also, sickness continues to be an issue. | |
| Total Adult Social Care | | 620 | 115 | | |

SAFEGUARDING AND FAMILY SUPPORT

| | | | | | |
|--|---|------------|------------|--|--|
| CH22 | Remodelling of Childrens Residential Care | 200 | 0 | Work has been unable to commence until recently. | |
| CH20B | Review all temp posts across the directorate/Vacancy Management | 50 | 30 | See ASC6 | |
| Total Safeguarding and Family Support | | 250 | 30 | | |
| Total Social Services & Wellbeing Directorate | | 870 | 145 | | |

| Ref. | Budget Reduction Proposal | Original 2015-16 £000 | Amount of saving achieved in 2015-16 £000 | Reason for overspend in 2015-16 | Current RAG Status (RAG) |
|------|---------------------------|-----------------------|---|---------------------------------|--------------------------|
|------|---------------------------|-----------------------|---|---------------------------------|--------------------------|

COMMUNITIES

| | | | | | |
|--------------------------------------|--|--------------|------------|--|--|
| COM1 | Procure by competitive tendering and in accordance with the provisions of a MOU between BCBC and NPTCBC, a contractor to operate and managing the MREC | 300 | 0 | Delay in procurement process | |
| COM6 | Review of public conveniences | 50 | 10 | It has taken time to consult and implement changes as agreed in Cabinet (June 2015). Further report to Cabinet April 2016. | |
| COM7 | Review of Grounds Maintenance & Bereavement Services | 437 | 235 | Delay in implementation of restructure | |
| COM8 | Review of car parking charges - staff and long/short term stay car parks | 60 | 0 | Saving not implemented in 15/16 due to VVP project and unavailability of the Rhiw car park and displacement of staff. | |
| COM10 | Public to purchase their own black refuse bags to an appropriate specification. | 50 | 0 | Proposal removed following public consultation | |
| COM11 | Implementation of charging for Blue Badge Holders for Car Parking | 165 | 0 | Original consultation commenced in 2015/16. Cabinet report dated 15th March 2016 indicated that re-consultation process will commence. | |
| COM13 | Review of School Crossing Patrol service in line with GB standards. | 60 | 30 | Agreement to implement savings in line with GB standards - full saving therefore not achievable. | |
| Total Communities Directorate | | 1,122 | 275 | | |

| | | | | |
|--------------------|--------------|------------|--|--|
| GRAND TOTAL | 2,692 | 783 | | |
|--------------------|--------------|------------|--|--|

| | | | | |
|------------------|--|--------------|--|--|
| Shortfall | | 1,909 | | |
|------------------|--|--------------|--|--|

| BRIDGEND COUNTY BOROUGH COUNCIL | Budget 2015-16 | | | Actual Outturn | Actual Variance Over/(under) budget | % Variance |
|--|--------------------|------------------|----------------|----------------|-------------------------------------|--------------|
| | Expenditure Budget | Income Budget | Net Budget | | | |
| | £000 | £000 | £000 | | | |
| EDUCATION AND TRANSFORMATION DIRECTORATE | | | | | | |
| Learning | 10,869 | (2,973) | 7,864 | 6,807 | (1,057) | -13.4% |
| Strategic Partnerships & Comm | 126,913 | (28,730) | 97,881 | 98,669 | 788 | 0.8% |
| Contingent Provision | 25 | - | 25 | 7 | (18) | 0.0% |
| Transformation | 225 | - | 225 | 184 | (41) | |
| TOTAL EDUCATION AND TRANSFORMATION | 138,032 | (31,703) | 105,995 | 105,667 | (328) | -0.3% |
| SOCIAL SERVICES AND WELLBEING DIRECTORATE | | | | | | |
| Adult Social Care | 55,038 | (14,859) | 40,179 | 39,531 | (648) | -1.6% |
| Sport, Play and Active Wellbeing | 3,696 | (941) | 2,746 | 2,775 | 29 | 1.1% |
| Safeguarding & Family Support | 19,353 | (991) | 18,360 | 18,793 | 433 | 2.4% |
| TOTAL SOCIAL SERVICES AND WELLBEING | 78,088 | (16,791) | 61,285 | 61,099 | (186) | -0.3% |
| COMMUNITIES DIRECTORATE | | | | | | |
| Regeneration & Development | 9,703 | (6,119) | 3,581 | 3,041 | (540) | -15.1% |
| Street Scene | 36,731 | (18,326) | 17,476 | 17,887 | 411 | 2.4% |
| Directorate Support/Contingent Provision | 673 | - | 594 | 552 | (42) | -7.1% |
| Culture | 4,025 | (550) | 3,449 | 3,365 | (84) | -2.4% |
| Elections | 129 | - | 129 | 170 | 41 | 31.8% |
| TOTAL COMMUNITIES | 51,262 | (24,994) | 25,228 | 25,014 | (214) | -0.9% |
| RESOURCES DIRECTORATE | | | | | | |
| Chief Executive | 658 | - | 658 | 648 | (10) | -1.5% |
| Finance and ICT | 61,324 | (53,843) | 7,481 | 7,094 | (387) | -5.2% |
| Human Resources | 4,431 | (498) | 3,933 | 3,899 | (34) | -0.9% |
| Property | 4,825 | (3,049) | 1,776 | 1,722 | (54) | -3.0% |
| Built Environment | 4,531 | (3,807) | 724 | 695 | (29) | -4.0% |
| TOTAL RESOURCES | 75,769 | (61,197) | 14,572 | 14,058 | (514) | -3.5% |
| LEGAL & REGULATORY SERVICES DIRECTORATE | | | | | | |
| Legal Services | 2,512 | (259) | 2,253 | 2,010 | (243) | -10.8% |
| Democratic Services | 1,561 | - | 1,561 | 1,521 | (40) | -2.6% |
| Regulatory Services | 2,108 | (477) | 1,631 | 1,621 | (10) | -0.6% |
| Procurement | 285 | (1) | 284 | 220 | (64) | -22.5% |
| Performance and Partnerships | 353 | - | 353 | 313 | (40) | -11.3% |
| TOTAL LEGAL & REGULATORY SERVICES | 6,819 | (737) | 6,082 | 5,685 | (397) | -6.5% |
| TOTAL DIRECTORATE BUDGETS | 349,969 | (135,423) | 213,162 | 211,523 | (1,639) | -0.8% |
| Council Wide Budgets | 40,979 | (1,940) | 39,039 | 31,486 | (7,553) | -19.3% |
| Accrued Council Tax Income | | | | (1,752) | (1,752) | |
| Less Contributions to: | | | | | | |
| Earmarked Reserves: Directorate | | | | 1,193 | 1,193 | |
| Earmarked Reserves: Corporate | | | | 9,597 | 9,597 | |
| Transfer to Council Fund | | | | 154 | 154 | |
| NET BRIDGEND COUNCIL | 390,948 | (137,363) | 252,201 | 252,201 | 0 | 0.0% |

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| | Total Costs to 31/3/15 £'000 | Revised budget agreed by Council 18/05/16 £'000 | Additional Approvals £'000 | Virements £'000 | Revised P12 budget 2015/16 £'000 | Total Expenditure to P12 2015/16 £'000 | Over/ (Under) budget £'000 | Slippage Requested £'000 | Impact on CBCB Resources £'000 | Comments |
|---|---------------------------------|--|-------------------------------|--------------------|-------------------------------------|---|-------------------------------|-----------------------------|-----------------------------------|--|
| Education and Transformation | | | | | | | | | | |
| Pen Y Ffa Primary School | 6,765 | 70 | | | 70 | 70 | 0 | | 0 | |
| Rhydychy Cynffig Primary School | 2 | | | | | 0 | 0 | | 0 | |
| Y Dderwen Comprehensive School | 39,278 | 55 | | | 55 | 55 | 0 | | 0 | |
| Coety/Parc Derwen Primary School | 3,051 | 5,309 | | | 5,309 | 5,402 | 93 | -93 | 0 | Funding brought forward from 2016/17 |
| Tondu Primary School Temporary Accommodation | 353 | 29 | | | 29 | 0 | -29 | 29 | 0 | Small amount to be carried forward |
| West Park Pry School Temporary Accommodation | 0 | 250 | | | 250 | 202 | -48 | 48 | 0 | Small amount to be carried forward |
| Additional Learning Needs | 3,107 | 948 | | | 948 | 948 | 0 | | 0 | |
| Garw Valley South Primary Provision | 315 | 419 | | | 419 | 419 | 0 | | 0 | |
| Pencoed Primary School | 0 | 100 | | | 100 | 104 | 4 | -4 | 0 | Funding brought forward from 2016/17 |
| Pencoed Artificial Pitch | 0 | 187 | | | 187 | 175 | -12 | 12 | 0 | Small balance to be carried forward. Scheme now complete. |
| Brynmenyn Primary School | 1 | 34 | | | 34 | 34 | 0 | | 0 | |
| Flying Start Provision | 685 | 281 | | | 281 | 249 | -32 | 32 | 0 | |
| Ysgol Y Ferch O'r Sger | 192 | 8 | | | 8 | 8 | 0 | | 0 | |
| Ysgol Bro Ogwr | 276 | 24 | | -24 | 0 | 0 | 0 | 0 | 0 | Funding transferred to School Mod Retentions |
| Schools Modernisation Retentions | 0 | 63 | | 63 | 63 | 0 | -63 | 63 | 0 | |
| Studio 34, Pyle | 0 | 74 | | | 74 | 0 | -74 | 74 | 0 | Payment slipped to 2016/17 |
| Litchard Primary School | 2,995 | 39 | | -39 | 0 | -39 | 0 | 0 | 0 | Funding transferred to School Mod Retentions |
| Children's Directorate Minor Works | 0 | 1,178 | | | 1,178 | 1,284 | 106 | -106 | 0 | Earlier draw-down of previously agreed slippage |
| Total Education and Transformation | 57,020 | 8,966 | 0 | 0 | 8,966 | 8,911 | -55 | 55 | 0 | |
| Social Services and Well-being | | | | | | | | | | |
| Adult Social Care | | | | | | | | | | |
| Celtic Court Purchase and Refurbishment | 1,202 | 1,209 | | | 1,209 | 1,229 | 20 | 0 | -20 | Slight over spend as a result of higher fees than anticipated. To be met from additional contribution. |
| Adult Social Care Minor works | 0 | 132 | | | 132 | 78 | -54 | 54 | 0 | |
| Care Standards Act | 218 | 89 | | | 89 | 26 | -63 | 63 | 0 | |
| Glan yr Afon Resource Centre | 0 | 23 | | | 23 | 23 | 0 | 0 | 0 | |
| Total Social Services and Well-being | 1,420 | 1,453 | 0 | 0 | 1,453 | 1,356 | -97 | 117 | -20 | |
| Communities | | | | | | | | | | |
| Street Scene | | | | | | | | | | |
| Highways Maintenance (Capitalised Repairs) | 0 | 200 | | -201 | -1 | -1 | 0 | 0 | 0 | |
| Transportation Minor Works (Capitalised Repairs) | 0 | 250 | | | 250 | 250 | 0 | 0 | 0 | |
| Coity By Pass Land Compensation | 421 | 61 | | | 61 | 61 | 0 | 0 | 0 | |
| Local Govt Borrowing Initiative (Highways Infrastructure) | 5,552 | 646 | | 318 | 964 | 964 | 0 | 0 | 0 | Balance offset against below scheme |
| Local Govt Borrowing Initiative (Street Lighting) | 1,285 | 402 | | -402 | - | 0 | 0 | 0 | 0 | Balance offset against above scheme |
| Road Safety | 0 | 241 | | | 241 | 188 | -53 | 53 | 0 | |
| Unadopted Highways | 0 | 50 | | | 50 | 40 | -10 | 10 | 0 | |
| Fleet Vehicles | 0 | 283 | 45 | 46 | 374 | 374 | 0 | 0 | 0 | Additional Vehicle Purchases |
| Joint Vehicle Maintenance Lift Ramp | 0 | 46 | | -46 | 0 | 0 | 0 | 0 | 0 | |
| Parks Pavilions | 72 | 19 | | 19 | 19 | 259 | 240 | -240 | 0 | Funding brought forward from 2016/17 |
| Playground at Ffordd yr Eglwys | 0 | 75 | | | 75 | 0 | -75 | 75 | 0 | Balance carried forward |
| Highways Street Infrastructure | 0 | 1,250 | 46 | 285 | 1,581 | 1,581 | 0 | 0 | 0 | Budget increased to reflect funding allocation |
| Residents Parking Bridgend Town Centre | 16 | 136 | | | 136 | 6 | -130 | 130 | 0 | Balance carried forward |
| Street Scene Minor Works - Monument Repair | 0 | 9 | | | 9 | 0 | -9 | 9 | 0 | |
| Street Scene Minor Works - S106 Schemes | 0 | 5 | 24 | | 29 | 29 | 0 | 0 | 0 | Budget increased to reflect funding allocation |
| Shop Mobility | 0 | 115 | | | 115 | 115 | 0 | 0 | 0 | |
| PROW (Public Rights of Way) Capital Improvement Programme | 0 | | 16 | 40 | 56 | 56 | 0 | 0 | 0 | Virement from minor works programme plus capitalised revenue contribution. |
| Transport Grant Scheme - Atn Route 2 | 0 | 554 | | | 554 | 374 | -180 | 180 | 0 | |
| Transport Grant Scheme - A48/A473 Link Rd | 0 | 298 | | | 298 | 287 | -11 | 11 | 0 | |
| Transport Grant Scheme - Safe Routes to School | 0 | 186 | | | 186 | 129 | -57 | 57 | 0 | |
| METRO National Cycle Network | 0 | | 279 | | 279 | 0 | -279 | 279 | 0 | |
| Coychurch New Cremators | 220 | 840 | | | 840 | 828 | -12 | 12 | 0 | |
| Misc Land Drainage | 0 | | | | - | 3 | 3 | -3 | -3 | |
| Coastal Access Improvement Programme | 0 | | 50 | | 50 | 50 | 0 | 0 | 0 | |
| Asda Land Compensation | 26 | 24 | | | 24 | 25 | 1 | -1 | -1 | |
| Regeneration & Development | | | | | | | | | | |
| Bridgend Digital | 105 | 21 | | | 21 | 0 | -21 | 21 | 0 | |
| Bridgend Town Centre Infrastructure Programme | 0 | 167 | | -40 | 127 | 131 | 4 | -4 | 0 | |
| Newbridge Fields | 0 | | 142 | | 142 | 142 | 0 | 0 | 0 | |
| Bridgend Townscape Heritage Initiative | 1,916 | 381 | | | 381 | 195 | -186 | 186 | 0 | Underspend slipped into 2016/17 |
| Maesteg Townscape Heritage Initiative | 2,149 | 12 | | | 12 | 0 | -12 | 12 | 0 | |
| Porthcawl Townscape Heritage Initiative | 61 | 613 | | | 613 | 133 | -480 | 480 | 0 | Underspend slipped into 2016/17 |
| Bridgend Town Centre | 8,695 | 95 | | | 95 | 92 | -3 | 3 | 0 | |
| South East Wales Local Investment Fund | 0 | | 12 | | 12 | 12 | 0 | 0 | 0 | |
| Maesteg Town Centre Regeneration Phase 4 | 2,751 | 51 | | | 51 | -4 | -55 | 55 | 0 | |
| Business Support Framework | 2,032 | 138 | | | 138 | 98 | -40 | 40 | 0 | |
| Porthcawl Infrastructure | 266 | | | | - | 0 | 0 | 0 | 0 | |
| Porthcawl Development Programme | 0 | | | | - | 3 | 3 | -3 | -3 | |
| Town Beach Revetment Sea Defence, Porthcawl | 0 | | | | - | 4 | 4 | -4 | -4 | Funding brought forward from 2016/17 |
| Porthcawl Rest Bay Waterside Cycle | 0 | 33 | | | 33 | 19 | -14 | 14 | 0 | |
| Vibrant and Viable Places | 630 | 2,752 | | | 2,752 | 2,750 | -2 | 2 | 0 | |
| Commercial Improvement Areas | 0 | 110 | | | 110 | 18 | -92 | 92 | 0 | |
| Bridgend Town Improvement Grants | 0 | | | | - | 71 | 71 | -71 | -71 | Brought forward from 2016/17 (SRF) |
| Community Economic Development | 483 | 22 | | | 22 | 22 | 0 | 0 | 0 | |
| Housing Renewal Area | 0 | 274 | | | 274 | 101 | -173 | 173 | 0 | |
| Housing Renewal Schemes | 0 | 300 | | -161 | 139 | 0 | -139 | 139 | 0 | Virements to reflect allocation of budget |
| Empty Homes Grant | 0 | | | 45 | 45 | 45 | 0 | 0 | 0 | Virements to reflect allocation of budget |
| Comfort Safe & Security Grants | 0 | | | 31 | 31 | 31 | 0 | 0 | 0 | Virements to reflect allocation of budget |
| Emergency Repair Lifetime Grant | 0 | | | 85 | 85 | 85 | 0 | 0 | 0 | Virements to reflect allocation of budget |
| Housing Renewal/Disabled Facilities Grants | 0 | 1,878 | | | 1,878 | 2,228 | 350 | -350 | 0 | Previous slippage brought forward to meet increased costs |
| Sport, Play and Active Wellbeing | | | | | | | | | | |
| Bryngarw House | 0 | 28 | | | 28 | 23 | -5 | 5 | 0 | |
| Healthy Living Minor Works Cornelly CC Boiler | 0 | 25 | | 2 | 27 | 27 | 0 | 0 | 0 | |
| Healthy Living Minor Works - Newbridge Fields | 0 | 27 | | -2 | 25 | 0 | -25 | 25 | 0 | |
| Pyle Life Centre | 28 | | | | - | 0 | 0 | 0 | 0 | |
| Total Communities | 26,708 | 12,617 | 614 | 0 | 13,231 | 12,123 | -1,108 | 1,115 | -7 | |
| Resources | | | | | | | | | | |
| Upgrading Industrial Estates | 0 | 25 | | | 25 | 23 | -2 | 2 | 0 | |
| Fire Precautions | 0 | 182 | | | 182 | 104 | -78 | 78 | 0 | |
| War Playgrounds DDA | 0 | | | | 0 | 95 | 95 | -95 | 0 | Funding brought forward from 16/17. |
| DDA Works | 0 | 115 | | | 115 | 116 | 1 | -1 | 0 | |
| Maximising Space and Technology / BCP | 875 | 418 | | | 418 | 496 | 78 | -78 | 0 | Funding brought forward from 16/17. |
| Civic Offices External Envelope | 0 | | | | - | 5 | 5 | -5 | 0 | Funding brought forward from 16/17. |
| Agile Working (Rationalisation of Admin. Estate) | 0 | | | | - | 16 | 16 | -16 | 0 | Funding brought forward from 16/17. |
| Community Care Information System | 3,840 | 2,744 | | | 2,744 | 2,744 | 0 | 0 | 0 | |
| Relocation of Depot Facilities | 60 | 29 | | | 29 | 0 | -29 | 29 | 0 | |
| Bridgend Market | 0 | 1 | | | 1 | 1 | 0 | 0 | 0 | |
| Non-Operational Assets | 520 | | | | - | 0 | 0 | 0 | 0 | |
| Community Projects | 310 | 148 | | | 148 | 57 | -91 | 91 | 0 | |
| Total Resources | 5,605 | 3,662 | 0 | 0 | 3,662 | 3,657 | -5 | 5 | 0 | |
| Unallocated | - | - | | | - | - | - | - | - | |
| Total Expenditure | 90,753 | 26,698 | 614 | 0 | 27,312 | 26,047 | -1,265 | 1,292 | -27 | |

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MOVEMENT IN RESERVES 2015-16

APPENDIX 4

| Opening Balance 1st April 2015 | Reserve | Expenditure 2015-16 | Additions 2015-16 | Closing Balance 31st March 2016 |
|--------------------------------------|--|------------------------|----------------------|--|
| £'000 | | £'000 | £'000 | £'000 |
| 7,450 | Council Fund Balance | - | 154 | 7,604 |
| | Earmarked Reserves :- | | | |
| | <u>Corporate Reserves</u> | | | |
| 702 | Asset Management Plan | (430) | 1,220 | 1,492 |
| 300 | Building Maintenance Reserve | (30) | 86 | 356 |
| 627 | Capital feasibility fund | (208) | 212 | 631 |
| 6,434 | Capital Programme Contribution | (2,538) | 1,555 | 5,451 |
| 2,398 | Change Management | (448) | - | 1,950 |
| 115 | DDA Emergency Works | (12) | - | 103 |
| - | Digital Transformation | - | 2,500 | 2,500 |
| 861 | ICT & Finance Systems | (146) | - | 715 |
| 3,177 | Insurance Reserve | (1,166) | 24 | 2,035 |
| 261 | Invest to save / Joint projects | (261) | - | - |
| 10,531 | Major Claims Reserve | (3,162) | 3,300 | 10,669 |
| 4,749 | Service Reconfiguration | (206) | 700 | 5,243 |
| 1,044 | Treasury Management Reserve | (1,044) | - | - |
| 210 | Waste Management Contract | (118) | - | 92 |
| 300 | Welfare Reform Bill | - | - | 300 |
| 30,848 | Total Corporate Reserves | (9,769) | 9,597 | 31,537 |
| | <u>Directorate Reserves</u> | | | |
| 1,490 | Directorate Issues | (1,316) | 1,193 | 1,367 |
| 824 | Looked After Children | - | - | 824 |
| 600 | Wellbeing Projects | (67) | - | 533 |
| 555 | Car Parking Strategy | (84) | - | 471 |
| 125 | Porthcawl regeneration | (49) | - | 76 |
| 31 | Connecting Families | (31) | - | - |
| 4,486 | Total Directorate Reserves | (1,547) | 1,193 | 3,271 |
| | <u>Equalisation of Spend Reserves</u> | | | |
| 201 | Election costs | - | - | 201 |
| - | Special Regeneration Fund | - | 149 | 149 |
| 92 | Unitary Development Plan | - | 49 | 141 |
| 10 | Building Control | - | 2 | 12 |
| 303 | Equalisation of Spend Reserves | - | 200 | 503 |
| 43,087 | Total Usable Reserves | (11,316) | 11,144 | 42,915 |

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

6 JULY 2016

REPORT OF THE SECTION 151 OFFICER

MEDIUM TERM FINANCIAL STRATEGY 2017-18 TO 2020-21

1. Purpose of this report

- 1.1 The purpose of this report is to update Cabinet on the development of the Medium Term Financial Strategy (MTFS) 2017-18 to 2020-21.

2. Connections to the Corporate Plan

- 2.1 The development of the Corporate Plan and Medium Term Financial Strategy (MTFS) identifies the Council's service and resource priorities for the next four financial years, with particular focus on 2017-18.

3. Background

- 3.1 The Council's MTFS is set within the context of UK economic and public expenditure plans, Welsh Government priorities influencing settlements and legislation which defines the scope the Council has to raise income from council tax and to borrow for capital expenditure.
- 3.2 The Council's MTFS includes all elements of the Council's financial strategy for the next four years, with particular emphasis on planned budget reductions necessary to achieve a balanced budget. It also encompasses the Capital Strategy which is designed to ensure that capital investment proposals are prioritised and evaluated in accordance with asset management principles and contribute towards the Council achieving its strategic and service priorities.
- 3.3 Following the Welsh Assembly elections held in May a minority Labour led government has been formed, which includes the appointment of a new Cabinet Secretary for Finance and Local Government, Against this background, and with no clarity over Local Government Reform there remains uncertainty over local government funding., Without any further indication from Welsh Government regarding likely future settlements, the council will continue to work towards a "most likely scenario" in the MTFS of a reduction of -3.2% in Aggregate External Financing (AEF). In pursuit of further improvements to its Financial Strategy development, the council has expanded the budget development process to proactively consider how the council might respond to different settlement scenarios. These are based on a reduction in AEF of -1.5% annually in the best case and -4.5% annually in the worst case. These are as follows:

| Year | Best Case £000s | Most Likely £000s | Worst Case £000s |
|-----------------------------|--------------------|------------------------------|---------------------|
| 2017-18 | 6,002 | 9,190 | 11,627 |
| 2018-19 | 6,659 | 9,697 | 11,947 |
| 2019-20 | 6,274 | 9,167 | 11,241 |
| 2020-21 | 6,084 | 8,839 | 10,746 |
| Total Reductions | 25,019 | 36,893 | 45,561 |

3.4 Cabinet should note that even in the best case scenario, the council would still be required to make budget reductions totalling over £25 million. Added to the £34 million which the council has reduced budgets over the last four years, this totals nearly a quarter of the council's net budget. Under the worst case scenario, this rises to over 30%. Under the Most Likely scenario, it is highly unlikely that the level of budget reductions can be delivered without changes to the level of scope of discretionary services which the council provides, involving difficult choices about which to retain versus reduce or remove.

3.4 A key planning assumption which influences the Financial Strategy and Budget Reductions development is schools' protection. During the last term of office, the previous Welsh Government administration afforded protection to schools' delegated budgets, to a level of 1% above its own settlement from Westminster as calculated by the Barnett formula. Under current MTFS assumptions, there is no protection offered to schools and the budget reductions presented to Council in March included a 1% efficiency saving from schools' delegated budgets from 2017-18 to 2019-20. If Welsh Government continue to afford protection to schools this efficiency saving cannot be met and this will put more pressure on other service area budgets. The value of school protection for 2016-17 was a £1.578 million increase in schools' delegated budgets.

4. Current Situation

MTFS development

4.1 The Corporate Plan, with its revised corporate objectives, will direct the allocation of resources in the MTFS period 2017-2021. All areas of the council will be set a 1% annual efficiency target, with further reductions over and above this targeted more heavily towards budget areas which contribute less towards the council's objectives. This approach aligns the MTFS directly with the corporate plan and supports the council in the delivery of its goals.

4.2 As well as developing proposals to meet the different scenarios, Directors are reviewing existing proposals to confirm their current status and achievability, and may make necessary changes particularly in respect of timescales and value of reductions. The table below sets out the proposals which were presented to council in March 2016.

| Year | GREEN | AMBER | Total Reductions Identified | RED Total to be Identified (Most Likely) | Total Reductions Required (Most Likely) |
|-----------------------------------|-------------|--------------|-----------------------------|---|---|
| | £'000 | £'000 | £'000 | £'000 | £'000 |
| 2017-18 | 617 | 5,003 | 5,620 | 3,570 | 9,190 |
| 2018-19 | 0 | 2,619 | 2,619 | 7,078 | 9,697 |
| 2019-20 | 0 | 1,283 | 1,283 | 7,884 | 9,167 |
| 2020-21 | 0 | 0 | 0 | 8,839 | 8,839 |
| Total Identified | 617 | 8,905 | 9,522 | 27,371 | 36,893 |
| % of Reductions Identified | 1.7% | 24.1% | 25.8% | 74.2% | |

4.3 The remaining revenue budget shortfall under a “most likely” scenario over the four years is currently estimated at £27.371 million, but may change subject to an evaluation of previous proposals.

Next Steps

4.4 Directors are leading reviews of proposals to identify options that will allow the council to meet the budget shortfall identified. This work is being carried out in consultation with the relevant cabinet portfolio holders.

4.5 Collated proposals will undergo a detailed review and assessment by officers during July and August. Following a self assessment of their work over the previous budget cycle, the members’ Budget Research and Evaluation Panel (BREP) have determined to focus future research on strategic or large scale budget reductions. In addition, they have agreed to invite the Cabinet Member – Resources to future meetings to strengthen the link between BREP and cabinet.

4.6 Once budget options have been developed, a public consultation will be held in the autumn to engage with citizens and wider stakeholders on proposals.

5. Effect on Policy Framework and Procedure Rules

5.1 The budget setting process is outlined within the Council’s Constitution and Financial Procedure Rules.

6. Equality Impact Assessment

6.1 The final budget proposals will cover a wide range of services and it is inevitable that the necessary budget reductions in developing these proposals will impact on the local population in different ways. The Equality Impact Assessment will be carried out and included with the final budget and reported to Council in February 2017.

7. Financial Implications

7.1 The Council will be required to identify budget savings to achieve a balanced budget for 2017-18 and a total £36.9 million over the next four years under the most likely scenario. It is imperative that a balanced budget is achieved and essential that revenue service expenditure and capital expenditure is contained within the identified budgets for the current year.

7.2 In addition to the statutory requirement to set a balanced budget, under the 2003 Local Government Act the Council's Chief Financial Officer (i.e. S151 Officer) must report on the robustness of the budget and the adequacy of proposed financial reserves and this must form part of the Council's budget consideration and decision making. This will include identifying the risks associated with identified savings, the implications and contingency plans if savings are not delivered as planned. As such it is essential that the savings put forward are deliverable or, where they are at risk, contingency plans are produced.

8.0 Recommendation

8.1 Cabinet is asked to:

- Note the work being undertaken in MTFs development strategy
- Note the requirement for further budget reduction proposals totalling over £27 million over the term of the MTFs which are under development

Randal Hemingway
Head of Finance & Section 151 Officer
5 July 2016

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Background Documents:
10 March 2016 Council Report – Medium Term Financial Strategy 2016-17 to 2019-20

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

REPORT OF THE CORPORATE DIRECTOR OPERATIONAL AND PARTNERSHIP SERVICES & MONITORING OFFICER

5 JULY 2016

THE CARDIFF CAPITAL REGION CITY DEAL

1. Purpose of the Report

The purpose of this report is:

- 1.1 To update Cabinet on the progress made since the report of 16th February 2016.
- 1.2 To seek Cabinet's approval to execute a further Memorandum of Understanding to be entered into between the ten local authorities (the Councils) participating in the City Deal project. The Memorandum details the allocation of resources and the governance structure to progress the project.
- 1.3 To obtain from Cabinet appropriate delegated powers in order to undertake the functions related to the governance structure.
- 1.4 To commit a further sum of £47,034 representing the Council's contribution to a regional fund of £500,000 to continue to fund the development of the City Deal.
- 1.5 To seek Cabinet's approval of the appointment of a Programme Director on behalf of the participating Councils.
- 1.6 To agree to the procurement and appointment by Cardiff Council of specialists advisors as part of the project work.

2. Connection to the Corporate Improvement Objectives/ Other Corporate Priorities

- 2.1 The Cardiff Capital Region City Deals support the current Corporate Priority 1: Supporting a Successful Economy.

3. Background

- 3.1 Since the report to Cabinet on the 16th February 2016, the Councils through the Leaders of the respective Councils have signed the Cardiff Capital Region City Deal Agreement (City Deal) with the Welsh and UK Governments in March 2016. The Councils are now working together to develop the detailed City Deal proposals and put in place all arrangements and documentation required to finalise the City Deal. The Councils now have to develop a robust business case that will enable each of the ten Councils to undertake their own assessment as to whether they commit to the financial terms and conditions of the City Deal. In order to develop the robust business case, the UK and Welsh Governments expect the Councils to have established the appropriate governance arrangements (in shadow form), actively

engaged the business sector and have in place an Investment Fund Assurance Framework that ensures the respective funded projects represent value for money. The current proposal is that this is to be completed by the early part of 2017.

4. Current Proposals

- 4.1 The City Deal Agreement signed in March 2016 outlines the scope of a City Deal. However, further detail and negotiations have to be undertaken before a sufficiently robust business case is prepared, which each of the ten local authorities will have to approve, along with the UK and Welsh Governments. The next stage of the process requires the ten Councils to establish the robust governance arrangements, in shadow form and to develop the City Deal Agreement.
- 4.2 The Councils have therefore agreed to enter into a further Memorandum of Understanding to undertake the City Deal project work, which is detailed in Appendix 1 of the report. The Memorandum of Understanding also details how the Councils will allocate resources to undertake and co-ordinate the City Deal project works. Cabinet is asked to note in particular the work relating to the new bodies specified in paragraph 4 of Appendix 1. Members will find at Appendix 5 further details of the proposals in respect of each of these bodies which has been extracted from the City Deal Agreement.

Governance Structure

- 4.3 Interim governance arrangements are already in place, which facilitated the initial work on the City Deal proposal. The Councils in the proposed new Memorandum of Understanding will continue with these arrangements, subject to some modifications. The arrangements as modified include:
- (a) a shadow joint committee to be referred to as the Cardiff Capital Region Shadow Joint Committee (“the Shadow Joint Committee”). The draft membership and terms of reference of the Shadow Joint Committee are set out in Appendix 2 of this report;
 - (b) a Chief Executives Board to be known as the Cardiff Capital Region City Deal Chief Executives Board (Chief Executives Board). The membership and terms of reference of the Board are set out in Appendix 3 of this report; and
 - (c) an officer working group to be known as the Cardiff Capital Region City Deal Officers Group (City Deal Officers Group) to carry out the day-to-day activities required to progress the project. The membership and terms of reference of the City Deal Officers Group are set out in Appendix 4 of this report.
- 4.4 The new Memorandum of Understanding preserves the fundamental requirement that decision making rests with each of the individual Councils, although certain delegated powers will be required and these are detailed later in this report.
- 4.5.1 The Shadow Joint Committee is to be established to provide direction, oversee and facilitate the development of a City Deal for the Cardiff Capital Region as contained in the City Deal Agreement. The Shadow Joint Committee will not be a decision making body, save for those powers delegated to each of the Councils’ Leaders in accordance with its respective scheme of delegations, or any specific further delegated powers given to the individual Leaders by their Council. The Shadow Joint Committee will, in due course, be requested to consider the final proposed

report on the City Deal, and the business case, prior to its submission to each individual Council for approval. The Shadow Joint Committee will be invited to consider any reports and recommendations from the Cardiff Capital Region City Deal Chief Executives Board and provide such direction thereon to the Chief Executives Board, as they deem appropriate.

- 4.5.2 The membership of the Shadow Joint Committee is to consist of the Leaders of the ten Councils from across the Cardiff Capital Region. A delegated deputy can attend in the absence of any of the Leaders. The Chief Executives or delegated deputies may attend any meetings held, as advisors; an officer appointed by the Minister for Finance of the Welsh Government may also attend meetings as an observer. The full terms of reference are contained in Appendix 2 of this report.
- 4.6. Whilst the terms of reference at Appendix 2 state that any decision making functions of the Shadow Joint Committee are reserved matters for the individual Council, it is suggested that to avoid any delay in the decision making process that the Leader and his appointed deputy be given delegated power to make any decisions on behalf of this Council, provided this is within the remit of the terms of reference of the Shadow Joint Committee as set out in Appendix 2.
- 4.7 The Chief Executives Board is to be established to act as a forum in order to provide senior level officer direction and to make arrangements to discharge the instructions of the Shadow Joint Committee. The function of the Chief Executives Board will be to provide support to the Shadow Joint Committee to ensure that the development of the Cardiff Capital Region City Deal is in line with the vision and interests of participating parties and the City Deal Agreement executed in March this year. The Chief Executives Board will be responsible for developing the final proposal and business case for a City Deal for consideration by the Shadow Joint Committee, and approval by each of the ten Councils. The Chief Executives Board will be responsible for authorising Cardiff Council to (i) commission external support and (ii) oversee the management of the project expenditure. The Chief Executives Board will also be responsible for delegating actions, as appropriate, to the City Deal Officers Group.
- 4.8 The membership of the Chief Executives Board is to consist of the Chief Executive Officers of the ten Councils from across the Cardiff Capital Region. A delegated deputy can represent a Council if that Council's Chief Executive Officer is unavailable. An officer appointed by the Minister for Finance of the Welsh Government may attend meetings as an observer. In respect of the Chief Executives Board there will be a need to delegate power to the Council's Chief Executive Officer and the appointed deputy in order to facilitate the timely progression of the project work in respect of the functions and terms of reference as contained in Appendix 3 of this report. There is also a requirement for an additional power to appoint nominated officers to the City Deal Officers Group or any sub-group of the City Deal Officers Group.
- 4.9 The City Deal Officers Group is to be established to provide support to the Chief Executives Board, to ensure that the development of the Cardiff Capital Region City Deal is in line with the vision and interests of participating parties. The City Deal Officers Group will comprise officers nominated by the Chief Executives Board. The full terms of reference of the City Deal Officers Group is contained in Appendix 4 of this report

4.10 Cabinet is requested to approve the appointment of the Leader to the Shadow Joint Committee and the Chief Executive Officer to the Chief Executives Board. As indicated earlier in the report it is also necessary to delegate their attendance, functions, and decision-making requirements to deputies if they are unavailable. It is suggested in the case of the Shadow Joint Committee that this should be the Deputy Leader and in respect of the Chief Executives Board, the Corporate Director, Communities.

Financial Issues and Resources

- 4.11 In order to establish the new bodies, as required by the City Deal Agreement, and to take the other steps necessary to develop a robust City Deal business case, it is proposed to appoint a dedicated Project Director and a small support team. The Memorandum of Understanding also provides for a commitment from all the Councils to work together to complete the required work to finalise the City Deal and this includes officer time and use of facilities.
- 4.12 In July 2015, the Councils created a fund of £500,000 to meet the costs of preparing the City Deal bid. The contributions were based on population share. The fund has been used to commission support for preparing the original submission and the ongoing support required to ensure we were able to secure the City Deal Agreement.
- 4.13. To date £332,000 of the fund has been spent or committed. The remaining £168,000 is insufficient to meet the likely costs over the next 12 months as we progress to the next stage of the City Deal process. We have a number of likely commitments that include the costs of:
- The proposed Programme Director and small team
 - The Independent Growth & Competitiveness Commission;
 - Strategic advisers for next stage;
 - Independent legal advisers;
 - Communications and Meetings/Events.
- 4.14 Whilst, these are just some of the anticipated areas of expenditure over the next 12 months, inevitably, there are likely to be additional costs and it is proposed to add £500,000 to the fund. It is proposed that the individual contributions are provided on the same basis as before i.e. percentage of population across the City Region. This equates to a payment of £47,034 for the County of Bridgend. As Bridgend currently holds no budget for this expenditure, it will be met from corporate contingency.
- 4.15 Members should be aware, however, that if costs and expenditure should exceed the financial contributions of each of the individual Councils these additional costs and expenditure will also be apportioned between the Councils on the percentage of population across the City Region. The financial contributions of each Council will be held on behalf of all the Councils by Cardiff Council. It is not expected that there will be a recurrent revenue cost requirement to fund.
- 4.16 It is also being proposed that to ensure the governance arrangements are sufficiently strong, that the ten local authorities agree to procure and appoint specialist legal advisors to draft all appropriate and necessary documents for the Cardiff Capital Region City Deal, including but not limited to the “Joint Agreement”

from the Crown Commercial Services Framework Agreement. This cost will be met from within the £500,000 fund set out in earlier in this report.

5. Effect Upon Policy Framework and Procedure Rules

5.1 None.

6. Equality Impact Assessment

6.1 The City Deal is currently in its infancy and no decisions have yet been taken on areas of investment. Equality Impact Assessments will be undertaken as City Deal decisions are brought forward in the future.

7. Financial Implications

7.1 In terms of financial implications, the Council is required to provide a further one-off contribution of £47,034, representing this Council's share of the £500,000 fund to develop the City Deal business case, although as indicated in paragraph 4.15 of the report there is scope for expenditure and costs to exceed this amount. Members will recall from prior reports that in the event that a City Deal is successful, the final business case and agreement will set out the financial implications and funding availability as key requirements of any Deal. Only once each constituent Council is in full agreement to the proposals being put forward and is content to sign up to the Deal document will it become binding. The development of the legal agreement could take between 9 to 18 months after the announcement of the agreement of the City Deal in March 2016. Cabinet will note additional financial information is contained in paragraphs 4.11 to 4.16 of the report.

8. Recommendations

8.1 It is recommended that Cabinet:

- a) note the content of the report and in particular the progress being made to progress the City Deal Agreement, and to approve the establishment of the bodies outlined in Appendix 1 and 5 of the report,
- b) approve the execution of a further Memorandum of Understanding by the Chief Executive Officer on behalf of the Council. The final terms and conditions of the Memorandum of Understanding are to be agreed by the Chief Executive Officer in consultation with the Corporate Director - Operational and Partnership Services and the Section 151 Officer,
- c) appoint the Leader of the Council to the Cardiff Capital Region City Deal Shadow Joint Committee, and if the Leader is unavailable for any reason appoint the Deputy Leader as the deputy to that Joint Committee
- d) delegate to the Leader power to make any decision within the terms of reference of the Cardiff Capital Region City Deal Shadow Joint Committee, and if the Leader is unavailable, the Deputy Leader can exercise such powers.

- e) appoint the Chief Executive Officer to the Chief Executives Board and if the Chief Executive is unavailable for any reason appoint the Corporate Director – Communities as the deputy to that Chief Executives Board.
- f) delegate to the Chief Executive Officer the power on behalf of the Council to make any decision within the terms of the reference of the Chief Executives Board, and if the Chief Executive Officer is unavailable for any reason, such powers to be exercised by the Corporate Director- Communities. The Chief Executive Officer and the Corporate Director- Communities also to have the additional power to nominate officers to the Cardiff Capital Region City Deal Officers Group and any sub-groups.
- g) approve the appointment of a Project Director and any ancillary staff on behalf of the participating Councils.
- h) to commit a further sum of £47,034, from available resources, representing the Council's contribution to a regional fund of £500,000 to continue to fund the development of the City Deal, and that Cabinet note that any expenditure or costs in addition to this amount incurred by the County Council of the City and County of Cardiff on behalf of the participating Councils, will be apportioned to individual Councils on the basis of their percentage share of the population across the City Region.
- i) Approve the procurement and appointment of specialist advisors by the County Council of the City and County of Cardiff on behalf of the participating Councils.

P A Jolley

Corporate Director Operational and Partnership Services & Monitoring Officer
24th June 2016

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Background Documents: Cabinet Report 16th February 2016
City Deal Agreement March 2016
Draft Memorandum of Understanding

Outline of City Deal Project Work required

1. Preparation of the Joint Working Agreement (that is the detailed agreement that would be required between the Councils to underpin the proposed City Deal arrangements and to establish a Joint committee (referred to as the Cardiff Capital Region Cabinet).
2. Financial work, by way of illustration only:
 - (i) preparation of mechanisms for apportionment of costs between the Councils,
 - (ii) preparation of an assurance framework for the Investment Fund, and
 - (iii) preparation of a Gateway Assessment process.
3. Consideration of the potential for the parties to seek new powers and fiscal flexibilities to support the delivery of the City Deal.
4. Carrying out the preparatory work required to facilitate the establishment of the following new bodies (PROVIDED ALWAYS that the decision to establish such bodies will be a matter for each Council to make in accordance with its own decision making rules and procedures):-
 - (i) Non Statutory Regional Transport Authority
 - (ii) Cardiff Capital Region Skills and Employment Board
 - (iii) Cardiff Capital Region Business Organisation
 - (iv) Cardiff Capital Region Economic Growth Partnership
 - (v) Independent Growth and Competitiveness Commission

CARDIFF CAPITAL REGION CITY DEAL SHADOW JOINT COMMITTEE

TERMS OF REFERENCE

1. Parties

Blaenau Gwent County Borough Council
Bridgend County Borough Council
Caerphilly County Borough Council
The County Council of the City and County of Cardiff
Merthyr Tydfil County Borough Council
Monmouthshire County Council
Newport City Council
Rhondda Cynon Taf County Borough Council
Torfaen County Borough Council, and
Vale of Glamorgan County Borough Council

Welsh Government

2. Status and Membership

Status - The Cardiff Capital Region City Deal Shadow Joint Committee is established to provide direction, oversee and facilitate the development of a City Deal for the Cardiff Capital Region, which final arrangements will be submitted to each authority for approval. The City Deal proposal is to be developed in line with the vision and interests of all participating parties and the City Deal Document signed on 15th March 2016.

Membership - 10 Local Authority Leaders (or their nominated deputies) from across the Cardiff Capital Region.

The Chief Executives or delegated deputies may attend any meetings held, as advisors,

An officer appointed by the Minister for Finance of the Welsh Assembly Government may attend meetings as an observer.

Decision Making - Any formal decision required will be a matter for each authority to make in accordance with its own decision making rules and procedures. Where direction on any matters is required from the Board, views will be sought of each Leader Representative on the Board (or deputy) with the aim of reaching a consensus as to the direction to be given.

It is acknowledge that any direction given or comment made by any member at a Board meeting is without prejudice to any decisions that his/her respective authority

may be asked to make on this matter and shall not serve to fetter an authority in its decision making.

3. Functions of the Shadow Joint Committee

The Shadow Joint Committee is established to provide direction, oversee and facilitate the development of the Cardiff Capital Region City Deal in line with the vision and interests of all participating parties and the City Deal document signed on 15th March 2016. The Shadow Joint Committee will be requested to consider the final proposed report on the City Deal and business case prior to its submission to each Authority for approval.

The Cardiff Capital Region City Deal Shadow Joint Committee will be invited to consider any reports and recommendations from the Cardiff Capital Region City Deal Chief Executives Group and provide such direction thereon to the Chief Executives Group, as they deem appropriate.

4. Professional and administrative support

The City of Cardiff County Council shall act as the accountable body for the Cardiff Capital Region City Deal Shadow Joint Committee in respect of financial matters and its financial procedure rules will apply in this context.

Administrative support to the Cardiff Capital Region City Deal Shadow Joint Committee will be provided by the City of Cardiff County Council.

The procurement, finance and other rules of the City of Cardiff County Council will apply in respect of projects.

5. Quorum and Notice of meetings

No formal quorum is set for the meetings but each party shall use its reasonable endeavours to ensure one member representative (the Leader or nominated deputy) is in attendance.

Reasonable notice is to be given of the dates, times and venues of the proposed meetings.

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Appendix 3

CARDIFF CAPITAL REGION CITY DEAL CHIEF EXECUTIVES BOARD

TERMS OF REFERENCE

1. Parties

Blaenau Gwent County Borough Council
Bridgend County Borough Council
Caerphilly County Borough Council
The County Council of the City and County of Cardiff
Merthyr Tydfil County Borough Council
Monmouthshire County Council
Newport City Council
Rhondda Cynon Taf County Borough Council
Torfaen County Borough Council, and
Vale of Glamorgan County Borough Council

Welsh Government

2. Status, Membership and Decision Making

Status - The Cardiff Capital Region City Deal Chief Executives Board has been established to act as a forum in order to provide senior level officer direction and make arrangements to discharge the instructions of the Cardiff Capital Region City Deal Shadow Joint Committee.

Membership - 10 Chief Executives of the South East Wales local authorities or nominated deputies with delegated authority to act on behalf of their respective Chief Executive (i.e. one from each of the ten member Councils).

An officer appointed by the Minister for Finance of the Welsh Assembly Government may be in attendance as an observer.

A Chair and Deputy of the Chief Executives Board will be appointed by the 10 Chief Executives.

Decision making – Any decision required relating to the functions of the Executive Board will be a matter for each authority to make through its Chief Executive Representative on the Board (or deputy) to the extent that such decision falls within his or her delegated authority. All decisions must be made on a consensual basis of all ten authorities, with each attendee's agreement, if given, being deemed (i) to represent the decision of their respective authority to the course of action / authorisation concerned and (ii) to be within their delegated authority.

Meetings – may be held in person or by telephone conference or matters may be considered via email exchange between all members.

3. Functions of the Executive Board

The Cardiff Capital Region City Deal Chief Executives Board will provide support to the Cardiff Capital Region City Deal Shadow Joint Committee to ensure that the development of the Cardiff Capital Region City Deal is in line with the vision and interests of participating parties and the City Deal Document signed on 15.3.16.

The Cardiff Capital Region City Deal Chief Executives Board will be responsible for developing the final proposal and business case for a City Deal for consideration by the Cardiff Capital Region City Deal Shadow Joint Committee and approval by each of the 10 authorities.

The Cardiff Capital Region City Deal Chief Executives Board will be responsible for authorising the City of Cardiff County Council to (i) commission external support and (ii) oversee the management of the project expenditure.

The Cardiff Capital Region City Deal Chief Executives Board will be responsible for delegating actions, as appropriate, to the Project Officer Group.

4. Professional and administrative support

The City of Cardiff County Council shall act as the accountable body for the Cardiff Capital Region City Deal Chief Executives Board in respect of financial matters and its financial procedure rules will apply in this context.

Administrative support to the Cardiff Capital Region City Deal Chief Executives Board will be provided by the City of Cardiff County Council.

The procurement, finance and other rules of the City of Cardiff County Council will apply in respect of projects.

Any expenditure on preparatory work required to develop the detailed City Deal proposals, which preparatory work has a value in excess of £20,000, will require the full approval of the Cardiff Capital Region City Deal Chief Executives Board.

Expenditure decisions falling below a cumulative value of £20,000 in a financial year may be made by the Chair of the Project Officers Group.

Expenditure would also be subject to the appropriate delegations relating to the City of Cardiff Council.

5. Reports and recommendations

The Cardiff Capital Region City Deal Shadow Joint Committee will receive reports and recommendations from the Chief Executives Group as appropriate.

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Appendix 4

Cardiff Capital Region City Deal Officers Group

The Cardiff Capital Region City Deal Officers Group will provide support to the Cardiff Capital Region City Deal Chief Executives Board to ensure that the development of the Cardiff Capital Region City Deal is in line with the vision and interests of participating parties.

The Cardiff Capital Region City Deal Officers Group will comprise officers nominated by the Cardiff Capital Region City Deal Chief Executives Board and may be split into sub groups reflecting particular professional disciplines and expertise.

The Cardiff Capital Region City Deal Officers Group will undertake such activities as directed by the Cardiff Capital Region City Deal Chief Executives Board, to progress the development of the City Deal.

The Cardiff Capital Region City Deal Officers Group will, if required, work with any appointed specialist advisor to develop the City Deal .

Welsh Government appointed officials may attend all City Deal Officer Group meetings as appropriate.

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• **Cardiff Capital Region Transport Authority (non statutory)**

The City Deal document states that the “*Cardiff Capital Region will establish a new non statutory Regional Transport Authority to co-ordinate transport planning and investment, in partnership with the Welsh Government. The Cardiff Capital Region Transport Authority will be responsible for: pooled local transport resources; regional planning for the local transport network; working with Transport for Wales to ensure objectives for transport investment are aligned; exploring the creation of a single integrated ticketing platform for public transport across the Cardiff Capital Region; and working in partnership with the Welsh Government to define the priorities of the South East Wales Metro concept and to support its delivery*”;

• **Cardiff Capital Region Skills and Employment Board**

The City Deal document states that the “*existing Learning, Skills and Innovation Partnership. This will be re-launched in 2016 as the Cardiff Capital Region Skills and Employment Board. The Partnership will represent a wide range of stakeholders, including: business bodies, higher and further education; local authorities and the Welsh Government*”. It’s responsibilities will include the Region’s skills and worklessness strategy and an annual regional plan for employment and skills programmes for the region;

• **Cardiff Capital Region Business Organisation**

The City Deal documents states that “*working with public sector partners, the business community, and representative bodies, Cardiff Capital Region will establish a Cardiff Capital Regional Business Organisation. This organisation will provide a clear business voice that will influence and shape business support programmes. In creating the Board, a mapping and consultation process will be undertaken with existing advisory Boards operating within the Region. This will ensure roles and remits are complimentary and add value*”. The document is clear that the membership will be drawn from across a range of sectors and interests, including social enterprises and mutuals. The final structure will be designed by the Cardiff Capital Region business community;

• **Cardiff Capital Region Economic Growth Partnership**

The City Deal document states that the “*partnership would be responsible for setting the overarching city-region economic development strategy, as well as monitoring and making recommendations to the Cabinet with regard to City Deal implementation. The partnership will have a specific role to provide advice on investment decisions. This will ensure the City Deal and other interventions make an impact on economic growth and increase employment.*” The Partnership’s membership and terms of reference will be established using the best international practice such as the Danish Growth Forums, as well as the Local Enterprise Partnership model in England and the Economic Leadership Board established in Glasgow;

- **Independent Growth and Competitiveness Commission**

The City Deal document states that the “*The Commission’s first task will be to review the evidence about the functional economic area and advise how best to generate Gross Value Added growth and support the ambitions of a dynamic capital region. The Commission will be jointly established by the ten local authorities that comprise the Cardiff Capital Region in consultation with the Welsh and UK Governments. The Commission will examine the challenges and opportunities for economic growth and competitiveness and make recommendations for how the Cardiff Capital Region can achieve its full growth potential*”. The Commission will need to undertake its work in a timely manner to inform the final investment decisions of the City Deal infrastructure fund and overall project composition of the programme.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

5 JULY 2016

REPORT OF THE CORPORATE DIRECTOR COMMUNITIES

SPORTS PAVILION KEY HOLDER ARRANGEMENTS 2016

1. Purpose of Report.

- 1.1 To present to Cabinet for its endorsement, proposed key holder arrangements for sports pavilions in light of the outcomes of the consultation which took place last year.
- 1.2 To seek approval for a proposed payment structure and fees for the coming 2016/17 season.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The parks pavilions review forms part of the Communities Directorate response to reconciling the current financial settlement with operational levels of service. The proposals for changes to the management and caretaking arrangements for sports pavilions both embrace and recognise the objectives detailed in the Corporate Plan under Priority 3 – (Smarter use of resources), ensuring that all our resources (financial, physical, human and technological) are used as effectively and as efficiently as possible, and supporting the development of resources throughout the community that can help deliver our aims.

3. Background.

- 3.1 As part of the Council's response to the reduction in public service funding, measures to achieve savings against the provision of the Council's Parks and Playing Fields Service have been included in the Medium Term Financial Strategy (MTFS). In the MTFS a saving has been identified of £437k for financial year 2015/16 and £100k for 2016/17. In order to achieve part of these savings it was deemed necessary to review the current operational arrangements for opening, closing and cleaning of the Council's sports pavilions.
- 3.2 Following formal consultation with the community and users of pavilion facilities a report was presented to Cabinet on 1st September 2015 which outlined the findings of the consultation and made recommendations on the future direction for the service. In light of this report Cabinet in addition to noting the outcomes of the consultation resolved, that :
 - subject to the outcome of appropriate consultation with caretaking staff, to approve the introduction of mobile cleaning operatives in place of the existing caretaking arrangements,
 - subject to the outcome of appropriate consultation with caretaking staff, to approve users of pavilions becoming key holders for outdoor Sports

Pavilions, in accordance with agreements to be developed in consultation with the Assistant Chief Executive Legal and Regulatory Services.

- 3.3 Consultation with pavilion caretakers was successfully concluded and changes to the caretaking arrangements for the pavilions are currently being implemented. Accordingly changes to the opening and closing arrangements for the pavilions now need to be considered.

4. Current Situation

- 4.1 It is proposed that the new arrangements for cleaning and the users becoming key holders are introduced as soon as is practical following the close of the 2015/16 winter outdoor sports season – this was the 15th May 2016 following a fortnight's extension of the season due to the poor winter weather.
- 4.2 For users to become key holders, the Council will need to regularise and formalise arrangements, in order to protect both the interests of the Council and the club. A model document has been developed for this purpose.
- 4.3 To compliment the key holder agreement it is proposed that a 'new' charging structure for the use of sports pitches and pavilions, along with an amended frequency of billing be adopted.
- 4.4 The current arrangements are that the majority of users, are billed monthly while some are billed annually in line with the Councils scale of charges. The monthly bills have historically been calculated using caretaker records on which every formal use made of the sports pitches and pavilions is recorded. These calculations are cross referenced/reconciled against league fixture reports posted on line. This process, whilst being very accurate, is very resource hungry. Following the Service restructure the level of resourcing required to continue billing in this manner is no longer available. A simpler means and basis of billing is needed.
- 4.5 The basis of the charging structure now being proposed is that of a single annual fee. This fee would be different for the various sports being played ie rugby, football, and cricket, and for the other uses made of our sports pavilions. The justification for this is number of fixtures played annually by the various sports, training requirements, etc. For the three sports (rugby, football and cricket) concerned, different single annual fees have been calculated for the various teams that would normally form a club, i.e. first senior team, second and subsequent senior teams, mini/junior section, etc. On the basis of individual club set ups at the start of any season, which can be verified by league records and fixtures on-line, an 'all in' annual fee can be calculated for each of our user clubs. It would be possible to break this annual fee down into quarters for instance to assist clubs with payment – some clubs may not be able to pay a one off fee, particularly if this fee was charged in advance, which is a consideration, and is an arrangement which would avoid scenarios of clubs/users not settling bills at the end of the season, which does happen. Casual or one off types of use will continue to be charged on a match by match basis as now. These fees will be reviewed on a regular basis and adjusted in accordance with the Councils financial procedure rules.
- 4.5 The adoption of the 'new' scale of charges will be cost neutral assuming that there is full take up of the key holder arrangement and that the current levels of use

continue. The proposed 'new' scale of charges is provided in **Appendix 1**. This will supplement and sit alongside the current scale of charges, which has also been included for completeness and comparison purposes in **Appendix 2**.

5. Effect upon Policy Framework & Procedure Rules.

5.1 This report has no effect on Policy Framework and Procedural Rules.

6. Equality Impact Assessment

6.1 The consultation referred to in this report discharged the Council's commitment and duty under the provisions of the Equality Act 2010 to consult with appropriate groups and individuals on proposed changes to service provision. The initial screening Equality Impact Assessment (EIA) identified that although a large group of people could potentially be affected by the policy change, the change will impact in the same way on groups with 'protected characteristics, and the need to carry out a full EIA was, therefore, deemed of a low priority i.e. a full EIA to be conducted within three years of the introduction of any service changes.

7. Financial Implications.

7.1 The savings identified from the implementation of the management and caretaking arrangements total £165,000 which will contribute towards the MTFs saving in 2015/16 of £437K and in 2016/17 of £100K.

7.2 The adoption of the 'new' scale of charges will be cost neutral assuming that there is full take up of the key holder arrangement and that the current levels of use continue.

8. Recommendations.

Cabinet are asked to:

- i. to note the proposed timescales for the introduction of the new cleaning arrangements for sports pavilions and key holder arrangements for users, and
- ii. to delegate to the Corporate Director Communities the power to finalise the terms of the Key Holder Agreement in consultation with the Corporate Director Operational and Partnership Services and to enter into a Key Holder Agreement with the relevant key holders, making such additional amendments and modifications to the Agreement as the Corporate Director Communities believes is appropriate in individual cases in consultation with the Corporate Director Operational and Partnership Services
- iii. to approve the introduction of a new charging structure for club use of sports pitches and pavilions as detailed in the report, following the changeover to key holder arrangements and Cabinet approve the fees detailed in Appendices 1 & 2

Mark Shephard
Corporate Director, Communities
14 October 2014

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Background Papers: Cabinet Report 1st September 2015

Appendix 1

SEASONAL/ANNUAL FEES FOR KEY HOLDER CLUBS/USERS
(INC. V.A.T.)

PLAYING FIELDS AND PAVILIONS

Sporting use of pitch(es) and pavilion

| Football | Seasonal Cost | Rugby | Seasonal Cost (incl. training) | Cricket | Seasonal Cost |
|-----------------------------|---------------|-----------------------------|--------------------------------|-----------------------------|---------------|
| 1 st Senior Side | £970.90 | 1 st Senior Side | 1423.40 | 1 st Senior Side | £788.20 |
| Any other sides (each) | £922.45 | Any other sides (each) | 1387.70 | Any other sides (each) | £748.86 |
| Junior / Mini Section | £2300.00 | Junior / Mini Section | £3500.00 | Junior / Mini Section | £1890.00 |
| Sunday League Side | £600.00 | | | | |

Annual use (pavilion) for meetings,

| | Once per week | Once per month |
|----------------------|---------------|----------------|
| Full | £577.10 | £172.90 |
| Concessionary | £331.50 | £97.20 |

Annual use - Playgroups

| Weekly usage: | Annual cost |
|-----------------------------|-------------|
| Full Week (4-5 days) | £2379.00 |
| Part Week (1-3 days) | £1427.40 |

Appendix 2

**BRIDGEND COUNTY BOROUGH COUNCIL
SCALE OF CHARGES
(INC. V.A.T.)
FROM 1st APRIL, 2016
PLAYING FIELDS AND PAVILIONS**

| <u>SPORTS PITCHES (RUGBY/FOOTBALL)</u> | Pitch Only | Use of Pavilion | Total Charge |
|--|------------|-----------------|--------------|
| Full (Inc. Pitch Marking) | £33.40 | £17.70 | £51.10 |
| Concessionary (Inc. Pitch Marking) | £21.30 | £11.30 | £32.60 |
| Mini Football | £15.90 | £11.30 | £27.20 |

SPORTS PITCHES (CRICKET)

| | | | |
|--|--------|--------|--------|
| Full - Prepared Wicket (Manned grounds only) | £38.60 | £17.70 | £56.30 |
| Concessionary - Prepared Wicket (Manned grounds) | £25.10 | £11.30 | £36.40 |
| Full - Club Prepared Wicket | £26.90 | £17.70 | £44.60 |
| Concessionary - Club Prepared Wicket | £15.90 | £11.30 | £27.20 |
| Full - Artificial Wicket | £23.20 | £17.70 | £40.90 |
| Concessionary - Artificial Wicket | £13.10 | £11.30 | £24.40 |

SPECIAL DAY EVENTS FOR COMMUNITY USE INVOLVING GROUND AND PAVILION

| | | | |
|---------------|---------|--------|---------|
| Full | £103.90 | £67.60 | £171.50 |
| Concessionary | £ 61.80 | £37.80 | £ 99.60 |

PAVILION USAGE ONLY

| | |
|---|--------|
| Meetings (up to 4 hours) - Full | £24.80 |
| Meetings (up to 4 hours) - Concessionary | £14.30 |
| Social Events (up to 4 hours) – Full | £74.50 |
| Social Events (up to 4 hours) - Concessionary | £42.70 |

ANNUAL USE (PAVILION)

| | |
|-----------------------------------|---------|
| Once weekly - Full | £577.10 |
| Once weekly - Concessionary | £331.50 |
| Once monthly - Full | £172.90 |
| Once monthly - Concessionary | £ 97.20 |
| Pre-school play group per session | £12.20 |

**PRICES SUBJECT TO ALTERATION BY COUNCIL
CONTACT NUMBER FOR ALL ENQUIRIES: (01656) 815191**

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

5 JULY 2016

REPORT OF THE CORPORATE DIRECTOR, SOCIAL SERVICES AND WELLBEING

ESTABLISHMENT OF WESTERN BAY REGIONAL PARTNERSHIP BOARD AND UPDATE OF PROGRAMME OF WORK

1. Purpose

- 1.1 To inform Cabinet of the statutory requirement to establish a Western Bay Regional Partnership Board and to update Cabinet with regard to the Western bay programme of work.
- 1.2 To approve the Terms of Reference for the Western Bay Regional Partnership Board and to delegate any future amendments to the Corporate Director – Social Services and Wellbeing, in consultation with the Corporate Director – Operational Services and Partnerships
- 1.3 To agree the nomination of Members to represent Bridgend County Borough Council on the Western Bay Regional Partnership Board.
- 1.4 To delegate the appointment of remaining non local authority and non LHB members of the Regional Partnership Board to the nominated Members of the Council in conjunction with representatives of the other Local Authorities and the Local Health Board

2. Connection to Corporate Improvement Plan / Other Corporate Priority.

- 2.1 The report links to the following priority in the Corporate Plan:
 - Helping people to be more self-reliant;
 - Smarter use of resources.

3. Background

- 3.1 The Western Bay Regional Partnership Forum was established on a non-statutory footing in 2014 to progress and oversee the Western Bay Health and Social Care Programme. It has also worked on the arrangements for implementing the Social Services and Wellbeing (Wales) Act 2014 (the Act).
- 3.2 The Act came into effect on 6th April 2016 and this introduced a statutory role for a Regional Partnership Board and specific responsibilities.
- 3.3 In light of the new statutory requirements the Western Bay Regional Partnership Forum held two development workshops facilitated by the Institute of Public Care (Oxford Brooks University) in January and April this year to clarify, review and update the role of the Regional Partnership Board going forward.

3.4 The Shadow Partnership Board met in April and considered objectives, priorities and terms of reference. The outcome of the workshops includes the Terms of Reference attached in **Appendix A** and a Position Statement summarising the work of the Shadow Partnership Board in **Appendix B**.

4. Current Situation/Proposal

Requirements

- 4.1 The Act introduces new requirements on local authorities and the Local Health Board (LHB) (the 'Partnership Bodies') with regard to partnership and collaboration. This includes the need to establish Regional Partnership Boards (RPBs) on LHB footprints to secure strategic planning and partnership working between local authorities and the LHB to ensure effective services, care and support are in place to best meet the needs of their population.
- 4.2 The objectives of the Regional Partnership Boards are to ensure that the Partnership Bodies work effectively together with the following responsibilities to:
- Respond to the population assessment carried out in accordance with section 14 of the Act;
 - Implement the plans for each of the local authority areas covered by the Regional Partnership Board which local authorities and local health boards are each required to prepare and publish;
 - Ensure the partnership bodies provide sufficient resources for the partnership arrangements;
 - Promote the establishment of pooled funds where appropriate;
 - Ensure that services and resources are used in the most effective and efficient way to improve outcomes for people in their region;
 - Prepare an annual report for Welsh Ministers on the extent to which the board's objectives have been achieved;
 - Provide strategic leadership to ensure that information is shared and used effectively to improve the delivery of services, care and support, using technology and common systems to underpin this.
- 4.3 More specifically RPBs will be responsible for prioritising the integration of services in relation to:
- Older people with complex needs and long term conditions, including dementia;
 - People with learning disabilities;
 - Carers, including young carers;
 - Integrated Family Support Services;
 - Children with complex needs due to disability or illness.
 - Delivering a pooled budget arrangement for care homes by April 2018.
- 4.4 The statutory guidance requires the creation of 7 RPBs across Wales, including Western Bay.
- 4.5 Membership of the Regional Partnership Board is specified in the statutory guidance. The Regional Partnership Board may co-opt other persons to be

members of the Board as appropriate. The regulations refer to the minimum membership of the boards but the number of representatives and range of people involved is a matter for local determination.

- 4.6 A Western Bay Regional Citizens Panel has been established drawing on existing local and regional engagement mechanisms which will inform the development and delivery of integrated services from an individual and service user perspective.

The Role and Function of the Western Bay Regional Partnership Board

- 4.7 In Western Bay, partners wish to continue the good progress that has been made in the development of collaborative regional activity and design arrangements which build on this success, as well as meet the national requirements.

- 4.8 The main roles of the Western Bay Regional Partnership Board will be to:

- Ensure that there is an agreed shared vision and a clear direction of travel for service development and integration of health, care and wellbeing.
- Ensure that there are shared plans in place (supported by appropriate business cases) for delivering on the vision
- Ensure that the strategic plans are evaluated and reviewed against agreed and understood outcomes and performance indicators
- Lead a strategic approach to communicating and publicising the direction of travel and progress made
- Maintain an effective overview of the resources allocated by the Regional Partnership Board
- Ensure that an annual report on progress is prepared and delivered as required by Welsh Government.

- 4.9 Each Member of the Regional Partnership Board will be responsible for ensuring any strategic decisions and plans made by the Regional Partnership Board have Partner Body support and are considered through their respective governance arrangements.

- 4.10 The Regional Partnership Board will be responsible for reporting on its statutory requirements and progress against strategic plans to the Welsh Government as required.

- 4.11 The functions of the Regional Partnership Board are set out in the Terms of Reference at **Appendix A**.

Membership

- 4.12 The proposed membership of the Regional Partnership Board is included in the Terms of Reference at **Appendix A**.

Position Statement

- 4.13 The implementation of the Act builds on considerable progress across Western Bay through projects and activities that have been prioritised by the partners such as safeguarding and the establishment of Regional Safeguarding Boards and a regional Adoption Service, to the prioritisation of integrated services for older people

through the Community Services Programme. The implementation of the Act can be seen essentially in two stages:

- **Immediate** – ensuring partners’ compliance with key requirements of the Act by April 2016, and
- **Medium term** – working across the partnership to develop and enhance arrangements and ensure that the spirit as well as the letter of the Act are reflected in how services are planned and delivered in the longer term from April 2016 onwards.

4.14 The second stage is seen as forming a logical basis for the forward Partnership Plan, which will also need to reflect the discrete duties identified for RPBs noted above and it needs to include the transformation priorities already underway across Western Bay.

4.15 The Position Statement at **Appendix B** identifies the Stage 1 and Stage 2 activities which will inform the Partnership Plan.

5. Effect upon Policy Framework and Procedure Rules.

5.1 This links to the Social Services and Well-being (Wales) Act 2014.

6. Equality and Engagement Implications

6.1 An initial EIA screening (see **Appendix C**) has been undertaken and has concluded that a full EIA report is not required in relation to the setting up of the Regional Partnership Board.

6.2 With relation to the requirement that the Regional Partnership Board arrangements comply with Welsh Language Standards and specifically, consideration of how to maximise any benefits and minimise any adverse effects on:

- opportunities for people to use the Welsh language
- treating the Welsh language no less favourably than English

It must be appreciated that each of the Partnership Bodies will be subject to their own specifically defined standards and so decisions made by the partnership must be in line with their individual needs.

Any decisions made by the partnership which affect service users will need to be subject to EIA procedures.

7. Financial Implications

7.1 There are no financial implications associated with this report.

8. Recommendation

8.1 It is recommended that Cabinet:

- 1) Consider and adopt the Terms of Reference and support the establishment of the Western Bay Regional Partnership Board;

- 2) Delegate power to the Corporate Director of Social Services and Wellbeing, in consultation with the Director of Operations and Partnerships and the s151 Officer, to make any future amendments to the Terms of Reference which have been recommended by the Partnership Bodies;
- 3) Note the position statement that provides a summary of the Western Bay programme of work;
- 4) Agree the nomination of the Leader of Bridgend County Borough Council, the Cabinet Member, Adult Social Care, Health and Wellbeing, and the Cabinet Member, Children's Social Services and Equalities to represent Bridgend County Borough Council on the Western Bay Regional Partnership Board;
- 5) Delegate the appointment of remaining non local authority and non LHB members of the Regional Partnership Board to the Members nominated in accordance with recommendation 4, in conjunction with representatives of the other Local Authorities and the Local Health Board, such appointment to be reported back to Cabinet.

Susan Cooper
Corporate Director, Social Services and Wellbeing
June 2016

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Background documents

Previous Cabinet Papers in relation to Western Bay Health and Social Care Programme: Western Bay Overview, January 2013; Youth Offending Service, January 2013 and March 2013; Joint Commitments for Learning Disability Services, Community Services and Mental Health Services, September 2013; Delivering Improved Community Services, April 2014; Managing Youth Offending Services, April 2014; Regional Adoption Service, April 2014; Establishment of Substance Misuse Area Planning Board, April 2014 and Western Bay and Intermediate Care Fund, June 2014.

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Western Bay Regional Partnership Board Draft Terms of Reference

Prepared with reference to the Welsh Government Statutory Guidance Social Services and Well-being (Wales) Act 2014 Part 9 Statutory Guidance (Partnership Arrangements)

Agreed by Western Bay Regional Partnership Board on _____

Status

1. Abertawe Bro Morgannwg University Health Board,

Swansea City and County Council,

Bridgend County Borough Council, and

Neath Port Talbot County Borough Council

are Partnership Bodies for the purposes of the Partnership Arrangements (Wales) Regulations 2015¹
2. The Partnership Bodies are required to establish a Partnership Board pursuant to the Regulations to be known as the Western Bay Regional Partnership Board²
3. Western Bay Regional Partnership Board (The Board) does not have separate legal personality and references to the Board are references to members of the Board acting jointly.

Objectives of the Board

4. The statutory objectives of the Board are summarised in paragraphs 5, 6 and 7 below.³

¹ Regulation 1 (4) Partnership Arrangements (Wales) Regulations 2015

² Regulation 5 (2)

³ Regulation 10

5. To ensure that the Partnership Bodies work effectively together to
 - a) respond to the population assessment carried out under Section 14 of the Social Services and Well-being (Wales) Act 2014 (the Act) and ⁴
 - b) implement the plans for each local authority area covered by the Board which the Partnership Bodies are each required to prepare and publish under Section 14A of the Act

6. To ensure that the Partnership Bodies provide sufficient resources for the Partnership Arrangements in accordance with their powers under Section 167 of the Act.

7. To promote the establishment of pooled funds where appropriate.

8. Aside from the established of pooled funds for care home accommodation functions and family support functions, decisions on the establishment and maintenance of pooled funds shall be made by the Partnership Bodies in consequence of an assessment carried out under Section 14 of the Act or any plan prepared under Section 14A of the Act.

9. In exercising its functions the Board must have regard to:-
 - (a) Any guidance issued by the Welsh Government and to any outcomes specified in a statement issued under Section 8 of the Act.⁵
 - (b) The need to obtain timely and sufficient funding from the Welsh Government
 - (c) Other statutory duties of the Partnership Bodies.

⁴ Regulation 10 (a) (i)

⁵ Section 169 (2) Social Services and Well-being –(Wales) Act 2014



Main Functions

10. The Board has the following functions:
- (a) To provide a senior forum to
 - (i) oversee the discharge of duties under Part 9 of the Act,
 - (ii) agree regional priorities,
 - (iii) identify and respond to opportunities for collaboration and integration in the delivery of health, social care and well-being in Western Bay programme area,
 - (iv) oversee delivery of the regional programme and
 - (v) unblock obstacles to successful collaborative working
 - (b) To ensure that information is shared and used effectively to improve the delivery of services, care and support, using technology and common systems to underpin this
 - (c) To sign off an annual Partnership Plan and produce an Annual Report on delivery against the Plan
 - (d) To agree a recommended budget for consideration by the Partnership Bodies to support delivery of the Partnership Plan and agree to any reallocation of resources within the course of the year to support revised priorities
 - (e) To ensure the Partnership Plan reflects specific duties within the Act and facilitates service transformation across the region through effective collaborative working, sharing of practice and comparative analysis
 - (f) To meet accountability arrangements to the Welsh Government regarding delivery of the Partnership Plan and deployment of grant funding
 - (g) To mandate regional programme and project boards to oversee activities to support delivery of the Regional Plan, deploy resources appropriately, monitor delivery and provide reports when required to the Regional Partnership Board.
 - (h) To assess each year whether the regional governance arrangements are effective in promoting collaboration and facilitating delivery of the Partnership Plan



- (i) To assist the Partnership Bodies in preparing a Population Assessment each electoral cycle, as required under section 14 of the Act and implement plans at local authority and regional level as required under section 14A of the Act
- (j) To make recommendations to the Partnership Bodies for establishment of pooled funding arrangements for functions exercised jointly in response to the Population Assessment, family support functions and, from April 2018, for care home accommodation for adults
- (k) To approve and oversee the implementation of the plans under the Intermediate Care Fund
- (l) To make appropriate arrangements for service user and carer engagement in the development and delivery of the regional programme and Partnership Plan
- (m) The Board is not a formal decision-making body and has no executive powers. Courses of action will be agreed by consensus among the full members. Partners will need to take issues agreed by the Board through their own local policy and decision-making for ratification as required

Board Membership

11. The membership of the Board is set out below⁶:

- (a) Three elected Members of each local authority
- (b) One Member of the Local Health Board
- (c) The Director of Social Services appointed under Section 144 of the Act of each local authority (or his or her nominated representative)
- (d) Three representatives of the Local Health Board
- (e) Three persons who represent the interests of third sector organisations
- (f) One person who represents the interests of care providers in the area covered by the Board
- (g) One person to represent people with needs for care and support in the area covered by the Board

⁶ Regulation 11



- (h) One person to represent carers in the area covered by the Board
12. The person referred to in (e) to (h) above shall be selected by the Partnership Bodies.
 13. The Partnership Bodies may substitute at any time another person for any of the persons appointed under paragraphs (a), (b) and (d).
 14. The persons appointed under paragraph (a) above shall cease to be members of the Board if they cease to hold the office of elected Member.
 15. The term of office of members of the Board shall run until the next general election of local authority members of the local authorities represented on the Board following the elections which occur in May 2017 or the dissolution of those local authorities by effect of statute.
 16. If any person appointed to the Board tenders written resignation, becomes incapable of acting or fails to attend Board meetings for a period of six months that person shall cease to become a member of the Board.
 17. Any occasional vacancy amongst the persons named in paragraphs (e) to (h) above shall be filled by decision of the Partnership Bodies.
 18. The Board may co-opt such other persons to be members of the Board as it thinks appropriate.⁷
 19. The Board shall determine the method by which a Chair and Vice Chair are appointed together with the period of office which applies to those roles.

⁷ Regulation 11 (2)

20. Board decisions are made by simple majority but are only effective if supported by all Board members of the Partnership Bodies appointed under paragraphs 11 (a) and (b).
21. (a) In the event of a disagreement between members of the Board it is the responsibility of the chair to convene a meeting to resolve the disagreement.
- (b) In the event that a consensus cannot be reached at that meeting the Chair shall appoint an independent mediator who must not be in the employment of any of the Partnership Bodies.
- (c) All Board members must cooperate with the mediator.
- (d) The costs of mediation shall be borne in equal shares by the Partnership Bodies.

Quorum

22. A meeting of the Board shall be quorate if it is attended by representatives of all the Partnership Bodies.

Meetings of the Board

23. The Board shall meet at least four times in any financial year.
24. Additional meetings may be held at the discretion of the Board
25. The first meeting of the Board in any financial year shall adopt a work programme for the Board during the course of that financial year and shall undertake a review of the functioning of the Board in the previous financial year.



**Caring Together
Western Bay**
Health and Social Care Programme
**Gofalu Gyda'n Gilydd
Bae'r Gorllewin**
Rhaglen Iechyd a Gofal Cymdeithasol

Sub-Groups of the Board

26. The Board may establish sub-groups to support it in undertaking its functions.
27. Any sub-group of the Board must include at least one representative of a Partnership Body who will chair the sub-group.

Administrative Support

28. Administrative support for the Board is provided by the City and County of Swansea.

Scrutiny

29. The Board shall submit to scrutiny by overview and scrutiny committees of the local authorities which are Partnership Bodies or a joint Overview and Scrutiny Committee established by those local authorities.
30. The Overview and Scrutiny Committees can require any member of the Board to give evidence but only in respect of the exercise of functions conferred on the Board.

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**Caring Together
Western Bay**
Health and Social Care Programme
**Gofalu Gyda'n Gilydd
Bae'r Gorllewin**
Rhaglen Iechyd a Gofal Cymdeithasol

**Western Bay Health and Social Care Programme
DRAFT Position Statement 16/17
Updated 16.6.16**

The following position statement is an initial assessment of Western Bay work streams and activities in the context of the Regional Implementation Plan and aims to capture what the 'gaps' might be in relation to the Social Services and Wellbeing Act implementation.

| Activity | Stage 1 (Existing) | Stage 2 (proposed post April 2016) | Current programme board | Relevance to SSWBWA | DTG 'national priority' |
|------------------------------------|---|--|---|-----------------------|--|
| Information, Advice and Assistance | <p>Published 'library' of mental health self-help information</p> <p>The 3 CVCs mapped the wellbeing and prevention resources and migrated to the InfoEngine platform which is now 'live'</p> | <p>Establish strategic view of how the following 4 systems link across Western Bay: DEWIS Cymru, Info-Engine, 111 service and FIS and the links into local arrangements for 'front door'</p> <p>Bridgend set up T&F group with Health to progress IAA and implementation of DEWIS Cymru</p> <p>Swansea progressing IAA on a corporate basis through Corporate Project and implementation of DEWIS Cymru</p> <p>NPT Family Information Service to become the partnership system for collecting information about community services, with potential link to DEWIS Cymru. Establishment of a multi-agency group to implement the</p> | <p>National DEWIS Cymru Board</p> <p>Programme Team</p> | Part 2 – IAA services | <p>Development of processes and practice in assessment, eligibility, care planning and the IAA service</p> <p>Consistency in the performance management framework and the introduction of underpinning systems WCCIS and Dewis Cymru</p> |



| Activity | Stage 1 (Existing) | Stage 2 (proposed post April 2016) | Current programme board | Relevance to SSWBWA | DTG 'national priority' |
|-----------------------|---|--|-------------------------|--|---|
| | | proposal ABMU are piloting the national 111 service | | | |
| Preventative services | Draft Principles of Prevention Framework developed Local Area Co-ordination / Local Community Co-ordination (LAC/LCC) Approach piloted and established in areas in BCBC, NPT & CCS 'Disabled Go!' access guide launched providing info for visitors/ users across WB on public buildings | Principles of Prevention Framework to be considered by Regional Partnership Board and taken through LA Cabinets and Health Board Consider adoption of principles of prevention framework in partner organisations Address need for current provision of preventative services in Population Assessment Local Area Co-ordination / Local Community Co-ordination (LAC/LCC) Complete evaluation Expansion of roll-out of LAC/LCC to other local areas | Programme Team | Part 2 – preventative services; social enterprise/ cooperatives, Population Assessment | Develop new models of service for preventative services, commissioning and social enterprises, responding to population assessments |
| Social Enterprise | Funding for CVS to recruit SE posts in each locality to support development of social enterprises | Continuation of service provided in each locality through the three CVS' Social Enterprise part time posts to support | | Social Enterprise | Develop new models of service for preventative services, commissioning and social enterprises, responding to |



| Activity | Stage 1 (Existing) | Stage 2 (proposed post April 2016) | Current programme board | Relevance to SSWBWA | DTG 'national priority' |
|-------------------------|---|---|--|---|---|
| | | <p>development of social enterprises, including development of delivery plan.</p> <p>LA requirement to promote social enterprises/ alternative models – progress locally</p> | | | population assessments |
| Adult Safeguarding | <p>Establishment of regional board</p> <p>Reviewed existing arrangements for Adult Safeguarding Boards to ensure compliant with the Act</p> | Review Business Action Plan | <p>Regional Adult Safeguarding Board</p> <p>Reporting through WB governance on a mgmt. by exception basis</p> | Part 7 - Safeguarding | |
| Children's Safeguarding | <p>Establishment of regional board</p> <p>Further review of performance framework</p> <p>Regional response to Operation Jasmine Report</p> | Review Business Action Plan | <p>Regional Children Safeguarding Board</p> <p>Reporting through WB governance on a mgmt. by exception basis</p> | Part 7 - Safeguarding | |
| Integrated Assessment | Regional work progressed through workstream led by ABMU Officer and including LA colleagues to review current documentation and assess the gaps across the region | <p>Chris Williams (Asst Director of Nursing) to lead and continue this work with Local Authorities officers</p> <p>Review Bridgend's template and consider regional approach and/or examine differences</p> | Local Delivery | <p>Part 3 – Assessment</p> <p>Part 4 – Meeting need</p> | Development of processes and practice in assessment, eligibility, care planning and the IAA service |
| Advocacy | Regional work undertaken for | Continue regional work linking into | | Part 10 - Advocacy | Children's advocacy being |



| Activity | Stage 1 (Existing) | Stage 2 (proposed post April 2016) | Current programme board | Relevance to SSWBWA | DTG 'national priority' |
|---|---|--|--|---|--|
| | <p>children's advocacy linking into the national group. DH, CO for CCS, leads the regional group.</p> | <p>national group for children's advocacy.</p> <p>Bridgend reviewing existing advocacy services and identifying what future services need to be commissioned. Funding confirmed to appoint an officer to lead on this work.</p> <p>CCS in contact with NPT to review their SLA</p> <p>NPT are maintaining SLA with 3rd sector external advocacy provider in 16/17</p> <p>ABMU – Community Health Council provides advocacy service for adults</p> <p>Agreed to establish regional group to consider scope for regional workstream to review advocacy for adults</p> | | | <p>progressed through national group</p> <p>Wider advocacy</p> |
| <p>Complex Needs (LD and children with complex needs)</p> | <p>No regional work progressed, though links to right sizing, right pricing work in Contracting and Procurement Project</p> | <p>Regional project, outcome focused commissioning in Contracting and Procurement Project, expanded to now include children services (ICF proposal)</p> | <p>ABMU LD/ MH Commissioning Board</p> | <p>Part 9 – prioritising the integration of services for children with complex needs due to disability or illness</p> | |



| Activity | Stage 1 (Existing) | Stage 2 (proposed post April 2016) | Current programme board | Relevance to SSWBWA | DTG 'national priority' |
|------------------------------|---|--|---------------------------|---|-------------------------|
| Adoption | <p>Implementation of regional service</p> <p>Regional Management Board established</p> <p>Service operating as business as usual.</p> | <p>Cabinet approval of the final partnership agreement. (June 2016)</p> <p>Reporting on a mgmt. by exception basis through WB governance</p> | Regional Management Board | Part 6 - LAC | |
| Emotional Health of children | <i>To be completed</i> | <p>Establish whether the development of an effective regional model based on a continuum of needs that promotes emotional and psychological wellbeing of children can be progressed</p> <p>CAMHS will become regional priority across WB. Regional Group established with workstreams. Action plan currently being reviewed, to be established.</p> <p>CBs have commissioned work for intervention work – tiers 1 & 2 in CAMHS</p> <p>2 WG funded services being set up by ABMU:</p> <ul style="list-style-type: none"> - Crisis Team - Neuro-Development Team | CYP Commissioning Board | Parts 2, 3, 4 – early intervention, assessment, meeting needs | |



| Activity | Stage 1 (Existing) | Stage 2 (proposed post April 2016) | Current programme board | Relevance to SSWBWA | DTG 'national priority' |
|------------------------------|---|---|-------------------------------------|---|---|
| | | Specification and monitoring arrangements for service to be drawn up | | | |
| IFSS | Implementation of regional IFSS IFSS Board established | Requirement to oversee the IFSS might be delegated by Regional Partnership Board to Regional IFSS Board | Regional IFSS Board/ Steering Group | Part 9 – prioritise the integration of services in relation to IFSS | |
| Engagement and citizen voice | Development of regional citizen panel | Establishment of regional citizen panel, with 3 meetings/ workshops and agreed TOR Engagement events: <ul style="list-style-type: none"> • Practise development • Providers Population Assessment engagement Scoped and Completion of co-productive approach to development of IAA service in Swansea, with objective of producing a model template/tools to be shared / used across region | Programme Team | Part 2 – co-production | Ensure proper arrangement in place for citizen engagement |
| Communication | Development of Communications Plan for the WB Programme | Further development/ review of | Programme Team | Whole Act Part 2 | |



| Activity | Stage 1 (Existing) | Stage 2 (proposed post April 2016) | Current programme board | Relevance to SSWBWA | DTG 'national priority' |
|--------------------------|--|---|--|---|-------------------------|
| | <p>Development of case studies for Community Services and C&P</p> <p>Community Services Communication Plan</p> | <p>Communication Plan for WB Programme</p> <p>Further development of case studies for Community Services and C&P</p> | | | |
| Older people remodelling | <p>Intermediate Care Services</p> <p>Optimal intermediate care model of delivery identified and mandated by CEXs. Levelling up of optimal model (Common Access Point, Acute Clinical Response, Reablement) in process across the region</p> <p>Anticipatory Care Planning (ACP):</p> <p>Anticipatory Care Planning progressed with 3 early adopter community networks (1 in each LA area)</p> <p>Primary and Community Fund of £660k to fund 'Care Navigator' coordination role and admin support</p> <p>Anticipatory Care process developed, standardised anticipatory care plan, specific Information Sharing Protocol for Anticipatory Care</p> | <p>Intermediate Care Services</p> <p>Position statement for each locality including any gaps, issues</p> <p>Prioritisation of opportunities/ gaps</p> <p>Review optimum model in context of whole system</p> <p>Evaluation of ICS</p> <p>Anticipatory Care Planning (ACP):</p> <p>Refine and review ACP approach/process</p> <p>Roll out plans for 8 other cluster networks</p> <p>Establish performance framework</p> <p>Public Consultation</p> | Community Services Planning & Delivery Board | Part 9 – prioritisation of the integration of services in relation to older people with complex needs; delivery of pooled budget for care homes by April 2018 | |



| Activity | Stage 1 (Existing) | Stage 2 (proposed post April 2016) | Current programme board | Relevance to SSWBWA | DTG 'national priority' |
|--------------|---|---|--|---|-------------------------|
| | <p>Western Bay Care Home Commissioning Strategy for Older People completed.</p> <p>Regional Quality Framework for Care Homes (over 65s) Approved and implemented framework NPT, BCBC approved through Cabinet</p> <p>Response to OPC Report: Place to Call Home</p> | <p>for Commissioning Care Homes Strategy Implementation plans for each locality Develop strategic plan for pooling of pooled budget for care homes (to be effective from April 2018)</p> <p>Regional Quality Framework for Care Homes (over 65s) Review governance and framework CCS to approve through cabinet</p> <p>Response to OPC Report - Dementia: More than just Memory</p> | | | |
| Pooled funds | <p>Developed and approved S33 agreement for Intermediate Care Services</p> <p>Establishment of Joint Partnership Boards in each Locality</p> <p>IFSS Board/ Steering Group?</p> <p>Joint Equipment</p> | <p>Revise S33 agreement for Intermediate Care Services for 16/17</p> <p>IFSS Pooled Fund</p> <p>Develop strategic plan for pooled funds for care</p> | <p>Community Services Planning & Delivery Board/ Local Joint Partnership Boards x3</p> <p>IFSS Steering Group Community Services Planning & Delivery Board</p> | <p>Part 9 – promote the establishment of pooled budgets where appropriate; prioritisation of the integration of services in relation to older people with complex needs; delivery of pooled budget for care homes by April 2018</p> | |



| Activity | Stage 1 (Existing) | Stage 2 (proposed post April 2016) | Current programme board | Relevance to SSWBWA | DTG 'national priority' |
|----------------------------------|--|---|--------------------------------------|--------------------------------|---|
| | Store (NPT, CCS & ABMU) | homes (to be effective from April 2018) | /National Commissioning Board | | |
| Population Assessment | Development of regional PID Established T&F Group | Implement project plan Making links to future generations Act Consultation / Engagement events Produce local and regional PA by April 2017 | Pop Ass T&F Group & Programme Team | Part 2 – Population Assessment | Develop new models of service for preventative services, commissioning and social enterprises, responding to population assessments |
| Regional SCWDP | Delivery of 2015-16 Plan | Develop Plan for 2016-17 Align with Regional Implementation Plan Monitor delivery | Workforce Development Steering Group | Whole Act | Ensure that the regional learning and development strategy and Plan is embedded in the regional implementation plan |
| SCiP | Delivery of 2015-16 business plan | Develop Plan for 2016-17 Align with SCWDP/ Regional Implementation Plan Monitor delivery | Workforce Development Steering Group | Whole Act | Ensure that the regional learning and development strategy and Plan is embedded in the regional implementation plan |
| Workforce Strategy / Development | Established Workforce Development Steering Group | Target HR/culture issues Engagement of staff to embed assessment processes (C&P project) | Workforce Development Steering Group | Whole Act | Ensure that the regional learning and development strategy and Plan is embedded in the [regional partnership] plan |



| Activity | Stage 1 (Existing) | Stage 2 (proposed post April 2016) | Current programme board | Relevance to SSWBWA | DTG 'national priority' |
|---|--|--|---|---------------------|--|
| | | Options appraisal for training across the region to consider regional arrangements which could provide improved links with Health | | | |
| Training on the Act | Deliver and evaluate initial programme | Deliver next phase | Workforce Development Steering Group | Whole Act | Ensure that the regional learning and development strategy and Plan is embedded in the [regional partnership] plan |
| Outcomes Focussed Commissioning (C&P Project) | Achieved outcomes for service users (see case studies) Savings of £1.3m | Further outcomes for service users Further savings to be realised | C&P Project Board / Programme Team | | |
| C&P Regional Brokerage Services | MH regional brokerage service established | Review MH regional brokerage service to ensure fit for purpose Implement LD brokerage service Savings to be realised Outcomes for service users | C&P Project Board/ Programme Team | | |
| Systems | Established WB WCCIS work-streams Draft readiness plan Bridgend implemented WCCIS – April 2016 | Develop regional business cases Develop local and regional implementation plan Develop communications plan | WCCIS Regional Project Board / Programme Team | Whole Act | Consistency in the performance management framework and the introduction of underpinning systems WCCIS |



| Activity | Stage 1 (Existing) | Stage 2 (proposed post April 2016) | Current programme board | Relevance to SSWBWA | DTG 'national priority' |
|--|---|--|------------------------------|---------------------|--|
| Performance | | <p>National performance measurement framework to be progressed and applied in each local area</p> <p>Consider reviewing ACRF template across region once WG template for next year is confirmed</p> <p>Links to Regional WCCIS Project which will support consistency of performance measures</p> | WB Programme Team | Whole Act | Consistency in the performance management framework and the introduction of underpinning systems WCCIS and Dewis |
| Area Planning Board (Substance Misuse) | Substance Misuse Commissioning Strategy developed and approved. Formal consultation commenced in March 2016 | <p>Capital Estates Strategy drafted and to be taken to the next APB Board Meeting (6th July 2016) for approval.</p> <p>Proposals for re-commissioning being developed currently.</p> <p>Bids for SMAF Capital Funding submitted to Welsh Government by set deadline (10th June 2016).</p> <p>S.33 Agreement drafted, will be circulated for consultation amongst signatories shortly</p> | Regional Area Planning Board | | |



| Activity | Stage 1 (Existing) | Stage 2 (proposed post April 2016) | Current programme board | Relevance to SSWBWA | DTG 'national priority' |
|-------------------------|--|--|--|---------------------|-------------------------|
| | | (June/July 2016) Governance Framework drafted and Approved. | | | |
| Youth Offending Service | Regional Shared Service Manager in post Annual Youth Justice Plan for 2015/16 agreed by Management Board Short Quality Screening Inspection conducted by Her Majesty's Inspectorate of Probation (HMIP) – Oct 15 | Legal Agreement being finalised Further review of management arrangements New model of operation to be introduced to improve sentence choice and opportunities for children and young people | Western Bay Youth Justice and Early Intervention Service (WBYJ&EIS) Management Board | | |
| Supporting People | Development of a Regional Commissioning Plan for Western Bay submitted to Welsh Government Reviewed and revised Terms of Reference for SP Regional Collaborative Committee Development of Roles and Responsibilities for members | Supporting People Commissioning Plan | Supporting People Regional Collaborative Committee | | |

Equality Impact Assessment Screening Form

Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact your directorate support officer or the Access to Services team (see guidance for details).

Section 1

Which service area and directorate are you from?

Service Area: Social Services - Western Bay

Directorate: People

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

| | | | | | |
|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Service/ Function | Policy/ Procedure | Project | Strategy | Plan | Proposal |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(b) Please name and describe below

The establishment of a statutory regional board to oversee integrated services for health and social care (replacing informal Board previously established)

Q2(a) WHAT DOES Q1a RELATE TO?

| | | |
|---------------------------------------|---|--|
| Direct front line service delivery | Indirect front line service delivery | Indirect back room service delivery |
| <input type="checkbox"/> (H) | <input checked="" type="checkbox"/> (M) | <input type="checkbox"/> (L) |

(b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

| | | | |
|------------------------------|------------------------------|---|---------------------------------------|
| Because they need to | Because they want to | Because it is automatically provided to everyone in Swansea | On an internal basis i.e. Staff |
| <input type="checkbox"/> (H) | <input type="checkbox"/> (M) | <input checked="" type="checkbox"/> (M) | <input type="checkbox"/> (L) |

Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

| | High Impact (H) | Medium Impact (M) | Low Impact (L) | Don't know (H) |
|------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Children/young people (0-18) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Any other age group (18+) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disability | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gender reassignment | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Marriage & civil partnership | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pregnancy and maternity | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Race | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Religion or (non-)belief | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sex | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sexual Orientation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Welsh Language | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Poverty/social exclusion | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Carers (inc. young carers) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Community cohesion | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Q4 HAVE YOU / WILL YOU UNDERTAKE ANY PUBLIC CONSULTATION AND ENGAGEMENT RELATING TO THE INITIATIVE?

YES NO (If NO, you need to consider whether you should be undertaking consultation and engagement – please see the guidance)

If yes, please provide details below

Equality Impact Assessment Screening Form

The Western Bay Regional Citizen’s Panel will be the means of engagement relating to Western Bay activities/ developments going forward. A representative of the Panel will be sought through an ‘expression of interest’ selection process to be a member of the Regional Partnership Board

Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?

| | | |
|---|---|---|
| High visibility <input type="checkbox"/> (H) | Medium visibility <input type="checkbox"/> (M) | Low visibility <input checked="" type="checkbox"/> (L) |
|---|---|---|

(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL’S REPUTATION?
(Consider the following impacts – legal, financial, political, media, public perception etc...)

| | | |
|---|--|--|
| High risk <input type="checkbox"/> (H) | Medium risk <input checked="" type="checkbox"/> (M) | Low risk <input type="checkbox"/> (L) |
|---|--|--|

Q6 Will this initiative have an impact (however minor) on any other Council service?

Yes No **If yes, please provide details below**
 Setting up the Board will not directly affect other Council services, although decisions taken by the Board in the future may impact on many areas of operation.

Q7 HOW DID YOU SCORE?

Please tick the relevant box

**MOSTLY H and/or M → HIGH PRIORITY → EIA to be completed
 Please go to Section 2**

**MOSTLY L → LOW PRIORITY / NOT RELEVANT → Do not complete EIA
 Please go to Q8 followed by Section 2**

Q8 If you determine that this initiative is not relevant for a full EIA report, you must provide adequate explanation below. In relation to the Council’s commitment to the UNCRC, your explanation must demonstrate that the initiative is designed / planned in the best interests of children (0-18 years). For Welsh language, we must maximise positive and minimise adverse effects on the language and its use. Your explanation must also show this where appropriate.

Although the work of the Board will impact on many areas of operation, setting it up in line with statutory requirements will have little direct effect – consequently there is no need for a full EIA report at this stage. Initiatives emanating from the Board will need to be considered individually and each will be subject to the EIA process. Consideration must be given to the fact that different equality (and Welsh language) standards and procedures will exist across the partnership bodies and implementations will reflect this.

Equality Impact Assessment Screening Form

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

| |
|--|
| Screening completed by: |
| Name: Nicola Trotman |
| Job title: Western Bay Programme Co-ordinator |
| Date: 21 st June, 2016 |
| Approval by Head of Service: |
| Name: Sara Harvey |
| Position: Western Bay Programme Director |
| Date: 21 st June, 2016 |

Please return the completed form to accesstoservices@swansea.gov.uk

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

5 JULY 2016

REPORT BY THE DIRECTOR OF EDUCATION AND FAMILY SUPPORT

APPOINTMENT OF LOCAL AUTHORITY GOVERNORS

1. Purpose of Report

- 1.1 The purpose of this report is to seek approval from Cabinet for the appointment of Local Authority (LA) governors to the school governing bodies listed in paragraph 4.1 and 4.2.

2. Connection to Corporate Improvement Plan / Other Corporate Priority

- 2.1 The work of LA governors supports the raising of educational standards and the well-being of children, young people and their local communities. In particular, their work contributes to the corporate priority:
- Supporting a successful economy.

3. Background

- 3.1 In accordance with the council's '*Guidance on the appointment of local education authority governors*' approved by Cabinet on the 14th October 2008, an officer panel from the Education and Family Support Directorate met on Wednesday 8th June 2016 to consider applications received for current and forthcoming vacancies of LA Governors on governing bodies (see paragraphs 4.1, 4.2 & Appendix A). The officer panel scrutinised all application forms.

4. Current situation / proposal

- 4.1 For the 24 schools below, the 29 applicants met the approved criteria for appointment as LA governors and there was no competition for any of the vacancies. Therefore, the recommended appointments are:

| | |
|-----------------------|---|
| Mrs Hilary Breeze | Afon y Felin Primary School |
| Cllr Peter Foley | Archbishop McGrath Catholic High School |
| Cllr Gareth Phillips | Brynteg Comprehensive School |
| Cllr Gary Thomas | Bryncethin Primary School |
| Mrs Mandy Baldwin | Cefn Cribwr Primary School |
| Mrs Jill Goudge | Cefn Cribwr Primary School |
| Mr Brian Bishop | Coychurch Primary School |
| Dr Elaine Venables | Coychurch Primary School |
| Cllr Richard Williams | Croesty Primary School |
| Mr Tom Beedle | Cwmfelin Primary School |
| Mr Roderick Shaw | Ffaldau Primary School |
| Mrs Heather Griffiths | Ffaldau Primary School |
| Cllr Cherie Jones | Litchard Primary School |

| | |
|---------------------|--|
| Mr Ian Hibble | Llangewydd Junior School |
| Mrs Alison Young | Nantylffyllon Primary School |
| Mrs Lilian Davies | Pencoed Primary School |
| Mrs Maureen Carson | Porthcawl Comprehensive School |
| Cllr Ceri Reeves | Plasnewydd Primary School |
| Cllr Ross Thomas | St Mary's & St Patrick's Catholic Primary School |
| Mr William May | St Mary's & St Patrick's Catholic Primary School |
| Cllr Cheryl Green | Trelales Primary School |
| Cllr Ella Dodd | Tremains Primary School |
| Cllr David Sage | Tremains Primary School |
| Mr M John | Tondu Primary School |
| Mr Roderick Shaw | Tynyrheol Primary School |
| Mr Ronald Griffiths | West Park Primary School |
| Cllr Mrs E Hughes | Ysgol Gymraeg Bro Ogwr |
| Cllr Malcolm James | Ysgol Gyfun Gymraeg Llangynwyd |
| Mrs Elizabeth Petty | Ysgol Y Ferch O'r Sger Corneli |

- 4.2 There was competition however, for six vacancies at two schools. The officer panel scrutinised the applications received and recommended the following appointment:

| NAME OF SCHOOL | APPLICANTS |
|--|---|
| Coety Primary School | Cllr Ella Dodd Mr Richard Nunn Mrs Natalie Silcox |
| In line with the Council's selection criteria, it was agreed to recommend Cllr Ella Dodd based on her being the local ward member for any part of the school's catchment area and Mr Richard Nunn based on his attendance record at governing body meetings in the previous two years. | |

| NAME OF SCHOOL | APPLICANTS |
|--|---|
| Maesteg Comprehensive School | Cllr David Edwards Cllr Ceri Reeves Cllr Mal Reeves Cllr Phil White Cllr Idris Williams |
| In line with the Council's selection criteria, it was agreed to recommend Cllr David Edwards, Cllr Ceri Reeves, Cllr Mal Reeves and Cllr Phil White based on them being the local ward member for any part of the school's catchment area. | |

- 4.3 Subject to the above appointments being approved, there are still 31 vacancies that need to be filled (see Appendix A).

5. Effect upon Policy Framework and Procedure Rules

- 5.1 There is no effect upon the Policy Framework or Procedure rules.

6. Equality Impact Assessment

6.1 An assessment of the appointment of Local Authority governors shows that there are no equalities issues related to this report.

7. Financial Implications

7.1 There are no financial implications regarding this report.

8. Recommendation

8.1 Cabinet is recommended to approve the appointments listed in paragraphs 4.1 and 4.2.

Deborah McMillan
Director of Education and Family Support

Contact Officer: Sarah-Jayne James
Learner Support Officer

Telephone: (01656) 642650

E-mail: Sarah-Jayne.James@bridgend.gov.uk

Postal Address Education and Family Support Directorate
Bridgend County Borough Council
Civic Offices
Angel Street
Bridgend
CF31 4WB

Background documents

- Bridgend County Borough Council's 'Guidance on the appointment of local education authority governors', approved by Cabinet on 14th October 2008. (See Appendix B)
- The Government of Maintained Schools (Wales) Regulations 2005.

List of LA Governor vacancies up until SEPTEMBER 2016

| NAME OF SCHOOL | List of Current & Forthcoming Vacancies |
|---|--|
| BRYNTEG COMPREHENSIVE SCHOOL | 1 (from September) |
| COLEG CYMUNEDOL Y DDERWEN | 1 |
| YGG LLANGYNWYD | 1 |
| ABERCERDIN PRIMARY SCHOOL | 1 |
| AFON Y FELIN PRIMARY SCHOOL | 1 |
| BETWS PRIMARY SCHOOL | 1 |
| BRACKLA PRIMARY SCHOOL | 1 (from July) |
| BRYNCETHIN PRIMARY SCHOOL | 1 |
| CORNELI PRIMARY SCHOOL | 1 (from July) |
| CWMFELIN PRIMARY SCHOOL | 1 (from July) |
| FFALDAU PRIMARY SCHOOL | 1 |
| LITCHARD PRIMARY SCHOOL | 1 (from July) |
| LLANGYNWYD PRIMARY SCHOOL | 1 (from July) |
| MYNYDD CYNFFIG PRIMARY SCHOOL | 2 |
| NANTYMOEL PRIMARY SCHOOL | 2 (1 from July) |
| NEWTON PRIMARY SCHOOL | 2 (from July) |
| NOTTAGE PRIMARY SCHOOL | 1 (from July) |
| OLDCASTLE PRIMARY SCHOOL | 1 |
| PENYFAI CHURCH IN WALES PRIMARY SCHOOL | 1 (from August) |
| PIL PRIMARY SCHOOL | 1 (from July) |
| PLASNEWYDD PRIMARY SCHOOL | 2 (from August) |
| PORTHCAWL PRIMARY SCHOOL | 2 (1 from July) |
| ST MARY'S PRIMARY CATHOLIC SCHOOL | 1 |
| YSGOL GYNRADD GYMRAEG CWM GARW | 1 |
| YSGOL GYMRAEG BRO OGWR | 1 |
| YSGOL Y FERCH O'R SGER CORNELI | 1 (from July) |
| TOTAL VACANCIES | 31 |

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

TUESDAY, 14TH OCTOBER 2008

REPORT BY THE CORPORATE DIRECTOR - CHILDREN

APPOINTMENT PROCESS OF LEA GOVERNORS

1. Purpose of Report

- 1.1 The purpose of this report is to seek Cabinet approval for revisions to the process and criteria for the appointment of LEA governors on school governing bodies.

2. Connection to Corporate Improvement Plan / Other Corporate Priority

- 2.1 The appointment of LEA Governors contributes to the corporate priority of “Creating Learning Communities”.

3. Background

- 3.1 Section 127 of the School Standards and Framework Act (SSFA) 1998 required the Secretary of State, to issue a Code of Practice for securing effective relationships between LEAs and maintained schools. The National Assembly for Wales ‘Code of Practice on LEA – School Relations’ was issued in 1999.

- 3.2 Paragraph 26 of the “Code of Practice on LEA – School Relations” provides that –
“The strength of the LEA’s relationship with the governing body will depend on a number of factors. From the LEA side they include:

- ❖ The prompt appointment of effective governors;*
- ❖ The quality of the information which the LEA provides to governing bodies;*
- ❖ The quality and timing of LEA consultation with governing bodies and local governor associations;*
- ❖ The quality of any governor training, clerking and support obtained by the school from the LEA; and*
- ❖ The quality of the advice and support on staffing and other matters obtained by the school from the LEA.*

From the governing body side, there needs to be a willingness to recognise the LEA’s role in securing an effective schools’ service in the area, to contribute effectively to raising standards, and to respond constructively if the LEA raises concerns about the school’s performance or operation.”

- 3.3 Paragraph 74 provides that - *“...the governing bodies of all categories of school governors include governors appointed by the LEA.LEA governors are appointed representatives of the LEA on a school governing body. They may represent the LEA’s view in the same way as other categories of governor represent the views of their constituency. But like other governors, LEA governors are not delegates and cannot be mandated by the LEA to take any particular line. Their first loyalty should be to the school and the community it serves.”*
- 3.4 Furthermore, paragraph 75 goes on to state: – *“LEAs should publish the process and criteria by which they identify candidates for appointment as LEA governors, and should ensure that appointments are made promptly when vacancies arise.”*
- 3.5 Under the Authority’s current arrangements, decisions on the appointment and removal of LEA governors can only be made by Cabinet.
- 3.6 The Authority’s current “Guidance on the Appointment of LEA Governors” was devised and published in January 2006 and revised in July 2007. The guidance assists the LEA in ensuring that the appointment of LEA governors complies with legislative guidance and provides a framework for officers within the Children’s Directorate to process the appointment of LEA governors. This report suggests further amendments.

4. Current situation / proposal

4.1 The experience of officers in applying the criteria contained in “Guidance on the Appointment of LEA Governors” and comment by Cabinet members when considering recommendations for the appointment of LEA governors has highlighted the need for some adjustment to the appointment process.

4.2 The proposed criteria is as follows:

Current criteria:

- *Local ward member for the school;*
- *Elected member, outside the local ward for the school;*
- *Current and/or previous experience as a governor based on:*
 - *relevance of the phase of education;*
 - *attendance record at governor training events;*
 - *attendance record at governing body meetings in the previous two years;*
- *Experience and/or relevant knowledge of educational issues;*
- *A knowledge and understanding of the role and functions of the LEA.*

Proposed criteria

- *Local ward member for any part of the school’s catchment area;*
- *Elected member, outside the local ward for the school;*
- *Community Councillors - for Secondary and Special Schools only (*please see note below);*
- *Current and/or previous experience as a governor based on (in priority order):*
 - *attendance record at governing body meetings in the previous two years;*
 - *attendance record at governor training events;*
 - *relevance of the phase of education;*
- *Experience and/or relevant knowledge of educational issues;*

- *A knowledge and understanding of the role and functions of the LEA*

* **NOTE** The Government of Maintained Schools (Wales) Regulations 2005 already provides for the governing bodies of any community, voluntary or foundation primary school and maintained nursery school's to include one community governor nominated by the community council, therefore these schools have not been included in the above criteria

4.3 The School Standards & Framework Act 1998 gives local authorities powers of intervention in schools causing concern. One of those powers is the appointment of additional LEA governors to strengthen the school's capacity to deal with the areas of concern. In all cases, such additional governors need to bring particular skills or experience to the governing body and these will vary depending on the weaknesses apparent in the particular school in question. There is also likely to be some urgency about the appointments. Because of these factors, the usual appointment process is not a suitable mechanism for appointing additional LEA governors to support schools causing concern. To enable the Council to respond rapidly and appropriately in cases where there are significant concerns about a school (including those which are identified by Estyn as requiring special measures), it is proposed that the power to appoint additional governors be delegated to the Corporate Director – Children in consultation with the Cabinet Member for Children and Young People.

4.4 The LEA has recently produced a Code of Conduct for governors and all governing bodies have been recommended to adopt the document as their own. When LEA governors have been appointed they are expected to meet the standards of conduct set out in the Code of Conduct attached (Appendix 2).

5. Effect upon Policy Framework& Procedure Rules

5.1 There will be no direct effect upon the Policy Framework or Procedures rules.

6. Legal Implications

6.1 The Authority is required to publish its process and criteria by which candidates for appointment as LEA governors are selected. The appended "Guidance on the Appointment of LEA Governors" will ensure the Authority complies with this requirement.

7. Financial Implications

7.1 There are no financial implications regarding this report.

8. Recommendation

8.1 It is recommended that:

- (i) the "Guidance on the Appointment of LEA Governors", attached as Appendix 1, be approved;
- (ii) cabinet delegates to the Corporate Director – Children in consultation with the Cabinet Member for Children and Young People the function of

appointing additional governors in the circumstances set out in paragraph 4.3.

Ms Hilary Anthony
Corporate Director - Children
26 September 2008

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Governor Support Co-ordinator

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CF31 4AR

Background documents

- Welsh Assembly Government Code of Practice on LEA – School Relations (1999)
- The School Standards and Framework Act 1998
- Code of Conduct for School Governors



GUIDANCE ON THE APPOINTMENT OF LOCAL EDUCATION AUTHORITY GOVERNORS

1. Role of Local Education Authority (LEA) Governors

- LEA Governors are representatives of the LEA and not delegates. This means that they cannot be directed by the LEA but they should represent the views of the LEA.
- An LEA Governor is expected to help the school improve and support the school's ethos and mission.
- An LEA Governor is expected to provide the school with the skills and experience that it needs.

2. Criteria for Identification of Candidates

An LEA Governor is expected to possess the following attributes:

- | | |
|---|---|
| ▪ A commitment to raising the aspirations and achievement of young people | ▪ An interest in education and/or knowledge in this field |
| ▪ Good communication skills and interpersonal skills | ▪ A good knowledge of the area and community that the school serves |
| ▪ An ability to respect confidentiality | ▪ An ability to absorb information |
| ▪ Tact, diplomacy and an open mind. | ▪ An ability to work as part of a team |
| ▪ A willingness to attend regularly meetings of the governing body | ▪ A commitment to equal opportunities |
| ▪ An understanding and/or knowledge of the role of the LEA | ▪ A willingness to undertake training |

The LEA has produced a Code of Conduct for governors and governing bodies have been recommended to adopt the document as their own. When LEA governors have been appointed they would be expected to meet the standards of conduct set out in the Code of Conduct.

The LEA recognises that individual governors are bound by the corporate responsibilities of the governing body. The LEA may provide its representative governors with information from time to time but this will not replace the LEA's duty to communicate and consult with governing bodies (as required by the Welsh Assembly Government's Code of Practice on LEA - School Relations).

3. The Appointment Process

The Directorate will take a pro-active role in identifying existing and potential LEA governor vacancies and will endeavour to make appointments as soon as possible. In the first instance, where a vacancy for an LEA governor arises at a school:

- the local ward member(s) of the County Borough Council will be invited to declare an interest in being appointed at the school;
- where no ward member declares an interest, the vacancy will be open to other elected members;
- should the vacancy still exist, then nominations from elected members, headteachers and governing bodies will be considered. The LEA will also advertise locally to seek nominations from interested persons who wish to be considered for the position as an LEA governor;
- all candidates including local ward members will be required to complete an application form which is to be returned to the Governor Support Unit. Recommendations for appointment will be based on the information provided on the application form;
- application forms will be considered by an officer panel made up of the Corporate Director – Children, Head of Service and Group Manager for Learner Support Services, or their representatives. The panel will meet to consider applications on a regular basis as determined by the vacancy situation;
- the officer panel will make recommendations to Cabinet for approval of applicants who possess the most appropriate skills and/or experience. Where more than one application is received for the position, the panel will use the following criteria as tiebreakers (listed in descending order of priority):
 - Local ward member for any part of the school's catchment area;
 - Elected member, outside the local ward for the school;
 - Community Councillors - Secondary and Special Schools only (please see footnote below¹);
 - Current and/or previous experience as a governor based on (in priority order):
 - attendance record at governing body meetings in the previous two years;
 - attendance record at governor training events;
 - relevance of the phase of education;
 - Experience and/or relevant knowledge of educational issues;
 - A knowledge and understanding of the role and functions of the LEA.

¹ NOTE The Government of Maintained Schools (Wales) Regulations 2005 already provides for the governing bodies of any community, voluntary or foundation primary school and maintained nursery school's to include one community governor nominated by the community council, therefore these schools have not been included in the above criteria.

The LEA is committed to ensuring that all applications received are regarded equitably and given due consideration regardless of gender, age, race, ethnic origin, sexual orientation or disability.

Once appointed, each applicant will be notified in writing and the LEA will provide its representative governor with information and support. LEA governors would be expected to comply with the Code of Conduct for School Governors that has been issued and recommended for adoption by individual governing bodies.

Re-appointment of Governors

Where there has been no significant change in circumstances. LEA governors applying for re-appointment may request their original application form to be re-considered. This request must be stated on an additional form where personal details will be included on the form and an extra section will be added so that any changes that have occurred over the past four years can be added.

Special Cases

The School Standards & Framework Act 1998 gives local authorities powers of intervention in schools causing concern. One of those powers is the appointment of additional LEA governors to strengthen the school's capacity to deal with the areas of concern. In all cases, such additional governors need to bring particular skills or experience to the governing body and these will vary depending on the weaknesses apparent in the particular school in question. There is also likely to be some urgency about the appointments. Because of these factors, the usual appointment process is not a suitable mechanism for appointing additional LEA governors to support schools causing concern. To enable the Council to respond rapidly and appropriately in cases where there are significant concerns about a school (including those which are identified by Estyn as requiring special measures), the power to appoint additional governors is to be delegated to both the Cabinet Member for Children and Young People and the Corporate Director - Children.

4. Removal of LEA Governors

- Only the Cabinet has the authority to dismiss an LEA governor but only after appropriate procedures have been followed. These procedures will ensure the individual is subject to the rules of natural justice and advice on the dismissal of a governor will be provided to the Cabinet by the Corporate Director- Children.
- Should any concerns arise during a governor's term of office, the Group Manager for Learner Support Services will act as an intermediary in an attempt to resolve the matter. Should removal be thought to be necessary, the governor will be invited to a meeting of the officer panel to hear the concerns and to be given the opportunity to respond. Following the meeting the officer panel will make a recommendation to Cabinet on the issue of removal, and the individual governor and the Chair of Governors will be informed in writing of the Cabinet's decision.
- Such cases of removal might involve, but may not be limited to, any of the following:
 - Conduct or bias that is clearly not in the best interest of the school;

- Serious failure to co-operate with the LEA, governors or the governing body as a whole;
- An irretrievable breakdown in relationship between the LEA governor and the governing body;
- Failure to attend governing body meetings;
- Failure to meet the standard of behaviour set out in the Code of Conduct for School Governors.

Any LEA governor who is removed from office may not be appointed to a governing body as an LEA governor for a period of twelve months from removal. Should the governor concerned hold office on another governing body, that position would not be affected.

**For further information please contact the Governor Support Co-ordinator,
Children's Directorate, Governor Support Unit, Bridgend County Borough Council
Sunnyside, Bridgend CF31 4AR Tel: 01656 - 642661**

Code of Conduct for School Governors

Background

A Code of Conduct is to be used as a basis for clarifying the behaviour and conduct expected of all school governors. Whilst recognising that every governing body works and operates differently according to the type of school, there is nevertheless a general expectation of the standard of behaviour that is acceptable. This Code of Conduct seeks to articulate that expectation in a framework that can be easily understood by all governors and is recommended for adoption by your governing body.

If governors are to contribute effectively to their schools and communities, there is a general standard of behaviour that will be required. There is no legislation for enforcing such a Code of Conduct or for dealing with all situations where behaviour of governors is unacceptable. Hence, governing bodies need to take responsibility for ensuring high standards among their members.

By adopting this Code of Conduct, governing bodies are setting their own standard of behaviour and expectations from governors. The Code of Conduct should be reviewed from time to time.

Aims

- ▶ Governors make a positive contribution by giving of their time and bringing their experience to help the school provide the best possible education for each of its pupils;
- ▶ Governors contribute effectively to: the development of the school; its strategic framework; the character, aims, ethos and values of the school; and developing policies;
- ▶ Governors behave as “critical friends” to the school at all times. This includes monitoring and evaluating the work of the school, offering support, giving constructive advice and being a sounding board for ideas. This will also include challenging and asking questions of the Headteacher where necessary;
- ▶ Governors have a clear understanding of the role of the Headteacher which, through his/her day-to-day organisation and management of the school, is to deliver the curriculum and promote pupils’ well-being through the implementation of policies, plans and procedures agreed by the governing body;
- ▶ Governors act fairly and without prejudice, and in so far as the governing body has responsibility for staff, collectively fulfil all that is expected of a good employer;
- ▶ The governing body acts at all time in accordance with statutory legislation.

Commitment

- ▶ Governors accept that the role does require a significant level of commitment, time and energy;
- ▶ Governors will be actively involved in the work of the governing body, attend regularly, and accept their fair share of responsibilities, including service on committees and taking on links with curriculum subjects and areas of special responsibility;
- ▶ Governors will ensure they are prepared for meetings by reading all papers beforehand;

- ▶ Governors will make every effort to attend the Governors Foundation Course and any other relevant topical training courses in order to develop their role;
- ▶ Governors will get to know the school well and respond to opportunities to involve themselves in school activities;
- ▶ Governors will be conscious of, and act within, the limits of the responsibilities of the governing body and when necessary, seek and give due consideration to professional information, advice and guidance.

Conduct

- ▶ Governors must accept collective responsibility for all decisions taken by the governing body, that is, they do not have the legal authority to act individually except when the governing body has delegated authority for them to do so (the chair has powers in certain situations);
- ▶ Governors must demonstrate a commitment to equality of opportunity and reflect this in developing and applying all school policies;
- ▶ Governors must act fairly and without prejudice, with the overall good of the school overriding any personal feelings or individual concerns they may have;
- ▶ Governors must behave in a way that will help the governing body to work as a team, there should be no personal attacks and it is not acceptable to undermine the contribution of others, and should be courteous and sensitive to the needs of others;
- ▶ Governors must be demanding and challenging rather than attacking and crushing by being tolerant of different points of view;
- ▶ Governors must encourage and participate in systems which provide for open and effective communication, helping to establish a clear vision of the school's development;
- ▶ Governors' decisions must always take account of the views of the staff, parents, pupils, community and other interested parties;
- ▶ Governors must also be conscious that the welfare of pupils should always come first in terms of child protection, health and safety and helping each child to develop their full potential;
- ▶ Governors' visits to the school must be carried out within a framework that has been established by the governing body and agreed with the Headteacher;
- ▶ Governors must declare any personal or financial conflict of interest arising from a matter before the governors or from any other aspect of governorship and should not use their position as governor to benefit him/herself or other individuals or agencies.

Confidentiality

- ▶ Governors must respect the governing body's right to deem certain matters to be confidential, restricting discussion of such matters, whether inside or outside governing body meetings, solely to fellow governors and in appropriate cases solely to discussion within governing body committees;
- ▶ Governors must exercise the highest degree of caution when involved in sensitive issues arising outside the governing body which may have an impact on the work of the governing body or the operation of the school.

Relationships

- ▶ Governors should encourage open governance and should be seen to be doing so;
- ▶ Governors should recognise that each member of the governing body has equal status irrespective of their appointing body (i.e. parents, staff, LEA, diocese or the governing body) unless particular responsibilities are conferred on them by the full governing body;

- ▶ Governors should develop effective working relationships with the Headteacher, senior management team, teachers, support staff, parents, LEA and other relevant agencies where appropriate;
- ▶ Governors should operate as a team and always in the best interests of the school.

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

5 JULY 2016

REPORT OF THE CORPORATE DIRECTOR FOR EDUCATION & FAMILY SUPPORT SERVICES

CHILDREN AND YOUNG PEOPLE MISSING EDUCATION

1. Purpose of Report

For Cabinet to consider and agree revised guidance for Schools and other partner agencies linked with children and young people missing education.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

This report relates to the Corporate Improvement Plan priorities:-

- Supporting a successful economy
- Helping people to become more self-reliant
- Smarter use of resources

3. Background

Section 4 of the Education and Inspections Act 2006 places a duty on all Local Education Authorities requiring that they make arrangements to enable them to establish (so far as it is possible to do so) the 'identities of children in their area who are not registered at school and are not receiving a suitable education'.

This statutory guidance sets key principles to enable local authorities in Wales to implement their legal duty to identify, as far as it is possible to do so, children missing education (CME) and get them back into education. The School and other Partner Agencies must have robust procedures and policies in place to enable them to meet their duty in relation to these children.

The purpose of the guidance is to provide advice and make recommendations as to how to meet the standards. It sets out arrangements for local authorities that will enable them to establish the identities of children residing in their area who are not receiving a suitable education. It intends to promote equality of access to education, and reduce the risk of learners going missing from the education system, by identifying and supporting vulnerable groups of children and young people and ensuring effective interventions at an early stage. To identify them was only part of the task - to secure placement in appropriate provision was and is an equally important element.

4. Current situation / proposal

Bridgend has reviewed its guidance and has attached revised guidance (see Appendix 1) for Cabinet approval.

5. Effect upon Policy Framework & Procedure Rules

None

6. Equality Impact Assessment

An initial screening has been undertaken and it identifies that no equality group will be adversely affected.

7. Financial Implications

There are no financial implications regarding this report as the guidance will be implemented within existing resources.

8. Recommendation

That Cabinet agree the revised guidance.

Deborah McMillan

Director of Education and Family Support

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Background documents

Children Missing Education Policy

CHILDREN
MISSING EDUCATION

GUIDANCE
FOR SCHOOLS
AND PARTNER AGENCIES

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Appendix 1 – Movement of Children/Young People Referral form

Appendix 2 – Notification to the Local Authority of a Child Missing Education

Introduction

This Guidance sets out key principles to enable the Local Authority to implement its legal duty to locate, assess, monitor and track children missing from education in order for them to reach their true potential. It is committed to providing an education of the highest quality for all children and young people. Bridgend County Borough Council aims to ensure the Local Authority meets its statutory duties relating to the provision of education and safeguarding and promoting the welfare of children.

From 1st September 2009 the Welsh Government implemented Section 436A of the Education and Inspections Act 2006 which requires Local Authorities to make arrangements which enables them to establish the identities of children residing in their area who are not registered pupils at a school receiving a 'suitable education' *otherwise than at a school*.

This guidance is intended to inform all Schools and partner agencies about the protocols and processes to be followed in order to:

- ensure that all children and young people have access to appropriate education.
- identify, maintain contact and re-engage children living in Bridgend who are missing education (or are at risk of missing education).
- track children that move out of Bridgend until such a time as they are in a known destination.

If a child or young person is receiving an education, not only do they have the opportunity to fulfil their potential, they are also in an environment which enables local agencies to safeguard and promote their welfare. If a child goes missing from education they could be at risk of significant harm.

Moreover, if children are not receiving a suitable education they are more likely to be vulnerable and at risk of becoming NEET (Not In Education, Employment or Training) and possibly more prone to offending behaviour and at high risk of a negative outcome.

The Children's Act 2004 and Welsh Government's 'Safeguarding Children Working Together', places a duty on all agencies to work together to promote the welfare of children and to share information. As a result there is an expectation on all agencies that they will subscribe to the guidance in order to ensure children are safely on a school roll.

The key to Children Missing Education guidance is to ensure that children missing, or risk of missing education, are identified, tracked and re-engaged in appropriate education provision. This will ensure that children have the best possible chances in life, and also those children who move out of the County will be tracked, to ensure they are engaging in suitable education provision.

Legal Context

Who do we mean?

Children (child) missing from education in this document, refers to all children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more). Relevant Legislation includes:

- Section 175 of the Education Act 2002, places a duty on local authorities to exercise their functions with a view to safeguarding and promoting the welfare of children.
- Section 436a of the Education Act 1999, as amended by section 4 of the Education and Inspections Act 2006, places a duty on all local authorities to make arrangements to establish the identities of children in their area who are not registered at a school and are not receiving a suitable education.
- Circular 06/10 statutory guidance to help prevent children and young people from missing education.
- Circular 18/06 Educational Records, School reports and the Common Transfer System – the keeping, disposal, disclosure, and transfer of pupil information.
- SAO – School Attendance Order – Under Education Act 1996, Section 437-443. Where a parent of a compulsory school age pupil fails to prove that they are receiving a suitable education, and where the Local Authority believes that the child should attend school. A School Attendance Order will be used to direct a parent to send their child to the nominated school, and should be used when a child is not on role.
- The Social Services and Wellbeing (Wales) Act 2015 places a duty on agencies to report a child or adult at risk.
- The Children Act 1989, Section 47, remains the key piece of legislation for investigating concerns that a child is at risk of harm. A child who goes missing from education may be considered, in some cases, to be at risk of harm. It is important that if a child who is already known to Social Services as a child in need of protection that this is reported to the child's social worker as early as possible. In addition if school have concerns that are heightened by a child going missing from education, even if there is no current Social Services involvement, this should be reported to the statutory authorities, Social Services and Police.
- The Children's Act 2004 and Welsh Assembly Government's Safeguarding Children Working Together under the Children's Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information.
- Keeping Learners Safe, Welsh Government circular 158/2015, gives additional guidance and information about Safeguarding children in specific circumstances and any of these may increase the risk to a child missing from education

Purpose

The Children Missing Education guidance enables the Local Authority to fulfil its statutory duty to provide education for all children of compulsory school age. This document will provide the process, tracking and monitoring procedures to ensure that all children attend suitable education provision. It includes processes for identifying those children most risk of becoming missing from education, and to re-engage them with suitable education. 'Suitable education' is defined as full time education suitable to their age, ability and aptitude and to any special educational needs.

The guidance applies to children that are not on school roll, who are not receiving a suitable education otherwise than being at school (home, private or alternative provision) and who have been out of educational provision for a substantiated period of time, usually more than 4 weeks. Where children are not attending school regularly then this would involve Education Welfare Officers who are based in three locality hubs across the County Borough.

It does not apply where parents have chosen to electively home educate their children under 'The Education Act 1996', (section 7).

The Childrens Act 2004 expects all agencies to work together to promote the safeguarding and welfare of children, and to share information so that children and young people do not go missing from education. This guidance will therefore inform all agencies of their responsibilities in identifying children missing education, and to follow the notification process.

This guidance has been written in conjunction with Bridgend County Borough Council Attendance Strategy, All Wales Child Protection Procedures 2008, School Admissions Policy, Early Help Document, Inclusion and Pupil Support 203/2016 and Keeping Learners Safe Welsh Government Circular 158/2015

What is the definition of children missing from education?

Definition of child missing education is:

'children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school (home, private, or alternative provision) and who have been out of any educational provision for a substantial period of time, usually agreed as four weeks or more'.

Vulnerable Groups

There are groups of vulnerable children who are more likely to be affected by the factors listed below and who have experienced certain life events that make them more at risk of going missing from education:

- young people within the criminal justice system;
- children living in women's refuges;
- children of homeless families perhaps living in temporary accommodation;
- families fleeing domestic violence;
- young carers;
- children with parents with mental health issues;
- children who are affected by substance or/and alcohol misuse;
- children with long term medical or emotional problems;
- children on the child protection register;
- children previously educated in the private sector
- parents who have withdrawn their children to elective home educate, but are not receiving suitable education
- Looked After Children; privately fostered, missing from care;
- children with a Gypsy/Traveller background;
- children from transient families;
- children who are taken on extended holidays or heritage visits by their family;
- children of parents that are in the armed forces and move on regular basis;
- teenage mothers;
- children who are permanently excluded from school;
- Unaccompanied asylum seekers or children of asylum seeking or economic migrants.

There will be times when the Local Authority or school will be unaware of children with complex issues; however they may come into contact with other agencies. Examples include:

- children at risk of forced marriage and honour based violence;
- children at risk of sexual exploitation; including children who have been trafficked to or within the UK;
- children involved in witness protection programmes, relocating without a forwarding address or explanation.
- migrant worker families may not be aware of the education system;
- where asylum has not been granted and families continue not to be traced;
- newly arrived immigrants
- families involved in fraud, crime and anti social behaviour.

It is often the case that another agency is aware of the arrival or existence of a family living in the Authority and whose children are missing from education. This guidance identifies the practical steps to be taken by all agencies to locate, register, monitor and track children and young people missing

from education; to assess their needs and allocate appropriate provision; and to monitor and track their progress.

How and why do children go missing from Education

Some children fail to engage in, or go missing from Education for a variety of reasons, for example:

- some families move and do not tell anyone including the Local Authority:
- some move area and do not register with a school, or some parents have lack of understanding of the enrolment process.
- some schools are full to capacity, with no spaces available for pupils at their preferred school. Therefore the family do not take a place at the alternative school provided.
- they may never be enrolled in the education system.
- parents may decide to elect to home educate.
- illegal deletion from school roll.
- fail to attend their transition school, primary to secondary, or from one school to an alternative.
- may enter the country and do not register in a school.
- maybe excluded or withdrawn from an independent school.
- they may cease to attend school due to parental disputes.
- they may wish not to be located, may change names and move quickly from place to place.

Reducing Risk

All agencies must work together closely to avoid children missing education. In order to reduce the risk the following procedures will need to be in place:

- monitor attendance to reduce the risk of children not having full education provision. Consistent with the duty to safeguard the welfare of children, and working together with safeguarding and admission teams.
- identify and locate children missing from education, truancy initiatives, attendance data. Working with Education Welfare colleagues across the country to ensure children are located.
- re-engage children missing from education, to ensure that referrals are received by the EWO's from schools, and other agencies including the general public.
- work collaboratively with partner agencies, early help teams and safeguarding teams.

Where an agency has a concern of a Child Missing Education the attached checklist must be completed. **(Appendix 1)**

If a Child Protection issue exists then the appropriate safeguarding team or the Assessment Team must be contacted immediately by the referrer.

Identification and Notification Processes.

Bridgend County Borough Council works collaboratively within a multi-disciplinary approach to ensure that all children are safe, and to ensure that all children missing education are located by following the procedures in this document.

If a child is missing education and is suspected to be in another Local Authority then a movement of children enquiry form (**Appendix 2**) will need to be submitted to the relevant CME officer in that Local Authority.

Referrals can be made to Michelle Hatcher Group Manager/CME officer, who will work closely with the Lead Education Welfare Officer to obtain more information from schools and other agencies. The child's name will be placed on the CME database.

Whether a pupil is on school roll or not, all Local Authority staff must be aware of these procedures and they must be followed. All staff has a level of responsibility to report any child missing education.

Bridgend County Borough Council CME enquiry form can be found in **Appendix 2**.

Roles and Responsibilities

Schools have a vital role to play when children go missing from the education system. Schools must undertake immediate actions to try and identify the whereabouts of child/children by utilising existing contact information for the family, siblings or extended family. If the schools initial enquiries fail to establish the whereabouts of the child/children a referral must be made to the Education Welfare Officer (EWO) to undertake further tracking.

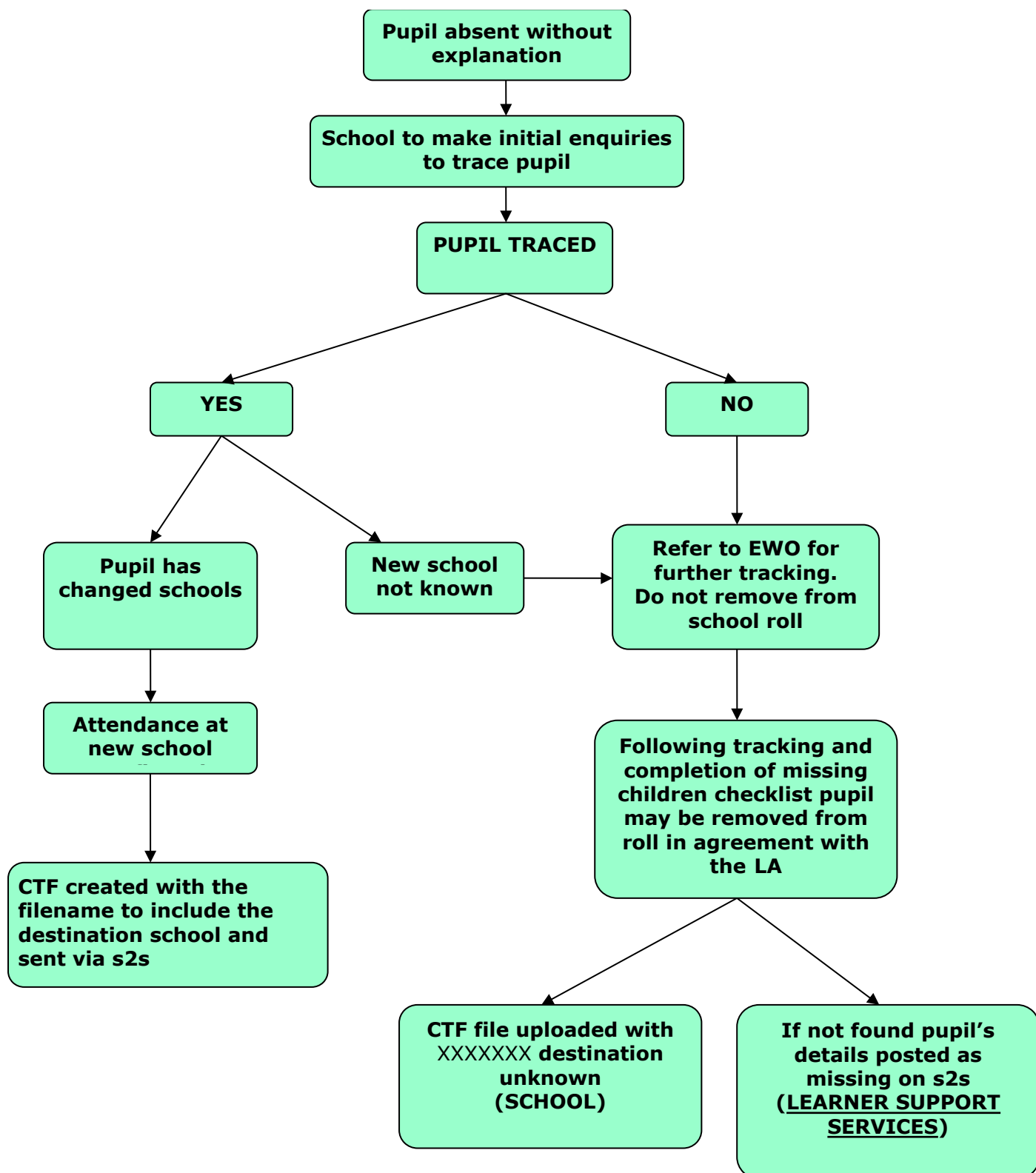
If the school has existing concerns of a child protection nature the matter must be immediately referred to the Safeguarding service and the police.

Schools must consider these regulations very carefully before deciding to remove a pupil from their roll. No pupil should be removed from a school roll until all reasonable efforts have been made to locate the family.

There are strict and clear guidelines regarding deregistration outlined in Regulation 8 of the Education (Pupil Registration) (Wales) Regulations 2010 and amendments. In the case of Elective Home Education, further guidance on deregistration is available from the Inclusion Service. Schools **must** discuss deregistration with their Education Welfare Officer **before** removing a pupil's name from the register.

The following diagram shows the process for tracking or reporting missing pupils:

Schools Tracking Process

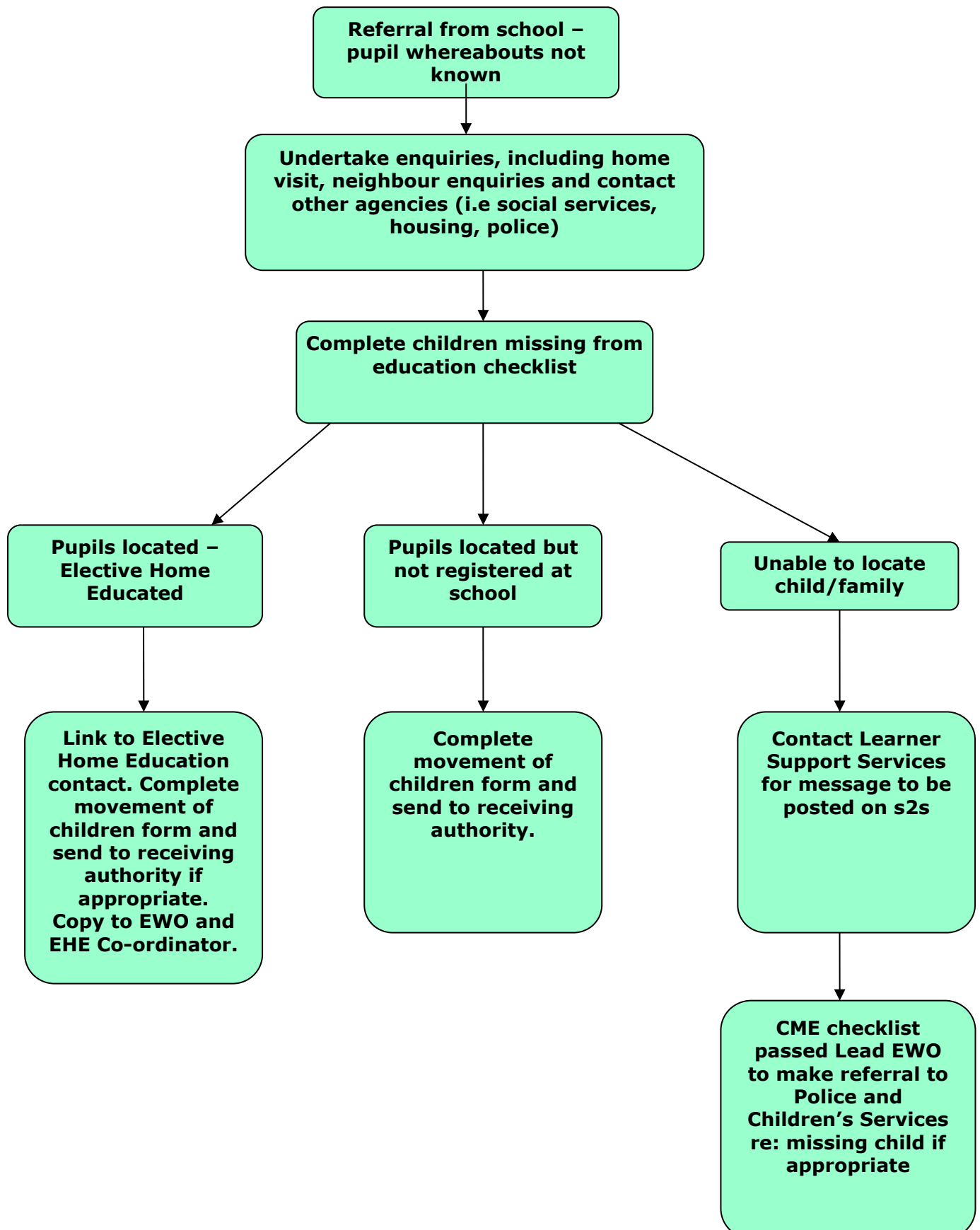


If information is received that establishes where the child/children have moved to but there is no clear information about whether they have registered at new schools, agencies should complete the **'Movement of children' form (Appendix 2)** and send to the receiving authority so that contact can be made to ensure a fast and smooth transition into local schools. (A copy of the form should be placed on the child's file as well updates on relevant database).

If all attempts to trace a child fail then the completed **'children missing from education'** checklist passed to the Local Authority's Learner Support Service. School will be advised to remove the child from roll and send a CTF to the Lost Pupil Database with the destination as XXXXXXXX. The referrer will contact Learner Support Services who will post a message on the lost pupil database (s2s).

If at any point during the checking process staff become aware of issues that may indicate issues of a safeguarding/child protection nature, Safeguarding services and the police should be notified.

Children Missing Education – EWS Tracking Process



Role of other Agencies

Social Services Departments, Housing Departments, Accident and Emergency, NHS Walk-in services, Police, Health Visitors, Careers Wales, Voluntary Agencies, Youth Offending Service, Housing Departments, Homeless Hostels, Women's Refuges, SEN caseworkers.

It is the responsibility of all agencies to report to the admission team within the Local Authority where they believe a child or young person is not receiving appropriate education, either by means of elective home education, by not being on roll at a school or by not attending school regularly. Agencies should complete the **Notification to the Local Authority of a Child Missing Education Form (Appendix 3)**.

Checks will be made on the information systems for any details held about the child or siblings. If there is no evidence of education being provided, an Education Welfare Officer will visit the home jointly. The Education Welfare Officer can support for parents to make an application to school via Learner Support Services or link them with the authority's elective home education contact.

The Local Authority can intervene if they have reason to believe that parents are not providing a suitable education and may issue a School Attendance Order (SAO) (under section 437(1) of the Education Act 1996). The Local Authority may apply to court for a child assessment order under s.43 of the Children Act 1989 if they have reasonable cause to do so (which will only be where there is a risk of significant harm to the child). The Lead Education Welfare Officer will need to be notified of this, with a view to issuing a School Attendance Order.

The Role of the School Admissions Service

The Learner Support Service (Admissions) is key in ensuring all pupils are on a school roll and attending school.

Children may not be on a school roll where a parent has not accepted a school place at phase transfer, unable to secure a place in their preferred school and fails to take up another offer or failed to follow up an application after moving into the LA. When this occurs the Learner Support Services will inform the Education Welfare Service who will then follow the checking process detailed above.

The Learner Support Service will work with the Inclusion Service and the Lead Education Welfare Officer to ensure that advice about admissions and support with the application procedure is readily available for families recently arrived from abroad who may have language difficulties.

The use of School to School Data Transfer Website (s2s)

To minimise the chances of pupils falling into the category of being missing from education, currently, in Wales, there is a requirement under the Education (Pupil Information) Wales Regulations 2004 and the Education (School Records) Regulations 1989 for schools to maintain data on pupils who are on their roll and to pass that data to the receiving school when a child leaves.

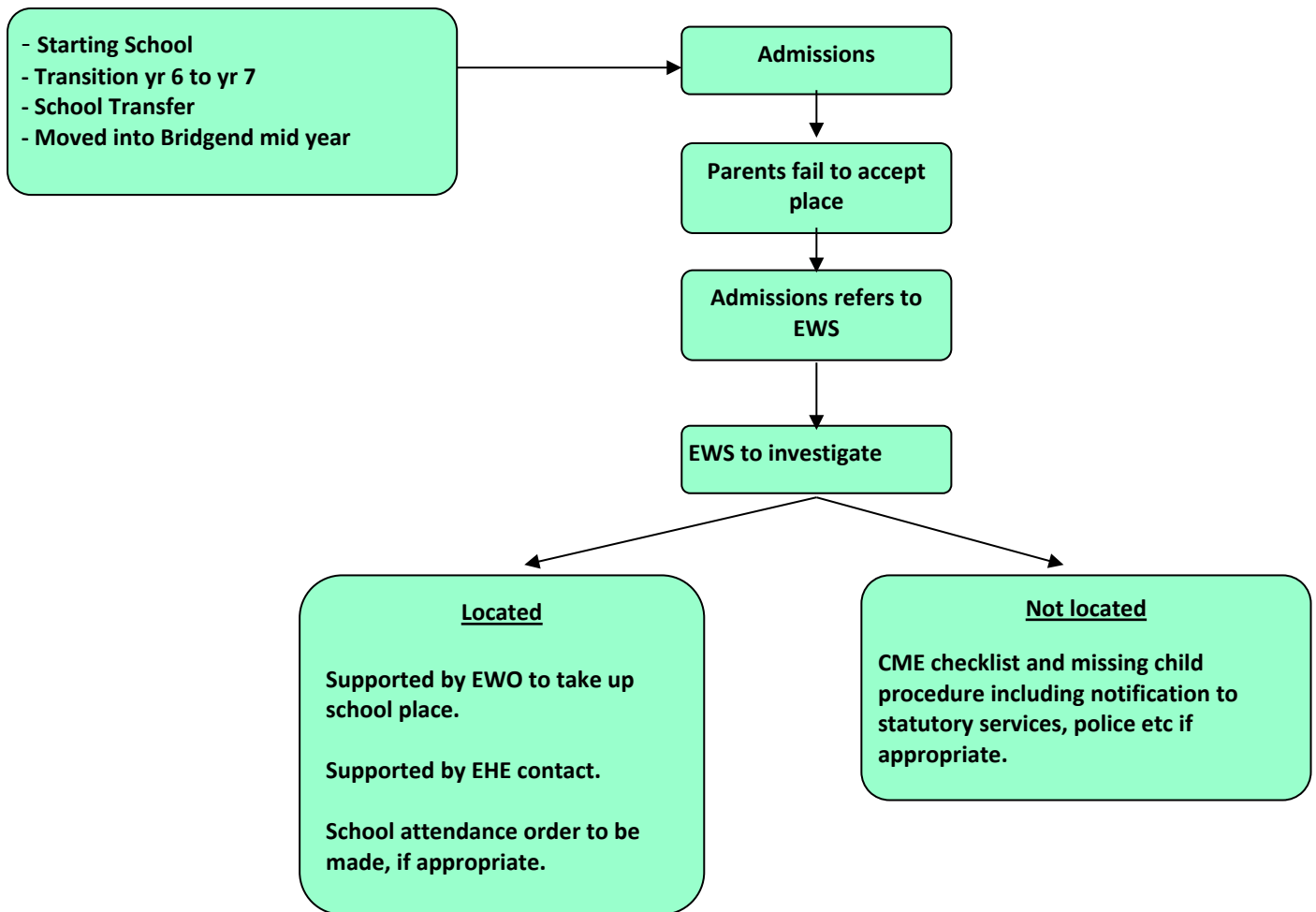
All maintained schools in Wales have a statutory responsibility to use the Common Transfer System (CTS) for England and Wales to transfer specific information electronically, via the 'school2school – s2s' website when a pupil joins or leaves a school.

Procedures for Schools

The following procedures should apply:

- if the destination school is known then an electronic Common Transfer File (CTF) **must** be sent to the receiving school via s2s within fifteen school days of the pupil being removed from the school register. Similarly, if the head teacher of the previous school receives a request for a pupil's CTF it must be sent within fifteen school days of receiving the request.
- when a child leaves a Bridgend school without notice being given by the parent or without the school being advised by the parent the school should promptly notify the Education Welfare Service. Should the child be on the Child Protection Register or the school have particular child protection concerns about the child the school should immediately notify Safeguarding and Family Support Services.
- if efforts to identify the child's whereabouts prove unsuccessful then the school, in consultation with the LA, should remove the child's name from its roll and create a "lost pupil" common transfer file (CTF) with **XXXXXXX** as the destination. This lost CTF should be immediately uploaded onto the s2s secure site where it will be held in the Lost Pupils Database.
- when a pupil joins a Bridgend school without that school receiving a CTF from the child's previous school then the receiving school should contact Learner Support Services on 01656 642656 or pupilservices@bridgend.gov.uk and request that a search be made of the Lost Pupils Database for a matching record using names or former names, date of birth or gender.
- should a Bridgend school which has sent a lost child CTF to the Lost Pupils Database be contacted by a school at which the child has subsequently registered, they should direct them to the Lost Pupil area where their LA can download the original CTF from the Lost Pupils Database. They **should not** create a new CTF and send it directly to the new school.
- when a Bridgend pupil leaves a school and it is confirmed as being in the independent sector, electively home educated or at a destination incapable of receiving a CTF then the school should place on the s2s website with the code **MMMMMMM** as the destination.

Children Missing Education at Start of Education/ School Transfer/Transition KS2 to KS3



Elective Home Education

Parents have a duty to ensure that their children receive a suitable full time education either by regular attendance at school or otherwise (under Section 7 of the Education Act 1996). Some parents choose to educate their children at home.

Parents **must inform the school in writing** of their decision and it is the duty of school to inform the Local Authority immediately. Notification should be sent to:

**Learner Support Services
Bridgend County Borough Council
Civic Offices
Bridgend
CF31 4WB** and copied to the **Elective Home Education, Inclusion Service, Bridgend.**

The child's name should then be removed from the school roll and recorded as home educated. A CTF should be created by the school using **MMMMMMMM** as the destination.

Summary of Actions

The Local Authority will:

- raise awareness of the Children Missing Education protocols and processes by:
 - contacting Senior Managers in all agencies, to explain roles and responsibilities.
 - disseminating the CME guidance via the Local Authority website, and to schools and in other form of notification if needed.
- ensure that all Bridgend schools are properly supported to meet these responsibilities.
- oversee the audit of school compliance with legislation relating to maintenance of registers.
- implement a range of preventative measures to ensure the reduction of the likelihood of children and young people missing their education which will also support the National Behaviour and Attendance Review recommendations regarding early intervention and appropriate support.

Schools will:

- ensure that they are meeting their statutory responsibilities by using the Common Transfer System to transfer specific information electronically, via the 'school2school – s2s' website when a pupil joins or leaves a school.
- ensure that when a pupil moves that destinations are recorded on their SIMS database and if unknown confirm that the Education Welfare Officer has been notified.
- work with their Education Welfare Officer to ensure more consistent referral processes for those children missing education and those at risk through their non-attendance.

Tracking and Cross Border Working

If a child goes missing from a Bridgend school, but lives in another authority, and the school fails to locate the pupil, the school will contact the EWO to contact their counterparts in other Local Authorities. If a child is missing, and there are child protection concerns then the appropriate safeguarding team or the Assessment team must be contacted.

Information and Data Sharing.

Sharing information is vital for early intervention to ensure that all children receive the necessary services to protect them from harm, abuse or neglect and offending behaviour. All professionals have a duty of a responsibility and duty of care to share information, particularly where there are child protection concerns. There should not be any barriers to exchanging information when this is apparent.

Information sharing falls under the Fair Processing Notice (Privacy Notice) and Education (Pupils Information Wales) Regulations 2004 as amended in 2007. Secure systems are used to share personal information, and if further information is needed, the S2S system would be used.

Contact List

| Officer and Department | Telephone | Email Address |
|---|--------------|--|
| CME Officer Group Manager – Inclusion Service/School Improvement Michelle Hatcher | 01656 815258 | Michelle.Hatcher@bridgend.gov.uk |
| Lead EWO Charlotte Williams | 01656 815276 | Charlotte.williams@bridgend.gov.uk |
| Group Manager Integrated working and Family Support Mark Lewis | 01656 642679 | Mark.lewis@bridgend.gov.uk |
| Group Manager - School Improvement Sue Roberts/Paul Wolstenholme | 01656 754892 | Susan.Roberts2@bridgend.gov.uk Paul.Wolstenholme@bridgend.gov.uk |
| Group Manager – Youth Offending Team Caroline Dyer | 01656 815655 | Caroline.dyer@bridgend.gov.uk |
| Group Manager – Knowledge Management Robin Davies | 01656 754881 | Robin.davies@bridgend.gov.uk |
| Group Manager – 14-19 John Fabes | 01656 642663 | John.fabes@bridgend.gov.uk jfabes@cardiff.gov.uk |
| LAC Co-ordinator Bev Jones | 01656 815395 | Susan.b.jones@bridgend.gov.uk |
| EHE Co-ordinator Virginia Richards | 01656 815227 | Virginia.richards@bridgend.gov.uk |
| Child Protection Coordinator for Education Sam Jones | 01656 815270 | Samantha.jones@bridgend.gov.uk |
| Karen Ferri Specialist Teacher/ Travellers | 01656 815236 | Karen.ferri@bridgend.gov.uk |

**Movement of Children/Young People
Referral Form**

Please return to: Learner Support Services, Level 2 Civic Offices CF31 4WB

Dear Colleague

The children/young people below are reported to be missing from education. I would be grateful if you would make enquiries to establish if they are now residing within your area and advise me accordingly.

| Name | d.o.b. | Last school Attended | Previous Address |
|-------------------------------|---------------|-----------------------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Parent/Primary Carer | | | |
| New Address (if known) | | | |

Name:

Agency:

Date:

Notification to the Local Authority of a Child Missing Education

This form should be completed by any professional or agency undertaking an assessment or being aware of a child of compulsory school age who does not appear to be attending a school

PART 1 CHILD(REN)'S DETAILS

| Name | DOB | Gender | Ethnicity |
|------|-----|--------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

Address:

Tel

Postcode

Parent/Carer Name:

Relationship to child:

Previous address (if new to area)

To the best of your knowledge is the child: (please ✓)

On the Child Protection Register

Refugee/Asylum Seeker

Looked After

Reason for referral:

Child(ren) not registered at school Children(ren) registered but not attending

Any additional information about the child's previous educational provision: (past or present:

e.g. date of last education provision, known attendance difficulties etc)

Are any other agencies known to be involved with the child concerned? *Please give details:*

Referrer's Name:

Designation

Address:

Tel No:

Email:

Reason for involvement of professional making the referral and any other relevant information:

Date that child became known to agency as missing education:

Please return this form to: **Learner Support Services, Level 2 Civic Offices CF31 4WB**
(01656) 642629

Tel:

Date received.....

Appendix 3

<http://gov.wales/docs/dcells/publications/150114-keeping-learners-safe.pdf>

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

5 JULY 2016

JOINT REPORT OF THE CORPORATE DIRECTOR – EDUCATION AND FAMILY SUPPORT AND HEAD OF FINANCE

SCHOOL MODERNISATION PROGRAMME: MYNYDD CYNFFIG PRIMARY SCHOOL – OUTCOME OF FEASIBILITY STUDY AND PROPOSAL TO CONSULT ON THE RELOCATION AND ENLARGEMENT OF THE SCHOOL

1 Purpose of Report

1.1. This report is to:

- a) inform Cabinet of the outcome of the feasibility study in respect of Mynydd Cynffig Primary School and to take forward Cynffig Comprehensive School as the preferred site for the replacement of Mynydd Cynffig Primary School and;
- b) seek approval to consult on a regulated alteration to Mynydd Cynffig Primary School in the form of a relocation of the school and an enlargement, effective from September 2018.
- c) obtain approval from Cabinet to present a report to Council proposing a revision to the capital programme for 2016-17 to 2019-20 to increase the budget for the proposed replacement of Mynydd Cynffig Primary School.

2 Connection to Corporate Improvement Plan / Other Corporate Priorities

2.1 The report supports the following priorities in the Corporate Plan 2016 - 2020:

- Supporting a successful economy, and
- Smarter use of resources.

2.2 The Council aims to help all young people to thrive and make the best of their talents. One of the barriers to achieving this aim that the Council has identified is a need to modernise our schools.

2.3 In March 2015, the Council set out 5 key principles to inform the organisation and modernisation of our schools:

1. Commitment to high standards and excellence in provision;
2. Equality of opportunity, so that all pupils can access quality learning opportunities, regardless of which school they attend;
3. Inclusive schools, which cater for the learning needs of all their pupils;
4. Community focussed schools, where the school actively engages with its local community;
5. Value for money.

- 2.4 This project formed part of phase 2 of the School Modernisation Programme, which is aimed at helping children achieve their potential, ensuring they are healthy and safe; as well as transforming the way children live and learn.

3 Background

- 3.1 In December 2006, Cabinet approved the 3 phase School Modernisation Programme. This shaped the long term strategy to deal with the major issues and risks around the number of surplus places in schools, the state of repair of many schools and, most importantly, the fitness of our schools to provide an education relevant to the 21st century and the aspiration to excellence in that provision.
- 3.2 One of the three elements of phase 2 of the School Modernisation Programme is 3 - 18 learning provision in the Cefn Cribwr, Corneli, Kenfig Hill and Pyle area. In October 2007, Cabinet approved an options appraisal to determine how 3-18 education provision might best be organised to meet the future needs of learners in this area. The appraisal outlined a number of recommendations for the appropriate number of primary schools and their location, the potential nature of any new build required or remodeling of existing accommodation. The main recommendation from the study was that a programme of work for the area be established to further evaluate and progress the options.
- 3.3 In April 2009, Cabinet approved a number of individual projects that emerged from a feasibility study which reviewed 3-18 learning provision in the Cefn Cribwr, Corneli, Kenfig Hill and Pyle area. One of these projects was to look at 3-11 provision in the Kenfig Hill area and the development of a primary school to provide sufficient new or modernised accommodation to cater for a proposed amalgamation of the then Mynydd Cynffig Infant School and Mynydd Cynffig Junior School. The proposed amalgamation would be dependent on the successful completion of the required statutory processes.
- 3.4 A consultation meeting was held on April 27th 2009. At this meeting it was requested that Cynffig Comprehensive School be further investigated as a potential site for 3-11 provision.
- 3.5 In December 2010, our Strategic Outline Programme for the 21st Century Schools Programme was submitted to Welsh Government. The scheme was put forward for Band 'A' of the Welsh Government's 21st Century Schools Funding Programme in Bridgend's Strategic Outline Plan (SOP). This was followed in November 2011 with our priority band A schemes, of which the Mynydd Cynffig Primary School project was one.
- 3.6 A feasibility study was undertaken in 2011 to establish the most suitable site for the primary school that would provide sufficient new modernised accommodation to deliver 3-11 learning. That study considered the establishment of primary provision on the Infant, Junior and Comprehensive School sites, the outcome of which determined that the preferred site was that of the Junior School.
- 3.7 In December 2014, Cabinet approved that consultation with the relevant governing bodies, staff, parents, pupils and interested parties be conducted, with the outcomes reported back to Cabinet, on the proposal to close Mynydd Cynffig Infants School on 31st August 2015 and make a regulated alteration to Mynydd

Cynffig Junior School by extending the age range from 7-11 to 3-11 to create primary provision with effect from 1st September 2015. It was agreed that the new Mynydd Cynffig Primary School would continue to operate on the infant and junior sites until such time as the provision could be accommodated on the same site. Subsequently, on 9th June 2015, Cabinet determined to implement the proposal.

- 3.8 The then Corporate Director, Education and Transformation requested further feasibility work be undertaken to build on the previous study to explore the potential of remodeling Cynffig Comprehensive, in order to accommodate Mynydd Cynffig Primary School at that location. The new provision would provide an education relevant to the 21st century and reduce the number of surplus places at secondary level.

4 Current Situation/Proposal

- 4.1 Mynydd Cynffig Primary currently operates on a split site utilising the former Mynydd Cynffig Junior and Mynydd Cynffig Infant School sites; the junior site is experiencing overcrowding. In contrast, Cynffig Comprehensive School currently has 416 surplus places.
- 4.2 A feasibility study has been conducted by BCBC technical officers and education specialists, each of whom have provided a technical report or guidance with, where appropriate, conclusions on the relative advantages and disadvantages of locating the Primary School on the Cynffig Comprehensive School site.
- 4.3 The feasibility study considered two options for utilising the accommodation at the Cynffig site for primary provision. An evaluation workshop was held to determine the preferred option.
- 4.4 The following provides a summary of the key aspects of the findings:
- Locating the primary on the Comprehensive site will provide greater stability/continuity for children transitioning between the phases as well as providing the benefit of the Primary School being able to utilise the comprehensive school's resources, including sports facilities;
 - The Comprehensive school currently has 416 surplus places which will be reduced as a result of the development;
 - The site is located adjacent to highway infrastructure which has the ability to be accessed in a convenient way;
 - There is the potential for enhanced parking, drop off and pick up areas on the site; and is the preferred site from a highways perspective;
 - The comprehensive has an area of 29.3 acres to accommodate both schools;
 - This option would enable revenue savings through the eradication of the repair and maintenance backlog at both the junior and infant sites and could potentially allow for resale or reuse of both sites.

- 4.5 A second evaluation workshop was undertaken to consider the advantages and disadvantages in utilising either the Cynffig Comprehensive school site or the Mynydd Cynffig Primary School (Junior Site) for the replacement primary provision and to determine the preferred location.
- 4.6 The following issues were taken into consideration during the site selection process:
- Investment objectives of the scheme including: the delivery of educational benefits of school provision in the Kenfig Hill area and development of provision that is sustainable and meets the needs of the area;
 - The factors by which the success of the scheme is being evaluated, including: how far it meets the strategic aims of the school modernisation programme, how the option fits with local and national strategies, potential value for money, potential achievability, deliverability and potential affordability;
 - Proposed school size for Mynydd Cynffig Primary including: A detailed review of pupil projections was undertaken for the catchment area of Mynydd Cynffig Primary Schools, together with demand for school places from the wider areas of Cefn Cribwr, Corneli, Kenfig Hill and Pyle and plans within the school modernisation programme for schools in this wider area;
 - Proposed school size for Cynffig Comprehensive including the analysis of pupil projections against catchment areas, which take account of the surrounding Cefn Cribwr, Corneli, Kenfig Hill and Pyle area and the comparison of current capacity against pupil projections and the current school curriculum;
 - Location of Cynffig Comprehensive to its catchment;
 - Project funding including: expenditure to date and 'Band A' funding from the Welsh Government's 21st Century Schools Programme;
 - Property and Legal issues including: information on existing school buildings, land ownership, land use and possible land acquisition, title issues, covenants and site valuations;
 - Architectural design issues including: external works, developable area suitability, internal design for the primary and comprehensive school, electrical and mechanical services to the primary school;
 - Biodiversity issues including: designated sites of wildlife interest, protected and priority species, and known tree preservation orders on each site;
 - Transportation issues including a full Transport Assessment for the area which focused on: existing access, congestion and parking problems, potential new site access option, impact on the road network, provision of adequate pedestrian and cycle routes, safe routes to schools and preliminary design guidance;
 - Drainage issues including: existing drainage, additional drainage requirements, flooding history, Sustainable Drainage Systems (SuDS) and the requirement for further evaluation of the site prior to the build;

- Site issues including: site history, ground conditions, mining, and archaeology;

4.7 The study showed that Cynffig Comprehensive presents the most appropriate and beneficial location for the development of the primary school. The site allows for suitable solutions to the critical issues of sufficient developable area and appropriate site access. It also offers sufficient space to develop a 2 form entry school if projected growth in the area is realised and it removes surplus places in the Comprehensive school.

4.8 In comparison, the Junior site presented serious obstacles for development of a suitable scheme:

- Development on the junior site depends upon the relocation of the allotment gardens and playground and the natural choice for this relocation would be to the Infant site. There is the possibility that this may further reduce the Infant site's potential for sale or re-use. Associated allotment and playground relocation costs, along with time implications, would also need to be taken into account, including resistance from the allotment holders and local residents;
- The 2011 feasibility study identified that the site gradient at the junior school means that considerable re-grading may be required to achieve suitable external terraces and the required amount of accommodation at ground floor level, which could prove challenging for overall site accessibility;
- Highways have ongoing safety issues with the existing junior site and feel it would get worse with the development of the primary school on the site;
- Negotiations are required with local land owners to encourage the use of an existing private carpark to the west of Croft Goch Road;
- Work is still required to extinguish the 'highway rights' on the land.

4.9 Site access issues which led to the discounting of the Cynffig Comprehensive site in the previous 2011 feasibility study have been revisited. Appropriate measures to ensure the safety of pedestrian, cycle and vehicular traffic through the industrial estate and Heol Mostyn have been identified. The details of the highway reports have been noted by Highway and Transportation Officers and they have confirmed that the conclusions, along with mitigation measures, will technically meet the requirements of providing acceptable routes to the proposed new school. Officers have confirmed that they would be satisfied for the Primary School to be located on the Comprehensive site if the recommended mitigation works are undertaken.

5. Effect upon Policy Framework & Procedure Rules

There is no effect upon the policy framework or procedure rules.

6. Equality Impact Assessment

An Equality Impact Assessment has been carried out for this project. The assessment recognises that the project may impact on some groups or individuals and be relevant to some public duties. The level of EIA has been given a high priority and a full EIA will be undertaken 6 months, or before the approval of policy.

Each issue will be carefully considered throughout the design process with a view to mitigate the risk.

7. Financial Implications

- 7.1 The scheme was put forward for Band 'A' of the Welsh Government's 21st Century Schools funding programme in Bridgend's Strategic Outline Plan (SOP) in December 2010. Notification of the outcome of our SOP submission was provided in July 2011 and the £4.5 million funding identified to progress the scheme at that time received Ministerial '*approval in principle*'.
- 7.2 The cost of the proposed scheme at the Cynffig site is estimated to be £7.05 million, an increase of £2.55 million on the original approved scheme by Welsh Government. Currently within the capital programme, the allocation for the new school is £4.9 million – the additional £400,000 relates to funding previously allocated to the school that has so far been unspent, and can be used towards the new scheme. It is proposed that a further £150,000 will be vired from the School Modernisation Retentions budget, leaving a shortfall of £2 million. The submission of a revised Strategic Outline Plan in respect of Mynydd Cynffig Primary School has been submitted to Welsh Government and has received '*approval in principle*' for additional matched funding of £1 million, with the Council to provide the remaining £1 million. Funding was provisionally set aside within the total amount of capital receipts and capital earmarked reserves set aside during 2015-16 to meet this commitment, should approval to progress with the scheme be granted, and Cabinet is asked to recommend to Council a change in the capital programme for the scheme to reflect the new proposed costs of £7.05 million. A revised capital programme allowing for the proposed changes along with slippage from 2015-16, additional external funding approvals and changes to expenditure profiles is attached as Appendix 1 to this report. If, following consultation, the scheme does not progress as proposed, the capital programme will be reviewed and amended accordingly.
- 7.3 Relocating the Primary School allows for the disposal of both Mynydd Cynffig Primary School sites. Council approval had been previously received to use the receipt from the sale of the Junior site, estimated at £700k, for highways improvement works, subject to the outcome of the feasibility study. These works have been identified by Highways and Transportation as being essential to allow the Primary school to relocate to the Cynffig site.
- 7.4 There may be revenue savings arising from the transfer of the split site school onto the single site at Cynffig Comprehensive School. However, until further work is undertaken, and information received on likely changes to non-domestic rates for the new single site school, the actual figures are unknown.

8. Recommendations

Cabinet is recommended to:

- a) approve Cynffig Comprehensive School site as the preferred location for an enlarged Mynydd Cynffig Primary School, and;

- b) approve the commencement of consultation on the proposal to relocate Mynydd Cynffig Primary School as a 2 form entry school plus 60 place nursery to the Cynffig Comprehensive School site with effect from September 2018.
- c) approve that the revised capital programme be presented to Council to reflect the increased budget for the proposed replacement of Mynydd Cynffig Primary School.

Deborah McMillan
Corporate Director, Education and Family Support

Randal Hemingway
Head of Finance

Contact Officer: Nicola Echanis
Head of Education and Early Help

Telephone: (01656) 642611

E-mail: Nicola.Echanis@bridgend.gov.uk

Postal Address: Civic Offices, Angel Street, Bridgend, CF31 4WB

Background documents

Cabinet report, 9th October 2007, "SCHOOL MODERNISATION PROGRAMME: PHASE 2 3-18 PROVISION IN THE AREA OF CEFN CRIBWR, CORNELLY, KENFIG HILL AND PYLE"

Cabinet Report, 28th April 2009, "SCHOOL MODERNISATION PROGRAMME: PHASE 2 3-18 PROVISION IN THE AREA OF CEFN CRIBWR, CORNELLY, KENFIG HILL AND PYLE"

Cabinet Report 26th May 2009, "SCHOOLS OF THE FUTURE – THE SCHOOL MODERNISATION PROGRAMME OVERVIEW AND PROGRESS"

Cabinet Report 2nd November 2010, "THE SCHOOL MODERNISATION PROGRAMME OVERVIEW AND BRIDGEND'S 21ST CENTURY SCHOOLS' STRATEGIC OUTLINE PROGRAMME SUBMISSION TO WELSH GOVERNMENT"

Cabinet report, 28th June 2011, "SCHOOL MODERNISATION PROGRAMME: SITE RECOMMENDATION FOR A PRIMARY SCHOOL IN MYNYDD CYNFFIG"

Cabinet report 9th December 2014, "SCHOOL MODERNISATION: PROPOSAL TO CONSULT ON THE PROPOSAL TO CLOSE MYNYDD CYNFFIG INFANTS SCHOOL AND EXTEND THE AGE RANGE OF MYNYDD CYNFFIG JUNIOR SCHOOL TO CREATE AN ALL THROUGH PRIMARY SCHOOL"

Cabinet Report 16th June 2015, "SCHOOL MODERNISATION PROGRAMME: OUTCOME OF PUBLIC NOTICE ON THE PROPOSAL TO CLOSE MYNYDD CYNFFIG INFANTS SCHOOL AS AT 31ST AUGUST 2015 AND EXTEND THE AGE RANGE OF MYNYDD CYNFFIG JUNIOR SCHOOL FROM A 7-11 TO A 3-11 SCHOOL TO CREATE AN ALL THROUGH PRIMARY WITH EFFECT FROM 1ST SEPTEMBER 2015"

| | Total Costs to 31-3-16 £'000 | May 2016 £'000 | 2016-17 | | | | | FUTURE YEARS | | | | | | | | | | CUMULATIVE |
|--|---------------------------------|-------------------|------------------------|---------------|---------------------------|---------------------------|--------------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|------------|
| | | | New Approvals £'000 | Vire £'000 | Slippage 2015-16 £'000 | Slippage 2017-18 £'000 | Revised 2016/17 £'000 | 2017-18 £'000 | 2018-19 £'000 | 2019-20 £'000 | 2020-2021 £'000 | 2021-2022 £'000 | 2022-2023 £'000 | 2023-2024 £'000 | 2024-2025 £'000 | 2025-2026 £'000 | Total 2016 - 2026 £'000 | |
| Culture | | | | | | | | | | | | | | | | | | |
| Bryngarw House | 23 | - | - | - | 5 | - | 5 | - | - | - | - | - | - | - | - | - | 5 | |
| Healthy Living Minor Works Cornelly CC Boiler | 27 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Healthy Living Minor Works - Newbridge Fields | - | - | - | - | 25 | - | 25 | - | - | - | - | - | - | - | - | - | 25 | |
| Library Improvements | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Berwyn Centre | - | 200 | - | - | - | - | 200 | - | - | - | - | - | - | - | - | - | 200 | |
| Pyle Life Centre | 28 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Total Communities | 32,692 | 30,236 | - | 96 | 1,120 | - | 31,452 | 9,665 | 7,721 | 7,385 | 5,570 | 4,450 | 4,450 | 4,450 | 4,450 | 4,450 | 84,043 | |
| Operational & Partnership Services | | | | | | | | | | | | | | | | | | |
| Community Care Information System | 6,584 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Investment in ICT | - | 300 | - | - | - | - | 300 | - | - | - | - | - | - | - | - | - | 300 | |
| Digital Transformation | - | 2,500 | - | - | - | - | 2,500 | - | - | - | - | - | - | - | - | - | 2,500 | |
| Total Operational & Partnership Services | 6,584 | 2,800 | - | - | - | - | 2,800 | - | - | - | - | - | - | - | - | - | 2,800 | |
| Unallocated | - | - | - | - | - | - | - | - | - | - | 696 | 1,816 | 1,816 | 1,816 | 1,816 | 1,816 | 9,776 | |
| Total Expenditure | 105,076 | 48,141 | - | - | 1,292 | 97 | 49,530 | 33,534 | 10,284 | 7,513 | 6,296 | 6,296 | 6,296 | 6,296 | 6,296 | 6,296 | 138,637 | |
| Expected Capital Resources | | | | | | | | | | | | | | | | | | |
| General Capital Funding | | | | | | | | | | | | | | | | | | |
| General Capital Funding - General Capital Grant | | 2,382 | - | - | - | - | 2,382 | 2,382 | 2,382 | 2,382 | 2,382 | 2,382 | 2,382 | 2,382 | 2,382 | 2,382 | 23,820 | |
| General Capital Funding - Supported Borrowing | | 3,914 | - | - | - | - | 3,914 | 3,914 | 3,914 | 3,914 | 3,914 | 3,914 | 3,914 | 3,914 | 3,914 | 3,914 | 39,140 | |
| Capital Receipts - Schools | | 1,372 | - | - | 68 | - | 1,440 | 10,242 | 126 | 92 | - | - | - | - | - | - | 11,900 | |
| Capital Receipts - General | | 10,870 | - | 220 | 629 | 97 | 11,376 | 753 | 163 | 764 | - | - | - | - | - | - | 13,056 | |
| Earmarked Reserves | | 10,807 | - | - | 25 | - | 10,832 | 800 | 100 | 50 | - | - | - | - | - | - | 11,782 | |
| Revenue Contribution | | - | - | - | 3 | - | 3 | 935 | - | - | - | - | - | - | - | - | 938 | |
| Prudential Borrowing (unsupported) | | 1,577 | - | 220 | 216 | - | 1,581 | - | - | - | - | - | - | - | - | - | 1,581 | |
| Local Govt Borrowing Initiative (21st Century Schools) | | 1,450 | - | - | - | - | 1,450 | 2,597 | 1,323 | - | - | - | - | - | - | - | 5,370 | |
| Loan - WG | | 2,400 | - | - | - | - | 2,400 | - | - | - | - | - | - | - | - | - | 2,400 | |
| Sub-Total General Capital Funding | | 34,772 | - | - | 509 | 97 | 35,378 | 21,623 | 8,008 | 7,202 | 6,296 | 6,296 | 6,296 | 6,296 | 6,296 | 6,296 | 109,987 | |
| External Funding Approvals | | | | | | | | | | | | | | | | | | |
| WG - Flying Start | | - | - | - | 32 | - | 32 | - | - | - | - | - | - | - | - | - | 32 | |
| WG - Other | | - | - | - | 312 | - | 312 | 2,250 | 60 | - | - | - | - | - | - | - | 2,622 | |
| WG - 21st Century Schools | | 4,350 | - | - | - | - | 4,350 | 8,673 | - | - | - | - | - | - | - | - | 13,023 | |
| WG - Vibrant & Viable | | 2,269 | - | - | - | - | 2,269 | - | - | - | - | - | - | - | - | - | 2,269 | |
| S106 | | 768 | - | - | 93 | - | 675 | 228 | - | - | - | - | - | - | - | - | 903 | |
| Transport Grant | | - | - | - | 262 | - | 262 | - | - | - | - | - | - | - | - | - | 262 | |
| Heritage Lottery Fund (HLF) | | 100 | - | - | 270 | - | 370 | 395 | 1,119 | 311 | - | - | - | - | - | - | 2,195 | |
| Big Lottery | | 248 | - | - | - | - | 248 | - | - | - | - | - | - | - | - | - | 248 | |
| EU | | 127 | - | - | - | - | 127 | 365 | 1,097 | - | - | - | - | - | - | - | 1,589 | |
| Other | | 5,507 | - | - | - | - | 5,507 | - | - | - | - | - | - | - | - | - | 5,507 | |
| Sub-Total External Funding Approvals | | 13,369 | - | - | 783 | - | 14,152 | 11,911 | 2,276 | 311 | - | - | - | - | - | - | 28,650 | |
| Total Funding Available | | 48,141 | - | - | 1,292 | 97 | 49,530 | 33,534 | 10,284 | 7,513 | 6,296 | 6,296 | 6,296 | 6,296 | 6,296 | 6,296 | 138,637 | |
| Funding Shortfall/Surplus | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |

Glossary of terms

WG - Welsh Government

EU - European Union

S106 - Section 106 of the Town and Country Planning Act 1990

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

5 JULY 2016

REPORT OF THE CORPORATE DIRECTOR – EDUCATION AND FAMILY SUPPORT

PROVISION FOR PUPILS WITH ADDITIONAL LEARNING NEEDS (ALN): PROPOSAL FOR CHANGES TO PIL PRIMARY SCHOOL MLD LEARNING RESOURCE CENTRE- OBJECTIONS REPORT

1. Purpose of Report

- 1.1 The purpose of this report is to inform Cabinet of the statutory objections received by the Authority during the objections period in respect of the proposal to close the moderate learning difficulties (MLD) learning resource centre provision at Pil Primary School.

2. Connection to Corporate Improvement Plan / Other Corporate Priorities

- 2.1 These proposals are related to the Corporate Plan (2016-2020) and the Education Inclusion Programme and, in particular, in the Corporate Plan Improvement priority one

- Smarter use of resources.

3. Background

- 3.1 These proposals also relate to the Educational Inclusion Strategy which was agreed by Cabinet in March 2009. Within that policy it states the desire for all our schools and education providers to be inclusive – learning communities that value diversity and that can accommodate as wide a range of needs as possible. It also states the belief that the needs of the overwhelming majority of school-age learners can and should be accommodated in local schools that are properly equipped and fit for purpose, and that reflect the diverse strengths of the communities they serve.
- 3.2 There has been a successful programme of work undertaken by the Inclusion Service in training staff in schools to support pupils with moderate learning difficulties. Staff are now better equipped to identify needs at an earlier stage and support pupils with moderate learning difficulties through a differentiated curriculum in mainstream classes, rather than placing children with these difficulties in a separate unit. However, there is also sufficient alternative provision within the County Borough for those pupils with moderate learning difficulties (MLD) who are unable to sustain a place in a mainstream class and need to make use of a separate learning resource facility.
- 3.3 The Council supports the principles that, when possible, children should be educated within a mainstream school environment as near to their home as possible.

- 3.4 A thorough analysis of the current data and also of the projections of numbers of children requiring MLD provision indicated that the current MLD provision in Pil primary was surplus to requirements and would continue to be surplus to requirements for the projectable future.

4. Current situation / proposal

- 4.1 In order to progress a proposal to close the MLD resource centre at Pil Primary School as from 1st September 2016, consultation exercises were carried out between 16 March 2016 and 28 April 2016 with staff, governors, parents and pupils of Pil Primary School and also the wider community in accordance with the Statutory School Organisation Code.

A copy of the consultation document was also made available during this time on the Council's website:

<http://www1.bridgend.gov.uk/services/consultation/hub/pil-primary-consultation.aspx>

<http://www1.bridgend.gov.uk/cy/gwasanaethau/ymgynggori/hub/ysgol-gynradd-y-p%C3%AEI-ymgynggori.aspx>

- 4.2 The consultation document invited views and opinions to be submitted in respect of the proposal. A summary of these views and opinions was then published in the form of a Consultation Report
- 4.3 Under the Statutory Code referred to above, the proposal was subsequently published for a period of 28 days and formal written objections were invited during this time.
- 4.4 No objections were received during this Public Notice period therefore the proposal can be implemented with Cabinet's approval.

5. Effect upon Policy Framework and Procedure Rules

- 5.1 There is no effect upon the procedure rules. However, the Bridgend Local Management of School Scheme will need to be updated to reflect the financial/governance arrangements.

6. Impact Assessments

6.1 Community Impact Assessment

There is no negative impact on the community.

7. Equality Impact Assessment

- 7.1 The Council has a duty to consult and fully consider the implications of any proposal on all members of the local community who may be affected unfairly as a result of the proposal being carried out.
- 7.2 The full EIA can be found in Appendix (xii). The full EIA holistically evaluates the pupils affected by the introduction of the proposal.

8. Financial Implications

- 8.1 There are projected full year savings of £45,000 from the closure of the MLD Learning Resource Centre at Pil Primary School.
- 8.2 Savings will be re-allocated within the Primary Schools ISB (Individual Schools Budget) to fund continuing Learning Resource Centre provision within other primary schools in Bridgend.

9. Recommendations

- 9.1 Cabinet is recommended to:-

Note no objections to the public notice and to approve the implementation of the proposal.

Deborah McMillan
Corporate Director – Education and Family Support

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Appendices:

Appendix 1 – Consultation Report

| | |
|------------------------|--|
| Appendix (i) | Consultation Meeting with School Council |
| Appendix (ii) | Consultation Meeting with Parents |
| Appendix (iii) | Consultation Meeting with Staff |
| Appendix (iv) | Consultation Meeting with School Governors |
| Appendix (v) | Estyn response |
| Appendix (vi) | Quality and Standardisation, National Categorisation School Report 2015 / 2016 - Corneli Primary School |
| Appendix (vii) | Quality and Standardisation, National Categorisation School Report 2015 / 2016 – Cefn Cribwr Primary School |
| Appendix (viii) | Cefn Cribwr Learning Resource Centre |
| Appendix (ix) | Full Equality Impact Assessment |

Background documents

Learning Communities: Including all our learners – Educational Inclusion Strategy (report to Cabinet; March 2009)

Education Inclusion Programme: Reviewing and developing support and provision for the inclusion of children and young people with additional learning needs (ALN) (report to Cabinet; December 2011)

BRIDGEND COUNTY BOROUGH COUNCIL**CONSULTATION REPORT****REPORT OF THE DIRECTOR OF EDUCATION AND FAMILY SUPPORT****PROVISION FOR PUPILS WITH ADDITIONAL LEARNING NEEDS (ALN):
OUTCOME OF CONSULTATIONS ON PROPOSAL FOR CHANGES TO PIL
PRIMARY SCHOOL****1. Purpose of Report**

- 1.1 The purpose of this report is to inform of the outcome of the consultation on the proposals to close the moderate learning difficulties (MLD) learning resource centre provision at Pil Primary School.

2. Connection to Corporate Improvement Plan / Other Corporate Priorities

- 2.1 These proposals are related to the Corporate Plan (2016-2020) and the Education Inclusion Programme and, in particular, in the Corporate Plan Improvement priority one:

- Smarter use of resources

3. Background

- 3.1 These proposals also relate to the Educational Inclusion Strategy which was agreed by Cabinet in March 2009. Within that policy it states the desire for all our schools and education providers to be inclusive – learning communities that value diversity and that can accommodate as wide a range of needs as possible. It also states the belief that the needs of the overwhelming majority of school-age learners can and should be accommodated in local schools that are properly equipped and fit for purpose, and that reflect the diverse strengths of the communities they serve.
- 3.2 There has been a successful approach by the Inclusion Service in training staff in schools to support pupils with moderate learning difficulties. Staff is far better equipped to identify needs at an earlier stage and support pupils with moderate learning difficulties through a differentiated curriculum in mainstream classes, rather than placing children with these difficulties in a separate unit. However, there is also sufficient alternative provision within the County Borough for those pupils with moderate learning difficulties who are unable to access mainstream classes and need to make use of a separate learning resource facility.
- 3.3 The Council supports the principles that, when possible, children should be educated within a mainstream school environment as near to their home as possible.

4. Current situation / proposal

- 4.1 In order to progress the proposal to close the moderate learning difficulties (MLD) learning resource centre at Pil Primary School consultation exercises were carried out between 16 March 2016 and 28 April 2016 with staff, governors, parents and pupils of Pil Primary School and also the wider community in accordance with the Statutory School Organisation Code.

A copy of the consultation document was also made available during this time on the Council's website:

<http://www1.bridgend.gov.uk/services/consultation/hub/pil-primary-consultation.aspx>

<http://www1.bridgend.gov.uk/cy/gwasanaethau/ymgynggori/hub/ysgol-gynradd-y-p%C3%AEI-ymgynggori.aspx>

- 4.4 The consultation document invited views and opinions to be submitted in respect of the proposal.
- 4.5 Under the Statutory Code referred to above the Authority is required to publish a consultation report summarising any issues raised by consultees and the Authority's response and setting out Estyn's view of the overall merit of the proposals.
- 4.6 If approved by Cabinet, the next stage of the process is to publish a statutory notice outlining the proposals which would need to be published for a period of 28 days and any formal written objections would be invited during this time.
- 4.7 If there are no objections during the Public Notice period then the proposal can be implemented with Cabinet's approval.
- 4.8 If there are objections at this Public Notice stage, an objections report will be published summarising the objections and the authority's response to those objections. Cabinet will need to consider the proposal in light of objections. Cabinet could then accept, reject or modify the proposal.

5. Summary of Written Presentations

- 5.1 Key points from the consultation exercises were as follows, with full details appended at the end of this report.

Pupil Consultation

- 5.2 Pil Primary School Council met with BCBC representatives on 22 March 2016 to discuss the proposal. (Full details can be found in Appendix i)
The Local Authority response is as follows:

- 5.3 Pupils raised questions regarding what will happen to the one pupil in the class; the other pupils who access the class and why Pil was chosen.

The Local Authority response is as follows:

- 5.4 It was explained that the one pupil would have support from Cynffig Comprehensive in September on transition to secondary School and the other pupils could receive support from the Inclusion Service as not all schools have a MLD class. It was highlighted that Pil was chosen based on data; need and where pupils live.

Parent Consultation

- 5.5 A consultation meeting was held for parents and interested parties to discuss the proposal with BCBC representatives at Pil Primary School on 22 March 2016. (Full details can be found in Appendix ii)

The Local Authority response is as follows:

- 5.6 Parents expressed a desire for the class to remain because of the possibility of their child attending.

The Local Authority response is as follows:

- 5.7 An explanation was given to the parents regarding that there is only one pupil in the class currently who will transition to Secondary School in September 2016.

School Staff Consultation

- 5.8 A consultation meeting was held with Pil Primary School staff on 22 March 2016 (Full details can be found in Appendix iii)

The Local Authority response is as follows:

- 5.9 Staff raised questions regarding the selection of Pil; the resource being used by other pupils and the change in criteria.

The Local Authority response is as follows:

- 5.10 It was explained that the selection of the MLD class to close at Pil was based on data and that there were still places available across the locality.

- 5.11 It was emphasised that the Inclusion Service provided support and attendance at the ALN Request for Help meetings was encouraged.

- 5.12 An explanation was given regarding the fact that criteria had been looked at carefully and that it was appropriate in line with other local authorities.

Governing Body Consultation

- 5.13 A consultation meeting was held with Pil Primary School on 22 March 2016 (Full details can be found in Appendix iv)

The Local Authority response is as follows:

- 5.14 The governor asked a question around staffing.

The Local Authority response is as follows:

- 5.15 Procedures were explained by HR.

Summary of Written Presentations

- 5.16 There were 2 items of direct correspondence received during the consultation period.
- 5.17 The one respondent stated that they would like to see the moderate learning difficulties remain open as their child and other children would benefit from this class
- 5.18 The local authority's response to this would be that the Inclusion service provides support for pupils and training for school staff. Not all schools have a MLD class.
- 5.19 The other respondent stated that the reason for the decline in MLD provision is as a result of the change in criteria for MLD classes.
- 5.20 In response to this comment criteria had been looked at carefully and it is appropriate and in line with other local authorities

6. The view of Estyn, her Majesty's Inspectors of Education and Training in Wales

- 6.1 Estyn has considered the educational aspects of the proposals. (See Appendix (v)).
- 6.2 It is Estyn's opinion that they are not able to assess with sufficient rigour the likelihood of the proposal to maintain the standard of education provision in the area. This is because the proposal does not provided sufficient information about pupil standards and the quality of provision and leadership in the two schools to which the local authority proposes to send pupils with learning difficulties from Pil Primary School.
- 6.3 As a response to this comment the National Categorisation School Reports for Corneli and Cefn Cribwr Primary Schools are attached at Appendix (vi) and Appendix (vii). The moderate learning difficulties classes have been in existence in both schools for several years.
- 6.4 Estyn states that the proposer has given a clear rationale for the proposal, based on the very few pupils currently in the resource class, and the apparent availability of places in similar classes in other schools in close proximity.
- 6.5 The comment from Estyn regarding disadvantages to the proposal is that the local authority makes no broader consideration of possible disadvantages, such as increased travel times for pupils

- 6.6 The local authority's response to this would be that Pil Primary, Cefn Cribwr Primary and Corneli Primary are within a 2 mile radius.
- 6.7 Estyn comments that when considering future provision, the proposal considers only the number of places that may be available to pupils from Pil Primary in other local resource classes in September 2016, and not beyond. It is therefore not possible to assess whether there will be sufficient places for pupils from Pil Primary in these other resource classes beyond this date.
- 6.8 In response to this comment there is prediction data attached at Appendix(viii)
- 6.9 Estyn states that the local authority has considered suitably the impact of learner travel arrangements at the current time.
- 6.10 In response to Estyn regarding the fact that the Local Authority has not considered the accessibility of out of hours, extra-curricular activities. The local authority does not provide transport for any child for out of hours or extra-curricular activity.
- 6.11 Estyn comments that the proposal does not create further surplus places in any of the schools named. However, it does reduce the number of places for pupils with moderate learning difficulties in the local area.
- 6.12 The local authority's response to this would be that there has been a successful approach by the Inclusion Service in training staff in schools to support pupils with moderate learning difficulties. Staff are far better equipped to identify needs at an earlier stage and support pupils with moderate learning difficulties through a differentiated curriculum in mainstream classes, rather than placing children with these difficulties in a separate unit.
- 6.13 It is Estyn's view that the proposal deals exclusively with learners from vulnerable groups. As projected numbers appear to indicate that there will be no learners in the resource class at Pil Primary School next year, the local authority assumes suitably that there will be no significant impact on vulnerable learners.
- 6.14 As there will be no learners in the resource class at Pil Primary from the end of this academic year, it would appear that there would be no disruption to learners in the short term.

7. Impact Assessments

7.1 Community Impact Assessment

There is no significant negative impact on the community.

7.2 Equality Impact Assessment.

An initial EIA was undertaken. The full EIA can be found in Appendix (ix) The full EIA holistically evaluates the pupils affected by the introduction of the proposal.

8. Financial Implications

- 8.1 There are projected full year savings of £45,000 from the closure of the MLD Learning Resource Centre at Pil Primary School.
- 8.2 Savings will be re-allocated within the Primary Schools ISB (Individual Schools Budget) to fund continuing Learning Resource Centre provision within other primary schools in Bridgend.

9. Statutory Process in Determining Proposals

9.1 Provisional Timetable:

| | |
|------------------|--|
| 10 May 2016 | Report to Cabinet on the outcomes of the consultation. |
| 24 May 2016 | Publish Consultation Report on BCBC website, hard copies of the report will be available on request. |
| 25 May 2016 | If agreed by the Cabinet of Bridgend County Borough Council, a Public Notice will be published and there will be a period of 28 days in which to submit any objections to the proposal in writing. |
| 22 June 2016 | End of Public Notice period. Cabinet will consider any objections and make decision based on all the information available. |
| 1 September 2016 | Potential Implementation |

Hard copies of this report are available on request.

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Civic Offices
Angel Street
Bridgend
CF31 4AR

**Consultation Meeting with
 School Council
 Re. Proposal to change the
 Provision for Pupils with Additional
 Learning Needs (ALN) at Pil Primary
 School
 22 March 2016 - 2.30pm**

Present: Michelle Hatcher Group Manager - Inclusion Service
 Headteacher – Pil Primary
 1 Teacher
 Members of School Council

Michelle Hatcher introduced the consultation session and set out the purpose of the meeting, nature and process of the consultation and outlined the proposal.

Questions/Issues

Answer/Comments

What about all the pupils in the class?

Not all schools have a MLD class. There is a checklist that we have to use to place pupils in a class. The school has used the resource to support the pupils in school but not all schools have a class to be able to do that.

Why this one at Pil Primary School?

It is based on data and on need and where pupils live. There should be 15 pupils in a class. There is currently 1 pupil. If the class closes, the money will be used to support pupils with needs in a different way.

Will you change your mind?

There is a process that has to be followed. A cabinet report will be written based on the facts. I don't make the final decision; Cabinet makes that decision.

What is the point in closing the class down? Pupils are happy doing extra things in the class.

Other schools do not have the class. They support pupils in different ways. There is only one pupil here that has met the criteria to be in the class and that pupil is moving to Secondary School in September.

What if somebody came in September?

All the applications are already in for September. There are still 10 spaces left in Corneli and Cefn Cribwr Primary Schools.

What will happen to the one pupil in the class?

The one pupil is in Year 6 and will have support in Cynffig Comprehensive School. There are similar classes in Cynffig School to be able to support that pupil.

**Consultation Meeting with
 Parents
 Re. Proposal to change the
 Provision for Pupils with Additional
 Learning Needs (ALN) at Pil Primary
 School
 22 March 2016 - 5.30pm**

Present: Michelle Hatcher Group Manager - Inclusion Service
 Julie Jones, Senior HR Advisor
 Headteacher – Pil Primary School
 1 School Governor
 2 Parents

Michelle Hatcher introduced the consultation session and set out the purpose of the meeting, nature and process of the consultation and outlined the proposal.

Questions/Issues

We want the MLD class to stay here for when our child moves up in the school.

We want our child to stay in this school as she may be able to remain in this school and access MLD provision.

Answer/Comments

There is only 1 pupil in the class. Pupils need to meet the criteria. Other schools do not have MLD classes. Support from the Inclusion Service is provided. Individual need is important.

An offer was made to parents to meet to discuss their child's individual needs outside of the meeting.

**Consultation Meeting with
 Staff
 Re. Proposal to change the
 Provision for Pupils with Additional
 Learning Needs (ALN) at Pil Primary
 School
 22 March 2016 - 3.30pm**

Present: Michelle Hatcher Group Manager - Inclusion Service
 Julie Jones, Senior HR Advisor
 Headteacher – Pil Primary
 11 Members of Staff
 Unions: Neil Birkin - GMB
 St John Redmond - NUT

Michelle Hatcher introduced the consultation session and set out the purpose of the meeting, nature and process of the consultation and outlined the proposal.

Questions/Issues

Sad moment. Class running 25 years. Saw remarkable job done. Pil is a challenging area. The teacher has been with the class for many years. Things have to move forward, I understand. Is it all or selective MLD with this exercise?

A final point. A child in need. The school are now using resources here and will they now be integrated into regular classes?

I am concerned about how pupils would cope outside of the MLD class and the shift in criteria. We know pupils are not in there officially and we know pupils out there who should meet criteria. The children who do meet criteria. It is parental choice to keep a child in this school. We have built up trust with

Answer/Comments

The decision has been based on data. Needed to be sure of data for September, There is one pupil in the class. We do recognise the good work but need to look at need across the authority. The process started with the facts and figures. There are still available places across the locality having received all applications.

The school can use the services available within Inclusion. The ALN request for help meetings encourage schools to attend to discuss needs and the service will support. There are services to support so the right person from the school goes with information and a professional makes determination.

The criteria has been looked at carefully and has been set. If pupils are not being supported – need to look at it. The criteria is appropriate for pupils to go in and is in line with other authorities. Please call on Inclusion services. We are here to support.

parents. The pressure put on every one of the teachers is immense.

We do. When every hour of support is taken up with that pupil, you can say that support is taken away from other pupils.

Possible rise in referrals for behaviour support. Permanent exclusions could rise. I feel that if pupil has been in MLD, they wouldn't have been excluded.

Does Corneli have Foundation Phase provision? Need to look at school's Foundation Phase into KS2, so pupils are settled and school life is continuous. Losing pupils we are not going to see them through transition.

Every school I would say, need a provision from Foundation Phase to KS2.

What has Corneli got?

If you have identified Corneli, you need to put it through Foundation to KS2. Cefn has capacity for 15?

There are similar schools in the area who don't have MLD provision either. I need to look at the whole as a local authority on a needs basis. I meet with the ALNCos on a termly basis.

It is not just Pil, it's across the authority. There is an increase in exclusions. I can't say there has been an increase in behaviour referrals from a school where a MLD class has closed. There is increased provision. Behaviour and Wellbeing team now come under The Bridge. There is KS2 at The Bridge.

This is not a money saving exercise. This resource will be used across the services. We need to look at Foundation Phase and Nurture. We are currently funding £45k for one pupil in the MLD class at Pil Primary School.

There are 10 spaces spare in September. It is continuously looked at and difficult to predict future need.

**Consultation Meeting with
School Governors
Re. Proposal to change the
Provision for Pupils with Additional
Learning Needs (ALN) at Pil Primary
School
22 March 2016 - 4.30pm**

Present: Michelle Hatcher Group Manager - Inclusion Service
Julie Jones – Senior HR Advisor
Headteacher – Pil Primary
T House (Vice Chair)

Michelle Hatcher introduced the consultation session and set out the purpose of the meeting, nature and process of the consultation and outlined the proposal.

Questions/Issues

If there is only one child in the unit, what would happen to the Teacher?

Answer/Comments

This would be dealt with via an agreed process. Letters have gone out to all staff asking for interest in voluntary redundancy and only one response has come back so far. The Governing Body is part of this process so the relevant committee will be involved.

Estyn's response to the proposal to change the provision for pupils with additional learning needs at Pil Primary School.

This report has been prepared by Her Majesty's Inspectors of Education and Training in Wales.

Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However, Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer and other additional information such as data from Welsh Government and the views of the Regional Consortia, which deliver school improvement services to the schools within the proposal.

Introduction

The proposal is by Bridgend County Council.

The local authority proposes to close the resource class for pupils with moderate learning difficulties at Pil Primary School.

Summary/ Conclusion

Estyn is not able to assess with sufficient rigour the likelihood of the proposal to maintain the standard of education provision in the area. This is because the proposal does not provide sufficient information about pupil standards and the quality of provision and leadership in the two schools to which the local authority proposes to send pupils with learning difficulties from Pil Primary School.

Description and benefits

The proposer has given a clear rationale for the proposal, based on the very few pupils currently in the resource class, and the apparent availability of places in similar classes in other schools in close proximity.

The proposer sets out advantages for the proposal in terms of financial savings only, and does not considered well enough other, wider benefits. The local authority does not consider the disadvantages of the proposal well enough. It states only that, 'There will not be a separate MLD unit that can accommodate 15 pupils at Pil Primary School'. It makes no broader consideration of possible disadvantages, such as increased travel time for pupils.

The local authority appears to consider the risks associated with the proposal suitably, and makes appropriate comment on how the risks may be minimised. However, when considering future provision, the proposal considers only the number of places that may be available to pupils from Pil Primary in other local resource classes in September 2016, and not beyond. It is therefore not possible to assess whether there will be sufficient spaces for pupils from Pil Primary in these other resource classes beyond this date.

The local authority has considered suitably the impact of learner travel arrangements at the current time. However, while the proposal does state that the local authority will provide travel for eligible pupils to resource classes in other schools; it does not appear to have considered the possible impact of travel on this vulnerable group of learners. For example, would they be able to access out of hours, extra-curricular activities?

The proposal does not create further surplus places in any of the schools named. However, it does reduce the number of places for pupils with moderate learning difficulties in the local area.

The local authority has taken sufficient account of the impact of the proposal on Welsh medium provision. This would appear to be negligible, as none of the schools mentioned in the proposal teaches Welsh as a first language, and all teach Welsh as a second language.

Educational aspects of the proposal

The proposer does not consider the impact of the proposal on the quality of outcomes, provision and leadership and management sufficiently well. Neither does the local authority consider the likely impact of the proposals to ensure delivery of the full curriculum at the Foundation Phase and key stage 2 well enough. This is because, while the report considers in good detail each of these elements in Pil Primary School, the local authority provides no information on the two other schools to which it proposes to send pupils with learning difficulties from Pil Primary in the future.

The proposal deals exclusively with learners from vulnerable groups. As projected numbers appear to indicate that there will be no learners in the resource class at Pil Primary School next year, the local authority assumes suitably that there will be no significant impact on vulnerable learners.

However, as pupils' standards and the quality of provision and leadership in the two other schools are unknown, Estyn is not able to consider the impact of the proposals on this vulnerable group of learners in future years well enough.

As there will be no learners in the resource class at Pil Primary from the end of this academic year, it would appear that there would be no disruption to learners in the short term.

Quality and Standardisation Group

Grŵp Ansawdd a Safoni

National Categorisation School Report 2015 / 2016
(Provisional pending National Verification)

| Quality Assurance | |
|-------------------|--|
| Reg. Mod | |
| Nat. Ver | |

| | |
|----------------|--------------------------------|
| School: | Corneli Primary School |
| Region: | Central South Consortium (CSC) |

Step 1 - Standards

Based upon the National Categorisation for standards the school is in standards group: 3

School Context

- The percentage of pupils eligible for free school meals (e-FSM) in 2014-2015 was 30.2%, (local authority (LA) 21.2%, Wales 19.6%) compared with 30.45% in 2013-2014, when the school moved from group 5 to group 4, and 32.78% in 2012-2013.
- The school houses a 14 place learning resource base (LRB) in key stage 2 for pupils with moderate learning difficulties.
- The percentage of pupils with a special educational need (SEN) both at school action (18.7%) and school action plus (17.5%) is higher than local and national averages.
- There were 37 pupils in the Year 2 cohort and 55 pupils in Year 6.

Key Strengths

The challenge adviser agrees with the school's self-evaluation and analysis of performance which identifies the following:

- In the Foundation Phase, pupils who have been at the school from entry until the end of the key stage, make good progress against their on-entry baseline scores at both the expected level and expected level plus 1, (47% of pupils had scores below the expected range at baseline while 92% achieved outcome 5+, and 8% of pupils had scores above the expected range at baseline while 27% achieved outcome 6). Performance has improved in the Foundation Phase outcome indicator (FPOI) over the last 4 years.
- In key stage 2, disaggregated data shows that performance has improved in English and the core subject indicator (CSI) over the last 3 years. Performance of more able pupils (L5) has improved in English and mathematics.
- Pupils with SEN in both key stages, including those in the LRB, make good progress against their prior attainment.
- The gap in attainment between e-FSM and non FSM pupils has closed at Foundation Phase and reduced at key stage 2.

Areas for further improvement

The School has, correctly, identified the following areas for improvement which senior leaders, governors and the challenge adviser agreed represented areas for improvement:

- The pace of improvement in mathematics has been slower than that in English and performance in mathematics, particularly of girls in Foundation Phase and boys in key stage 2 is not strong enough.
- Performance at higher levels, as indicated in national test outcomes and teacher assessment outcomes, and particularly in science, (a drop from 40% in 2012 to 21% in 2015) is not strong enough.
- While attendance has improved slightly (by 0.8% to 93.6%), the school has fallen to the fourth quartile.

The challenge adviser also highlighted other areas where performance is not yet strong enough:

- In the Foundation Phase, standards in language, literacy and communication (LLC), mathematical development (MD) and the FPOI have remained static with no improvement over the last three years.
- The performance of e-FSM pupils is lower than that of non-FSM pupils in LLC and the FPOI at O5+ and in all areas at O6. Underperformance of e-FSM pupils is greater at higher levels.
- In Key Stage 2, the performance of e-FSM pupils is lower than that of non-FSM pupils year on year at both L4+ and L5, and, while the gap has reduced, it remains too wide.

Step 2 – Improvement Capacity

The categorisation based upon evidence and discussion at Step 2 is C because:

Key strengths in leadership and teaching and learning

- Self-evaluation is thorough and leaders and staff are clear about the priorities that need to be addressed.
- Most staff have a shared understanding of the characteristics of excellent and good teaching.
- Teachers have improved their analysis of attainment data to identify specific areas of weakness and they plan strategies accordingly.
- Strong progress has been made in challenging and engaging all learners, particularly the more able; for example, in pupils' extended writing.
- All teachers have undertaken a termly self-evaluation of their teaching skills and identified areas to improve. Monitoring evidence shows all lessons observed were judged to be good or better.
- Coaching triads are beginning to have a positive impact on outcomes; for example, Foundation Phase teams have worked closely together to develop shared learning zones.
- Well-led by the chair, governors have a good understanding of the school's strengths and areas for improvement.
- Leaders and staff demonstrate commitment to, and engagement with, action planning for improvement.

Areas for improvement

- The identification and sharing of effective practice are in early stages of development and are not yet systematic enough.
- The senior leadership team does not yet use data well enough to identify whole school strategic priorities or to evaluate their actions.
- While members of the senior leadership team are beginning to hold teachers more accountable for the progress of pupils in their classes, their role in raising standards is underdeveloped.
- While a high priority is given to performance management and staff development, professional development activities are not always linked closely enough to school improvement priorities.
- There are undue variations across the school in the quality and quantity of pupils' work, the implementation of assessment strategies and provision in the Foundation Phase.

Estyn judged the school to have made insufficient progress in relation to the recommendations following the core inspection in June 2014, and it is to remain in Estyn monitoring for a further six months.

An action plan is in place to address all areas for improvement

Evidence scrutinised to make the judgement

- Governors' evaluation against categorisation matrix
- Whole-school performance data over the last three years including national benchmarking data and the all-Wales core data sets
- National literacy and numeracy test data
- The school's self-evaluation report
- The school's improvement plan
- The school's Estyn follow-up report from September 2015
- The challenge adviser's previous school improvement report, notes of school visit and progress reports.
- Notes of visits to the school

| | | | | |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| | D | C | B | A |

Exceptions have been applied: No

Step 3 – Support Category

The support category for the school is judged to be amber.

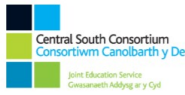
The new senior leadership team are open to challenge and are fully engaged with external support.

Categorisation Overview

| Step 1 | Step 2 | Step 3 | Exceptions applied |
|--------|--------|--------|--------------------|
| 3 | C | Amber | No |

The judgements at Step 2 and Step 3 are provisional until national verification has been completed.

This categorisation report will be shared with Governing Body after the national verification meeting on: 7th and 8th January 2016



Llywodraeth Cymru
Welsh Government



ADEW

Quality and Standardisation Group

Grŵp Ansawdd a Safoni

National Categorisation School Report 2015 / 2016 (Provisional pending National Verification)

| Quality Assurance | |
|-------------------|--|
| Reg. Mod | |
| Nat. Ver | |

| | |
|---------------------------|--------------------------------|
| School: | Cefn Cribwr Primary School |
| Region: | Central South Consortium (CSC) |
| Challenge Adviser: | Philip Buxton |

Step 1 - Standards

Based upon the National Categorisation for standards the school is in standards group 3.

School Context

- The percentage of pupils eligible for free school meals (e-FSM) in 2014-2015 was 26.0%, (CSC 21.4%, Wales 19.6%) compared with 25.7% in 2013-2014 and 27.0% in 2012-2013.
- The percentage of pupils on the Additional Learning Needs (ALN) register is 24.5%.
- There are no pupils at stages A-C on the national language acquisition scale for English as an additional language (EAL).
- There were 18 pupils in Year 2 and 9 pupils in Year 6 in 2014-2015.
- The school has three learning resource bases (LRBs), two in Foundation Phase and one in key stage 2.
- There were 16 mainstream pupils in Year 2 and 6 pupils in Year 6 in 2014-2015.
- The school was last inspected in January 2014. The summary grades were good/good.
- There are plans to federate the school with Afon Y Felin Primary School in January 2016.

Key Strengths

The school's analysis of its performance correctly evaluates the following as strengths:

- In Foundation Phase (mainstream), at outcome 5+, standards in language, literacy and communication (LLC) are good. Within its benchmarking group the school has been in quarter 1 for the past three years. The three-year average stands at 97.9%, which is above the family, local authority and Wales averages.
- Similarly, for the mainstream, the foundation phase outcome indicator (FPOI) has been in quarter 1 or 2 for the past three years. The three-year average stands at 95.8%, which is above all other indicators.
- The three-year average for mathematical development (MD) stands at 95.8%, which is above all other indicators.
- The three-year average for personal and social development (PSD) is 97.9%, again above all other indicators.
- In key stage 2 (mainstream), at level 4+, standards in English are good. The school has been in quarter 1 for the past three years.
- Standards in science in key stage 2 (mainstream) are also good at level 4+. The school has been in quarter 1 for the past three years.
- The national test results are good. In Foundation Phase, all mainstream pupils achieved a standardised score of 85+ in the reading, numeracy procedural and numerical reasoning tests.
- A similar pattern exists for the national test results in key stage 2. For the reading and numeracy procedural test, all cohorts, except year 6, are in benchmarking quarter 1 at 85+ and quarters 1 or 2 at 115+.

- When comparing the school's performance over a three-year period, it is outperforming the family, local authority and Wales in all areas.
- The school exceeded the Fischer Family Trust 'high' estimates in both English and science.
- In the core subjects, all pupils made at least two levels of progress between Foundation Phase and key stage 2. In addition, two pupils in mathematics and three pupils in science achieved three levels of progress.
- Targets for both key stages are ambitious. For example, in key stage 2, 100% of mainstream pupils are targeted to achieve level 4+ in all areas for the next three years.
- The pupils in the learning resource base classes are making very good progress in all areas as evidenced by the B Squared data.

Areas for further improvement

Appropriate attention is given to the following areas for improvement:

- Standards at the higher levels are not as good as in the last few years.
- In Foundation Phase, at outcome 6+, the school is in quarter 3 for LLC and MD and in quarter 4 for PSD.
- In key stage 2, at level 5+, the school is in quarter 3 for mathematics, having been in quarter 2 in 2013 and 2014. It is in quarter 4 for English and science.
- The achievement of pupils who are e-FSM has been inconsistent over the past three years.
- Attendance has improved over the past three years and now stands at 94.1% (2014 figure). However, this still leaves the school in quarter 3 of the benchmarking group for similar schools.

Step 2 – Improvement Capacity

Based upon scrutiny of evidence and discussion at the review, challenge and support meeting the headteacher, governors and the challenge adviser agree that the capacity to bring about improvement is B. This because:

Key strengths in leadership and teaching and learning

- The school's leaders and staff have a shared vision and a clear strategy that has improved outcomes for most learners.
- Self- evaluation is regular and thorough in most areas. Leaders plan and implement change and sustain improvement successfully in most respects. They enable staff and other partners to participate well in the change process.
- Leaders and staff are clear about the priorities that need to be addressed in the school's improvement plan. Action, and the use of resources, is effective in securing improvement in key indicators for most pupils including for pupils eligible for free school meals and other vulnerable groups.
- There has been sustained improvement against most of the recommendations from the previous inspection which formed the core of the school's priorities.
- There is a clear emphasis on raising standards. Through its targets the school has high expectations for the achievement of its pupils.
- Leaders and staff take advantage of opportunities to work with schools and other partners. Collaboration is developing well and makes an important contribution to capacity building and improvement.
- The school gives good attention to national and local priorities and in general implements these effectively.

Areas for improvement

The headteacher and senior leaders continue to be open to challenge and set their sights on continuous improvement. They are committed to developing the quality of learning and teaching and recognise that:



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- the proportion of excellent teaching is not yet quite as high as it might be;
- distributive leadership is underdeveloped and staff are not fully aware of their roles and responsibilities within the whole school self-evaluation cycle;
- assessment for learning strategies are not fully embedded across the school.

The school's leaders and governors have chosen rightly to focus on the following priorities in 2015-2016:

1. Improve standards in numeracy across the school.
2. Improve standards in literacy across the school.
3. To develop listening to learners and pupil participation.
4. Ensure that systems for monitoring, evaluating and reviewing the work of the school are rigorous enough and are used more effectively to provide clear direction for school improvement.
5. To improve standards in Literacy and numeracy through the use of ICT.
6. To move towards Federation successfully.

Evidence scrutinised to make the judgement

- Whole-school performance data over the past three years including national benchmarking data and the all-Wales core data sets.
- Data at individual pupil level including the performance of specific groups of pupils such as e-FSM pupils and pupils with EAL and value-added data.
- National literacy and numeracy test data.
- The school's self-evaluation report.
- The school's improvement plan.
- The school's inspection report from January 2014.
- The school's analysis of the outcomes of classroom observation and book scrutiny.
- The challenge adviser's previous school improvement report and notes of school visit.

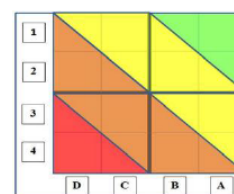
Exceptions have been applied: No

Step 3 – Support Category

It was agreed at the meeting that the support category is yellow. The school will take steps to increase the proportion of excellent teaching and develop pupil voice so that pupil have a greater say in their own learning. There will be a stronger focus on improving outcomes for eFSM pupils. Distributive leadership will also be further developed this year, so that a robust MER cycle is in place.

Categorisation Overview

| Step 1 | Step 2 | Step 3 | Exceptions applied |
|--------|--------|--------|--------------------|
| 3 | B | Yellow | No |



The judgements at Step 2 and Step 3 are provisional until national verification has been completed.

This categorisation report will be shared with the governing body after the national verification meeting on: (7 and 8 January 2016)

P. H. Buxton
23/10/2015



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CEFN CRIBWR Learning Resource Centre

SEPTEMBER 2015

| | |
|---|---|
| 4 | 6 |
| | 6 |
| | 6 |
| | 6 |
| 2 | 5 |
| | 5 |
| 2 | 4 |
| | 4 |
| 1 | 3 |

9 places taken and 6 surplus places available 2015/16.

4 pupils will be leaving in July 2016.

5 pupils have been offered places for September 2016

SEPTEMBER 2016

| | |
|---|---|
| 2 | 6 |
| | 6 |
| 2 | 5 |
| | 5 |
| 1 | 4 |
| 5 | 3 |
| | 3 |
| | 3 |
| | 3 |
| | 3 |

10 places taken and 5 surplus places available 2016/17.

2 pupils will be leaving in July 2017.

There are an unknown number of pupils entering September 2017.

SEPTEMBER 2017

| | |
|------------|---|
| 2 | 6 |
| | 6 |
| 1 | 5 |
| 5 | 4 |
| | 4 |
| | 4 |
| | 4 |
| | 4 |
| Unknown Y3 | |

8 known places taken and 7 known available places for 2017/18

2 pupils will be leaving in July 2018.

There are an unknown number of pupils entering September 2018.

SEPTEMBER 2018

| | |
|------------|---|
| 1 | 6 |
| 5 | 5 |
| | 5 |
| | 5 |
| | 5 |
| | 5 |
| Unknown Y4 | |
| Unknown Y3 | |

6 known places taken and 9 known available places for 2018/19

1 pupil will be leaving in July 2019.

There are an unknown number of pupils entering September 2019.

SEPTEMBER 2019

| | |
|------------|---|
| 5 | 6 |
| | 6 |
| | 6 |
| | 6 |
| | 6 |
| Unknown Y5 | |
| Unknown Y4 | |
| Unknown Y3 | |

5 known places taken and 10 known available places for 2019/20

5 pupils will be leaving in July 2020.

There are an unknown number of pupils entering September 2020.

SEPTEMBER 2020

| |
|------------|
| Unknown Y6 |
| Unknown Y5 |
| Unknown Y4 |
| Unknown Y3 |

CORNELI Learning Resource Centre

SEPTEMBER 2015

| | |
|---|---|
| 8 | 6 |
| | 6 |
| | 6 |
| | 6 |
| | 6 |
| | 6 |
| | 6 |
| | 6 |
| 3 | 5 |
| | 5 |
| | 5 |
| 1 | 4 |
| 3 | 3 |
| | 3 |
| | 3 |

15 places taken and 0 surplus places available 2015/16.

8 pupils will be leaving in July 2016.

1 pupil has been offered a place for September 2016

SEPTEMBER 2016

| | |
|---|---|
| 3 | 6 |
| | 6 |
| | 6 |
| 1 | 5 |
| 3 | 4 |
| | 4 |
| | 4 |
| 1 | 3 |

8 places taken and 7 surplus places available 2016/17.

3 pupils will be leaving in July 2017.

There are an unknown number of pupils entering September 2017.

SEPTEMBER 2017

| | |
|------------|---|
| 1 | 6 |
| 3 | 5 |
| | 5 |
| | 5 |
| 1 | 4 |
| Unknown Y3 | |

5 known places taken and 10 known place available for 2017/18

1 pupil will be leaving in July 2018.

There are an unknown number of pupils entering September 2018.

SEPTEMBER 2018

| | |
|------------|---|
| 3 | 6 |
| | 6 |
| | 6 |
| 1 | 5 |
| Unknown Y4 | |
| Unknown Y3 | |

4 known places taken and 11 known places available for 2018/19

3 pupils will be leaving in July 2019.

There are an unknown number of pupils entering September 2019.

SEPTEMBER 2019

| | |
|------------|---|
| 1 | 6 |
| Unknown Y5 | |
| Unknown Y4 | |
| Unknown Y3 | |

1 known place taken and 14 known places available for 2019/20

1 pupil will be leaving in July 2020.

There are an unknown number of pupils entering September 2020.

SEPTEMBER 2020

| | |
|------------|--|
| Unknown Y6 | |
| Unknown Y5 | |
| Unknown Y4 | |
| Unknown Y3 | |

There are the following admissions into the three Moderate Learning Difficulties Learning Resource Centres between 2010 and 2016:

Cefn Cribwr

2016: 5 pupil
 2015: 1 pupil
 2014: 2 Pupils
 2013: 2 pupils
 2012: 4 pupils
 2011: 1 pupil
 2010: 4 pupils

Corneli

2016: 1 pupil
 2015: 3 pupils
 2014: 1 Pupil
 2013: 3 pupils
 2012: 8 pupils
 2011: 5 pupils
 2010: 0 pupils

Pil

2016: 0 pupils
 2015: 0 pupils
 2014: 0 Pupil
 2013: 0 pupils
 2012: 1 pupils
 2011: 2 pupils
 2010: 2 pupils

Total: 19 pupils

Total: 21 pupils

Total: 5 pupils

Grand Total: 45 pupils over 7 years.

- On average 6.5 pupils per year between the three schools.
- (One pupil in Pil moved to Corneli so those figures have been considered in Corneli)

If Pil were to close these numbers would be distributed between two schools.

Predictions

Consider 3 pupils per year in Cefn Cribwr; predictions would be:

2017: 11

2018: 12

2019: 14

2020: 12

Consider 3.5 pupils per year (3 and 4 pupils on alternate years) in Corneli; predictions would be:

2017: 9 (+4 pupils)

2018: 11 (+3 pupils)

2019: 12 (+4 pupils)

2020: 14 (+3 pupils)

Based on these predictions there should be enough capacity in Cefn and Corneli LRCs should Pil close.

Travelling distances

- Cefn Cribwr Primary is 1.9 miles from Corneli Primary – a 5 minute journey by car.
- Pil Primary is 0.9 miles from Corneli Primary – a 4 minute journey by car.

APPENDIX (ix)

Full Equality Impact Assessment

| | |
|---|--|
| Name of project, policy, function, service or proposal being assessed: | Proposal to change the provision for pupils with additional learning needs (ALN) at Pil Primary School |
| Date assessment completed | 26 April 2016 |

At this stage you will need to re-visit your initial screening template to inform your discussions on consultation and refer to [guidance notes on completing a full EIA](#)

An Initial Equality Impact Assessment Screening was undertaken on this proposal on 20th January 2016. The recommendation from the EIA Screening was that a Full Equality Impact Assessment would be required.

The consultation is to invite your views on the proposal to close the moderate learning difficulties learning resource class for 15 pupils with Moderate Learning Difficulties at Pil Primary School.

A consultation exercise lasting from 16 March until 28th April sought the views of staff, parents, pupils, interested parties and the governing body as the first step in the statutory process. If the proposals are supported they would come into effect on 1 September 2016.

1. Consultation

| | | Action Points |
|---|--|--|
| Who do you need to consult with (which equality groups)? | Within each of the protected characteristic groups the council will need to consult with: Head Teacher, Teachers, Governing Body, Parents, carers and guardians of children and the general public. | The consultation tools and mechanisms to be used should include: Focused Meetings, Public Meetings, a consultation document and associated questionnaire, publication of all information on the council's website and school websites, press releases, information on the council's customer service screens, all partners, social media, Bridge members, schools texting service, Local Service Board, citizens panel |
| How will you ensure your consultation | The council is mindful that as wide a | |

| | | |
|--|--|--|
| <p>is inclusive?</p> | <p>range of consultation and engagement activities and tools need to be deployed in order to reach as wide an audience of consultees as possible. Consultation and engagement must be maximised in order that public views and concerns are “heard and considered” by the council to identify better ways of working and influence difficult decision making from a representative group.</p> <p>Methods of consultation will include (where appropriate) bilingual (Welsh / English) materials, information produced in languages other than English and Welsh, large print documents, easy read versions of information, provision of audio information and will include a mix of hard copy documents and provision of online forms and information. The council recognises that, key to the council’s consultation and engagement strategy is the commitment to visiting the public and other consultees in their own locations / communities at times that are convenient to them. Another key element is liaising with pupils of the school through engagement with the school council.</p> | |
| <p>What consultation was carried out? Consider any consultation activity already carried out, which may not have been specifically about equality</p> | <p>Interested / impacted parties were invited to consider the proposal and submit views as to whether or not they supported the proposal to close one moderate learning</p> | |

| | | |
|---|--|--|
| but may have information you can use | difficulties class at Pil Primary School with effect from 1 September 2016 via consultation meetings held for the different interested parties. Interested and impacted parties were invited to attend meetings to hear an explanation of the proposal, put questions and express any views or concerns. | |
|---|--|--|

Record of consultation with people from equality groups

| Group or persons consulted | Date, venue and number of people | Feedback, areas of concern raised | Action Points |
|---|---|---|---|
| Members of School Council of Pil Primary School | 22 nd March 2016. Further details are included in this EIA | Feedback documents were circulated to all attendees at the event for individual considered views to be shared with the council | Please see tables within this Full EIA. |
| Pil Primary school staff (1 meeting) | 22 nd March 2016. Further details are included in this EIA | Feedback documents were circulated to all attendees at the event for individual considered views to be shared with the council. | Please see tables within this Full EIA. |
| Governing Body of Pil Primary School | 22 nd March 2016. Further details are included in this EIA | Feedback documents were circulated to all attendees at the event for individual considered views to be shared with the council. | Please see tables within this Full EIA. |
| Parents of pupils at Pil Primary School | 22 nd March 2016. Further details are included in this EIA | Feedback documents were circulated to all attendees at the event for individual considered views to be shared with the council. | Please see tables within this Full EIA. |

2. Assessment of Impact

Based on the data you have analysed, and the results of consultation or research, consider what the potential impact will be upon people with protected characteristics (negative or positive). If you do identify any adverse impact you **must**:

a) Liaise with the Engagement Team who may seek legal advice as to whether, based on the evidence provided, an adverse impact is or is potentially discriminatory, and

b) Identify steps to mitigate any adverse impact – these actions will need to be included in your action plan.

Include any examples of how the policy helps to promote equality.

The attached Cabinet Report provides a summary of Consultation responses, data and feedback.

| Gender | Impact or potential impact | Actions to mitigate |
|---|---|--|
| Identify the impact/potential impact on women and men. | None | Neither men nor women will be disproportionately negatively affected by this proposal. |
| Disability | Impact or potential impact | Actions to mitigate |
| Identify the impact/potential impact on disabled people (ensure consideration of a range of impairments, e.g. physical, sensory impairments, learning disabilities, long-term illness). | Disabled children could be negatively impacted by the proposal. | Additional Learning Needs Education (ALN) services will be protected, however will be delivered differently. There is an informed expectation that ALN pupils currently at Pil Primary school will continue to receive ALN services and will maximise their potential. |
| Race | Impact or potential impact | Actions to mitigate |
| Identify the impact/potential impact of the service on Black and minority ethnic (BME) people. | Black and minority ethnic people will not be disproportionately negatively affected by this proposal. | None |
| Religion and belief | Impact or potential impact | Actions to mitigate |
| Identify the impact/potential impact of the | There will be no impact on Religion and | None |

| | | |
|--|---|----------------------------|
| service on people of different religious and faith groups. | Belief as a result of this proposal if it is approved. | |
| Sexual Orientation | Impact or potential impact | Actions to mitigate |
| Identify the impact/potential impact of the service on gay, lesbian and bisexual people. | There will be no impact on Sexual orientation as a result of this proposal if it is approved. | None |
| Age | Impact or potential impact | Actions to mitigate |
| Identify the impact/potential impact of the service on older people and younger people. | There will be no impact on Age as a result of this proposal if it is approved. | None |
| Pregnancy & Maternity | Impact or potential impact | Actions to mitigate |
| | There will be no impact on Pregnancy and Maternity as a result of this proposal if it is approved. | None |
| Transgender | Impact or potential impact | Actions to mitigate |
| | There will be no impact on Transgender people as a result of this proposal if it is approved. | None |
| Marriage and Civil Partnership | Impact or potential impact | Actions to mitigate |
| | There will be no impact on Marriage and Civil Partnership as a result of this proposal if it is approved. | None |

United Nations Convention on the Rights of the Child (UNCRC)

The UNCRC is an agreement between countries which sets out the basic rights all children should have. The United Kingdom signed the agreement in 1991. The UNCRC includes 42 rights given to all children and young people under the age of 18. The 4 principles are:

1. Non-discrimination
2. Survival and development
3. Best interests
4. Participation

This section of the Full EIA contains a summary of all 42 articles and some will be more relevant than others, depending on the policy being considered however, there is no expectation that the entire convention and its relevance to the policy under review is fully understood. The Engagement Team will review the relevant data included as part of its monitoring process. The EIA process already addresses two of the principle articles which are non-discrimination and participation. This section covers “Best interests” and “Survival and development”.

Some policies will have **no direct impact** on children such as a day centre for older people.

Some policies will **have a direct impact** on children where the policy refers to a childrens’ service such as a new playground or a school.

Some policies will **have an indirect impact** on children such as the closure of a library or a cultural venue, major road / infrastructure projects, a new building for community use or change of use and most planning decisions outside individual home applications.

What do we mean by “best interests”?

The “Best interest” principle does not mean that any negative decision would automatically be overridden but it does require BCBC to examine how a decision has been justified and how the Council would mitigate against the impact (in the same way as any other protected group such as disabled people).

- The living wage initiative could be considered to be in the “Best interests”. The initiative could potentially lift families out of poverty. Poverty can seriously limit the life chances of children.
- The closure of a library or cultural building would not be in the “Best interests” of children as it could limit their access to play, culture and heritage (Article 31.)

Please detail below the assessment / judgement of the impact of this policy on children aged 0 – 18. Where there is an impact on “Best interests” and “Survival and development”, please outline mitigation and any further steps to be considered. The 42 rights are detailed below.

Article 1: Everyone under 18 years of age has all the rights in this Convention.

Article 20: Children who cannot be looked after by their own family must be looked after properly, by people who respect their religion, culture and language

Article 21: When children are adopted the first concern must be what is best for them.

Article 22: Children who come into a country as refugees should have the same rights as children born in that country.

Article 23: Children who have any kind of disability should have special care and support so that they can lead full and independent lives.

Article 24: Children have the right to good quality health care and to clean water, nutritious food and a clean environment so that they will stay healthy.

Article 25: Children who are looked after by their local authority rather than their parents should have their situation reviewed regularly.

Article 26: We should provide extra money for the children of families in need.

Article 27: Children have a right to a standard of living that meets their physical and mental needs. We should help families who cannot afford this.

Article 28: Children have a right to an education. Discipline in schools should respect children's human dignity.

Article 29: Education should develop each child's personality and talents to the full.

Article 30: Children have a right to learn and use the language and customs of their families.

Article 31: All children have a right to relax and play, and to join in a wide range of activities.

Article 32: We should protect children from work that is dangerous or might harm their health or their education.

Article 33: We should provide ways of protecting children from dangerous drugs.

Article 34: We should protect children from sexual abuse.

Article 35: We should make sure that children are not abducted or sold.

Article 36: Children should be protected from any activities that could harm their development.

Article 37: Children who break the law should not be treated cruelly.

Article 38: Governments should not allow children under 15 to join the army.

Article 39: Children who have been neglected or abused should receive special help to restore their self - respect.

Article 40: Children who are accused of breaking the law should receive legal help. Prison sentences should only be used for the most serious offences.

Article 41: If the laws of a particular country protect children better than the articles of the Convention, then those laws should stay.

Article 42: We should make the Convention known to all parents and children.

| Impact or potential impact on children aged 0 - 18 | Actions to mitigate |
|--|---------------------|
| | |

| | |
|--|---|
| <p>In terms of this policy, the relevant articles to be considered are articles 3, 12, 28 and 30.</p> <p>Article 3: The council works towards what is best for each child. There is no impact of this policy on article 3.</p> <p>Article 12: Children have been given the opportunity to say what they think as they have been included in the consultation and engagement programme. Their views and opinions have been taken into account. There is, therefore, no impact on article 12.</p> <p>Article 28: Children in Bridgend County Borough Council have a right to an education. The methods of discipline in our schools respect childrens' human rights and dignity. There is, therefore, no impact on article 28.</p> <p>Article 30: Children in Bridgend are supported and encouraged to learn and use the language and customs of their families. There is, therefore, no impact on article 30.</p> | <p>The Corporate Improvement Plan. The proposals relate, in particular, to principle two and three. The Education Inclusion Strategy was agreed by the council's Cabinet in March 2009.</p> |
|--|---|

The council is mindful that a further period of time is required to enable a full and meaningful assessment of the impact of this proposal to be made. The council will need to address a number of questions:

- the impact of the closure on the outcomes of the pupils directly affected by the closure,
- a clearer understanding (based on further evaluation and assessment) of the realignment of the council's provision for pupils with additional learning needs.

The council has already carried out an Initial Screening Equality Impact Assessment and this identified a number of potential risks which have been addressed in this Full Equality Impact Assessment. These risks include the impact of the closure on future service need and the possible impact of increased class sizes. It recognises appropriately that a full assessment of the impact on attainment levels needs to be included together with more information on ages and levels of disability of the pupils in receipt of the service.

This Full Equality Impact Assessment is considered to be a live document and its fluidity will be reflected in the ongoing assessment of the impact on Children with Additional Learning Needs of the policy.

The full EIA holistically evaluates the pupils affected by the introduction of the proposal.

Please outline how and when this EIA will be monitored in future and when a review will take place:

3. Action Plan

| Action | Lead Person | Target for completion | Resources needed | Service Development plan for this action |
|---|--|---|------------------|--|
| Continue to review and monitor MLD places available | Group Manager Inclusion. Lead Educational Psychologist. Team Manager ALN | Reviewed annually. | Staff time. | Yes. |
| Continue to track and monitor individual pupil progress within the MLD learning resource centres. | Group Manager Inclusion. Team Manager ALN. Cognition and Learning Specialist Teachers. | Termly data tracking. Annual review. | Staff time. | Yes. |
| Provide relevant training for the MLD in the primary schools in order to build capacity | Team Manager ALN. Cognition and Learning Teachers | Ongoing from September 2016 | Staff time. | Yes. |

Please outline the name of the independent person (someone other the person undertaking the EIA) countersigning this EIA below:

Paul Williams, Equality and Engagement Officer.

Signed:- Michelle Hatcher

Date: 26th April 2016.

4. Publication of your results and feedback to consultation groups

It is important that the results of this impact assessment are published in a user friendly accessible format.

It is also important that you feedback to your consultation groups with the actions that you are taking to address their concerns and to mitigate against any potential adverse impact.

Please send completed EIA form to [Paul Williams, Equalities and Engagement Officer](#)

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

5 JULY 2016

REPORT OF THE CORPORATE DIRECTOR – OPERATIONAL & PARTNERSHIP SERVICES

PARTICIPATION IN THE UK GOVERNMENT'S SYRIAN REFUGEE RESETTLEMENT PROGRAMME

1. Purpose of Report.

- 1.1 To seek approval from Cabinet to participate in the UK Government's Syrian Refugee Resettlement Programme; endorse the planning assumptions in section 4.4 for delivery of the Programme and secure support for the families as outlined within the report in accordance with the Council's Contract Procedure Rules.

2. Connection to Corporate Improvement Plan / Other Corporate Priority.

- 2.1 The report contributes to the following outcomes within the Corporate Plan 2016-20:
- Helping people to become more self-reliant
- 2.2 The report contributes to the following goals within the Wellbeing of Future Generations (Wales) Act 2015:
- A more equal Wales
 - A Wales of cohesive communities
 - A globally responsive Wales

3. Background

- 3.1 The UN estimated that as of February 2015 12.2 million people are in need of humanitarian aid within Syria. At least 7.6 million people in Syria have been forced to flee their homes and there are some 3.8 million refugees in neighbouring countries. The UK Government has committed to resettling 20,000 Syrian refugees in the lifetime of this Parliament and is seeking local authorities to participate in the Programme.
- 3.2 The number of refugees likely to be received in Wales is 1,000 to 1,500 over the five years of the Programme, however it should be noted that participation in the Programme is voluntary. Four Welsh authorities (Caerphilly, Ceredigion, Neath Port Talbot and Torfaen) participated in Phase 1 and between them received and settled just under 50 refugees before Christmas 2015. Phase 2 of the Programme began in April 2016 and all Welsh authorities are now/have agreed to participate in the Programme.
- 3.3 Those Syrian refugees resettled in the UK are allowed to bring their immediate family with them. This is limited to one spouse / partner (who must be over 18) and their minor dependant children (under 18 and not living an independent life). There

is no provision to allow applicants to bring over-age dependant relatives unless they also meet the vulnerability criteria in their own right or the Home Office is satisfied that there is an existing dependency. Generally, families will comprise of between 4-6 people (inclusive of the head of family).

- 3.4 The Programme prioritises help for survivors of torture and violence, women and children at risk, and those in need of medical care. All applicants (including accompanying family members) are subject to the usual immigration checks and screening prior to a visa being granted. Those with a criminal past or links to war crimes or extremism are excluded from the scheme. Settlement may be refused if the person is convicted of a criminal offence during their leave and will be refused if they pose a danger to the public, or to national security. Leave to remain can also be curtailed if such evidence comes to light during the initial 5 year period. Settlement can be revoked if evidence emerges after it has been granted.
- 3.5 Individuals are granted humanitarian protection giving them leave to remain for 5 years with full access to employment and public funds and rights to family reunion comparable to refugees. At the end of the 5 years, if they have not been able to return to Syria, they may be eligible to apply for settlement in the UK.
- 3.6 Local authorities who choose to participate in the scheme take the lead in working with other key local partners to ensure that arrivals are provided with suitable accommodation and the specific needs of these vulnerable individuals are met. Consideration will also need to be given to bringing in specialist support providers subject to individuals' specific requirements.

4. Current situation / proposal

- 4.1 A multi-disciplinary / multi-agency meeting chaired by BCBC Chief Executive was held on 7th December 2015 to assess appropriateness, accessibility and availability of key services in delivering the Syrian Refugee Resettlement Programme within Bridgend County Borough. The multi-agency meeting consisted of representatives from Bridgend County Borough Council (including Cabinet Member for Communities, Housing, Community Safety on behalf of the Community Safety Partnership, Benefits, Education, Social Services (adults and children), Safeguarding and Communication); the Department for Work and Pensions; Jobcentre Plus; the Bridgend Association of Voluntary Agencies (BAVO); South Wales Police; the Community Cohesion Coordinator; Registered Social Landlords (RSLs) V2C, Hafod, Linc Cymru and Wales and West; and Primary Health Care and GPs (Abertawe Bro Morgannwg University Health Board (ABMU)).
- 4.2 The meeting discussed key themes which were; Housing & Support; Education; Community Cohesion; Social Services / Safeguarding; DWP / Job Centre Plus; Health; Interpretation / Translation and; Communication. Having regard to the availability of appropriate services and support locally, the following approach is recommended:
 - an over-arching Steering Group (initially chaired by South Wales Police) be established to make decisions on resettlement and monitor the delivery of the programme;
 - an Operational Group (chaired by the Operational Lead nominated and managed from Housing and Community Regeneration) be established for mobilisation and

delivery. Any escalating issues to be reported to the Steering Group consisting of nominees from the Multi-Agency Meeting;

- Support to be commissioned utilising Home Office funding set on a tariff basis per person for a 12 month period for each family. If the tariff per person is deemed not sufficient for an individual case due to high support needs, this will be subject to separate negotiations with the national co-ordinator. The Operational Group will draft a service specification for the support in consultation with the Supporting People Team and Procurement.

4.3 The minimum support requirements to be provided by the support provider, as specified by the Home Office are as follows. These will be provided through a combination of office based appointments, drop in sessions, outreach surgeries and home visits:

4.3.1 Greet arriving Beneficiaries from the relevant airport and escort them to their properties briefing them on how to use the amenities

4.3.2 Ensure that the Beneficiaries are registered with utility companies and ensure that arrangements for payments are put in place (no pre pay/card accounts)

4.3.3 Provide briefings on the accommodation and health and safety issues for all new arrivals including the provision of an emergency contact point

4.3.4 Provide Beneficiaries with a welcome pack of groceries on their arrival

4.3.5 Provide cash/ clothing allowances for each Beneficiary of £200 – this is to ensure they have sufficient funds to live on while their claim for benefits is being processed

4.3.6 Provide advice and assistance with registering for mainstream benefits and services and signposting to other advice and information giving agencies – this support includes:

- Assisting with registration for and collection of Biometric Residence Permits following arrival
- Registering with local schools, English language and literacy classes
- Attending local Job Centre Plus appointments for benefit assessments
- Registering with a local GP
- Advice around and referral to appropriate mental health services and to specialist services for victims of torture as appropriate
- Providing assistance with access to employment
- Put in place a support plan for each family or individual for the 12 month period of their support to facilitate their orientation into their new home/area.
- Put in place arrangements for the provision of English language classes which Beneficiaries should be able to access within one month of arrival. This should be provided following an assessment to determine the appropriate level of provision
- Ensure interpreting services are available

4.4 Following the multi-disciplinary / multi-agency meeting the Partners agreed the following planning assumptions to inform the Programme:

4.4.1 Households to consist of families with a 2 or 3 bedroom need, having a regard to the ages and needs of the family over the five year period. Single person

households cannot currently be accommodated due to the existing high demand for 1 bedroom accommodation.

- 4.4.2 Households to be normally accommodated in the private rented sector with one RSL co-ordinating the management. The location will be dependent on the availability of housing, the proximity to amenities, and school capacity both in primary and secondary schools. Home Office funding is available for the RSL to ensure the accommodation is furnished appropriately i.e. food storage, cooking and washing facilities.
- 4.4.3 Households that have an understanding of and be able to communicate in English will be considered in the first instance.
- 4.4.4 Children will be integrated into mainstream education with appropriate support.
- 4.4.5 Community tension monitoring will be carried out by South Wales Police on a regular basis.
- 4.4.6 A link social worker from both Adults and Children will be assigned to each family.
- 4.4.7 ABMU will ensure that GP surgeries in the preferred areas will be encouraged to participate in the Enhanced Service to deliver a higher specification of medical services outside the normal scope of primary care services.
- 4.4.8 The proposed number of families and individuals to be resettled is:
 - 2016-17 = 2 families
 - 2017-18 = 4 families

The number of families and individuals to be resettled in any subsequent years of the Programme will be subject to a review of the Programme in 2017-18 and dependent on the availability of housing, school capacity and access to GP surgeries.

5. Effect upon Policy Framework & Procedure Rules.

- 5.1 There is no impact on the Policy Framework and Procedure Rules.

6. Equalities Impact Assessment

- 6.1 The Syrian Refugee Resettlement Programme will help to deliver the Council's equality duties as it helps to secure accommodation for a group of people with protected characteristics.
- 6.2 An Equality Impact Assessment has been undertaken as the Programme applies to a specific protected characteristic. Participation in the Programme, if approved, will have a positive impact on Syrian refugees.

7. Financial Implications.

- 7.1 Year one funding is available from the Overseas Development Aid budget (Home Office) to fund costs of Syrian refugees on a per tariff basis. The year one tariff is

for direct local authority costs and there is also additional support for educational and medical needs. Direct local authority costs cover management of the scheme, housing management costs (rents will be subject to Housing Benefit Claims), support costs and cultural integration including English language provision.

- 7.2 Year two to five funding will be allocated on a tapered tariff basis over four years. This funding includes support for integration such as additional English language training as well as social care. The Home Office funding is flexible to enable the Authority to continue to provide funding for schools and health services in years two to five. However, there is an expectation that the reliance on paid support will be reduced in line with the tapering of the tariff and that existing funding routes will be used to provide funding for schools and health services in years two to five. This approach will be an integral part of any commissioned support services.
- 7.3 In addition, individuals will be able to access welfare benefit payments (subject to the statutory limit) and other public services.

8. Recommendation.

8.1 Cabinet is recommended to:

8.1.1 Approve participation in the Syrian Refugee Resettlement Programme;

8.1.2 Approve the planning assumptions in section 4.4 for delivery of the Syrian Refugee Resettlement Programme;

8.1.3 Approve support for the families as outlined within the report in compliance with the Council's Contract Procedure Rules.

ANDREW JOLLEY

Corporate Director Operational & Partnership Services

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Background documents

None

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

5 JULY 2016

REPORT OF THE CORPORATE DIRECTOR OPERATIONAL AND PARTNERSHIP SERVICES

INFORMATION REPORT FOR NOTING

1. Purpose of Report .

- 1.1 The purpose of this report is to inform Cabinet of the Information Reports and Minutes of Joint Committees which have been published since its last scheduled meeting.

2. Connection to Corporate Improvement Objectives.

- 2.1 The report relates to the Corporate Priority Smarter Use of Resources by improving the way we communicate and engage with citizens.

3. Background.

- 3.1 At a previous meeting of Cabinet, it was resolved to approve a revised procedure for the presentation to Cabinet of Information Reports for noting.

4. Current situation / proposal.

4.1 Information Reports

The following information report has been published since the last meeting of Cabinet.

| <u>Title</u> | <u>Date Published</u> |
|--|-----------------------|
| Corneli Primary School Post Inspection Action Plan | 29 July 2016 |

4.2 Minutes for Noting

The following Minutes of Joint Committees have been published since the last meeting of Cabinet.

| <u>Title</u> | <u>Date Published</u> |
|--------------------------------------|-----------------------|
| Coychurch Crematorium – 4 March 2016 | 29 July 2016 |

4.3 Availability of Documents

The documents have been circulated to Elected Members electronically via Email and placed on the BCBC website. The documents have been available from the date of publication.

5. Effect upon Policy Framework and Procedure Rules.

5.1 This procedure has been adopted within the procedure rules of the Constitution.

6. Equality Impact Assessment

6.1 There are no negative equality implications arising from this report.

7. Financial Implications.

7.1 There are no financial implications regarding this report.

8. Recommendation.

8.1 That Cabinet acknowledges the publication of the documents listed in this report.

P A Jolley
Corporate Director Operational and Partnership Services
28 JUNE 2016

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Background documents: Report referred to in this covering report.

BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO CABINET

5 JULY 2016

REPORT OF THE DIRECTOR OF EDUCATION AND FAMILY SUPPORT

CORNELI PRIMARY SCHOOL POST INSPECTION ACTION PLAN

1. Purpose of Report

1.1 The purpose of this report is to advise Cabinet of the progress against the post inspection action plan drawn up in response to the Estyn inspection of Corneli Primary School, undertaken in June 2014, and the measures being taken to help the school improve.

2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

2.1 The information in this report relates to the strategic priority in the Corporate Plan 'supporting a successful economy'.

3. Background

3.1 Corneli Primary School was inspected by Estyn in June 2014 and the report was published in August 2014. The full text of the report is available on the Estyn website: www.estyn.gov.uk

3.2 In 2014, Inspectors reached the following judgements:

| | |
|--|-----------------|
| Current Performance | Adequate |
| Prospects for Improvement | Adequate |
| How good are outcomes? | Adequate |
| Standards | Adequate |
| Wellbeing | Good |
| How good is provision? | Adequate |
| Learning experiences | Adequate |
| Teaching | Adequate |
| Care, support and guidance | Good |
| Learning environment | Adequate |
| How good are leadership and management? | Adequate |
| Leadership | Adequate |
| Improving quality | Adequate |
| Partnership working | Good |
| Resource management | Adequate |

3.3. A Post Inspection Action Plan (PIAP) was drawn up to address the recommendations made by Estyn in order to improve services as follows:-

- R1 Improve standards in mathematics across the school
- R2 Improve standards in writing across the school

- R3 Improve teaching by providing more opportunities in lessons that challenge and engage all learners, particularly for those who are more able
- R4 Apply assessment for learning strategies more consistently across the school
- R5 Ensure that all senior leaders are accountable for securing improvements in standards and the quality of provision
- R6 Develop consistent Foundation Phase provision in all classes

4. Current situation / proposal

4.1 These recommendations provide the structure for the Post Inspection Action Plan (the PIAP).

4.2 Progress against the PIAP has been monitored by the Challenge Adviser from Central South Consortium (CSC) and reports have been made to the Local Authority. Estyn conducted a follow-up inspection in November 2015 and the team concluded that the school should remain on the list of schools requiring monitoring by Estyn for a further six months. Consequently, the school was re-inspected in May 2016.

4.3 An executive head teacher from a school in RCT provided valuable leadership support in the spring term and the support was continued in the summer term by an experienced deputy head teacher from another school in Bridgend.

4.4 In summary, Estyn judged the progress made towards each of the recommendations by May 2016 as follows:

- R1 Improve standards in mathematics across the school - **Strong progress in addressing the recommendation.**
- R2 Improve standards in writing across the school - **Strong progress in addressing the recommendation.**
- R3 Improve teaching by providing more opportunities in lessons that challenge and engage all learners, particularly for those who are more able- **Strong progress in addressing the recommendation.**
- R4 Apply assessment for learning strategies more consistently across the school - **Strong progress in addressing the recommendation.**
- R5 Ensure that all senior leaders are accountable for securing improvements in standards and the quality of provision - **Strong progress in addressing the recommendation.**
- R6 Develop consistent Foundation Phase provision in all classes – **Strong progress in addressing the recommendation.**

4.5 Based on the Local Authority pre-inspection report and on the Estyn monitoring visit in May 2016, Corneli Primary School is judged by Estyn to have made sufficient progress in relation to the recommendations following the core inspection in June 2014. As a result, Her Majesty's Chief Inspector of Education and Training in Wales is removing the school from the list of schools requiring Estyn monitoring. However, due to the fact that at the time of the re-inspection temporary arrangements were in place for leadership at the school, Estyn placed a responsibility on the Local Authority Link Inspector to monitor the Local Authority in relation to the provision of interim leadership for the school.

The Local Authority are working with the Governing Body to ensure effective leadership of the school is in place.

5. Effect upon Policy Framework and Procedure Rules

5.1 There is no impact on the Council's policy framework or procedure rules.

6. Equality Impact Assessment

6.1 There are no equality impact implications arising from this report.

7. Financial Implications

7.1 There are no financial implications arising directly from this information report.

8. Recommendation

8.1 It is recommended that Cabinet note the content of this report and the very good progress made by Corneli Primary School which has been recognised by Estyn.

Deborah McMillan Director of Education and Family Support

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Background documents

Estyn 'Outcome of Monitoring Visit'
Estyn 'Out of Estyn Monitoring' letter
Estyn Follow-Up Report

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By virtue of paragraph(s) 14, 16 of Part 4 of Schedule 12A of the Local Government Act 1972.

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