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Bridgend County Borough Council



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

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Gwasanaethau Gweithredol a Phartneriaethol / Operational and Partnership Services

Deialu uniongyrchol / Direct line /: (01656) 643148
Gofynnwch am / Ask for: Mr Mark Anthony Galvin

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

Dyddiad/Date: Wednesday, 23 November 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, 29 November 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 - 12
To receive for approval the Minutes of a meeting of the Cabinet dated 1 November 2016
4. Medium Term Financial Strategy 2017-18 to 2020-21 13 - 62
The purpose of this report is to present Cabinet with the draft Medium Term Financial Strategy 2017-18 to 2020-21, which sets out the spending priorities of the Council, key investment objectives and budget areas targeted for necessary savings. The strategy includes a financial forecast for 2017-21 and a detailed draft revenue budget for 2017-18.
5. Residual Waste Collection Dispensations Outcome of Consultation Proposal 63 - 90
To set out for consideration by Cabinet the findings of the recent public consultation on proposed dispensation from the Council's two bag residual waste restriction policy from the 1st April 2017 and approve the recommended dispensation for households with six or more inhabitants and also for households where a coal fire is the main heating source, for the collection of ash. To also grant to the Corporate Director Communities authorisation to develop appropriate procedures for the proper management and administration of any dispensation so approved.
6. Residual Waste Collection Public Awareness, Information and Enforcement Proposals 91 - 96
To bring to the attention of Cabinet details of the proposed public awareness and

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information plans attached to the mobilisation of the Council's new waste services contract, commencing on the 1st April 2017, and proposals to engage additional resources in the short term to supplement existing staff numbers who provide contact centre services. To set out for consideration by Cabinet proposals to promote compliance with the Council's new residual waste collection policy, alongside measures to improve the recycling performance at the Council's community recycling centres (CRC), and proposals to engage additional resources in the short term to supplement existing staff numbers who provide educational and enforcement support. To also seek Cabinet approval for the procurement and appointment of an education and enforcement partner to supplement the resources of the Council going forward. And finally, to grant to the Corporate Director Communities authorisation to develop appropriate procedures and practices related to the management and administration of any agreed education and enforcement proposals.

7. Environment (Wales) Act 2016 - New Duties and Responsibilities 97 - 102
This Cabinet report sets out the Environment (Wales) Act 2016 and its duties and responsibilities. The report highlights the implications for Bridgend County Borough Council, in particular the resource implications of new duties arising from the Act.
8. Library Service Performance 103 - 114
The purpose of this report is to present to the Cabinet the Council's performance against the Welsh Public Library Standards (WPLS) Fifth Framework for 2015-16 and to gain approval for the Library Service's strategic principles.
9. Flood Risk Management Plan 115 - 118
To provide Cabinet with an update on the Council's drafting of its Flood Risk Management Plan (FRMP), its implications, and to seek authorisation to consult the public on the draft FRMP.
10. Bridgend Town Centre Access Consultation 119 - 176
The purpose of the report is to present to Cabinet the findings of the recent Bridgend Town Centre Access Study consultation, and the Equalities Impact Assessment, and, subject to a Cabinet agreement on the way forward, to seek approval to commission detailed design work for the scheme.
11. Appointment of Local Authority Governors 177 - 184
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.
12. Council Suite Infrastructure Upgrade 185 - 188
The purpose of the report is to seek a waiver under Rule 3.2.3 of the Council's Contract Procedure Rules from the requirement to obtain quotes or tenders by open competition for the supply of equipment which will enable the enhancement of the existing Council Chamber infrastructure, and to seek approval to enter into a contract with Auditel Rental and Services Limited.
13. Information Reports for Noting 189 - 194
The purpose of this report is to inform Cabinet of the Information Report which has been published since its last scheduled meeting.
14. 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.

15. Exclusion of the Public
The minutes and report relating to the following items 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 these items in private, the public will be excluded from the meeting during such consideration.
16. Approval of Exempt Minutes 195 - 200
To receive for approval the exempt minutes of a meeting of Cabinet dated 1 November 2016
17. Contract for the Advertising of Vacancies in respect of Teaching, Support Staff and Education 201 - 204

Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

Councillors:

HJ David
CE Smith

Councillors

HJ Townsend
PJ White

Councillors

HM Williams
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, 1 NOVEMBER 2016 AT 2.30 PM

Present

Councillor HJ David – Chairperson

CE Smith
CL Reeves

HJ Townsend

PJ White

HM Williams

Officers:

Randal Hemingway	Head of Finance & Section 151 Officer
Laura Kinsey	Head of Children's Social Care
Deborah McMillan	Corporate Director Education & Family Support
Mark Shephard	Corporate Director - Communities
Andrew Rees	Senior Democratic Services Officer - Committees
Angie Bowen	Group Manager - Housing & Community Regeneration
Laura Griffiths	Senior Lawyer
Zak Shell	Head of Neighbourhood Services

999. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor CE Smith.

1000. DECLARATIONS OF INTEREST

The following declaration of interest was made:

Councillor PJ White declared a prejudicial interest in agenda item 13 – Bridgend town Heat Network Project as Llynfi Power Station is mentioned in the report and he is a director of Whitedge Renewables, a local company involved in developing the Power station on behalf of the developer.

1001. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of Cabinet of 4 October 2016 be approved as a true and accurate record.

1002. BUDGET MONITORING 2016-17 QUARTER 1 - RECOMMENDATIONS OF THE CORPORATE RESOURCES & IMPROVEMENT OVERVIEW AND SCRUTINY COMMITTEE

The Chairperson of the Community Environment and Leisure Overview and Scrutiny Committee presented the recommendations of the Corporate Resources & Improvement Overview and Scrutiny Committee on behalf of the Chairperson of the Committee resulting from their deliberations and monitoring of the Budget 2016-17, Quarter 1 at its meeting on 21 September 2016.

He informed Cabinet that the Committee had expressed concern that the budget reduction proposals for 2015-16 had not been achieved, with a shortfall of £1.172m. In particular, the relating to charging Blue Badge Holders for parking and the review of car parking charges not only to staff, but to include Councillors. He stated that the Committee had requested that a decision be made as to whether these proposals are

going to be progressed or not and if so, that they be actioned within the current financial year. He also informed Cabinet that the Committee had considered that that due to the services within the Communities Directorate being disproportionately affected by difficulties in savings achieved by MREC. The Committee had recommended that as these pressures are outside the Communities Directorate's control, the budget for MREC be dealt with corporately.

The Corporate Director Communities informed Cabinet that the review of car parking charges was longstanding and that a decision had been made not to pursue the review of car parking charges to staff due to a large number of staff being re-located and the implementation of Job Evaluation. He stated that there had been a significant drop in the number of staff participating in the car parking scheme. There was a need for a more holistic review of car parking charges not only those charged to staff but to the public which would encompass a review of residents parking. He informed Cabinet that the multi storey car park at the Rhiw would shortly be re-opening. He stated that a revised scheme for Blue badge holders would need to be the subject of consultation.

The Leader stated that the comments of the Overview and Scrutiny Committee are very valuable. He stated that in view of the recent announcement by the Welsh Government of the provisional Local Government Settlement it may prove difficult for Cabinet to respond to the recommendations of the Corporate Resources & Improvement Overview and Scrutiny Committee by the next meeting of Cabinet as there were a number of areas where no decisions had been made on budget reduction proposals but they would need to be considered at the appropriate time. He also informed Cabinet that the Council would be expressing an interest in participating in the Welsh Government's pilot Town Centre Car Parking scheme. He recognised the significant pressure of MREC on the budget of the Communities Directorate, but stated that it may be difficult for the MREC budget to be dealt with corporately due to other areas of significant pressure most notably the budget for Looked After Children.

The Cabinet Member Communities commented that it was not the right time to review staff car parking charges particularly as a number of staff had left the scheme.

RESOLVED: That Cabinet:

- (1) Considered the recommendations of the Corporate Resources and Improvement O&SC in relation to the Authority's budget.
- (2) Respond to the recommendations to a future meeting of Cabinet.

1003. **BUDGET MONITORING - QUARTER 2 2016-17**

The Head of Finance Section 151 Officer reported on an update on the Council's financial position as at 30 September 2016.

He informed Cabinet that Council on 10 March 2016 had approved a net revenue budget of £254.891 million for 2016-17 along with a capital programme of £43.553 million, which was revised to £46.412 million. He reported that the projected position as at 30 September 2016 was a net under spend of £3.677 million, comprising a £333,000 net under spend on Directorates and a £3.344 million net under spend on corporate budgets. The Head of Finance and Section 151 Officer stated that the Medium Term Financial Strategy (MTFS) approved by Council in March 2016 had identified the need to develop recurrent budget reduction proposals, based on the most likely scenario amounting to £36.9 million over the next four years.

He reported on the monitoring of budget reduction proposals in that of the £11.225 million budget reduction proposals for 2015-16, £2.692 million had not been met in full, leaving a shortfall in the financial year of £1.909 million. There remained an ongoing shortfall of £1.167 million in 2016-17 against these specific proposals. A MTFB Budget Reduction Contingency had been established as an earmarked reserve of £333,000 which will be used to partly mitigate the shortfall on MREC, Blue Badges and School Transport. He reported that of the budget reductions proposals totalling £7.477 million, six of the proposals totalling £1.202 million are Red and fourteen of the proposals are Amber, which total £1.338 million. He stated that work is ongoing to deliver the proposals or alternatives which have been reflected in the forecast outturn for the year. He summarised the financial position for each main service area by Directorate as at 30 September 2016.

The Head of Finance and Section 151 Officer reported on the position on the Council wide budgets which is £42.117 million with a projected outturn of £38.773 million, resulting in a projected under spend of £3.344 million as a result of lower demand than forecast for the Council Tax Reduction Scheme, an under spend on the interest paid on Capital financing due to lower borrowing than anticipated and an under spend on other Corporate Budgets. He stated that this projection could change significantly during the financial year, depending on the cost of redundancies incurred during the financial year, the extent of inclement weather, inflationary changes and demands on the Council Tax Reduction Scheme.

The Section 151 Officer reported on the monitoring of the capital programme for 2016-17, which was approved by Council in March 2016, and revised in May, July and October 2016. The revised programme totalled £47.102 million, of which £31.940 million is met from Council resources with the remaining £14.162 million coming from external resources. He outlined the position on the review of earmarked reserves.

RESOLVED: That Cabinet noted the projected revenue and capital outturn position for 2016-17.

1004. AMENDMENT TO THE PRIVATE SECTOR HOUSING RENEWAL AND DISABLED ADAPTATIONS POLICY

The Group Manager Housing and Community Regeneration sought approval to amend the existing policy in order to reflect the Council's new Corporate Priorities, so as to provide assistance to Registered Social Landlords and Charitable Housing organisations to work in partnership with the Council to address housing need, and to maximise participation in Homes in Towns Grants.

The Group Manager Housing and Community Regeneration outlined the changes to the Private Sector Housing Renewal and Disabled Adaptations Policy which in addition to implementing the Council's Local Housing Strategy will achieve a balance between meeting mandatory duties, providing services to vulnerable clients and contributing to Welsh Government and corporate objectives, within available resources.

The Cabinet Member Adult Social Care and Health and Wellbeing questioned whether it was explained to the surviving relatives of the repayment conditions of Disabled Facilities Grants in the event of the death of a recipient of a grant before the certified date or grant condition period. The Group Manager Housing and Community Regeneration informed Cabinet that the repayment conditions have always been in place but the change in the policy clarifies the position for surviving relatives. A decision

would be made whether to waive repayment of the grant or if there were no surviving relatives the Council would place a charge on the property to reclaim the grant in full.

RESOLVED: That Cabinet approved the revised Private Sector Renewal and Disabled Adaptation Policy as attached at Appendix 1 to the report.

1005. SCHOOL MODERNISATION PROGRAMME: OUTCOME OF THE SECOND STAGE OF THE TENDER PROCESS FOR THE DESIGN AND CONSTRUCTION OF BRYNMENYN PRIMARY SCHOOL

The Corporate Director Education and Family Support sought approval to accept the contract sum provided by BAM Construction Limited for the construction of Brynmenyn Primary School and the awarding of the contract, subject to Welsh Government funding approval.

The Corporate Director Education and Family Support reported that Cabinet had previously given approval for statutory procedures to be followed to make a regulated alteration in respect of an enlargement to Brynmenyn Primary School and for the relocation from its existing site to a site adjacent to Coleg Cymunedol Y Dderwen. She stated that the statutory process was undertaken and there were no objections to the proposal. A decision was taken by Cabinet on 1 September 2015 to implement the proposal to open the enlarged primary school with effect from 1 January 2018.

The Corporate Director Education and Family Support reported that Cabinet at its meeting on 27 October 2015 approved the use of the South East Wales Schools Capital Procurement Framework (SEWSCAP) and she was authorised to determine the appropriate form of contract for the design and build process based upon the recommendation of the appointed project manager and cost manager. She stated that tenders were invited against Lot 4 of the SEWSCAP framework with BAM Construction Limited being awarded to undertake the initial pre-construction stage based on the most economically advantageous tender in the sum of £238,649.24.

The Corporate Director Education and Family Support reported that the scheme had since undergone significant design development and a value engineering exercise undertaken as the tender price was in excess of the budget available. The final construction cost had been agreed as £7,505,223.01. She stated that the cost of constructing the new school would be met from the Welsh Government's 21st Century Schools Programme and the Council's Capital Programme. The costs of the scheme would be contained within the approved Capital Programme budget of £8.15 million. She stated that the highway works are estimated to cost in the region of £325,000 and covered within the £8.15 million budget.

The Leader in commending the report commented that this was yet another step forward in the construction of a brand new building for Brynmenyn Primary School at Ynysawdre.

RESOLVED: That Cabinet agreed the contract sum submitted by BAM Construction Ltd for the construction of Brynmenyn Primary School, and approved the awarding of the contract to BAM Construction Ltd as the main contractor, subject to:

- (a) Obtaining Welsh Government funding approval and receipt of the appropriate funding in due course, and
- (b) the final contract being approved by the Corporate Director Education and Family Support, in consultation with the Corporate

Director Operational and Partnership Services and the Section 151 Officer.

1006. INFORMATION REPORTS FOR NOTING

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

RESOLVED: That Cabinet acknowledged the publication of the document listed in the report:-

<u>Title</u>	<u>Date Published</u>
Half Year Treasury Management Report 2016-17	26 November 2016

1007. WASTE MANAGEMENT SERVICES CONTRACT AWARD

The Corporate Director Communities reported on an update on the proposed appointment of a preferred bidder under the Council's waste services procurement and subject to satisfactory completion of the legal processes, formally enter into a contract with the preferred bidder for the provision of the Council's Waste Collection and Community Recycling Centre Services (CRC), for a period defined by the contract of 7 years from the contract commencement date of 1 April 2017. He stated that Cabinet would be requested to consider an exempt report in respect of the award of the Waste Collection and Community Recycling Centre Services which is commercially sensitive and relates to the business and financial affairs of the Council and the preferred bidder.

The Corporate Director Communities reported that Cabinet at its meeting on 15 March 2016 approved proposals to re-procure the Council's waste collection and CRC services on the basis of securing improvements to the recovery and recycling of materials and the Council's recycling performance as measured by the Welsh Government's performance management framework. He outlined the principle services to be provided by the bidders, whereby the contract included a financial mechanism to share the fluctuations in the value of recycling income generated under the contract, based against market indices. He stated that a performance management framework had also been included in the contract with financial deductions for defaults to be applied when certain default thresholds are exceeded. Following the receipt of initial tenders from 4 bidder and evaluation, two bidders were taken forward to the negotiation stage, while 2 bidders were not taken forward to the next stage and were given their evaluation scores. Dialogue discussions were held with the two selected bidders and on conclusion of this stage the Call for Final Tender documents were issued to the two selected bidders. Final bids were received by 7 October 2016.

The Corporate Director Communities reported on the procurement process in that Cabinet would be requested to award the contract to the preferred bidder and to delegate to him in consultation with the Corporate Director Operational and Partnership Services and Head of Finance and Section 151 Officer finalisation and completion of the process of entering into the contract with the preferred bidder. He stated that bidders were directed to collect in line with Welsh Government guidelines but otherwise given the opportunity to propose the containment method that represented best value. He informed Cabinet that the final tender submission made by the preferred bidder will improve the Council's environmental performance and assist the Council in meeting waste targets and avoid the imposition of fines.

He informed Cabinet that a growth bid would be submitted as part of the budget setting process for 2017/18 to secure additional resource in order for the Council to provide the service going forward. He stated that further savings of £221,000 are anticipated from other waste budgets in 2017/18 and future savings were anticipated due to the reduction of residual waste being sent to landfill. He informed Cabinet that an equalisation reserve would need to be established to smooth the effect of annual movements on the budget due to the nature of the financial mechanism to share the fluctuations in the value of recycling income generated under the contract.

The Cabinet Member Resources placed in record his thanks to officers for their advice and guidance given the significance of the contract. The Leader commented on the need for a Member Development Session to be held in order that Members gain an awareness of the new waste management arrangements. He stated that it was crucial that a communications plan be put in place in order that the key messages of the new waste management arrangements are shared positively with the public in order to achieve the ambitious recycling targets. The Cabinet Communities commented on the importance of conveying to the public the need to separate waste due to the stringent checks that would be put in place. The Cabinet Member Adult Social Care and Health and Wellbeing commented on the need for awareness raising of achieving recycling targets in order to avoid considerable fines.

The Corporate Director Communities informed Cabinet that a report would be brought to the next meeting of Cabinet on the process for granting dispensations, enforcement and a communications plan.

RESOLVED: That Cabinet noted the information contained in the report.

1008. URGENT ITEMS

There were no urgent items.

1009. 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 contain exempt information as defined in Paragraphs 14 and 16 of Part 4 and Paragraph 21 of Part 5 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

The Senior Solicitor confirmed that one of the items was not subject to the public interest test for reasons of legal professional privilege and should therefore be considered in private. However the public interest applied in respect of two items of business.

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

1010. WASTE MANAGEMENT SERVICES CONTRACT AWARD

1011. BRIDGEND TOWN HEAT NETWORK PROJECT

1012. DEPOT RATIONALISATION AND RELOCATION

The meeting closed at 4.27 pm

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

29 NOVEMBER 2016

REPORT OF THE SECTION 151 OFFICER

MEDIUM TERM FINANCIAL STRATEGY 2017-18 to 2020-21

1. Purpose

- 1.1 The purpose of this report is to present Cabinet with the draft Medium Term Financial Strategy 2017-18 to 2020-21, which sets out the spending priorities of the Council, key investment objectives and budget areas targeted for necessary savings. The strategy includes a financial forecast for 2017-21 and a detailed draft revenue budget for 2017-18.

2. Connections to the Corporate Plan

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

3. Background

Corporate Plan - Policy Context

- 3.1 In March 2016, the Council approved a revised set of three priorities:

- Supporting a successful economy
- Helping people to be more self-reliant
- Making smarter use of resources

This draft MTFS has been significantly guided by these priorities. Although year-on-year reductions in Aggregate External Finance (AEF) have necessitated significant budget reductions across different service areas, the Council still plays a very significant role in the local economy of Bridgend County Borough and is responsible for annual gross expenditure approaching £400 million and is the largest employer in the county borough. The corporate plan will be presented to Council for approval alongside the MTFS 2017-21 in March 2017 and will be fully aligned with the MTFS including explicit links between resources and corporate priorities.

- 3.2 The Council's MTFS is set within the context of UK economic and public expenditure plans, Welsh Government priorities and legislative programme. The MTFS articulates how the Council plans to use its resources to support the achievement of its corporate priorities and statutory duties, including the management of financial pressures and risks over the next four years. It helps the Council to work more effectively with partners in other sectors and provides a strategy for the use of balances to meet changes in resources or demands from year to year without impacting unduly on services or Council tax payers.

3.3 The MTFS includes:

- The principles that will govern the strategy and a four year financial forecast, comprising detailed proposals for 2017-18 and outline proposals for 2018-19 to 2020-21.
- The capital programme for 2016-17 to 2025-26, linked to priority areas for capital investment and Capital Financing Strategy, which will be updated and included in the final MTFS in March 2017.
- The Treasury Management Strategy and Corporate Risk Register, which will both be updated and included in the final MTFS in March 2017.

The Financial Context

3.4 In the immediate aftermath of the UK's decision to leave the European Union, the newly appointed Chancellor of the Exchequer Philip Hammond announced that the government would abandon his predecessor's target of achieving a UK government budget surplus by 2019-20. While this indicatively suggests a higher level of public spending that previously expected, the Institute for Fiscal Studies reported on 8 November a worsening position of c. £25 billion by 2020 and warned of the potential requirement for further austerity measures. At the time of writing, there are currently no formal details until the Chancellor's Autumn statement on 23 November. A verbal update will be provided during the meeting.

3.5 The Welsh Government announced its draft budget for 2017-18 on 18 November. The most significant headline change was an extra £240 million for the Welsh NHS.

Welsh Government Provisional Local Government Settlement 2017-18

3.6 On 19 November Councils received the provisional Local Government Settlement. The headline figure was an overall increase of 0.1% in Aggregate External Finance (AEF). However this includes a number of specific grants which have transferred into the settlement, as well as an extra £25 million across Wales in recognition of the contribution which social services make to the success of the health service. Bridgend's funding on a like-for-like basis is a reduction of £0.5 million, or -0.3%. Unlike previous years, the draft settlement did not include funding to protect school budgets.

3.7 The provisional settlement compares favourably to the -3.2% "most likely" assumption that is contained within the Council's MTFS for 2017-18 and is better even than the "best" case scenario assumption of -1.5%.

Settlement Implications for 2018 to 2021

3.8 Whilst the 2017-18 settlement is the most favourable in recent years, the Finance Secretary Mark Drakeford sounded a note of caution to Local Authorities, advising that Councils should use a "period of relative stability" to prepare for "harder choices and more difficult times ahead".

In line with previous years, there is no indication of local government settlements for 2018-19 onwards. In the immediate aftermath of the UK's decision to leave the European Union, there was significant turmoil in financial markets. The value of the Pound against both the Dollar and the Euro has dropped by around 15% and the Bank

of England has subsequently cut interest rates by a further 0.25% from what was already at an historic low of 0.5%. There remains significant uncertainty around “Brexit” negotiations and the extent to which the UK will be able to secure unfettered access to the European single market on favourable terms. Against this background and in the absence of any further clarity from Welsh Government, the MTFS “most likely” scenario assumptions of an annual reduction in AEF of -3.2% for 2018-19, 2019-20 and 2020-21 have been maintained. Based on these assumptions the Council has an expected requirement to deliver total recurrent budget reduction requirements of nearly £34 million from 2017-18 to 2020-21.

Transfers into and out of the 2017-18 Revenue Settlement

3.9 The full picture on specific grants is not yet clear, but the draft settlement includes information on a number of transfers into and out of the Revenue Support Grant (RSG), both grant funding and for new responsibilities, which impact on the Council’s resources. Specifically:

- Delivering Transformation grant funding of £127,000 has been transferred into the RSG.
- Funding has also transferred into the RSG to support the Deprivation of Liberty Standards, the Blue Badge scheme and to deliver the Food Hygiene Rating Scheme, a total of £252,000 across Wales, £11,000 for Bridgend.
- The change in arrangements for the registration of the education workforce has resulted in a transfer out of the RSG for Bridgend of £46,000 formerly provided in respect of teacher registration fee subsidies.
- The settlement also includes additional funding for new responsibilities in respect of capital limits for residential care and financial assessments for social care, a total of £206,000 for Bridgend.
- A 6.7% reduction in the Single Environment Grant across Wales (BCBC received £2.777 million in 2016-17).

Intermediate Care Fund (ICF)

3.10 The ICF remains at £60 million across Wales for 2017-18 in the draft budget, which will again be allocated to the NHS to manage, working in partnership with local authorities.

Council Tax

3.11 In line with recent years, the Minister’s statement included an expectation on Local Authorities “to take account of all funding streams available to them”. The previous version of the MTFS assumed a 3.9% increase in Council Tax for 2017-18. However the 2017-18 draft Revenue Budget, shown in Table 7, assumes a Council tax increase of 2.9%. This change reflects the more favourable provisional settlement, and recognises the views expressed in the Council’s “Shaping Bridgend’s Future” consultation in 2015. The level of the increase seeks to strike an appropriate balance between the needs of the Council and its citizens.

Welsh Government Capital Settlement

3.12 In March 2016 Council approved a capital programme for 2016-17 to 2025-26, based on the assumption that annual Welsh Government capital funding would be flat lined from 2016-17 onwards. Council has approved revised versions of the capital programme during the financial year to incorporate budgets carried forward from 2015-16 and any new schemes and grant approvals. The draft local government capital settlement provides this Council with £6.288 million capital funding for 2017-18, which is £8,000 less than 2016-17. No indications have been given for 2018-19 or beyond.

Current Year (2016-17) Financial Performance

3.13 The in-year financial position as at the 30 September 2016 is shown below.

Table 1- Comparison of budget against projected outturn at 30 September 2016

Directorate	Original Budget 2016-17 £'000	Revised Budget 2016-17 £'000	Projected Outturn 2016-17 £'000	Projected Over / (Under) Spend Qtr 2 2016-17 £'000	Projected Over / (Under) Spend Qtr 1 2016-17 £'000
Directorate					
Education and Family Support	108,034	108,209	108,273	64	287
Social Services and Wellbeing	59,697	60,534	61,277	743	249
Communities	24,644	24,765	25,570	805	406
Operational and Partnership Services	14,899	14,935	13,370	(1,565)	(127)
Chief Executives and Finance	4,333	4,331	3,951	(380)	(251)
Total Directorate Budgets	211,607	212,774	212,441	(333)	564
Council Wide Budgets					
Capital Financing	10,128	10,128	8,834	(1,294)	0
Precepts and Levies	6,959	6,959	6,959	0	0
Sleep Ins	800	765	765	0	0
Council Tax Reduction Scheme	14,304	14,304	13,654	(650)	(400)
Insurance Costs	1,559	1,559	1,559	0	0
Building Maintenance	900	894	894	0	0
Centrally held Budget Pressures	1,394	1,394	1,394	0	0
Other Corporate Budgets	7,240	6,114	4,714	(1,400)	0
Total Council Wide Budgets	43,284	42,117	38,773	(3,344)	(400)
Total	254,891	254,891	251,214	(3,677)	164

- 3.14 The overall projected position at 30 September 2016 is a net under spend of £3.677 million, comprising £333,000 net under spend on directorates and £3.344 million net under spend on corporate budgets. This position takes account of allocations totalling £333,000 from the MTFS Budget Reduction Contingency. Directorates are seeking to identify mitigating actions to meet the balance of the budget reduction shortfalls in this financial year, and the Section 151 officer will give consideration to further allocations from the MTFS Budget Reduction Contingency in quarter 3 to meet some of these shortfalls. In the longer term, these proposals must be realised or must be met through alternative budget reduction proposals in order to deliver a balanced budget position and relieve any pressure on Council funds. These will continue to be closely monitored and draw down from this contingency fund will be made as part of the overall review of earmarked reserves.
- 3.15 In accordance with the Council's Financial Procedure Rules any planned over spends or under spends by directorates will be carried forward into next year to meet known funding pressures. Fortuitous under spends in budgets will be applied to offset over spends on other budgets.

4. Current Situation

Medium Term Financial Strategy (MTFS) 2017-18 to 2020-21

- 4.1 This section of the report sets out the proposed MTFS for the Council for the next four financial years, based on the latest information available from the Welsh Government. It does not include fixed funding, expenditure or activity projections, but sets best, worst and most likely scenarios for the resources that will be available. The MTFS is reviewed regularly and amended as additional information becomes available, with the detail for future years being developed over the period of the strategy.
- 4.2 The development of the MTFS 2017-18 to 2020-21 is led by Cabinet and Corporate Management Board (CMB) and takes into account auditors' views, the recommendations of the Budget Research and Evaluation Panel and issues arising during 2016-17, underpinned by the ongoing aim to embed a culture of medium term financial planning closely aligned with corporate planning.
- 4.3 Implementation of the MTFS will continue to be led by Cabinet and CMB, supported by financial and performance data. Cabinet and CMB will seek to ensure that it is widely understood by internal stakeholders (Members, employees and Unions) and external stakeholders (citizens, businesses and partners).

4.4 Budget Narrative

- 4.4.1 The next section of this report represents a substantial addition to the MTFS. The Council aspires to improve understanding of its financial strategy, link more closely to corporate priorities and explain the Council's goal of delivering sustainable services in line with the overarching ambition of the Wellbeing of Future Generations Act. The report articulates in a transparent way the continued and significant financial investment in public services that the Council will make. It sets out how the Council aims to change particular areas of service delivery and the financial consequences of this.

4.4.2 Corporate Financial Overview

While the Council's net revenue budget is set at £257.198 million for 2017-18, its overall expenditure far exceeds this. Allowing for specific grant funded expenditure, services which are funded by the income they generate and including forecast capital expenditure in the period, the Council expects a gross budget of nearly £400 million in 2017-18. Around £170 million of this expenditure is spent on the Council's own staff including teachers and school support staff. Much of the cost of the services provided by external organisations is also wage related – these include for example waste collection agents, domiciliary care workers and foster carers.

As we look towards next year, the Council faces both reduced Welsh Government funding as well as financial pressures. We need to find additional funds to meet inescapable increases in our budget such as the apprenticeships levy or an increase to the national living wage.

As well as having reduced income to fund services, there are other pressures that squeeze resources. One of these is legislative changes. This includes regulations and legislation from Welsh Government either directly or indirectly – for example the requirements to meet the new Welsh Language standards, consultation requirements associated with making changes to schools, schools transport and indeed most services that the Council operates.

Another significant pressure arises through demographic changes. People are living longer which is good news but that also can bring increased dependency through people living with more complex or multiple conditions.

The Council has adopted a corporate plan that sets out the approaches that it will take to manage these pressures whilst continuing to ensure that, as far as possible, services can be provided that meet the needs of the Bridgend community. These approaches are:

- Though a large and complex organisation, the Council will make every effort to work as one single organisation. That means avoiding duplication, double handling of data and sharing of systems and processes. This isn't always as easy as it sounds because often different rules or opportunities apply to different services. Nevertheless acting as 'One Council working together to improve lives' is enshrined in the Council's vision.
- Wherever possible the Council will support communities and people to create their own solutions and reduce dependency on the Council. This is because it is not sustainable for the Council to continue to aspire to meet all and every need that arises and because there is capacity, talent and ideas in other parts of the community that can be encouraged to play an active and effective role. The Council has a role in encouraging and leading this approach and has adopted this as one of its underlying principles.
- The Council has agreed a principle of focusing diminishing resources on communities and individuals with the greatest need. Parts of our community have long standing problems of poverty. The solutions to this are not all in the direct control of the Council (for example the effects of changes to the welfare system) but where possible the Council has agreed that it wants to both alleviate problems in these areas and develop longer term sustainable solutions.

- The Council has three priorities that reflect these and other principles. One of these priorities is to make “Smarter Use of Resources”. This means we will ensure that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council’s priorities.

From next year, the Council will change the way it accounts for pensions. Currently, employer contributions include both the benefit which an individual employee accrues, plus an amount which the Council pays towards its historic deficit. Going forward we will change this so that directorate budgets only include costs for accruing benefits, while the deficit payments will be made centrally. No directorate will gain or lose money, but this is a prudent change agreed with our actuary, and will present a more accurate picture of the true cost of running services.

4.4.3 Education and Family Support

The Council is proposing to spend £107 million on services delivered by the Education & Family Support Directorate in 2017-18. The majority of this money will be spent by the 59 schools across the county – Schools are the biggest single area of spend as a Council. In addition to the £86 million budget annually delegated to schools, which mostly pays for the salaries of teaching and other school staff and the running costs of the facilities, (ongoing revenue expenditure), the Council has committed nearly £50 million in building and refurbishing schools as part of our 21st century school modernisation programme (one-off capital expenditure across several years).

The Council has a longer term goal to make the overall schools system more efficient – for example through making sure we have the right number of school places available in the right parts of the county. This includes allowing enough capacity for anticipated future increases in school age population. In previous years the Council has afforded a high level of protection to schools’ budgets. This has meant that whilst many services have made significant savings through efficiency or made reductions in services through cuts, we have maintained schools’ budgets year on year and in some years have increased the budgets that individual schools receive.

This year we will be asking all schools to make an efficiency saving within the year of 1%. While this is low relative to some areas, schools have less discretion than some other areas of Council expenditure. We have been consistently seeking to improve educational attainment year on year and in part that has been supported by maintaining or increasing investment in teaching and other skills. Bridgend is now well on the way to being confident that the improvements we have seen in recent years are sustainable but to take too much investment from schools would undermine that progress. We know that some schools are already in a deficit budget position, and that due to a more rigorous monitoring and scrutiny of surplus balances, the amount of surplus held by schools has substantially reduced. Each school governing body will need to be able to make the necessary efficiency savings and so alleviate pressure on a whole range of other services that the Council provides - a 1% efficiency saving by schools means that we have nearly £1 million to support other services that all children and young people, and the community benefit from.

The Council has identified “Helping People to be more self-reliant” as a corporate priority and early intervention is an important part of this – taking steps wherever

possible to prevent people becoming reliant on Council services. As well as being of great social value to individuals and communities, this approach is more cost effective: successful intervention at an early age and at an early stage can prevent needs from escalating and requiring more costly and complex help later on.

The Council is therefore continuing to invest in a range of services that give early support to children and families. 80% of these services are funded separately by typically short term grants from Welsh Government. However the short term nature of these grants and uncertainty from one year to the next means that a lot of these interventions have some fragility – for example it can be difficult to retain or recruit staff if we can't give them certainty that their role will still exist the following year. These grants include Flying Start, Families First and Communities First, European Social Fund and the Education Improvement Grant.

In seeking to protect our investment in education and early intervention the Council is making minimal changes to the services delivered at this time. However in addition to asking schools to make a 1% efficiency saving, we are also proposing the following changes in 2017-18 that are reflected in the budget:

- We want to ensure our schools catering service operates at break-even and that it does not require extra subsidy from the core Council budget. We are planning to raise a total of £100,000 through increased efficiency and commerciality and by increasing the price that pupils pay for school meals by an expected 10p per meal.
- We provide educational psychology services to schools and these are an important part in supporting children and young people most in need. In 2016-17 the Council spent £360,000 on this service. However, from 2017-18 we will be providing some parts of this service in collaboration with other Councils in the Central South Consortium. This will enable us to spend £75,000 less on this service without reducing the operational capacity of the service, with the added benefit of increasing resilience.
- We will change the model by which speech and language therapy is provided. This will involve replicating a model adopted by other local authorities and will provide a more equitable service, capacity building in schools and providing a more pupil friendly service. This will enable the Council to make savings of £75,000.
- We will continue our phased implementation of the changed learner travel policy, where we have established it is safe to do so. This will achieve £28,000 in 2017-18, and an expected incremental £67,000 for each subsequent year of the MTFS. The amount will increase over a number of years as the new policy applies to those pupils starting and changing school.
- Management of our Integrated Children's Centre will be taken on by the Early Years and Childcare Manager and through increasing efficiency and commercialism we will make a saving of £75,000.

- Further savings will be made from the business support function, which whilst increasing pressure on existing staff, will enable the Directorate to make a saving of £74,000.
- Between 2016 and 2019 we are investing in five 21st century school programmes. These programmes will see significant investment to replace Betws Primary, YGG Cwm Garw, Mynydd Cynffig Primary, Pencoed Primary and Brynmenyn Primary schools. We are continuing to invest in improving our school estate and that include creating more capacity at Heronsbridge Special School and ongoing road safety works in a number of schools.

4.4.4 Social Care and Wellbeing

After Education, the largest area of Council spend is on social care. This includes social care for children and for adults who are vulnerable or at risk. The Council recently brought the children's and adult social care teams together in order to give a stronger focus on social care as a professional discipline and to identify efficiency savings by helping these two areas to work more closely together. We have also brought the Sport, Play and Active Wellbeing team into the same directorate to better support prevention, early intervention and wellbeing approaches. Over the past three years the Council has delivered savings of over £9 million in social care and its strategy for the next few years is to manage demand and introduce new ways of working in order to lessen dependency and enable people to maximise their independence. This needs to be achieved within existing budget.

In total, the Council is proposing to spend £63 million on social care and wellbeing services. In addition to this the Council provides a range of housing services plus targeted grant funding from the Welsh Government for the Communities First Programme. Following the announcement from Carl Sargeant, Welsh Government Communities Secretary, on 13 October, there is currently a significant amount of uncertainty around the future of this programme. In the absence of any further information, the draft budget has been prepared without allowing for any changes, but it is recognised as a significant risk and any changes may need to be factored into the Council's final budget.

The Council's priority of "Helping People to be more self-reliant" is integral to our approach to Social Care and Wellbeing. Our vision is to actively promote independence, wellbeing and choice that will support individuals in achieving their full potential. The Council is responsible for the planning, commissioning, assessment and, where appropriate, the direct provision of social services. The Sport, Play and Active Wellbeing team has been able to focus on developing the wellbeing and preventative agenda for all. Going forward, the Council plans to further integrate and promote the role of sport, play and active wellbeing into new early intervention and preventative models of commissioning service delivery.

Social services is largely a demand led service and whilst the long term strategy is to enable people to be more self-reliant, the demographics show that people are living longer, often with more complex conditions than ever before. This means that there are more people living in the community who would previously have remained in hospital or entered a care home. Children's social care is also demand led and the financial pressure to meet need can fluctuate very rapidly.

Though some pressures are allowed for in planning the 2017-18 budget, we are not simply increasing the budget to meet demand. This would be unsustainable and if we increased budgets year on year to meet new demand, it would increasingly mean the Council would have to restrict other services. Therefore the Council's strategy is to transform how services are delivered.

In order to be sustainable going forward, the Council is ensuring that any changes are introduced in a planned and timely way in order to take existing and future customers with us as well as the general workforce. This work has already commenced and the budget saving proposals for 2017-18 builds on the implementation plans that are already underway. The re-modelling programmes focus on changing the culture and reviewing what has become 'custom and practice'.

The Council has already made changes. In adult social care we have changed the assessment framework in order to improve the outcomes for people who need care and support whilst also reducing the numbers of people who require long term support. The Council focuses on helping people to achieve the outcomes they want for themselves, targeting our interventions on what is missing, rather than going straight to what package of care we can give them. Plans are in place to meet over £400,000 budget reductions in 2017-18 by re-modelling two Council run residential homes for children as well as the children's residential respite unit.

Importantly these transformations are designed to both better support people and cost less. The Council has identified a number of further transformations that continue this approach and which are reflected in changes to the budget:

- Learning Disability services have benefitted from the introduction of a progression model of service delivery which is aimed at people progressing through the services to reduce their dependency with the opportunity of receiving their support from a range of different options in the community rather than from just the Council. This model has led to less dependence on day services and greater self-reliance. The success of 2015-16 and 2016-17 will be built upon in 2017-18.
- The amount that the Council pays for high cost placements in adult social care is reducing as a result of a new approach and methodology introduced into the review process. This new process is now being rolled out across the whole directorate. In 2015-16 16 high cost care home placements were reviewed using this methodology generating gross annual savings for both BCBC and ABMU of £290,000. This too will be continued in 2017-18.
- In learning disability and mental health services, there will be a reduced dependence on residential placements by targeting greater use of Shared Lives (family based care and support). This will reduce expenditure as the average weekly cost of a Shared Lives placement is only around a quarter of a week in residential placement for a person with a learning disability.
- As part of the residential care home strategy, the Council has committed up to £3 million in two new Extra Care Schemes. Extra Care housing means that people can be supported to live more independent lives than would be the case in traditional residential care. The standard charge for an extra care tenancy is again around a

quarter of a residential care placement.

- Income generation has been hard to achieve as Welsh Government legislation limits the charges for services due to the application of a cap of £60 per week for non-residential services. In addition we are currently unable to charge in Children's Services.

These measures will be taken together with continuing investment in assistive technology and investment in community coordinators (both measures intended to allow people greater control over their services and independence) and means that the Council plans to deliver budget reductions of over £2.2 million in 2017-18 whilst continuing to invest in early interventions that manage both current and future increases in demand.

4.4.5 Public Realm

Most of the Council's net budget is spent on education and social care – these are very valued services, but are naturally aimed at certain groups within our community. However, the Council's work on the public realm has a more direct and visible impact on everybody. This includes our work to maintain highways, parks and open spaces, clean our streets, collect and dispose of our waste.

In 2017-18 the Council is likely to spend around £6 million of direct Welsh Government grant on public realm services. This includes waste services, public transport, rights of way and road safety.

In addition to delivering these grant funded services the Council proposes to spend a further £17 million net budget on these services. The fact that schools have had a high degree of financial protection in previous years and that social care is hugely led by increasing demand has meant that the Council's other services have been under considerable pressure to make savings and in many cases we have had to reduce levels of service.

In addition, the costs associated with waste collection are expected to increase significantly. We have had one of the most competitively priced collection services in Wales, but the cost of changes necessary to reach increasingly ambitious statutory recycling targets means we know this will become more expensive. We expect to spend in the region of £11 million on the collection and disposal of waste in 2017-18.

Therefore a major challenge for the Council is how to continue to meet public expectations for many highly visible and tangible services when the available budget inevitably means the Council will be less able to deliver these services to the same level and frequency. These services are often the ones the public identify with their Council tax payments.

The Council's strategy is to retain and maintain the most important public services in this area whilst driving ever greater efficiency, making some service reductions where we think it will have the least impact across Council services, recognising that this still may be significant in some areas. We will encourage others to work with us or assume direct responsibility in some cases. Our proposed changes in this respect are:

- To change the way that public convenience needs are met by encouraging the transfer of more of these facilities to local Town and Community Councils to operate, and closing those of the poorest quality or lowest usage. We will mitigate these closures by introducing a local comfort scheme whereby shops and other public facilities are funded to make their facilities more readily available to public use.
- To reduce our winter maintenance budget to £277,000 (saving £60,000). This budget isn't always needed but making the reduction isn't without some risk – the more severe and extended the extreme weather conditions, the further we will have to stretch this money and in some circumstances this would affect our ability to respond as fully as we have in the past.
- We will trial a reduction of highway weed spraying from twice a year to once a year – a small efficiency saving of £15,000.
- We will plan to move in future years to a more reactive and less proactive street cleaning service in our three main town areas. This may have a very visible impact and will require close liaison with the relevant town Councils to ensure effective joint working but will result in a saving to the tax payer of £270,000.
- We will make savings in future years in energy costs by selectively dimming street lights and, in some areas shutting off street lights where they do not need to shine all night. This may save up to £500,000.
- We will generate additional income through highway permitting. This is intended to generate approximately £100,000.

Reductions in spend in these areas will allow us to protect our investment in the Council's priorities and in areas where we have far less ability to exercise control (such as children's social care). In addition we will continue to invest in initiatives that allow others to either share responsibility for the delivery of services where they are beneficiaries, for example the new Parks Pavilions key holding and cleaning arrangements will mean the Council will ensure pavilions are cleaned to a good standard, usually once a week, but responsibility for any further cleaning, opening and closing will pass to those user clubs and organisations. Further to this, Community Asset transfer (CAT) will continue to be a major tranche of the Council's strategy to transfer buildings to local community groups to operate for themselves.

4.4.6 Supporting the Economy

This is a Council Priority and as such we will increasingly collaborate with the nine other Councils that make up the Cardiff Capital Region City Deal. The City Deal is creating a £1.2 billion fund for investment in the region over the next 20 years. This investment will be targeted to focus on raising economic prosperity, increasing job prospects and improving digital and transport connectivity. In order to play an effective part in the City Deal the Council will maintain as far as possible existing investment in its transport planning, spatial planning and regeneration teams. The Council will be spending in the region of £2.1 million net a year running these services.

In addition the Council will continue to pursue the development of each of our three main towns. These include the development of Cosy Corner and the Harbour Quarter in Porthcawl, the redevelopment of Maesteg Town Hall, and the redevelopment of the Rhiw in Bridgend and the Llynfi valley. Much of this investment is not the Council's own money, but together, these schemes amount to around £20 million in total.

The Council will continue to operate a number of grant funded programmes of work to support our most vulnerable groups and those furthest away from employment, including training and skills and work support programmes such as Bridges into Work.

We propose to introduce changes that will mean that the Council spends less on some specific activities. These are:

- To focus the Council's £1.7 million economic development budget more carefully, saving £21,000 on tourism. Tourism remains an important component of the Bridgend economy but over recent years the local tourism sector has itself become stronger and is starting to take more responsibility for marketing the area itself. The Council is therefore proposing this c. 1% reduction in line with its principle of supporting people and communities to create their own solutions and reduce dependency on the Council.
- We will renegotiate current arrangements with local lifesaving clubs and the RNLI. This has potential knock-on effects for the length of season and range of beaches that will be covered by lifeguards during the year. This will bring the lifeguarding provision in line with that in other similar resorts and target a financial saving of £60,000.
- Reduce Adult Community Learning budgets, decreasing the number and type of courses available by reducing the budget by £70,000.

4.4.7 Other Services

The Council operates a number of other services which it recognises fulfil specific and important roles. In many cases these are statutory though the precise level of service to be provided is not defined in law. The most significant changes that are proposed in these areas are as follows:

Regulatory Services

The Council proposes to spend £1.8 million on this group of services that includes Trading Standards, Environmental Health, Animal Health and Licensing (Alcohol, Gambling, Safety at Sports Grounds, Taxis etc.). These services all ensure in different ways that the public is protected.

In 2015 the Council combined these services with Public Protection services in the Vale of Glamorgan and Cardiff City. This collaboration has allowed all Councils to make efficiency savings through sharing things like training and management costs. As well as allowing for financial savings, the collaboration delivers greater resilience in the service and stronger public protection across all three Council areas.

Registrars

The Council operates a registrar's service that deals primarily with the registration of Births Deaths and Marriages. The service also undertakes Citizenship ceremonies and supports researchers of family history. Councils are allowed to charge for these services, but by law are not allowed to make a profit. The Council operates these services so that they cover their own cost (i.e. they are not subsidised by the general tax payer). The Council will continue to ensure that the services are efficient and provide good service to our customers but beyond that, no significant changes are proposed that reflect in the Council's budget for the coming years.

Housing

The Council does not have any housing stock of its own but retains a number of statutory functions relating to addressing housing need and combatting homelessness. The Council's housing service also oversees the Council's work on addressing domestic abuse and on collaboration with other organisations such as the police on wider community safety. Some changes to the way that services are funded are proposed for 2017-18.

These are:

- Continue to provide domestic abuse services using Welsh Government grants rather than core budgets.
- Review the current arrangements with Shelter Cymru and recommission to make efficiency savings in non-frontline aspects of the service.

Council Tax and Benefits

Whilst not immediately recognisable as a "service" it is in fact an important part of the Council's business. If we were inefficient or ineffective in collecting Council tax, the burden of funding Council services would fall more heavily on those who do pay. The taxation service collects nearly £70 million in Council tax from around 65,000 households across the county borough. Our collection rates over the last two years have been the highest ever in the Council's history. We are determined to maintain this high level, but we are seizing the opportunity to reduce the cost of operating the service, by offering online services. We will offer a range of secure Council tax functions online, allowing residents to self-serve at a time and location convenient to them. This will allow us to reduce the cost of running the service. We will also look to implement fines for non-compliance of residents in receipt of Single Person Discounts – this power is set out in legislation.

Benefits are funded by the central UK government but the administration of Housing Benefit and the Council Tax Reduction Scheme falls to the Council. Similarly to the Council Tax service, the Council plans to make some significant savings through digitising this service. However, we are mindful that many of the people in receipt of benefits are not able to manage this online and we need to introduce this carefully.

In total we are expecting to save £300,000 over the next two years from the above measures.

4.4.8 Behind the Scenes

There are a number of things that the Council does that support the delivery of services but which themselves are not visible to the public. We need to maintain these services with sufficient capacity to support our services whilst making them as efficient and effective as possible. Over the course of 2017-18 we plan to make efficiency savings in these areas. Our approach in each of these areas is summarised as follows:

Property and building maintenance

The Council is working through the disposal of assets that it doesn't need to run or support services. This allows us to make significant investments in our capital programme – for example to build new schools. During 2017-18 the Council estimates that it will generate around £1.75 million in such sales. In addition the Council is looking for ways to develop its property portfolio so that increased revenue generation is achieved through rental income. A good example of this is Raven's Court, which the Council is aiming to lease out. This is made possible by decanting staff from that building to share space in the main civic centre which in turn is facilitated by more mobile or agile working practices.

The Council has an in house building maintenance service. This service oversees the design, build and maintenance of Council owned buildings. The Council has undertaken an efficiency review of this service and believes that by changing some existing business practices and bringing together expertise, we can realise significant efficiency savings in future years.

Legal services

The Council needs to maintain effective legal support for all of its services. At a time when the Council is trying to transform services it is often experiencing legal challenges – for example where people don't want to see changes to their local schools. The service is provided by a mix of permanent internal staff, staff shared with other Councils and expertise purchased from the private sector. One third of our in house legal team is specifically focussed on child protection cases.

The legal service also deals with Corporate Complaints and access to information through Data Protection and the Freedom of Information Act. The Council will make reductions in this budget through a reduction in planned use of legal counsel, some staffing changes and minor savings to the non-staffing budgets. In all the Council will plan to save £50,000 on this service. This may seem a small proportion of the overall budget but is against a backdrop of successive reductions in previous years – to reduce the budget further at this time would significantly impact on the Council's ability to deliver day to day services and major transformation.

Finance

The Council has a central team that manages the Council's accounts and supports the oversight and management of the Council's finances. The service fulfils certain legal requirements that ensure transparency and accountability in the way that public money is used – for example in producing accounts which are then audited.

During 2017-18 the Council will continue its existing strategy of improving the way the finance system works, making it easier to interrogate and understand the information it contains. This will make us more efficient, as well as empower budget holders from across the Council to access information directly - improving and speeding up decision making as well as freeing up resource in the finance team. We will also continue work to streamline invoice payments. This will provide an improved service, speeding up supplier payments, reducing workload across both the finance team and client departments, and will further enable more agile working.

In 2017-18 we propose to make savings in the core finance service by

- Restructuring the corporate leadership of the service by removing the post of Corporate Director of Resources saving £120,000 (we have already done this during 2016-17).
- Delivering internal efficiencies and increasing internal customers' ability to self-serve - £50,000 reduction.

Human Resources and Organisational Development

With over 6,000 employees including schools, the Council needs a dedicated human resources service. This service is relatively lean with a low ratio of HR officers to staff. The service is also responsible for equalities – including oversight of and training in the new Welsh language standards (the additional cost of these standards is spread throughout all parts of the Council).

The Council has brought the HR team together with other support services and this, together with some reductions in staffing will allow a saving in 2017-18 of £140,000. In the medium term we anticipate needing more resource to support the organisational development needed to deliver new ways of working and this will be financed from a dedicated change fund that the Council has established.

ICT

The Council will be spending around £5 million on its ICT services to support main Council activities and schools (which is provided in house or by external companies in the case of some schools). This service will be especially important in enabling changes across a range of services that in turn allow savings or improvements through more flexible working or new ways to access services.

Because of the market in the ICT sector we have struggled sometimes to recruit in this area. Therefore our strategy has been and will continue to be one of building skills and enable a career progression in-house. This includes a number of successful apprenticeship schemes and in 2017-18 we will be developing more formal training to complement the actions already undertaken.

Because we need to maintain investment in these skills to enable change we will be mostly maintaining this investment in 2017-18. However we do plan to make a reduction in the call tariff through contract renegotiation (targeting £90,000 over two years) and will make savings in some non-staff budgets for communications, supplies training and equipment (£65,000).

Digital Transformation

A significant change that the Council will be embarking on in 2017-18 is rolling out the use of digital approaches to how it engages with customers and provides some services. In 2017-18 we will be prioritising the Council Tax and Benefits services, making it easier for residents to request services and manage their accounts online. Over the next four years the Council will be investing up to £2.5 million on this digital transformation on the basis that the new approaches will be more flexible and convenient for service users but also save significant amounts of money. Some of these savings are achieved through reduced staffing levels. By taking a phased approach we aim to maximise our ability to make staff reductions through “natural wastage” thus minimising impact on staff as well as reducing the Council’s exposure to redundancy costs.

Procurement

The Council has a central team that provides procurement support across the range of services that we provide. Effective procurement is essential to ensuring good value for money across the council, but we will still continue to seek efficiencies, and are targeting £22,000 from our £300,000 investment in this team in 2017-18.

Democratic Services

The Council is a democratic organisation with 54 elected members (Councillors) who make decisions, set policy direction and oversee the general performance of the Council. Like all Councils, Bridgend has a mayor whose job is to chair meetings of the Council and represent the Council in the community (this is completely different to the elected mayors in cities like London and Bristol).

These democratic processes require support to ensure accountability and transparency in decision making and elected members are paid salaries that are set independently. In 2017-18 member salaries will make up a quarter of one percent.

In 2017 the Council will target efficiency savings in the cost of supporting democratic processes of £78,000 – but the Council also wants to make other changes to bring the Council and the decisions of elected members closer to their communities. For this reason we are proposing to assign an individual allowance to each elected member of £5,000 to spend in their local wards during 2017-18 on matters that are important to those communities. The elected member will be accountable for that expenditure to their electorate and will be expected to adhere to all the normal rules around probity that apply.

This is a significant change and will involve the Council diverting £285,000 of its budget through these local arrangements, allowing for some extra administration costs. We will review how this works in 2017-18 before considering whether to extend it into future years.

Audit

All public bodies have audit functions. Our internal audit is provided by a joint service that we share with the Vale of Glamorgan. The service carries out investigations and routine checks to ensure that the Council maintains good governance – especially as it relates to the proper accountability of money and other resources. The control

environment within the Council is strong (as measured by auditors) and so we will be reducing our spend on Internal Audit next year by £60,000 to £340,000.

In addition the Council undergoes external audit work that is set by the Wales Audit Office (WAO). The Council has little control over the fee that is set, though a good internal control environment is a strong argument for a lower fee being imposed. In 2017-18 we will discuss with the WAO how we can work together to reduce its fees.

MTFS Principles

- 4.5 As well as consideration of future income and expenditure scenarios, the MTFS provides a set of clear principles which drive the budget and spending decisions over 2017-2021 and which Members and others can examine and judge the Council's financial performance against. The fourteen key principles are to ensure that:
1. The Council continues to meet its statutory obligations and demonstrates how it directs resources to meet the Council's corporate priorities.
 2. Adequate provision is made to meet outstanding and reasonably foreseen liabilities.
 3. The financial control system is sufficiently robust to support the delivery of financial plans and mitigate corporate risks.
 4. Budgets will be reviewed annually to ensure existing and forecast spend is still required and to identify further efficiency savings as required to meet inescapable budget pressures.
 5. Financial plans provide an optimum balance between income and expenditure for both capital and revenue.
 6. All services seek to provide value for money and contribute to public value.
 7. Balances are not used to fund recurrent budget pressures or to keep down Council tax rises unless an equivalent budget reduction or increase in Council tax is made in the following year in recognition that balances are a one-off resource.
 8. The Council Fund balance will be maintained at a minimum of £7 million over the MTFS period and reach 2.7% of Gross Revenue Expenditure by 2019-20.
 9. Capital investment decisions support the Council's corporate priorities and mitigate any statutory risks taking account of return on investment and sound option appraisals.
 10. Prudential borrowing is only used to support the capital programme where it is affordable and sustainable within the Council's overall borrowing limits and the revenue budget over the long term.
 11. Decisions on the treatment of surplus assets are based on an assessment of the potential contribution to the revenue budget and the capital programme.

12. Resources are allocated to deliver the Bridgend Change Programme based on clear strategic plans that are kept under review by Corporate Directors to maintain alignment with the MTFS and a MTFS Budget Reduction Contingency Reserve will be maintained.
13. Other resource strategies (including the Workforce Development Plan, Treasury Management Strategy, ICT Strategy and Asset Management Plan) are kept under review to maintain alignment with the MTFS and the Corporate Plan.
14. Budgets will be managed by Corporate Directors in accordance with the Council's Financial Procedure Rules.

Principle 12 was expanded in the previous MTFS to include provision for a MTFS Budget Reduction Contingency Reserve to enable the Council to manage delays or unforeseen obstacles to the delivery of significant MTFS budget reduction proposals. There have been allocations so far during 2016-17 in mitigation of the following proposals:

Table 2: MTFS Proposals supported by Budget Reductions Contingency Reserve in 2016-17

COM 1	MREC	£150,000
COM 11	Blue Badges	£83,000
CH 9	School Transport	£100,000
Total Allocated		£333,000

The level of this reserve will be kept under review by the Section 151 officer in light of forecast difficulties in delivering future budget reduction proposals.

MTFS Resource Envelope

- 4.6 The MTFS planning assumptions for 2018-21 are based on an annual reduction in AEF of -3.2% and an assumed increase in Council tax of 4.2% for 2018-19, 4.5% for 2019-20 and 4.5% for 2020-21 recognising the ongoing uncertainty around our funding in future years. The 2017-18 AEF figure is a reduction of -0.3% based on the published Provisional Settlement. However, these assumptions, together with forecast pressures and risks are all subject to change, not least due to continuing economic uncertainty as well as national legislative and policy developments. The MTFS will be regularly reviewed against service performance and external economic and fiscal information to ensure that early action can be taken as necessary to keep it and the Corporate Plan on track. In view of the uncertainties, the MTFS has been developed taking into account possible resource envelope scenarios, based on percentage changes in AEF shown in Table 3.

Table 3 – MTFS Scenarios: % Change in AEF

	2017-18	2018-19	2019-20	2020-21
	% Change	% Change	% Change	% Change
Best Scenario		-1.5%	-1.5%	-1.5%
Most Likely Scenario	-0.3%	-3.2%	-3.2%	-3.2%
Worst Scenario		-4.5%	-4.5%	-4.5%

4.7 Table 4 shows the Council's potential net budget reduction requirement based on the forecast resource envelope (paragraph 4.6), inescapable spending assumptions (paragraph 4.8) and assumed Council tax increases.

Table 4: MTFS Potential Net Budget Reductions Requirement

	2017-18	2018-19	2019-20	2020-21	Total
	£000	£000	£000	£000	£000
Best Scenario	6,187	6,286	6,103	5,914	24,490
Most Likely Scenario	6,187	9,474	9,141	8,808	33,610
Worst Scenario	6,187	11,911	11,391	10,881	40,370

Managing within the MTFS Resource Envelope

4.8 The financial forecast for 2017-21 is predicated on £33.610 million budget reductions being met from Directorate and Corporate budgets and these are referred to later in the report. It is also predicated on a number of spending assumptions, including:

- Projections for demographic changes, including an ageing population and an increasing number of young people with complex disabilities living into adulthood and adding progressively to the demand for care.
- Inflationary uplifts to support specific contractual commitments.
- Changes to energy cost inflation following a relative decrease in recent years.
- The future impact of national policies and new legislation not accompanied by commensurate funding e.g. Increases in the National Living Wage, further implementation costs of the Social Services and Wellbeing (Wales) Act, and the significant cost to large employers of the apprenticeships levy.
- Changes to employers' pension contributions, including separation of the contribution towards the historic deficit, which will be funded centrally, from the cost for future liabilities, which will be paid by directorates as a percentage of pay.
- Fees and Charges will increase by the statutory minimum or CPI (at prevailing rate, currently +0.9%) plus 1%.
- Services will absorb within budgets non contractual inflationary pressures up to the prevailing CPI rate.

- Significant increases in the cost of external contracts as a result of the increase in the living wage from April 2017.

Net budget reduction requirement

4.9 Table 5 shows the current position in respect of addressing the forecast budget reduction requirement of £33.610 million. It shows that £14.7 million of budget reduction proposals have already been identified over the period of the MTFs, including the full £6.187 million required for 2017-18. The table shows that the Council still needs to develop proposals to the value of £18.9 million and a range of options are under consideration including:

- Digital transformation of wider Council services
- Income generation opportunities
- Further reductions in employee numbers
- Reconfiguration of post 16 education provision;
- Working with partners to protect community facilities;
- Review of nursery education provision;
- Improvements to the Built Environment service

Table 5 - Risk Status of Budget Reduction Proposals 2017-18 to 2020-21

Year	GREEN: Proposal developed and deliverable	AMBER: Proposal in development but includes delivery risk	RED: Proposals not fully developed and include high delivery risk	Budget reductions Identified so far	Budget reductions not yet developed	Total Required
	£000	£000	£000	£000	£000	£000
2017-18	1,661	2,689	1,837	6,187	0	6,187
2018-19	21	3,369	1,074	4,464	5,010	9,474
2019-20	0	1,237	1,396	2,633	6,508	9,141
2020-21	0	944	512	1,456	7,352	8,808
Total	1,682	8,239	4,819	14,740	18,870	33,610
Percentage of total required	5%	25%	14%	44%	56%	100%

Risk Status Key:

- RED Proposals not fully developed and include high delivery risk
- AMBER Proposal in development, but includes delivery risk
- GREEN Proposal developed and deliverable

4.10 The budget reduction proposals identified can be categorised as:

- I. Making Best Use of Resources
- II. Managed Service Reductions

- III. Collaboration and Service Transformation; and
- IV. Policy Changes

4.11 The value of budget reduction proposals identified to date is shown in Table 6 by category. The categories are also shown by individual proposal in Appendix B.

Table 6 – Budget Reduction Proposals Identified 2017-18 to 2020-21

	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	Total £000	%
Making Best Use of Resources	3,441	2,161	1,484	1,241	8,327	56%
Managed Service Reductions	1,778	1,106	520	70	3,474	24%
Collaboration & Service Transformation	605	300	129	0	1,034	7%
Policy Changes	363	897	500	145	1,905	13%
Total Identified as at 14.11.16	6,187	4,464	2,633	1,456	14,740	

4.12 The table shows that half of the proposed budget reductions identified so far will come from Making Best Use of Resources, for example through:

- School transport route efficiencies
- Efficiencies in school delegated budgets
- Review of the healthy living partnership contract
- Income generation from other public sector bodies
- Development of online services
- Staffing restructures

4.13 Budget reduction proposals relating to Collaboration and Service Transformation amount to 7% of the total budget reductions. These include remodelling of adult social care and delivering further budget reductions from the AWEN culture trust which has been created. Policy changes amount to 24% and include reducing services to the statutory minimum as well as cutting some discretionary services. These include eligibility criteria for adult social care, changes to nursery provision and a review of car park charges. The policy change proposals are subject to consultation.

4.14 All of the proposals have implications for the Council workforce given that around two thirds of the Council's net revenue budget relates to pay costs. It follows that annual real terms' reductions in Council budgets over the next four years will lead to a reduced workforce over the MTFs period. The intention is to manage such a reduction through the continuation of a recruitment freeze, redeployment, early retirements and voluntary redundancies, but some compulsory redundancies will continue to be necessary.

Scrutiny and Challenge

4.15 A full consultation "Shaping Bridgend's Future" was launched in early October and runs until 1 December. This covers a broad range of budget proposals under consideration as well as seeking public views on resource allocation and priorities. The consultation includes an online survey, community engagement workshops, social media debates, community engagement stands, and meetings with third sector organisations. Members will have the opportunity to take part in a budget workshop

similar to the public engagement events to be held on 30 November. The results will be presented to Cabinet on 10 January.

2017-18 Draft Revenue Budget

4.16 The following table shows the draft revenue budget for 2017-18.

Table 7 – Draft Revenue Budget 2017-18

	Revised Budget 2016-17	Specific Transfers to/ (from) WG	Inter-Directorate Transfers	Pension Changes	Pay / Prices / Demographics	Inescapable Budget Pressures	Budget Reduction Proposals	Revenue Budget 2017-18
	£000	£000	£000	£000	£000	£000	£000	£000
Service Directorate Budgets:								
Education & Family Support								
Education & Family Support	21,308	45	76	-393	250	246	-577	20,955
Schools	86,901	-45	-256	-792	999		-869	85,938
	108,209	0	-180	-1,185	1,249	246	-1,446	106,893
Social Services & Wellbeing								
Communities	24,820	131	-3,138	-406	259	1,614	-1,106	22,174
Operational & Partnership Services	14,930	3		-297	136	410	-535	14,647
Chief Executives / Finance	4,331			-129	41	26	-414	3,855
Total Directorate Budgets	212,824	476	-180	-2,988	2,814	3,161	-5,745	210,362
Corporate Budgets:								
Capital Financing	10,128		56					10,184
Levies	6,959						-35	6,924
Repairs and Maintenance	900							900
Council Tax Reduction Scheme	14,304				250		-300	14,254
Apprenticeship Levy	0					700		700
Sleep Ins	765							765
Pension Related Costs	1,258			3,148				4,406
Insurance Premiums	1,559							1,559
Other Corporate Budgets	6,194	1,113	124		-180		-107	7,144
Total Corporate Budgets	42,067	1,113	180	3,148	70	700	-442	46,836
Net Budget Requirement	254,891	1,589	0	160	2,884	3,861	-6,187	257,198

Council Tax Implications

4.17 Based on the proposed budget of £257.198 million, the Council tax increase for 2017-18 will be 2.9%.

Pay, Prices and Demographics

4.18 A national pay settlement has been agreed for National Joint Council (NJC) workers, based on an overall increase of 2.4% over two years (covering the period April 2016 to March 2018), of which approximately 0.4% is designed to meet obligations under the National Living Wage. For the majority of staff the increase is 1% for both 2016-17 and 2017-18. The same increase has been reached for Chief Officers, with teachers pay awards agreed at 1% for one year only, from September 2016, at this time.

4.19 Price inflation has been allocated to service budgets and includes provision for contractual increases in food costs, social care provision and other commitments.

These will be further reviewed for the final budget and amended where necessary with updated inflation rates.

- 4.20 The remaining inflation provision will be retained centrally within corporate budgets and reviewed pending the outcome of any unforeseen demand led contract price inflation in relation to, for example, out of county placement agreements or adjustments which may be required to meet contractual increases where the index is set after the Council's budget is approved.

The Actuary for the Local Government Pension Fund has indicated that from 2017-18 the Council will need to pay the historic deficit element of the employer's superannuation contribution as a cash sum, rather than as a percentage of salary costs as currently happens. Consequently this funding will be deducted from directorate budgets and centralised, leaving directorates to fund only future liabilities. In addition, provision has been made for an estimated increase in employer pension contributions from 1 April 2017.

Unavoidable Pressures

- 4.21 During 2016-17 a number of unavoidable 2017-18 service budget pressures have arisen totalling £3.861 million, detailed in Appendix A. The pressures figures are provisional at this stage and will be refined as further information becomes available, for example specific information on Welsh Government grants. As such they may change between draft and final budget.

Schools' Budgets

- 4.22 Unlike previous years, the draft settlement from Welsh Government did not include funding for Local Authorities to protect school budgets. The Council recognises that school funding accounts for around a third of net revenue expenditure, and that protection inevitably leads to increased pressure on other budgets. The draft 2017-18 budget includes both a 1% efficiency target for schools and allowances for inflationary and inescapable pressures to be met centrally, thus treating school budgets on an equivalent basis as other areas of the Council.

However, this is partly offset by a number of adjustments to the schools' delegated budgets, including:

- The transfer out of the RSG for Bridgend of £46,000 formerly provided in respect of teacher registration fee subsidies.
- Centralisation of the part of the employer's superannuation contribution that funds the historic deficit, as required by the fund's actuary. There will be a corresponding reduction in employer contributions payable by schools, which will now only cover the future liability.
- Reduction in the cost of business rates following the 2017 business rates revaluation.

Budget Reduction Proposals

- 4.23 Budget reduction proposals of £6.187 million have been identified from service and corporate budgets to achieve a balanced budget, detailed in Appendix B.

Corporate Budgets

- 4.24 Corporate budgets include funding for the Council tax reduction scheme, costs of financing capital expenditure, precepts and levies, centrally held pay and prices provisions, insurance budgets, discretionary rate relief, provision for redundancy related costs and the Carbon Reduction Commitment.

Fees and Charges

- 4.25 Generally, income from fees and charges will be increased by CPI (at the prevailing rate, currently +0.9%) plus 1%, subject to rounding, or in line with statutory or service requirements. Schedules of fees and charges will be reported separately, as usual, under Delegated Powers.

Council Reserves

- 4.26 In line with the MTFS principle 8, the Council will maintain its general fund at no less than £7 million in 2017-18. Details of the Council's earmarked reserves position as at November 2016 are shown in Table 8. These are kept under review, and will be drawn down where required, and the position will be updated in the Final MTFS report to Council in March 2017.

Table 8 – Usable Earmarked Reserves

Opening Balance 1 April 2016	Reserve	Additions	Drawdown	Closing Balance November 2016
£'000		£'000	£'000	£'000
	Corporate Reserves:-			
	Chief Executives & Finance	-	(50)	
	Communities	14	(581)	
	Education & Family Support	-	(408)	
	Operational and Partnership Services	-	(446)	
	Social Services & Wellbeing	-	(72)	
	Non-Directorate	2,000	-	
32,939	Total Corporate Reserve	2,014	(1,557)	33,396
	Directorate Earmarked Reserves:-			
1,884	Communities	1	(598)	1,287
1,278	Education & Family Support	113	(82)	1,309
708	Operational and Partnership Services	-	(196)	512
92	Chief Executives & Finance	-	-	92
1,486	Social Services & Wellbeing	-	-	1,486
5,448	Total Directorate Reserves	114	(876)	4,686
38,387	Total Usable Reserves	2,128	(2,433)	38,082

Capital Programme and Capital Financing Strategy

4.27 This section of the report deals with the proposed Capital Programme for 2016-17 to 2025-26, which forms part of, but extends beyond the MTFS. It also covers the Council's capital financing strategy (including prudential borrowing and capital receipts forecast). Both have been developed in line with the MTFS principles and reflect the Welsh Government draft capital settlement for 2017-18, which provides general capital funding (GCF) for the Council for 2017-18 of £6.288 million of which £3.909 million is provided through un-hypothecated supported borrowing and the remainder £2.379 million as general capital grant. No indicative allocations have been provided for 2018-19, so for now it is assumed that this level of funding will remain constant for the years after 2017-18, but this will be indicative only.

4.28 The Programme was last revised in October 2016. Since then a review is underway to identify the Council's capital investment requirements for 2016 to 2026, compared to available capital receipts, against the following criteria:

- Link to proposed new corporate priorities;

- High level of Risk of not progressing, in terms of impact on service delivery, ability to meet MTFS budget reductions, and prevention of building failure and closure;
- Service is able to meet any additional revenue costs arising from the scheme;
- Payback period (where appropriate)

4.29 The capital programme also contains a number of fixed annual allocations that are met from the total general capital funding for the Council. These allocations are shown in Table 9 below, and currently amount to 96.5% of the 2017-18 general capital funding:

Table 9 – Current Annual Allocations of Capital Funding

	2016-17 £'000
Highways Capitalised Repairs	200
Transportation Capitalised Repairs	250
Disabled Facilities Grant	2,350
Housing Renewal Schemes	100
Special Regeneration Funding	540
Minor Works	1,100
Community Projects	100
Bridgelink / Telecare replacement	30
Street lighting / Bridge infrastructure replacement	400
Contribution to 21 st Century Schools	1,000
Total	6,070

4.30 These annual allocations are also in the process of being reviewed for any further opportunities, and any changes will be recommended in the Final MTFS report in March 2017.

Capital Programme

4.31 The current programme contains a number of significant strategic investment projects that support a number of the proposed new corporate priorities. Appendix C sets out the current capital programme for the period 2016-17 to 2025-26 as approved by Council in October 2016, updated to reflect additional schemes funded through external sources in line with financial procedure rules, which will be revised for any new schemes in the MTFS 2017-18 to 2020-21 final report.

Raising Aspirations and Improving Educational Attainment

4.32 The Schools' Modernisation Programme forms a cornerstone of the corporate priority making smarter use of resources. School modernisation and school improvement complement each other, and well established collaborative arrangements are taking

forward strategies to enhance teaching and learning and school leadership, supported by state of the art buildings and the innovative use of new technology. The Welsh Government has committed to fund £24.725 million of the total costs (currently estimated at £49.489 million) for Band A priority projects, through a combination of capital grant and the Local Government Borrowing Initiative, with the balance met from Council resources. The original programme budget was £44.950 million, with £22.475 million provided by the Council. Since then, both Welsh Government and the Council have agreed to provide extra funding towards the programme to meet additional costs arising from site access issues, topographical issues and general increased construction costs. In addition, the Council has provided funding of over £1.6 million for additional highways requirements to allow the schemes to progress, which are outside of the 21st Century Schools Programme. The Council has agreed that its contribution of £24.764 million will be met from core funding allocations of £5 million, anticipated S106 funding of £5.228 million and projected receipts from the sale of schools and other sites, and central funding, of £14.536 million.

- 4.33 The programme is based on the current estimated expenditure profile over the funding period. This is an ambitious programme and it is essential that the planned capital receipts already committed and ring fenced from the sale of school sites to finance the programme are retained for this purpose. Any changes to this commitment will require Council approval.
- 4.34 The following projects are included in the Council's approved programme, but funding for each project will not be confirmed until Welsh Government approves the final business case and sufficient capital receipts have been generated:

Table 10 – Status of 21st Century schools programme projects

Project	Current Status
Coety / Parc Derwen Primary School	Construction complete – school opened 2 nd November 2015 as per the statutory notice. In defects period.
Special Education Needs Provision	Construction completed – school opened 15 th June 2015 as per the statutory notice. The Bridge Alternative Provision and education support services have transferred into the campus.
Garw Valley South Primary Provision	Full Business Case submitted and approved. Currently formulating funding contract. A protracted tender process has resulted in a delayed start on site therefore Cabinet has approved a January 2019 opening date for YGG Cwm Garw.
Pencoed Primary School	Cabinet approved the proposal to open the school in April 2018. Strategic Outline Case and Outline Business Case have received WG approval. Tender process for the construction of the school programmed to commence on 28th November.
Brynmenyn Primary Provision	Outline Business Case approval received and the Full Business Case has been submitted to WG. Cabinet approval granted on 1 st November to accept and award the contract, subject to approval of the Welsh Government funding contract.
Mynydd Cynffig Primary School	Strategic Outline Programme approved by WG. Design progressing. Consultation is currently underway and closes on 22 nd November.
Heronbridge Special School	Design of mezzanine floor underway.

Capital Financing Strategy

- 4.35 The Capital Financing Strategy is underpinned by the Council's Treasury Management Strategy. The two key principles used in the Capital Financing Strategy are:
1. Decisions on the treatment of surplus assets are based on an assessment of the potential contribution to the revenue budget and the capital programme.
 2. Prudential borrowing is only used to support the capital programme where it is affordable and sustainable within the Council's overall borrowing limits and the revenue budget over the long term.

Capital Receipts

- 4.36 The Council estimates that around £21 million could be generated as part of the enhanced disposals programme, which commenced in 2014, with circa £13 million already delivered (anticipated to reach £14.3 million by the end of 2016-17), and circa £6.6 million over the next 3 years (2017-2020), of which £1.75 million is expected to be realised in 2017-18. Of the £21 million, £8.8 million relates to school buildings and land vacated through the 21st Century Schools Programme, to be used as match funding for the programme. It excludes any receipts anticipated from the sale of the Waterton or Porthcawl Regeneration sites. Receipts are subject to the exchange of contracts, so it is prudent not to commit them until we have a contractual agreement.

Prudential Borrowing

- 4.37 Total Prudential Borrowing taken out as at 1 April 2016 was £35.08 million, of which £26.25 million was outstanding. It is estimated that the total borrowed will increase to £36.8 million by the end of this financial year.
- 4.38 Future prudential borrowing will include an estimated £5.6 million of Local Government Borrowing Initiative (LGBI) funding towards the costs of the 21st Century Schools Programme.

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 proposals contained within this report cover a wide range of services and it is inevitable that the necessary budget reductions will impact on the local population in different ways. In developing these proposals, consideration has been given to their potential impact on protected groups within the community and on how to avoid a disproportionate impact on people within these groups.
- 6.2 Equality Impact Assessments will be undertaken on all budget reduction proposals before the final recommendations are made concerning next year's revenue budget.

7. Financial Implications

7.1 The financial implications are reflected in the report.

8. RECOMMENDATIONS

8.1 It is recommended that Cabinet:-

- submits for consultation the 2017-18 annual budget and development of the MTFS 2017-18 to 2020-21 as set out in this report.

Randal Hemingway CPFA
Head of Finance and Section 151 Officer
29 November 2016

Contact Officer:

Deborah Exton
Group Manager – Financial Planning and Budget Management
Ext.3604. E_mail: deborah.exton@bridgend.gov.uk

Background Papers:

Cabinet Report – Medium Term Financial Strategy 2017-18 to 2020-21 – 6 July 2016
Council Report – Capital Programme 2016-17 to 2025-26 – 4 October 2016

Directorate	Improvement Priority	Service Area	Description of pressure	Recurrent Pressure
				£000s
Education & Family Support	Core services & statutory functions	Education	Requirement for increased Autistic Spectrum Disorder provision in both Key Stage 2 & 3, Welsh and English	246
Social Services and Wellbeing	Core services & statutory functions	Adult Social Care	Increased legislative responsibility in respect of implementing Deprivation of Liberty Standards (DoLS)	89
Social Services and Wellbeing	Helping people to be self-reliant	Childrens services	Increased staffing cost for childrens social workers in line with NJC and Care Council for Wales recommendations	66
Social Services and Wellbeing	Helping people to be self-reliant	Childrens services	Increased contribution to Western Bay adoption partnership to meet the costs of Bridgend's proportional share of placements	430
Social Services and Wellbeing	Helping people to be self-reliant	Childrens services	Increased requirement to fund supported lodgings and "When I am ready" service in line with Social Services and Well-Being (Wales) Act 2014.	280
Communities	Core services & statutory functions	Waste	To mitigate the reduction in the Environment and Sustainable Development Grant from Welsh Government, which provides financial support for waste collection and recycling activities.	186
Communities	Core services & statutory functions	Waste	Increased budget requirement to meet cost of new waste collection contract	1,037
Communities	Core services & statutory functions	Public Realm	Ecologist post to meet statutory requirements.	42
Communities	Core services & statutory functions	Public Realm	Sustainable Urban Drainage (SUDS) officer to meet statutory requirements.	47
Communities	Core services & statutory functions	Public Realm	Reduction in fee contribution from South Wales Trunk Road Agent (SWTRA) contract	302
Operational & Partnership Services	Helping people to be self-reliant	ICT	Annual Licence costs associated with Digital Platform	125
Operational & Partnership Services	Community Action Fund	Democratic Services	£5,000 member allocation plus allowance of £15,000 for administration costs	285
Chief Executive & Finance	Helping people to be self-reliant	Finance	Increase in volume and complexity of administration for Direct Payments	26
Corporate	Core services & statutory functions	HR Payroll	Apprenticeship Levy of 0.5% on total council payroll	700
Total Budget Pressures				3,861

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Page 45	Ref.	Links to Population Outcome	Improvement Priority 2016-20	Categories	Budget Reduction Proposal	Impact	Budget 2016-17 £'000	Total Budget Reduction 2016-2021 as % of 2016-17 Budget	2016-17 Budget Reductions £000	Proposed 2017-18 £000	Indicative 2018-19 £000	Indicative 2019-20 £000	Indicative 2020-21 £000
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PROPOSED IMPROVEMENT PRIORITY

IP1 - Supporting a successful economy
 IP2 - Helping people to be self-reliant
 IP3 - Smarter use of resources
 NONPTY - Core services & statutory functions

CATEGORIES

BUR - Making Best Use of Resources
 MSR - Managed Service Reductions
 CST - Collaboration and Transformation
 PC - Policy Changes

RAG STATUS KEY

RED Proposals with significant risk or at early development stage
AMBER Proposal in development but includes delivery risk
GREEN Proposal developed and deliverable

EDUCATION & FAMILY SUPPORT

CENTRAL EDUCATION & FAMILY SUPPORT

EFS1	Corporate Business	IP3	PC	Phased implementation of Learner Transport Policy regarding statutory distances for free travel.	<ul style="list-style-type: none"> Savings should occur naturally as a result of the policy application year on year, however dispersed learners and contractual pressure from operators as routes become more untenable may mean it becomes increasingly difficult to find the identified savings. Risk of price increases from Contractors 	Home to school transport - £3,860K	6%			28	67	67	75
EFS2	Wise	IP3	BUR	School transport route efficiencies.	Minimal impact. More efficient routes to be identified.	Home to school transport - £3,860K	8%	200		100			
EFS3	Wise	IP3	BUR	Achieve full cost recover on Catering Service, through a combination of efficiencies and price increase	Historic efficiencies have been identified year on year within this service, therefore the majority of the financial value is likely to be made through school meal cost increases. This will also reduce residual funds to invest in kitchen equipment/refurbishments.	775	13%			79	21		
EFS5	Wise	IP3	BUR	Removal of Nursery development grant to private settings - Nursery Development Grant which is currently used for Grants to the childcare sector and training to improve the quality of early years provision in Bridgend and to enable the childcare workforce to meet and fulfil their legal requirement .	Reduction in ability to support new start up nursery provision, which will be even more important to families if nursery education is also reduced. The grant is also used to 'prop' up private providers in the short term to enable them to 'weather' difficult times a removal of the grant could mean that small businesses will cease to be viable.	47	64%			30			
EFS7	Corporate Business	IP3	BUR	To review the Built Environment Service Level Agreement with Schools to achieve full cost recovery.	<p>SLA to be reviewed to ensure principle of full cost recovery is in place for services provided by the Built Environment service. A major risk is that schools will leave the SLA agreement with Built Environment. This is where we provide the majority of statutory maintenance to the schools.</p> <p>The risks to the authority in losing the control of the schools in relation to statutory compliance and advice/support will increase the risk to the authority substantially.</p> <p>If the schools do not take up the SLA there will be a need to reduce the staffing in the maintenance service to reflect this. This will also reduce the authority resilience in controlling our statutory responsibilities.</p>	135	55.6%	44		31			

Budget Reduction Proposals 2017-18 to 2020-21

Page Ref.	Links to Population Outcome	Improvement Priority 2016-20	Categories	Budget Reduction Proposal	Impact	Budget 2016-17 £'000	Total Budget Reduction 2016-2021 as % of 2016-17 Budget	2016-17 Budget Reductions £000	Proposed 2017-18 £000	Indicative 2018-19 £000	Indicative 2019-20 £000	Indicative 2020-21 £000
EFS10	Healthy & Wise	IP3	BUR	Transfer of management of the centre to Flying Start along with efficiency review of running costs of the building	Bringing Management In House and generating income from users	112	3%		75			
EFS12	Wise	IP3	BUR	Discharge IFSS (a statutory function) via the Connecting Families service which will result in a streamlining of the service and a further reduction in the management structure required to discharge our duties in the area of intensive family support.	The risks to the Authority are linked with ceasing the regional Western Bay IFSS. There are 17 staff in the regional service but 13 of these are employed by Bridgend Council. In the absence of a signed legal agreement, (which has been pursued for over a year) there may be risks for the Authority in terms of potential redundancy costs.	291	17.2%			50		
EFS13	Wise	IP3	BUR	WJEC - re-alignment of budget to reflect actual charge from WJEC.	Risk that subscription in future years increases.	32	31.3%		10			
EFS14	Wise	IP3	CST	Traded Services Schools brochure - It is proposed to revise the current approach to offering traded services under the current SLAs where such services impact upon the LAs statutory responsibilities. A new traded brochure will offer services from the LA but mandate certain services where these impact upon the LAs statutory responsibilities or where the risk to the schools, their users or LA are high	<ul style="list-style-type: none"> Relationship with schools and governing bodies may suffer SLAs with the LA may be perceived as a profit making exercise Freedom of schools to shop around and obtain best value for money is challenged 	Nil budget - new income target				20		
EFS15	Wise	IP3	BUR	Speech and language therapy - This is a proposal to delegate the Speech and Language Service to schools- School Based Model. Other Local Authorities such as Cardiff, Neath Port Talbot and Swansea have moved towards a school based model with the involvement of an SLA with Health which has proven to be a successful model. This proposal would negate the local authority's requirement to manage the service resulting in a release of the management structure of the service.	<ul style="list-style-type: none"> Likelihood of redundancy costs. Risk if period of consultation is extended. Subject to outcome of consultation . 	334	22.5%		75			
EFS16	Wise	IP2	BUR	Reduction in Central Budget for 1:1 for Primary Schools - This has been successfully done with Secondary Schools. There is difficulty in recruiting and retaining SNSA's and supply staff is high. It is has proven to be more efficient that Secondary Schools directly appoint and manage the 1:1 support staff required for their pupils.	<ul style="list-style-type: none"> Senior Support Officers will be reduced for Complex Medical; Speech and Language and Autistic Spectrum Disorder; Behaviour and Wellbeing and Hearing Impaired Teams. Likely redundancy costs/VER for 4 Senior Support Officers and SNSA's. Period of consultation is extended. Subject to outcome of consultation. 	555	18.0%			100		

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	EFS19	Wise	IP3	CST	YOS Team - The amalgamation of the 3 local authority Youth Offending teams of Neath Port Talbot, Swansea and Bridgend in 2014 has already achieved savings for the Local Authorities simultaneously managing reductions in grant funding. This shows the effectiveness of bringing the services together across a regional footprint. Performance has been maintained whilst significant savings have been made. However, in order to make further savings the service would need to undergo further staff reorganisation.	This proposal is at a very early stage with significant risk attached. Any potential changes will be subject to discussions and agreement with partners Neath Port Talbot and Swansea which have not yet been held.	356	22.5%			80		
	EFS23	Corporate Business	IP3	BUR	Staff vacancy management - It is proposed to implement strong vacancy management arrangements within the Directorate. This will ensure that all posts that progress to recruitment have been robustly challenged and vacant posts which cannot be justified will not be filled	<ul style="list-style-type: none"> • Posts that become vacant may be critical. • Service resilience becomes partly dependent on longevity of current postholders. • Natural succession of staff into more senior positions is potentially stalled, impacting retention and morale • Service delivery becomes potentially at risk. • Demand overload for staff expected to pick up the 'slack'. • Challenge from Unions over additional responsibilities/operation tasks without consideration of financial recompense for staff. • Further restructures likely as teams reduce. • Morale of staff may be affected. 	£18,350k gross staff budget	0%			50		
	EFS24	Corporate Business	IP3	BUR	It is proposed to undertake a restructure to Business/Management Support to look for efficiencies.	<ul style="list-style-type: none"> • Business Support resilience will be affected. • Ability to undertake, minute and support investigations are affected. • Central management arrangements for Business/Management Support will be impacted by loss of roles. 	344	49.4%		74	96		
	EFS25	Wise	IP3	CST	Education Psychology - This proposal is predicated on losing the post of Lead Education Psychologist. Through Collaboration with other Local Authorities in the Consortia the role of the Lead Education Psychologist could potentially be shared. The Education Psychology part of this role will remain to ensure there is no reduction in EP capacity. The management capacity is what would be potentially lost.	Risk that if no other partners wish to collaborate this proposal cannot be pursued.	360	21%		75			
					Total Education and Family Support					577	484	67	75

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SCHOOLS												
SCH1	Wise	IP3	BUR	Removal of Protection to Schools Budgets	The £869,000 saving per annum represents a 1% efficiency per annum against individual schools budgets. Risk of increased school deficit positions. Implementation will be a matter for individual schools - potential to result in some teacher redundancies. If efficiency is made solely from staffing budgets, this could range from a minimum of 1 teacher in our larger Primary Schools to 5 teachers in our larger Comprehensive schools over the 4 year MTFs period	£86,901k total Individual Schools Budget	4%		869	869	869	869
				Total Schools					869	869	869	869
				Total Education & Family Support Directorate					1,446	1,353	936	944

SOCIAL SERVICES & WELLBEING

Theme 1 - Remodel Service Delivery												
ASC3	Healthy & Wise	IP2	PC	Link the work on the new assessment framework to the new national eligibility criteria as part of the Social Services and Wellbeing Act	This saving proposal is based on the adoption of a whole system transformation to the assessment framework with a view to improve the well-being outcomes for people who need care and support and reduce the numbers of people requiring long term support. This has and will transform the way we respond to people contacting social care services; it will be a balance between offering people high quality advice and information to assist them to resolve their problems by maximising the use of community resources, developing solutions that don't require complex assessment or the formal provision of care and therefore reducing the level of individuals that require long term managed care. The savings represent a 6% reduction in commissioned care packages. The project management approach and the deployment of a change team is working well. This is part of the transformation agenda. Project plan with targets and timescales in place. If savings achieved over the indicative amount, this will be used to offset other areas in the SS&WB MTFs which are more at risk.	20,797	4%	662	150			
ASC7	Healthy & Wise	IP2	CST	Reprovision and remodelling of Shared Lives	The saving will reduce dependence on residential placements to a Shared Lives setting for all adults. There will always be a need for residential placements which places pressure on this saving however work is currently progressing with the new provider to identify individuals that would benefit from this type of service model. A project plan is in place and targets are set.	1383	7%	50	50			
ASC9	Healthy & Wise	IP3	CST	Review Continuing Health Care (CHC)-eligible cases to secure appropriate contribution to packages of care	This is managed as one of the work streams under the Changing the Culture Project Board overseen by the Remodelling Adult Services Board. As this is about individual assessment and individual cases which can change over time it is difficult to give an accurate projection. Where CHC applications are being made the progress is tracked and the financial impact recorded. All applications are monitored and where necessary engagements with the Health Board are overseen by Senior Management. These savings have been based on between 7 to 12 individual being eligible for CHC funding.	20,797	1%	118	100			

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	ASC17	Healthy & Wise	IP2	MSR	Managed Service Reductions Residential & Respite Care	A review of the level of residential respite care provided to individuals may impact on the level of service received. Figures are based on a 13% reduction in current levels of demand and spending.	5,777	13%		414	335		
	ASC18	Healthy & Wise	IP2	PC	Development of Extra Care Housing	Development of Extra Care as an alternative to Residential Care, to meet the future needs of Bridgend Residents.	2,017	33%			660		
	SSW2	Healthy & Wise	IP2	PC	Develop and implement personalised budgets	To develop personalised budgets across Adults and Children. This could potentially see a reduction in the types of services being commissioned as individuals explore new ways of meeting their social care outcomes. No further work completed at present as it is too early. Strategy to be developed during 2017/18.	Approx. £23m commissioned services	N/A				263	
	CH25	Healthy & Wise	IP2	BUR	Reduction in Safeguarding LAC numbers and related reduction in costs	It is envisaged that costs can be reduced if children at risk can be identified early and alternative support be provided instead of them becoming 'Looked after'. Continues to be a priority however, unpredictable at this stage.	10,439	8%	357	260	260		
	SSW4	Healthy & Wise	IP3	CST	New models of service delivery within AWEN cultural trust.	Implementation will be delivered by the Awen Trust and this is outlined in the partnership agreement. Any changes to service levels to deliver savings will have to be agreed between the Council and Awen.	3138	22%	250	101			
	SSW3	Healthy & Wise	IP3	PC	Redesign respite and emergency services, including a review of transition services	Redesign respite and emergency services across Adults and Children Services. Work ongoing and business case in development.	1,073	22%			100	100	
Theme 1 - Remodel Service Delivery - sub-total										1,075	1,355	363	0

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Theme 2 - Service Efficiencies												
ASC12	Healthy & Wise	IP3	BUR	Continued efficiencies within LD Day Services	A staff restructure is being implemented and an options appraisal for the future management arrangements of the service is being produced. Contingency plan in place.	1,662	9%	36	120			
HL2	Healthy	IP3	BUR	Review Healthy Living Partnership Contract	Decisions would be needed following presentation of options and consideration of financial penalties. The management fee has been reduced via reprofiling of capital and other costs e.g. utilities have also contributed to savings.	1,835	28%	181	308	20		
Theme 2 - Service Efficiencies - sub-total									428	20	0	0
Theme 3 - Income Generation												
ASC10	Healthy & Wise	IP3	BUR	Develop income stream for specialist Mental Health placements at Glyn Cynffig	There is currently a service review underway for this care provision, one of the areas being explored could be the potential generation of income for the directorate from other public sector organisations . New model of service being designed, requires significant work to ensure future sustainability.	100	88%	15	73			
Theme 3 - Income Generation sub-total									73	0	0	0
Theme 4 - Prevention and Wellbeing												
SSW1	Healthy & Wise		MST	Impact of the Prevention and Wellbeing agenda	Part of the whole system remodelling programme for Social Services. The annual impact of the introduction of the prevention and wellbeing agenda, including the impact of the Community resource team /Reablement services, the increase in the use of Assistive Technology, the development of the Council Wide Local Community Co-ordination and development of personalised budgets. There is a risk of demographic growth especially with older people with mental health needs. There has been an increased focus on developing the Prevention and Wellbeing agenda over the last 6 months - specifically the establishment of a community co-ordinator. Early indication is that this post has enabled 25 people to be diverted away from statutory services. The service is now recruiting 2 further community co-ordinators so that each community network area will have a post. It is too early to be confident about the potential savings hence the red RAG status.	Directorate Wide	N/A		668			
Theme 4 - Prevention and Wellbeing sub-total									668	0	0	0
Total Social Services & Wellbeing Directorate									2,244	1,375	363	0

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COMMUNITIES												
COM1	Corporate Business	IP3	MSR	Public conveniences - Reductions to the budget for Public Toilet provision Introduction in 17/18 of mobile public toilet cleaning attendants to service the public toilets in Bridgend Porthcawl and Maesteg followed by nearly full budget saving against the service and closure or transfer to T&CC in 18/19. A budget will be retained to support the Authority's comfort scheme. This will be used to grant fund businesses that open their toilets to the general public	Failure to secure public support following consultation. Failure to secure the required outcomes through staff consultation required to achieve the savings or non-transfer to Town and community councils. Timescales identified when set against the requirements of consultation and approval to proceed time scales mean achieving the full savings in the years identified is very challenging.	166	62%			103		
COM3	Corporate Business	IP3	BUR	Review of Highways maintenance/DLO Services - collaborative overhead saving working with another local authority. (Budget of £6.087k reflects full budget for Highways Maintenance/Street lighting/ Highways Management/ Network Management / Rights of Way/ and the DSO. These budgets are impacted by additional savings targets identified below.	Such collaborative working could be introduced but there would need to be agreements in place such as memorandum of understanding as to the scope of such works (e.g. where the person operates from, priorities to host or party sharing service. This might also lead to redundancy costs. It is likely there would be no visible impact to the public.	6,087	9%	417			150	
COM4	Place	IP3	BUR	Review of School Crossing Patrol service in line with GB standards.	This proposal builds on the 2015/16 budget reduction to cut the school crossing patrol budget by 50% and focus on those sites where there is greatest assessed risk based on the GB standard. Potential redundancy costs. Impact on high risk routes to gain full saving. Potential to impact on learner travel budget if route is deemed unsafe due to lack of SCP and the need for the Education Directorate to provide transport.	66	30%				20	
COM5	Place	NONPTY	MSR	Reduction to Winter Maintenance Budget	As a Highways Authority, BCBC has a statutory duty to maintain the highway in a safe condition. This reduction will see fixed hire of gritters for fixed period and the risk is if the winter period extends there would be an overspend against the revised budget. In snow events the ability to deal with a wider response would be impacted, with resilience diminished.	337	18%		60			
COM6	Place	NONPTY	MSR	Reduction of current weed spraying to one spray per annum	A reduction of 50 % from two sprays per annum to one will result in greater weed growth on the highway network including pavements. The risk is that weeds cause an accelerated deterioration in the highway asset requiring more extensive and expensive repair in the long term.	30	50%		15			
COM7	Place	NONPTY	MSR	Technical Surveys - Reduction in budget to cover only costs of SCRIM/SCANNER and a number of other required inspections	The digital scanning of the highway network can be reduced to cover the minimum required for Welsh Government purposes. The risk is that we do not have information to best inform our highway maintenance programme to direct funding where it is most needed.	20	25%		5			
COM8	Place	NONPTY	MSR	Reduction in road marking maintenance	This proposal will result in less frequent maintenance and re-marking of line painting on roads and potentially may impact on road safety and enforcement.	100	10%		10			

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COM9	Corporate Business	IP3	BUR	Removal of Security budget Waterton	A technological solution is being sought to remove the need for the current security arrangements. This is dependent on works to implement changes to depots.	20	100%		20			
COM10	Corporate Business	IP3	CST	Fleet - This is an efficiency savings based on savings expected to be delivered through joint procurement, increased commerciality, economies of scale and administrative efficiency	To implement joint procurement will require capital investment on an invest to save basis.	-51	N/a - Fleet has a net income budget				93	
COM11	Place	IP3	MSR	Other cleaning - Removal in 19/20 of 4 area cleaner streets teams - The loss of this support will shift the balance of the service from which is generally recognised where litter is collected on a proactive basis to one where litter is picked up reactively with the remaining street cleaning operatives responding only to prioritised complaints, fly tipping and bin emptying. The service reduction identified for 2020/2021 will see the removal of 1 of the councils 3 7.5 tonne street cleaning sweepers. The vehicle currently supports street cleaning in the early mornings in each of the 3 main town centres	Under this proposal the council will be at risk of falling short of the minimum statutory requirements laid down in the Environmental Protection Act and other relevant legislation. The loss of this vehicle and its operative will remove any resilience from the service and lead to higher levels of street litter and detritus. The vehicle currently supports street cleaning in the early mornings in each of the 3 main town centres if a vehicle is lost from the service a decision will need to be taken on which town centre is to lose the services of this vehicle Failure to secure the required outcomes through staff consultation needed to achieve the savings. Timescales identified when set against the requirements of staff consultation mean achieving the full savings in the years identified will be challenging.	1,201	22%				200	70
COM12	Place	IP3	PC	Broad review of car park charging including staff and elected member parking passes	Potential public impact if displaced cars move from Council car parks to residential streets. Balance needs to be struck between increasing income to meet budget targets but not impacting adversely on town centre trade and footfall. Also potentially some 'attrition' in the use of Council managed carparks, leading to reduced income but this is accounted for in the estimates. Likelihood of elected members and staff users leaving the current scheme due to increase in costs. The proposal is intended to be part of a 'holistic' parking strategy that will include additional residents only parking around Bridgend Town Centre so that on street alternatives for parking will be more difficult to find.	1119	4%		50			
COM13	Healthy and Wise	IP2	CST	Transfer of directly operated centres and review of grant support to voluntary organisations	BCBC retain two directly operated centres - transition to voluntary organisations would save direct costs. Reliant on new organisations forming. Centres are very popular where closure would have significant reputational risk.	86	45%		39			
COM14	Healthy and Wise	IP3	MSR	Reduction in Adult Community Learning provision	ACL provision has already reduced significantly from 2014 to 2015 following 40% cut in WG funding. Further saving reduces scope of provision further.	177	40%		70			
COM15	Healthy and Wise	IP3	MSR	Street lighting - combination of shut off and dimming which will be based on risk assessments that are yet to be carried out but will be based on keeping lighting on key strategic sites and junctions.	Risk of community safety and public concern. Risk of unlit road side obstructions. Potential for unlit routes to impact on learner travel routes that may then fail audits and require educational transport. Potential impact on town centre economic vitality and CCTV coverage for anti-social behaviour.	1,482	34%				250	250

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COM16	Place	IP3	MSR	<p>A substantial cut of 25% was made to the service in 2015/16 on top of savings in previous years, limiting the scope for further reductions. 2017/18 - £21k – A reduction in the BCBC tourism marketing budget, and reducing the mobile TIC budget, for the financial year 2017/2018.</p> <p>2018/19 -£40k cut in commissioning budget to support 3rd Sector with Community Asset Transfer. This is part of the Strategic Regeneration Fund.</p> <p>2019/20 -£20k reduction in the Events budget in 2019/20. It is not possible to reduce the budget prior to this due to existing commitments (Urdd, Women's Open, Senior Open, Town Centre Events programme). This is a part of the SRF match-funding budget.</p>	<p>These cuts will result in further erosion of support for the tourism sector in the Country Borough, and limiting the extent to which the Council is able to harness the economic potential of major events, including the Urdd, Elvis Festival Women's Open, Senior Open etc. as well as major tourism investment such as the Wales Coastal Path and Porthcawl's historic Harbour Quarter, including the Maritime Centre. By 2019/20 the Council's ability to work with Welsh Government's Major Events Unit, and bring major events to the County Borough, will be severely compromised. The tourism sector currently accounts for 4,000 jobs locally, and is a sector that has shown consistent growth, both locally and nationally, in the last 5 years. The £40k cut in the commissioning budget will limit the package of support that is currently available to support the Third Sector with Community Asset Transfer in 2018/19. The impact of this could result in either the inability to safeguard community services, and/or failure to realise savings elsewhere in the Council. As a permanent reduction in the SRF budget, it will also result in a long term reduction in the Council's ability to match-fund regeneration projects.</p>	1,756	5%		21	40	20	
COM17	Place	IP3	BUR	Reduction to core budget for Civil Parking Enforcement Team.	Risk that income will drop in future years leaving potential shortfall.	231	22%		50			
COM18	Place	IP3	BUR	<p>Reductions to the budget for the Materials Recovery and Energy Centre (MREC) Introduction in 17/18 of savings achieved through the current procurement being undertaken with Neath Port Talbot CBC for the provision of new operator arrangements for the MREC facility at Crumlyn Burrows.</p>	<p>Failure to secure a new operating contractor through a compliant tender and procurement exercise for the MREC facility would result in this saving being undeliverable.</p> <p>Failure to reach agreement with NPT on the Councils financial contribution to the costs of supporting the MREC.</p> <p>Intervention by the Welsh Government and or changes in legislation in the waste management sector.</p>	4,047	5%		200			
COM19	Place	IP3	PC	Permitting Scheme road works net of existing income of £95,000	Implementation of permitting Scheme - risk that Welsh Government do not approve the scheme.	New income target	N/a - Fleet has a net income budget		100			
COM20	Place	IP3	MSR	Highways Dept Management Structural Savings Target	Less resources for highway inspections, less resilience for response to highway issues.	6,087	2%			50	50	
COM21	Place	IP2	BUR	Rights of Way - removal of contribution to Coity Walia	If this funding is removed, there is a potential implication on street scene for removal of fly tipping. In addition, the maintenance costs of the common would revert back to ROW.	21	100%		21			
COM22	Place	NONPTY	MSR	Carriage way resurfacing - move to reactive service	No carriageway re-surfacing purely carriageway patching reactive repairs.	215	100%		215			
COM23	Place	NONPTY	MSR	Gully cleanings reduce frequency	To achieve this there will be staffing/plant reductions. Risk of water hazard not being dealt with and implications for insurance claims. Reduced resilience in severe weather events.	186	22%		40			
COM24	Place	IP3	BUR	AD procurement - Reduction in budget through savings in the treatment of the Councils domestic food waste, through a joint procurement exercise with the City and County of Swansea (CCS) for the treatment of food waste by anaerobic digestion (AD)	<p>Failure to secure a compliant tender and to close the procurement with a provider.</p> <p>Intervention by the Welsh Government which prejudices the procurement.</p> <p>Failure to agree and implement a MOU between CCS and BCBC.</p>	318	31%		100			

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	COM25	Place	NONPTY	MSR	Reduced focus on rear lanes overgrowth and footpaths in rural areas	To achieve this there would need to be a reduction in teams which have already decreased from 4 to 2. Further reduction/non-attendance at rear lanes will result in greater weed growth on the adopted highway network. The risk is that weeds cause an accelerated deterioration in the highway asset requiring more extensive and expensive future repair. From a reputational perspective, this will be of concern to residents and members.	183	16%		30			
	COM26	Place	IP2	CST	Target full cost recovery of shop mobility	Explore different funding options including partnership or 3 rd party funding. Risk that failure to secure external funding could result in the service having to close.	16	100%				16	
	COM27	Place	IP3	MSR	Removal of Subsidised bus services	Potential reputational risk. Requirement for consultation and EIA. Risk of isolation of communities. Risk of no commercial services to fill the gap in terms of early or later services thus could be a barrier to employment, healthcare, education and services for the community. Risk that WG reconsider their element of the bus subsidy for Bridgend.	320	59%			188		
	COM29	Place	IP3	MSR	Seek commercial partner to operate bus station to achieve full cost recovery	Failure to achieve this could result in bus station closure, impacting on city region, connectivity hub, and potential impact on air quality due to relocation of buses.	149	94%			140		
	COM31	Corporate Business	IP3	BUR	To rationalise the core office estate - Secure tenant for Raven's Court and move staff into the Civic Offices, in order to generate a rental income and save on running costs.	Proposal is dependent on the property market and tenant may not be secured. Whilst there has been tenant interest, to date it has not been possible to complete on the lease with two successive tenants. The property may need to be split and marketed on this basis. This may result in less attractive terms to the council.	216	113%	195		25	25	
	COM32	Healthy	IP3	MSR	Review of Lifeguard services to consider length of season and beach coverage.	Removing the lifeguard service would reduce support for rescues, assists, advice, first aid and lost children. Partnership with lifeguarding clubs would increase voluntary patrolling arrangements alongside paid cover for school holiday periods.	128	65%	23	60			
					Total Communities Directorate					1,106	796	824	70

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CHIEF EXECUTIVES

FINANCE

CEX1	Corporate Business	IP3	BUR	To reduce the number of Finance and accountancy staff	delivery through process efficiencies and upskilling of internal customers. Further staffing reductions may put at risk financial control environment as well leave no resilience in the event of staff sickness, meaning potential to have higher agency fees.	2027	7%	51	50	50		
CEX2	Corporate Business	IP3	CST	To reduce the number of Internal Audit hours commissioned from joint service	Reduced internal audit capacity within the Council focused increasingly on statutory work only, increasing risk of failure of internal controls.	403	25%	19	60		20	
CEX3	Corporate Business	IP3	CST	To put Council Tax and some aspects of benefits online and to collaborate with others	Digitisation should result in better customer access and service, but savings are likely to be delivered through a mixture staff reductions and freed capacity to focus on recovery work from putting council tax and some benefits on line.	2198	16%	60	150	150		
CEX4	Corporate Business	IP3	BUR	To secure reductions in External Audit Fees	Agreed reduction in external audit fees in line with reduced number of audit days.	420	36%	87		33	33	
CEX5	Corporate Business	IP3	BUR	To recover grant audit fees from grant/reduced scope if grants brought into RSG	Plan to negotiate with Welsh Government/ WAO to ensure audit of grants covered by grant. Expected reduction in grants in future years should also reduce pressure on net budget.	47	64%			15	15	
CEX6	Corporate Business	IP3	MSR	To reduce the number of corporate directors	Deletion of Director of Resources post. Reduction allows for increased cost of Director of OPS vs Assistance Chief Executive.	700	17%		120			
CEX11	Corporate Business	IP3	BUR	Implement fines for non return of Single Person Discounts	Statutory fine of £50 not currently implemented. Based on 1,000 case per annum less 0.5 FTE administration cost assumed.	N/A	N/A		34			
				Total Chief Executives					414	248	68	0

OPERATIONAL AND PARTNERSHIP SERVICES

OPS1	Wealthy / Healthy	IP3	CST	Public Protection Collaboration	The project is intended to reduce costs and maintain resilience. It is important that the project provides proportionate savings to the Directorate budget cuts to avoid other services taking disproportionate cuts. Agreement of the partner authorities is required to effect savings as even if savings are made from a reduced service to Bridgend it is likely that this will impact on other authorities.	1,454	25%	181	20	50		
OPS2	Corporate Business	IP3	BUR	Restructure of Legal, Democratic and Procurement.	Legal Services already a mix of collaboration, joint service, internal service and procured. Cost of service significantly lower than external so care needs to be taken not to increase costs overall. Democratic Services: Reduction of support staff will require change to Committee Structure. Procurement team restructure completed.	2,736	12%	70	150	100		

Budget Reduction Proposals 2017-18 to 2020-21

Page 56 Ref.	Links to Population Outcome	Improvement Priority 2016-20	Categories	Budget Reduction Proposal	Impact	Budget 2016-17 £'000	Total Budget Reduction 2016-2021 as % of 2016-17 Budget	2016-17 Budget Reductions £000	Proposed 2017-18 £000	Indicative 2018-19 £000	Indicative 2019-20 £000	Indicative 2020-21 £000
Housing												
OPS3	Place	NONPTY	MSR	Non staff Budget, Review Service Level Agreements and Staffing.	Will require use of grant funding. Requires re-negotiation of SLA.	885	11%	50.94	50			
				Total Housing					50	0	0	0
Human Resources												
OPS4	Corporate Business	IP3	BUR	To reduce number of staff in HR, OD and Communications and business support	Planned savings in process of realisation. Management costs reduced due to amalgamation of roles and unification of Business Support services within new Directorate. Future staff savings possible due to Digitisation project but concern in relation to capacity to support HR advisor functions.	2,500	11%	95	140	50		
OPS5	Corporate Business		CST	Non Staffing		869	1%		10			
				Total Human Resources					150	50	0	0
ICT												
OPS6	Corporate Business	IP3	BUR	Call tariff efficiency	Future years work to rationalise software but consultation required within Directorates in respect of specialist software. Budget re-alignment required to offset overspend in some areas.	1423	20%	192	40	50		
OPS7	Corporate Business	IP3	BUR	Review non staff budgets for communications, supplies training and equipment	Fewer resources to provide ICT support and infrastructure.	999	7%		65			
				Total ICT					105	50	0	0
Transformation												
OPS8	Corporate Business	IP3	BUR	Staff restructure	A small performance team so large impact even with small staff changes. The Transformation team is central to the delivery of the corporate projects.	238	25%		60			
				Total Operational & Partnership Services					535	250	0	0

Page 57	Ref.	Links to Population Outcome	Improvement Priority 2016-20	Categories	Budget Reduction Proposal	Impact	Budget 2016-17 £'000	Total Budget Reduction 2016-2021 as % of 2016-17 Budget	2016-17 Budget Reductions £000	Proposed 2017-18 £000	Indicative 2018-19 £000	Indicative 2019-20 £000	Indicative 2020-21 £000
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CORPORATE / COUNCIL WIDE

CWD1	Corporate Business	NONPTY	PC	Reduction in Levies	This will require discussions with levying authorities e.g. Fire and Rescue Authority and Coroners to secure reductions in levies, in line with overall reductions in public sector funding. Based on assumption of annual 1% efficiency target, with 0.5% in first year	6,959	4%	23	35	70	70	70
CWD2	Corporate Business	NONPTY	BUR	Reduction in other Corporate budgets including pay and price provision.	Impact to be determined depending on economic climate, inflationary rates etc.	10,194	8%		107	92	272	372
CWD3	Corporate Business	NONPTY	BUR	Reductions in Insurance Premiums	Reduction in the annual amount put aside to increase the estimated cost to the Council of the outstanding liability for Employer's Liability, Public Liability and Property.	1,559	18%	100		80	100	
CWD4	Corporate Business	NONPTY	BUR	Reduction in provision for Council Tax Reduction Scheme	Budget underspent by £520k in 2015-16. Impact will need to be monitored as this budget is demand led.	14,304	6%	300	300	200		
				Total Corporate / Council Wide					442	442	442	442

GRAND TOTAL REDUCTIONS									6,187	4,464	2,633	1,456	
ESTIMATED BUDGET REDUCTION REQUIREMENT (MOST LIKELY)									7,477	6,187	9,474	9,141	8,808
REDUCTION SHORTFALL									0	5,010	6,508	7,352	

1,661	21	0	0
2,689	3,369	1,237	944
1,837	1,074	1,396	512
6,187	4,464	2,633	1,456

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	Corporate Priority	Financial Year										
		2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2016-2026 £'000
Non-Operational Assets	Smarter Use of Resources	480	-	-	-	-	-	-	-	-	-	480
Community Projects	Smarter Use of Resources	191	100	100	50	50	50	50	50	50	50	741
Culture												
Bryngarw House	Core Services & Statutory Functions	5	-	-	-	-	-	-	-	-	-	5
Healthy Living Minor Works - Newbridge Fields	Core Services & Statutory Functions	25	-	-	-	-	-	-	-	-	-	25
Berwyn Centre	Core Services & Statutory Functions	200	-	-	-	-	-	-	-	-	-	200
Total Communities		34,988	9,665	7,721	7,385	5,570	4,450	4,450	4,450	4,450	4,450	87,579
Operational & Partnership Services												
Investment in ICT	Smarter Use of Resources	300	-	-	-	-	-	-	-	-	-	300
Digital Transformation	Smarter Use of Resources	550	1,950	-	-	-	-	-	-	-	-	2,500
Council Suite Infrastructure Upgrade	Smarter Use of Resources	19										19
Total Operational & Partnership Services		869	1,950	-	-	-	-	-	-	-	-	2,819
Unallocated		-	-	-	-	696	1,816	1,816	1,816	1,816	1,816	9,776
Total Expenditure		47,121	42,029	10,129	7,513	6,296	6,296	6,296	6,296	6,296	6,296	144,568
Expected Capital Resources												
General Capital Funding												
General Capital Funding - General Capital Grant		2,382	2,379	2,379	2,379	2,379	2,379	2,379	2,379	2,379	2,379	23,793
General Capital Funding - Supported Borrowing		3,914	3,909	3,909	3,909	3,909	3,909	3,909	3,909	3,909	3,909	39,095
Capital Receipts - Schools		1,410	12,437	55	98	-	-	-	-	-	-	14,000
Capital Receipts - General		10,966	761	87	766	8	8	8	8	8	8	12,628
Earmarked Reserves		9,112	2,750	100	50	-	-	-	-	-	-	12,012
Revenue Contribution		36	935	-	-	-	-	-	-	-	-	971
Prudential Borrowing (Unsupported)		1,720	-	-	-	-	-	-	-	-	-	1,720
Local Govt Borrowing Initiative (21st Century Schools)		-	2,597	1,323	-	-	-	-	-	-	-	3,920
Loan - WG		2,400	-	-	-	-	-	-	-	-	-	2,400
Sub-Total General Capital Funding		31,940	25,768	7,853	7,202	6,296	6,296	6,296	6,296	6,296	6,296	110,539
External Funding Approvals												
WG - Flying Start		32	-	-	-	-	-	-	-	-	-	32
WG - Other		331	2,250	60	-	-	-	-	-	-	-	2,641
WG - 21st Century Schools		2,700	13,023	-	-	-	-	-	-	-	-	15,723
WG - Vibrant & Viable		2,269	-	-	-	-	-	-	-	-	-	2,269
WG - CADW		500	-	-	-	-	-	-	-	-	-	500
S106		1,303	228	-	-	-	-	-	-	-	-	1,531
Transport Grant		1,695	-	-	-	-	-	-	-	-	-	1,695
Heritage Lottery Fund (HLF)		370	395	1,119	311	-	-	-	-	-	-	2,195
Big Lottery		262	-	-	-	-	-	-	-	-	-	262
EU		127	365	1,097	-	-	-	-	-	-	-	1,589
Other		5,592	-	-	-	-	-	-	-	-	-	5,592
Sub-Total External Funding Approvals		15,181	16,261	2,276	311	0	0	0	0	0	0	34,029
Total Funding Available		47,121	42,029	10,129	7,513	6,296	6,296	6,296	6,296	6,296	6,296	144,568
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

29 NOVEMBER 2016

REPORT OF THE CORPORATE DIRECTOR COMMUNITIES

RESIDUAL WASTE COLLECTION DISPENSATIONS OUTCOME OF PUBLIC CONSULTATION PROPOSALS

1.0 Purpose of Report

- 1.1 To set out for consideration by Cabinet the findings of the recent public consultation on proposed dispensation from the Council's two bag residual waste restriction policy from the 1st April 2017 and approve the recommended dispensation for households with six or more inhabitants and also for households where a coal fire is the main heating source, for the collection of ash.
- 1.2 To grant to the Corporate Director Communities authorisation to develop appropriate procedures for the proper management and administration of any dispensation so approved.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 This report is prepared and takes into consideration the following Corporate Improvement Objectives as outlined in the Councils Corporate Plan: -
 - Helping people to become more self-reliant. Individuals and families that will be more independent and less reliant on traditional Council services.
 - Smarter use of resources. Council that has lean, robust processes.

3.0 Background to Consultation

- 3.1 Cabinet will recall at its meeting on 26th July 2016 approving proposals to enter into public consultation on possible dispensations to the two bag per fortnight restriction on the collection of residual household waste, from the 1st April 2017.
- 3.2 The Waste Collections and Household Waste Amenity Sites contract is currently in the process of being re-procured and will operate from 1st April 2017 to 31st March 2024.
- 3.3 At present all residual waste presented by householders is collected by the waste contractor. Cabinet will recall from the report dated 15 March 2016 that in order to meet the very stringent Welsh Government recycling targets changes to the collection arrangements will be required. Accordingly Cabinet approved the introduction of a two-bag restriction on residual waste presented at the kerbside for collection by householders.
- 3.4 During the previous public consultation undertaken over an eight-week period from the 14th December 2015 to the 8th February 2016, the public questioned the

proposed two-bag per fortnight restriction on the presentation of residual waste at the kerbside. The questions specifically focused on areas the public felt dispensation from the restriction should be considered. To address these matters, Cabinet were asked to approve a further round of public consultation, the outcome of which would be reported to Cabinet for further consideration. This took place over an 8 week period from 2nd August 2016 to 10th October 2016. The Refuse Collection: Additional allowance scheme 2017: Consultation Report results are attached for information as **Appendix 1**.

- 3.5 The survey was available to be completed online through a link on the consultation page of the Council’s website or by visiting www.bridgend.gov.uk/consultation. Paper copies of the consultation were also made available at local libraries and the Civic Offices, or alternatively, they could be sent directly to the residents upon request in either English or Welsh.
- 3.6 Details of the consultation were sent as part of a press release, emailed to relevant stakeholders including; Councillors, Town and Community Councils, members of the Local Service Board (LSB), neighbourhood networks, the Youth Service Cabinet (YSC), Bridgend Equality Forum (BEF), Bridgend Business Forum (BBF) and business directory, Bridgend First, Bridgend Employer Liaison Partnership database, Communities First database and local media outlets. Citizens’ Panel members interested in receiving additional consultations from Bridgend County Borough Council were invited to complete the survey using a link provided.
- 3.7 The Council’s corporate Facebook and Twitter accounts were used to promote the consultation throughout the live campaign period.
- 3.8 In total there were 588 responses received to the survey, the results can be considered robust and confidence in the outcome can be drawn from this number of respondents.

Response format	Total Survey Responses	
	No	%
Online survey responses	540	96.8
Emails	6	1.1
Paper survey responses	7	1.2
Telephone	5	0.9
Total	558	100.0

- 3.9 The survey included: -
- 540 responses to the consultation surveys received online – of the responses received there were 540 English online submissions and 0 Welsh versions completed.
 - During the consultation period the Council tweeted its 7,868 @BridgendCBC followers and posted to its 5,898 Facebook followers about the consultation on several occasions during the consultation period to help raise awareness.

- There were 6 responses received by email, 7 responses by post and 5 responses via telephone call.

3.10 The survey sought feedback from the public on two areas where dispensation from the waste restriction policy might be considered appropriate by Cabinet: -

Proposal 1. Households with a high number of occupants.

Proposal 2. Households disposing of ash from coal fires.

3.10.1 During the public consultation, undertaken between 14th December 2015 and 8th February 2016, a number of householders raised questions on the disposal of pet waste. This matter had previously been highlighted in the Residual Waste Collection Dispensations Public Consultation Proposals report to Cabinet dated 26th July 2016, and in the report to Scrutiny Committee on the Waste Services Provision dated the 28th July 2016. The reports noted that giving an extra bag to households with pets would result in 60% of the households in Bridgend not having to comply with the two-bag limit which in effect would render the restriction policy inoperable.

3.10.2 Allowing dispensation for pet owners to receive additional bags for the disposal of pet waste would add significant additional cost at a time when budgets are under increasing pressures and negatively impact on the achievability of the Welsh Government statutory recycling targets. For this reason it is not recommended to offer a dispensation on the waste restriction policy, to provide pet owners with additional bags to dispose of pet waste.

3.11 **Proposal 1:** - Households with a high number of occupants, this was divided into two questions: -

- Question one asked if residents supported the concept of allowing one additional bag per fortnight for households with six or seven residents.
- Question two asked if households with eight or more residents should be allowed an additional two bags of refuse per fortnight

Introducing an additional allowance for households with six to eight residents was rejected by 47.6 per cent of respondents and supported by 39.3 per cent. In all household sizes, disagreement was higher than agreement, the highest level of disagreement being three in five (61.3%) for households with five residents.

Those with a household size between six and seven were over twice as likely to support the proposal with 80.0 per cent supporting increasing the allowance.

The proposal for a further allowance for households with eight or more residents was rejected by 47.1 per cent of respondents and supported by 38.0 per cent.

Those who would benefit from the scheme supported the proposal with 70.0 per cent agreeing and 10.0 per cent disagreeing.

A summary of the information provided above is presented in the attached Refuse Collection: Additional allowance scheme 2017: Consultation Report (**Appendix 1**): Table 6: Survey respondents: proposal one.

3.12 **Proposal 2:** - Households disposing of ash from coal fires

This proposal would provide an additional bag for households using coal fires as a main source of heating

The proposal to introduce an additional one bag residual waste collection for households using coal fires, as a main source of heating was rated disagreeable by 48.8 per cent of respondents and supported by 40.4 per cent.

Further analysis found that residents were more likely to agree if they lived in a household alone, 38.8 per cent of sole residents supported the proposal and this slowly declined up to households with five residents where only 21.3% supported the introduction of the proposal.

A summary of the information provided above is presented in the attached Refuse Collection: Additional allowance scheme 2017: Consultation Report (**Appendix 1**): Table 7: Survey respondents: proposal two

3.13 During the public consultation exercise a number of consultees raised comments that were mirrored in previous consultations and included identifying a perceived risk of increased fly tipping to suggestions that consideration should be given to penalising non-recyclers.

3.14 The most referenced theme stated by respondents in the qualitative section was in respect of their concerns surrounding an increase in fly-tipping (14.7%). The majority of respondents referencing the hygiene waste collection service were also unaware of its introduction despite being included in the questionnaire. The third most referenced area was regarding the perceived difficulty for pet owners to meet the bag restriction without having a dispensation.

3.15 Examples of qualitative responses from respondents are presented below for information: -

3.15.1 Residents voting against the additional allowances referenced the council tax charges. *“So as a retired person are you suggesting that I should subsidise the cost of larger families’ rubbish. If we are paying the same council tax then we should all be eligible to put out the same number of rubbish black bags.”*

3.15.2 Other residents looked at the change in service holistically *“...as a household of 5 I currently recycle every item possible and use on average 4 bags per fortnight. Other household may have more than the 2 suggested bags, and this could result in an increase in fly tipping recycling needs to be easier and containers need to be bigger to help people reduce the amount of waste they are producing.”*

4.0 Current Situation/Proposal

- 4.1 Whilst it is acknowledged that the overall majority of responses to Proposal One in the report were not in favour of the proposed dispensations, of the respondents that would qualify for the dispensations the vast majority (80%) supported the proposal.
- 4.2 However, members are asked to consider the primary purpose of the implementation of the residual waste restriction to a two sack system, namely to increase recycling.
- 4.3 It is envisaged that the proposed households if granted the dispensations being considered will still be subject to a restriction level that is proportional and encourages the increase in recycling that is needed.
- 4.4 In considering all of the options placed before Cabinet, it is therefore recommended that consideration is given by Cabinet to allowing dispensation from the Council's two bag residual waste restriction policy in the following circumstances: -
- 4.4.1 One additional bag per fortnight for properties with 6 or 7 residents.
 - 4.4.2 Two additional bags per fortnight for properties with 8 or more residents.
 - 4.4.3 One additional bag per fortnight for properties with coal fires as the primary source of heating for the collection of ash
- 4.5 The public will be able to register with the contractor to receive a dispensation and make use of the scheme. However it is vital to ensure that additional bags are only issued where there is a real need and are not used to dispose of recyclable material in the residual waste stream. Therefore, applications for dispensation will need to be vigorously and robustly checked. To support this approach it should be noted that recent independent research on an all Wales basis has revealed that approximately 50% of all 'black bag' waste presented at the kerbside could be recycled, made up of circa 25% food waste and 25% dry reyclate. This demonstrates that with more rigorous recycling the amount of residual waste can ordinarily be contained to the two bag per fortnight limit.
- 4.6 The final criteria applied to the dispensations policy will be established in conjunction with the new waste contractor, in advance of the 1st April 2017 contract commencement date. However, the main points and principles would include, but not be limited to the following: -
- This service is for non-recyclable waste only
 - For those granted dispensation only non-recyclable waste is to be placed in any of the original 2 per week issued residual waste bags and the additional dispensation bag/s.
 - Eligible residents that are not recycling all readily recyclable material will be refused additional bags irrespective of household size / coal fires.
 - Those granted dispensation bags will have the facility withdrawn if found to be placing recyclable material into the residual waste bags.
 - Only one application per household will be accepted.

- An officer may contact the applicant for further information and recycling education.
 - Residents applying for the dispensation will be expected to make full use of the recycling service to minimise the amount of residual waste they produce. Before being provided with additional bags, residents will be offered additional recycling containers.
 - Additional bags are provided on a conditional basis, which will be reviewed periodically.
 - Only the exact number of additional bags will be issued to cover the corresponding period.
 - If circumstances have changed, the additional bags may be withdrawn.
 - If the resident's circumstances change they are required to inform the council so that their needs can be reassessed.
 - No replacement bags will be issued during the period covered by the application for damaged / lost bags.
 - Re-application will have to be made after a 12-month period.
 - Bags placed for collection may be subject to periodic splitting and sorting and checked for compliance.
 - The Council reserves the right to amend or withdraw entitlement at any point. Changes will be notified in writing prior to coming into effect.
 - Exemptions are granted at the sole and absolute discretion of the Council.
- 4.7 As part of the Council's on-going commitment to the two bag restriction the following on-going checks may be undertaken to ensure that the dispensations policy is being adhered to by the householder: -
- A waste audit to ensure that the household is recycling as much as possible.
 - Checks to ensure that the information is still relevant.
 - A check on the names listed permanently residing at the property based on information publicly available or which the Council is entitled to use for this purpose under the provisions of the Data Protection Act.
- 4.8 The following illustrate the type of checks that will be applied to householders applying for dispensation from the Council's two bag restriction, where their main source of heating or hot water is from burning coal: -
- An officer may contact the applicant to arrange a site visit for further information and to check on use of coal fire and to confirm as the only source of heating in the household.
 - The Criteria set out above in 4.3 for household numbers may also apply.
- 4.9 Members will recall the 15th March 2016 Cabinet report Waste Services Provision Minute No 867 resolution No: 6:
- "That Cabinet: approved the option of introducing an Absorbent Hygienic Products collection service to coincide with a restriction on the number of bags that are collected, this is intended to support families and residents who use Absorbent Hygiene Products". This is now included in the new waste contract.

4.10 Where a household requires and applies for the new Absorbent Hygiene Products service the information the householder will be expected to provide will be developed in conjunction with the Council's new waste services contractor.

4.10.1 The Criteria set out above in 4.3 for household numbers may also apply.

5.0. Effect upon Policy Framework & Procedure Rules.

5.1 There are no effects on the Policy Framework and Procedures Rules.

6.0. Equality Impact Assessment

6.1 A full Equality Impact Assessment has been carried out in conjunction with consultation with the public and is attached

7.0. Financial Implications

7.1 As part of the procurement process, tenderers were asked to provide a provisional unit price for co-collecting additional Residual Waste from households with dispensation. An estimate of the number of households eligible and subsequently taking up the proposed dispensation policy for Cabinet will be included in the growth bid that will be submitted as part of the budget setting process for 2017/18 to secure additional resource to enable BCBC to provide the dispensation policy going forward.

7.2 The estimated annual cost of implementing the dispensation policy is £35,000.

8.0. Recommendation

8.1 Cabinet is asked to approve dispensation from the Council's policy for restricting household residual waste collections to two bags per fortnight from 1st April 2017 in the circumstances detailed below: -

8.1.1 One additional bag per fortnight for properties with 6 or 7 residents

8.1.2 Two additional bags per fortnight for properties with 8 or more residents

8.1.3 One additional bag per fortnight for properties where the main heating source is a coal fire, for the collection of ash

8.2 To delegate to the Corporate Director - Communities the authority to liaise with the new collection contractor and finalise the dispensation criteria policy as generally accords with the principles outlined in this report.

Mark Shephard
CORPORATE DIRECTOR - COMMUNITIES
November 2016

Contact Officer: ZACHARY SHELL
Head of Neighbourhood Services
Telephone: (01656) 643403

E-mail: Zak.Shell@bridgend.gov.uk

Background Documents:

Cabinet Report of the 15th March 2016 Waste Services Provision

Refuse collection – Additional allowance scheme 2017

Cabinet Report 26 July 2016 – Residual Waste Collection Dispensations Public Consultation Proposals

Refuse collection:

Additional allowance scheme 2017

Consultation report

Date of issue: 20 October 2016

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1. Overview

A public consultation reviewing Bridgend County Borough Council's additional allowance scheme regarding the fortnightly two black bag collection policy was undertaken over a ten week period from 2 August 2016 to 10 October 2016. The consultation received 558 responses from a combination of the consultation survey, letters, emails and telephone calls. This paper details the analysis associated with the consultation.

2. Introduction

A public survey based on a review of Bridgend County Borough Council's additional allowance waste collection scheme was conducted over a ten week period between 2 August 2016 to 10 October 2016. The survey was available to complete online through a link on the consultation page of the council's website¹ or by visiting www.bridgend.gov.uk/consultation. The content of the page remains available online. Paper copies of the consultation were also made available at local libraries and the Civic Offices, or alternatively, they could be sent directly to the residents upon request in either English or Welsh.

Two proposals were considered across three separate questions for respondents, a final qualitative question allowed respondents to propose their own alternatives to the proposal and to share their views on the topic. All questions in the survey were optional and all survey responses offered the option of anonymity.

Comments regarding the consultation were also invited via letter, email and telephone call.

3. Promotional tools and engagement methods

Details of the consultation were sent as part of a press release emailed to the stakeholders including; councillors, town and community councils, members of the Local Service Board (LSB), neighbourhood networks, the Youth Service Cabinet (YSC), Bridgend Equality Forum (BEF) and local media outlets.

Citizens' Panel members interested in receiving additional consultations from Bridgend County Borough Council were invited to complete the survey using a link provided.

The council's corporate Facebook and Twitter accounts were used to promote the consultation throughout the live campaign period.

3.1 Social media

The council tweeted its 7,868 @BridgendCBC followers and posted to its 5,898 Facebook fans about the consultation on several occasions during the consultation period to help raise awareness.

¹<http://www.bridgend.gov.uk/services/consultation/hub/household-waste-additional-allowance-consultation.aspx>

3.2 Local press

The consultation featured consecutively in the Glamorgan Gazette and on Wales Online from 25 July 2016² and 2 Aug 2016³. The consultation also featured in the Glamorgan Gem and Seaside news also covered the topic on multiple occasions. Information on the consultation featured in members' columns in local publications also. The story was also distributed online through third parties.

4. Response rate

In total there were 558 responses received to the consultation. This included:

- 540 responses to the consultation surveys were received online – of the responses received there were 540 English online submissions and zero Welsh versions completed.
- There were six responses received by email, seven responses by post and five responses via telephone call.

Table 1 - total survey responses

Response format	#	%
Online survey responses	540	96.8
Emails	6	1.1
Paper survey responses	7	1.3
Telephone	5	0.9
Total	558	100.0

5. How

was the consultation?

The consultation was conducted over a ten week period in which a range of marketing methods were used to create awareness of the consultation and encourage members of the public to engage with the council. The social demographic data reflects a good cross section of the county borough's population (from the survey responses 538 respondents lived in Bridgend County Borough and 2 outside the area).

Table 2 – survey respondents: age categories

	Under 18	18 - 24	25 - 34	35 - 44	45 - 54	55 - 64	65+	PNTS	Total
#	2	16	117	164	135	71	33	9	542
%	0.4	2.9	21.4	30.0	24.7	13.0	6.0	1.6	100.0

The data collection methods which include the online survey, paper survey, emailed responses and telephone responses all used plain English to increase understanding.

² <http://www.walesonline.co.uk/news/local-news/large-families-bridgend-could-avoid-11661358>

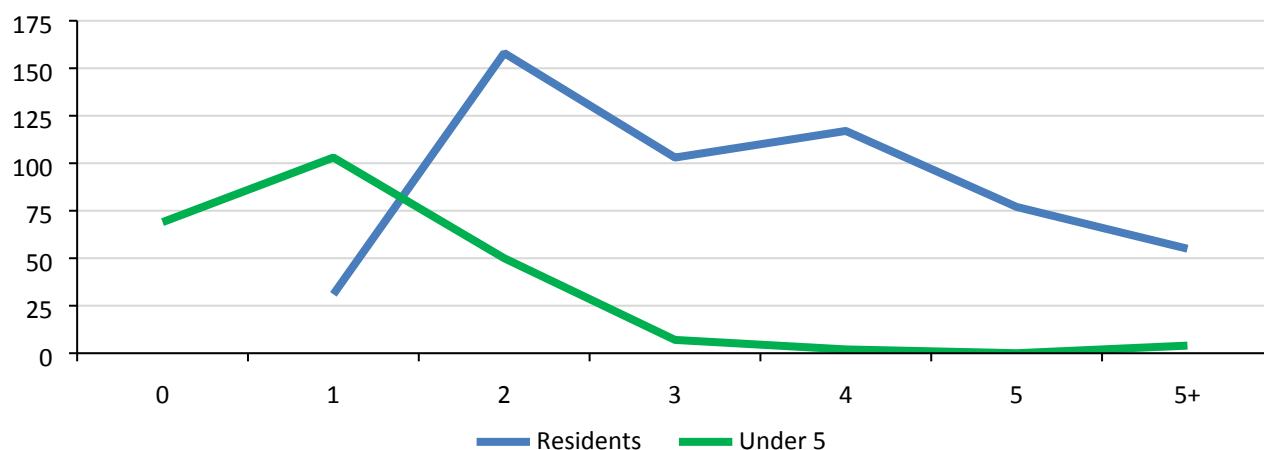
³ <http://www.walesonline.co.uk/news/local-news/time-your-say-plan-allow-11696615>

These response methods were also designed to give respondents the opportunity to reply in order to encourage consistency.

A sample of 547 is robust and is subject to a maximum standard error of ± 4.18 per cent at the 95 per cent confidence level on an observed statistic of 50 per cent. Thus, we can be 95 per cent confident that responses are representative of those that would be given by the total adult population, if a census had been conducted, to within ± 4.18 per cent of the percentages reported. This means that if the total adult population of Bridgend County Borough had taken part in the survey and a statistic of 50 per cent was observed, we can be 95 per cent confident that the actual figure lies between 45.82 per cent and 54.18 per cent.

Demographic questions were asked regarding the number of residents living within each respondent's household and the number of children at the property under five years of age.

Figure 1 - survey respondents: household dynamics



The two variables were used to understand the household dynamics of respondents, the most common household arrangement was a household size of two residents. This could be two adults or one adult and another person over the age of five years old. The table below shows the four most popular arrangements.

Household size	Children under 5	#	%	respondents: most dynamics
2	0	148	27.4	
3	0	68	12.6	
4	0	63	11.6	
3	1	35	6.5	

Table 3 - survey popular household

Weekly collections was the most popular response for all standard recycling collections. Those who do use the garden waste service typically use it on a fortnightly basis (when available) as shown in the table provided below. There were 12.8 per cent of respondents that said they 'never' use the brown container for food waste. There were four per cent of respondents who did not use any form of recycling.

	Weekly	Fortnightly	Monthly	Quarterly	Never
First black box (paper etc)	398	70	27	9	40
Second black box (glass etc)	450	51	7	4	27
Blue sack	466	40	6	1	28
Brown container	430	33	4	4	69
Garden waste	44	54	29	24	338

Table 4 - survey respondents: recycling habits

6. Headline figures

- 6.1 None of the proposals were 'agreeable' with the majority of respondents. Proposal one part one: introducing an additional allowance for households with six to eight residents was rejected by 47.6 per cent of respondents and supported by 39.3 per cent. Those with a household size between six and seven were over twice as likely to support the proposal with 80.0 per cent supporting increasing the allowance.
- 6.2 The proposal for a further allowance for households with more than eight residents was rejected by 47.1 per cent of respondents and supported by 38.0 per cent. Those who would benefit from the scheme supported the proposal with 70.0 per cent agreeing and 10.0 per cent disagreeing.
- 6.3 Proposal two for introducing a coal fire allowance was rated disagreeable by 48.8 per cent of respondents and supported by 40.4 per cent. Two in five (38.8%) residents living alone supported the proposal and this slowly declined up to households with five residents where only 21.3% supported the introduction of the proposal. In all household sizes, disagreement was higher than agreement.
- 6.4 In total there were 432 comments relating to one of 24 re-occurring themes. Concerns around fly tipping (14.7%), comments on the need for the hygiene waste collection (14.4%) and the proposal to introduce a pet waste collection (10.5%) were the top three comments thematically.

7. Question and analysis - consultation survey

Section seven of the report looks at the questions asked in the consultation survey unless stated otherwise. In total there were 558 respondents to the consultation survey.

Table 5 - survey respondents: language

Language	#	%
English	558	100.0
Welsh	0	0.0
Total	558	100.0

Respondents to the survey were initially asked which language they would like to complete the survey in. All respondents selected English with no respondent selecting to complete the survey in Welsh.

7.1 Proposal one

Proposal one was segregated into two parts. Part one asked if residents supported the concept of allowing one additional bag per fortnight for households with six or seven residents. Part two asked if households with eight or more residents should be allowed an additional two bags of refuse per fortnight.

Table 6 - survey respondents: proposal one

Proposal one		N	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
Part one	#	542	188	70	71	108	105
(6-7 residents)	%	100.0	34.7	12.9	13.1	19.9	19.4
Part two	#	540	178	76	81	111	94
(8+ residents)	%	100.0	33.0	14.1	15.0	20.6	17.4

Introducing an additional allowance for households with six or seven residents was rated disagreeable by 47.6 per cent of respondents and supported by 39.3 per cent.

Those with a household size between six and seven were over twice as likely to support the proposal with 80.0 per cent supporting increasing the limitations for households with six or seven residents. However, this was most opposed by residents with a household size of five people where three in five (61.4 per cent) disagreed with the proposal.

Respondents aged 45 – 54 were more likely not to support proposal one part one as 50.3 per cent disagreed, and only 36.1 per cent agreed. Residents with children are twice as likely to support proposal one part one (45.8 per cent), against three in five (26.1%) of respondents without children.

Introducing an additional allowance for households with eight or more residents was rated disagreeable by 47.1 per cent of respondents and supported by 38.0 per cent.

There were ten respondents with a household size of eight or more, of the respondents seven of the ten strongly agreed and one strongly disagreed with the additional allowances for households with eight or more residents.

Those with children were equally split with the introduction of proposal one part two (43.0% vs 43.0%). Three in five (57.4%) respondents without children disagreed with the proposal.

Disabled respondents were more likely to disagree with the proposal with 34.1 per cent selecting agree against 41.4 per cent of non-disabled respondents. Overall, both groups were more likely to disagree than agree.

Similarly to the previous proposal 45 - 54 year olds were more likely to disagree with over half (53.5%) voting this way, over one in three (35%) of 25 - 34 year olds supported the proposal against 43.6 per cent who did not.

7.1.1 Proposal two – allowance for coal fire users

Introducing a coal fire allowance was rated disagreeable by 48.8 per cent of respondents and supported by 40.4 per cent.

Table 7 - survey respondents: proposal two

Proposal two		N	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
Coal fire allowances	#	535	173	87	111	106	58
	%	100.0	32.3	16.3	20.7	19.8	10.8

Further analysis found that residents were more likely to agree if they lived in a household alone, 38.8 per cent of sole residents supported the proposal and this slowly declined up to households with five residents where only 21.3% supported the introduction of the proposal. In all household sizes, disagreement was higher than agreement, the highest level of disagreement being three in five (61.3%) for households with five residents.

7.4 Additional comments

Each response received from all methods across the survey were read and subsequently themed. Each theme was then measured to provide a quantitative figure to the qualitative responses. In total there were 432 comments relating to one of 24 re-occurring themes. 71 comments did not relate to the consultation and as such were removed from the percentages of each theme analysed.

Table 8 - survey respondents: qualitative data

Key themes	#	%
Concern identified for fly tipping	53	14.7
Nappy / incontinence / personal hygiene products collection reference	52	14.4
Facility or allowance for pet waste	38	10.5
Introduce more recycling options (i.e. in town centres and materials)	33	9.1
Increase black bag allowance for large households	32	8.9
Provide better / stronger black bags	18	5.0
Penalise non-recyclers	17	4.7
Animals attracted to bins on streets	17	4.7
Reinstate wheelie bins	15	4.2
Increase recyclable materials	12	3.3

The most referenced theme stated by respondents in the qualitative section was in respect of their concerns surrounding an increase in fly-tipping (14.7%). The majority of respondents referencing the hygiene waste collection service were also unaware of its introduction despite being included in the questionnaire. The third most referenced area was regarding the perceived difficulty for pet owners to meet the baggage limitations without having an additional allowance.

Residents voting against the additional allowances referenced the council tax charges. *“So as a retired person are you suggesting that I should subsidise the cost of larger family rubbish. If we are paying the same council tax then we should all be eligible to put out the same number of rubbish black bags.”*

Other residents looked at the change in service holistically *“...as a household of 5 I currently recycle every item possible and use on average 4 bags per fortnight. Other household may have more than the 2 suggested bags, and this could result in an increase in fly tipping...recycling needs to be easier and containers need to be bigger to help people reduce the amount of waste they are producing.”*

Just under ten percent (9.1%) supported introducing more recycling options – for example one respondent wrote *“I strongly support your recycling initiatives and recycle everything that can currently be recycled. However with a household of 6 people it is not possible to*

manage with just 2 sacks per fortnight for non-recyclable waste. If you are able to increase the amount of materials that can be recycled this may be achievable in the future.”

Other suggestions surrounding how to improve the current service was to eradicate the need for additional allowances for others, this included providing better bags (5.0%). Penalising non-recyclers was mentioned by 4.7 per cent of respondents.

8. Conclusion

A response rate of 547 to the survey questions is robust and is subject to a maximum standard error of ± 4.18 per cent at the 95 per cent confidence level. This means that if the total population of Bridgend County Borough had taken part in the survey and a statistic of 50 per cent was observed, we can be 95 per cent confident that the actual figure lies between 45.82 per cent and 54.18 per cent.

8.1 Proposals

In relation to proposal one part one, introducing an additional allowance for households with six or seven residents was disagreeable to 47.6 per cent of respondents, and supported by 39.3 per cent. Combining this response with the qualitative data suggests that the main reason for disagreeing with the proposal surrounded the fact that larger households do not pay increased council tax fees thus, respondents felt that larger households were having an additional advantage. Respondents with children and those who would be entitled to the benefit were more likely to agree with the proposal (45.8% and 80.0% respectively) than disagree.

Similarly, proposal one part two followed a similar pattern with 47.1 per cent disagreeing and 38.0 per cent agreeing with the proposal.

Proposal two regarding allowances for residents using coal fires as a main source of heating was supported by 40.4 per cent of respondents and rejected by 48.8 per cent. The proposal was more agreeable when analysing by size of household, 38.8 per cent of respondents living alone supported the proposal which slowly fell to just 21.3 per cent for those living in households of five residents.

8.2 Alternative suggestions

Resident's reiterated the perceived difficulty with meeting the new two bag limitations and suggested introducing: greater recycling options (9.1 per cent), improving the strength of the bags currently provided to store more in each bag to make meeting the limitation easier and also lowering bags tearing.

Over 10 per cent (10.5%) would like to see some form of allowance for pet waste.

Introducing more recycling options was referenced by 9.1 per cent of respondents. This would make it easier for all residents and household sizes to meet the baggage limitation.

9. Appendices

Raw data.....	Appendix 1
Equality Impact Assessment.....	Appendix 2

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Equality impact assessment (EIA) screening form

Please refer to the [guidance notes](#) when completing this form.

This form has been developed to help you to identify the need for EIA when developing a new policy, strategy, programme, activity, project, procedure, function or decision (hereafter all understood by the term policy). You must also complete this form when reviewing or revising existing policies. It will also help to prioritise existing policies that may need to undergo a full EIA.

Unless they are 'screened out' following this initial prioritisation process, policies **will** be required to undergo full EIA in priority order. Refer to the **above** guidance notes on when an equality screening should happen, and some initial principles to bear in mind when getting started.

No new or revised policy should be approved unless an equality screening and, if required, a full EIA has taken place.

The following sections must be completed for all new policies:

Name of policy being screened:

Provision of Waste Collection and Community Recycling Centre Services.

Brief description of the Policy:

To appoint a contractor to provide the Waste Collection and Community Recycling Centre Services to meet the changing recycling targets imposed by Welsh Government. (Welsh Government's Blueprint for waste "Towards Zero Waste" and its Municipal Sector Plan).

Does this policy relate to any other policies?

This policy is consistent with the Authority (Bridgend County Borough Council) seeking to implement changes to the Waste Collection Services with the improvement priorities detailed in the corporate plan 2016 under Priority 3 – Smarter Use of Resources. A Cabinet Report on Waste Services Provision dated April 2016 sought approval to tender for an external contract). An EIA has been previously undertaken on the Changes to the Residual Waste Collection Service consultation dated February 2016.

A public consultation is taking place on dispensation to the two bag limit covering larger household (6 persons and above occupying one property) and collection of ash from coal fires (where coal is the only source of heat), which will close on 10th October 2016. The results and recommendations will be the subject of a future report.

Reference is also made to the Cabinet Minutes Dated 1st September 2015: Items 762 and 763.

What is the aim or purpose of the policy?

The Authority is looking to appoint a new waste collection service contractor to implement changes to the provision of the Waste collection service to meet the changing recycling targets imposed by Welsh Government.

Who is affected by this policy (e.g. staff, residents, disabled people, women only?)

The service will impact all households and residents in the County Borough.

Who is responsible for delivery of the policy?

Corporate Director Communities.

The following sections must be completed for all policies being reviewed or revised:

Is this a review of an existing policy?

This EIA relates to the renewal of the Waste Collections Service.

If this is a review or amendment of an existing policy, has anything changed since it was last reviewed?

Has an EIA previously been carried out on this policy?

This EIA relates to the renewal of the Waste Collections Service. An EIA has been previously undertaken on the Changes to the Residual Waste Collection Service consultation in February 2016.

If an EIA exists, what new data has been collected on equality groups since its completion?

N/A

Screening questions

1. Is this policy an important or 'large scale' function, and/or is it likely the policy will impact upon a large number of staff, residents and/or contractors?

Yes

2. Is it possible that any aspect of the policy will impact on people from different groups in different ways? (See guidance for list of 'protected characteristics' to consider)

Yes

Characteristic	Yes	No	Unknown	Explanation of impact
Age	X			Some older members of the community will need assistance with placing their waste, recycling and ash from coal fires ready for collection.
Disability	X			Some disabled people will need assistance with placing their waste and recycling ready for collection and will need additional residual waste capacity due to issues around absorbent hygienic product disposal. An allowance has been made within the contract for additional capacity to be provided to those groups requiring this service.
Gender reassignment			X	
Pregnancy and maternity	X			Some members of the community will need additional residual waste capacity due to young children (nappies) and other issues around absorbent hygienic product disposal, an allowance has been made within the contract for additional capacity to be provided to those groups requiring this service.

Race	X			Account has been taken within the communications plans allowing for the translation of information into other languages and distribution of leaflets.
Religion/belief			X	
Sex		X		
Sexual orientation		X		
Civil Partnerships and Marriage		X		

Please expand on your answer:

An assisted waste collection service will be available for those residents and households that require additional support when placing waste and recycling for collection. An assessment process will be used to determine specific need.

What is the risk that any aspect of the policy could in fact lead to discrimination or adverse effects against any group of people? (See guidance for list of protected characteristics?)

A list of residents registered for assisted waste collections will be included in the new contract documents. Collections will then be planned for those registered and will be undertaken by the new contractor.

3. What action has been taken to mitigate this risk?

No negative impact is expected against any protected characteristic group.

4. Could any aspect of the policy help BCBC to meet the main public sector duties? Bear in mind that the duty covers 9 [protected characteristics](#). [Guidance](#)

Duty	YES	NO	Unknown
Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act		X	
Advance equality of opportunity between persons who a relevant protected characteristic and persons who do not share it	X		
Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	X		
<p>Please set out fully your reasoning for the answers given to question 4 including an awareness of how your decisions are justified.</p> <p>All service users will be treated with their specific needs in mind to ensure that full services are available to all residents.</p>			

5. Could any aspect of this “policy” assist Bridgend County Borough Council with its compliance with the Welsh Language Standards and the Welsh Language (Wales) Measure 2011 which are to consider:-

- whether the policy would impact on people’s opportunity to a) use the Welsh language in a positive or negative way and b) treat both languages equally;
- how the policy could be changed to have a positive effect or increase the positive effect on a) people’s opportunity to use the Welsh language and b) treating both languages equally;
- how the policy could be changed to minimise or remove any adverse effects on a) people’s opportunity to use the Welsh language and b) treating both languages equally.

Consultation on the service will be fully bilingual as will information and marketing materials issued to households.

6. Are you aware of any evidence that different groups have different needs, experiences, issues and/or priorities in relation to this policy?

Yes

If 'yes', please expand:

A register exists of those protected characteristic groups in receipt of assisted waste collections. Collections will be undertaken in line with the requirements set out in the new contract documents by the successful contractor. Some disabled people will need additional residual waste capacity due to issues around absorbent hygienic product disposal. An allowance has been made within the contract for additional capacity to be provided to those groups requiring this service. Some households / residents will require additional residual waste capacity due to young children (nappies) and other issues around absorbent hygienic product disposal, an allowance has been made within the contract for additional capacity to be provided to those groups requiring this service.

7. Is this policy likely to impact on Community Cohesion?

No

Conclusions

8. What level of EIA priority would you give to this policy?

HIGH - full EIA within 6 months, or before approval of policy

Please explain fully the reasons for this judgement including an awareness of how your decisions are justified.

Waste collection is very emotive subject and there may be a perception amongst groups that the impact will be greater than it actually is. It is believed this should be high because of the number of service users who will be affected. Consultations and engagement exercises have taken place between December 2015 to February 2016 and August 2016 to Oct 2016 the resulting data will be used to inform a Full Equality Impact Assessment.

9. Will the timescale for EIA be affected by any other influence e.g. Committee deadline, external deadline, part of a wider review process?

The timing of the full EIA will be affected by the communications policy for the implementation for the change to the Waste Collection Service and the implementation of a new waste service collection contract.

10. Who will carry out the full EIA?

This will be undertaken by the Core team for the new waste service collection contract.

EIA screening completed by: RC Price

Date: 20/09/2016

When complete, this initial screening form and, if appropriate, the full EIA form must be sent to [Paul Williams](#).

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

29 NOVEMBER 2016

REPORT OF THE CORPORATE DIRECTOR COMMUNITIES

RESIDUAL WASTE COLLECTION PUBLIC AWARENESS, INFORMATION & ENFORCEMENT PROPOSALS

1. Purpose of Report

- 1.1 To bring to the attention of Cabinet details of the proposed public awareness and information plans attached to the mobilisation of the Council's new waste services contract, commencing on the 1st April 2017, and proposals to engage additional resources in the short term to supplement existing staff numbers who provide contact centre services.
- 1.2 To set out for consideration by Cabinet proposals to promote compliance with the Council's new residual waste collection policy, alongside measures to improve the recycling performance at the Council's community recycling centres (CRC), and proposals to engage additional resources in the short term to supplement existing staff numbers who provide educational and enforcement support.
- 1.3 To seek Cabinet approval for the procurement and appointment of an education and enforcement partner to supplement the resources of the Council going forward.
- 1.4 To grant to the Corporate Director Communities authorisation to develop appropriate procedures and practices related to the management and administration of any agreed education and enforcement proposals.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 This report is prepared and takes into consideration the following Corporate Improvement Objectives as outlined in the Council's Corporate Plan:
 - Helping people to become more self-reliant. Individuals and families that will be more independent and less reliant on traditional Council services.
 - Smarter use of resources. A Council that has lean, robust processes.

3. Background

- 3.1 The Waste Collections and Household Waste Amenity Sites contract will come into operation from 1st April 2017 and will run for seven years up to the 31st March 2024.
- 3.2 As with the introduction of any large scale change in service provision, the introduction of the Council's new waste collections policy and the changes to the provision of the service introduced as a consequence of the new contract will need

to be conveyed to the public both in advance of the changes being introduced and during the period of contract mobilisation, to ensure that the public is kept informed of collection details and importantly the reasons for the changes being made.

- 3.3 The detailed information and advice provided to the public will be central to securing the efficient roll out of the new service and the success of the Council's policy to restrict residual waste presented at the kerbside to two bags per household per fortnight.

4. Current Situation

- 4.1 While much of the detailed information can and will be developed by the Council, the Contractor will also have a significant role to play in supplying details of the service to be provided i.e. residual waste and recycling collection days and methodology. Procedures attached to service provision, such as the Council's policy on dispensations, will also need to be developed with the contractor, to ensure as seamless an introduction as possible of the service.

- 4.2 The following represents the main areas where the Council will seek to engage with the public:

- The Council's policy on the presentation of residual waste at the kerb side (two bag limit per fortnight) and in what circumstance dispensation from the two bag restriction may apply,
- the introduction of changes at the household waste recycling centres to focus their use on recycling,
- changes to collection days,
- changes to recycling collection containers and what should be placed in each receptacle,
- in what circumstances the public will be able to apply for assisted collections,
- how the new absorbent hygiene products collection service (nappy collection service) will operate (as set out in the Waste Services 15 March 2016 and the 1st November Waste Management Services Contract Award public reports to Cabinet)

- 4.3 To ensure that every householder across the County Borough receives information on the waste services contract, information will be developed and distributed via the following channels:

- The Council's web site, Facebook and Twitter accounts.
- Press releases and adverts using The Gazette, The Glamorgan Gem, Seaside News and Around Town
- Radio infomercials using Bridge FM
- Leaflets / Posters
- Road shows
- Internal promotion to staff through 'Bridgenders' e-mail
- Vehicle livery
- Engagement with schools and community groups
- Signage at CRCs

- 4.4 Based on the experience gained during the launch and mobilisation of the current Waste Services Contract in 2010, it is expected that the Council's contact centre will receive high levels of calls and requests for information from the public during the first six months of the new contract. To manage the public's expectation and to secure as far as is possible the smooth transition from existing, to the new collection arrangements, up to seven additional contact centre staff will be employed by the contact centre on a temporary basis to deal with this pressure. The resource required will be reviewed on an ongoing basis depending on the actual requirements that emerge.
- 4.5 Regrettably, alongside the Council's plans to engage with the public to improve recycling and to reduce the amount of waste which is sent to landfill, there will be some in our communities who will seek to continue with the outdated practice of disposing of all of their waste materials through the residual black bag waste stream. In such circumstances, the Council will look to engage with the householder to seek compliance with the Council's waste collection policy. This engagement may include but may not be limited to the following actions:
- Bags over and above the permitted quantity may be stickered and left by the contractor for householder to take back in.
 - The household may be visited by the Council's education and enforcement officers.
 - Bags may be opened by the Council's education and enforcement officers to establish where possible ownership of the refuse.
 - Enforcement action may be taken with a fine of £75 as permitted by legislation for infringement of these restrictions.
- 4.6 Reverting to the Council's enforcement powers will be viewed as a last resort but it will nevertheless be an important cornerstone of the Council's drive to improve its recycling performance, in order to meet stringent Welsh Government targets and avoid potentially significant fines, and to reduce the amounts of waste sent to landfill.
- 4.7 As a consequence of budget cuts over recent years, the Council does not currently have sufficient resources to effectively police the new waste restriction policy to ensure that those who are able to comply with it do so. In responding to this pressure the Council could:
- 4.7.1 Directly employ a small team of up to half a dozen staff on a fixed short term basis of up to twelve months to undertake the work involved with education and enforcement on an in-house basis.
- 4.7.2 Engage the services of an external enforcement company who can undertake the enforcement action and follow up any legal proceedings for non-payment of fixed penalty notices. Soft market testing in this area has indicated that companies are able to offer end-to-end management of enforcement activities within a framework set by the partner Authority. The range of services provided include uniformed enforcement officers with fully networked hand held electronic ticket machines capable of issuing and recording all of the details of the fixed penalty on the spot. The companies are also able to follow up on those ticketed and will where appropriate use their own internal legal support to prosecute offenders who do not pay their

finer. This removes a significant burden to the Council. The costs of such services are fully covered by the fines recovered by the enforcement officers, though unlike previous companies who operated in Wales the business model attached to the current companies are not predicated wholly on profit and maximising the generation of income from fines. Companies now operating in this area are generally seeking to be more forward looking and customer friendly in their approach, putting education and information high on their operational agenda

- 4.8 At this time a number of the Councils across Wales and several of Bridgend County Borough Council's (BCBC) immediate neighbours including the Vale of Glamorgan, Swansea and RCT have sought to engage with the private sector to support their education and enforcement needs. Unlike previous operating models, which gave rise to some public concern about the practices deployed by the companies operating in this area, evidence suggests that the latest generation of companies providing this service have significantly improved and tailored their business models to better reflect the needs of the various Councils they are working with.
- 4.9 It is therefore recommended that Cabinet approve a procurement exercise to identify a suitable education and enforcement services partner, who will assist and work alongside the Council's existing teams and its new waste services contractor to help educate and where necessary enforce the Council's policy on limiting the number of bags presented at the kerb to two bags per household, per fortnight.
- 4.10 In addition to providing support in the waste services area, the proposed education and enforcement partner would also bring to bear additional resource to enforce incidents of fly tipping, littering and dog fouling. With significantly reduced staffing capacity within the Directorate such additional targeted support will be necessary to ensure effective compliance with the Council's waste policies.
- 4.11 Initially the procurement exercise would seek to identify a partner on a one-year trial basis followed by a 2 year contract with an option to extend this for up to a further two years on a year by year basis.
- 4.12 The principal attached to the information, awareness and enforcement proposals have been outlined for Cabinet to consider in the body of this report, there will inevitably be operational decisions and procedures, which will need to be developed to secure the effective roll out and implementation of these proposals. Cabinet are asked to delegate responsibility for developing these procedures to the Corporate Director - Communities. The types of decisions are limited to operational decisions and procedures, attached to providing education, information and enforcement.
- 4.13 On the basis that Cabinet delegates to the Corporate Director – Communities the tendering of a contract for an education and enforcement partner and to award a contract to the successful tenderer, as outlined in the report, the contractual terms of the contract are to be approved by the Corporate Director Communities in consultation with the Corporate Director Operational and Partnership Services

5. Effect upon Policy Framework & Procedure Rules.

- 5.1 The procurement of an external contract service provider for the provision of education and enforcement service will improve the Council's environmental performance protecting future generations. It will assist the Council in meeting the Welsh Government (WG) waste targets and avoid the imposition of fines which are currently set £200 per tonne for every tonne over and above the Welsh Government recycling target.

6. Equality Impact Assessment

- 6.1 An Equality Impact Assessment has been carried out and no groups with protected characteristics identified by the Equalities legislation 2010 are considered to be adversely affected by the contents of this report. The Council offers an opportunity for an assisted collection for those residents less able to bring their waste to kerbside.

7. Financial Implications

- 7.1 The appointment of an external education and enforcement partner will be self-funding. While the exact costs have not been finalised, the section 151 officer has in principle agreed additional funding related to public awareness, education officers and increased call centre capacity, which can be met from available corporate underspend in 2016-17. This will serve to mitigate against the risk of non-achievement of stringent WG targets for recycling and diversion from landfill of residual waste, with fines of £200 per tonne.

8. Recommendation

- 8.1 Cabinet is asked to:

- (a) Note the contents of this report specifically, proposals to employ, education and engagement staff and additional call centre staff as presented in the body of the report.
- (b) To approve the procurement and subsequent appointment of an education and enforcement partner on the basis set out in the report and delegate to the Corporate Director – Communities the tendering of the contract for an education and enforcement partner and the award of the contract to the successful tenderer, the contractual terms of the contract to be approved by the Corporate Director Communities in consultation with the Corporate Director Operational and Partnership Services.
- (c) Delegated responsibility for developing information, education and enforcement procedures to the Corporate Director - Communities. The area of delegation is limited to operational matters and decisions.

Mark Shephard
CORPORATE DIRECTOR - COMMUNITIES
November 2016

Contact Officer: ZAK SHELL
Head of Neighbourhood Services
Telephone: (01656) 643403
E-mail: Zak.Shell@bridgend.gov.uk

Background papers:

Cabinet Report Waste Services 15 March 2016
Public Cabinet Report Waste Management Services Contract Award 01 November 2016

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

29 NOVEMBER 2016

REPORT OF THE CORPORATE DIRECTOR COMMUNITIES

ENVIRONMENT (WALES) ACT 2016 - NEW DUTIES AND RESPONSIBILITIES

1. Purpose of Report

- 1.1. This Cabinet report sets out the Environment (Wales) Act 2016 and its duties and responsibilities. The report highlights the implications for Bridgend County Borough Council, in particular the resource implications of new duties arising from the Act.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1. This report supports the following corporate priorities:

- Supporting a successful local economy
- Smarter use of resources

3. Background

- 3.1. The Environment (Wales) Act puts in place the legislation needed to plan and manage Wales' natural resources in a more proactive, sustainable and joined-up way. The Act received Royal Assent on 21 March 2016. This positions Wales as a low carbon, green economy, ready to adapt to the impacts of climate change.
- 3.2. The Act is intended to deliver significant economic, social and environmental benefits for Wales. It recognises that nature, land, water and air are the nation's ultimate resource, but demands on these natural resources are increasing and one of the greatest challenges is to find a way to secure healthy, resilient and productive ecosystems for the future whilst still meeting the challenges of creating jobs, housing and infrastructure.
- 3.3. Wales is one of the leading countries in the world in relation to its holistic and legislative ambition and approach towards sustainable natural resource management and biodiversity. The introduction of the Well-being of Future Generations (Wales) Act 2015, the Planning (Wales) Act 2015 and the Environment (Wales) Act 2016 have created a more interconnected policy context.
- 3.4. The Welsh Government has identified key challenges and areas for action:
- Risks to the environment - resilience of ecosystems, such as from pollution, climate change, and habitat fragmentation.
 - Risks to the economy and society - Natural resources provide for well-being, such as climate regulation, clean air, water, food and protection from flooding

- 3.4. The Environment (Wales) Act 2016 was put in place to make the most of the opportunities that Wales' natural resources present while safeguarding and building the resilience of natural systems to continue to provide these benefits over the long term.
- 3.5 Members will recall that since 2010, budget cuts have resulted in a significant reduction to the size of the Ecology and Countryside Management Service, reducing it from a team of 6 to 2 posts. As part of the savings required for 2016/17 in the Medium Term Financial Strategy, a further cut was made reducing the budget by half again. However, it was recognised that this position would need to be reviewed and potentially increased resources could be required in future, due to the anticipated additional requirements imposed by new legislation, as well as WG's changing requirements for awarding the Single Revenue Grant which covers issues such as waste recycling, flood prevention and ecology.

4. Current Situation / Proposal

- 4.1. The Environment (Wales) Act 2016 contains 7 parts:
- Part 1: Sustainable management of natural resources - provides a modern legislation for managing Wales' natural resources that helps to tackle the challenges we face and is focused on the opportunities our resources provide.
 - Part 2: Climate change - provides the Welsh Ministers with powers to put in place statutory emission reduction targets and carbon budgeting to support their delivery.
 - Part 3: Charges for carrier bags - provides the Welsh Ministers with the necessary powers to address issues in implementing the successful carrier bag charge.
 - Part 4: Collection and disposal of waste - improves waste management processes by helping to achieve higher levels of business waste recycling, better food waste treatment and increased energy recovery.
 - Parts 5 & 6: Fisheries for shellfish and marine licensing - clarifies the law in relation to shellfisheries management and marine licensing.
 - Part 7: Flood & Coastal Erosion Committee and land drainage - clarifies the law for other environmental regulatory regimes including flood risk management and land drainage.
- 4.2 Parts 1, 2, 5 and some sections of Part 7 of the Environment (Wales) Act 2016 came into force on 2nd May 2016, two months after Royal Assent. The other parts and sections of the Act will require commencement orders for them to come into force.

Implications for Bridgend County Borough Council

- 4.3 Part 1 of the Act - Sustainable management of natural resources - provides a framework to ensure that managing natural resources sustainably will be a core consideration in decision-making. This includes:
- The State of Natural Resources Report - Natural Resources Wales (NRW) must produce a report that gives an assessment of natural resources and efforts to manage them in a sustainable way.

- A National Natural Resources Policy - the Welsh Government must produce a national policy that sets out the priorities, risks and opportunities for managing natural resources sustainably. The policy will take into account the findings of the State of Natural Resources report.
- Area statements - NRW will produce a local evidence base, which helps to implement the priorities, risks and opportunities identified in the National Policy and how NRW intends to address these.

- 4.4 Whilst much of the responsibility falls upon NRW for this, far greater importance is now placed on gathering and sharing data than has previously been the case. This will place additional burdens on BCBC to co-operate and provide evidence to produce area statements. This will have resource implications in the short to medium term for the Council. There is also the potential for conflict between area statements and Local Development Plans, although the exact nature of this is not known at this time.
- 4.5 A new biodiversity duty is included in the Act which enhances the previous duty placed on BCBC. The previous duty focused largely, although not exclusively, on *preserving* biodiversity. The new duty in addition to that requires BCBC to *enhance* biodiversity and increase the resilience of ecosystems, signaling a change from reactive, to proactive intervention.
- 4.6 To comply with this, BCBC will require a greater organisation-wide understanding and capacity than has previously been the case. This will require training and professional advice to services in the exercise of their functions and the regulatory requirements. Following that organisation-wide approach, the types of actions and associated costs in relation to meeting the new Act will be determined. As part of this new duty, BCBC will be responsible for publishing and reviewing a Biodiversity plan that sets out its approach. Intervention by the Welsh Government, Natural Resources Wales (NRW) or the Welsh Police Force can be expected where there is a risk of non-compliance.
- 4.7 Part 2 of the Act - Climate Change - places a duty on Welsh Ministers to set targets for reducing greenhouse emissions and also to set carbon budgets. This will help to accelerate progress against headline targets and will help build resilience in the environment to extreme weather events. Statutory targets and a more robust governance framework will support better evaluation of progress and provide certainty to help drive investment for a low-carbon Wales.
- 4.8 The Welsh Ministers must ensure that the net Welsh emissions account for the year 2050 is at least 80% lower than the baseline. The Act does not contain specific reference to implications on Local Authorities. It is however anticipated in supporting efforts to reduce greenhouse gases that local authorities may be required to produce a climate adaptation plan and outline specific measures for year on year reductions. This in turn may have resource implications in relation to creating a plan and implementing actions to reduce greenhouse gases.
- 4.9 Part 3 of the Act - Charges for carrier bags - provides the Welsh Ministers with the necessary powers to address issues in implementing the successful carrier bag charge. There are potential funding opportunities for green space and infrastructure management through these funding sources although eligibility, resource levels and process are not clear at this time.

- 4.10 Part 4 of the Act - Collection and disposal of waste - introduces new arrangements in relation to waste segregation and collection. The new powers enable the Welsh Ministers to:
- Require business and other waste producers such as the public sector [including schools] to make sure that clean, recyclable materials are separated before they are collected
 - Require waste collectors to collect recyclable wastes by means of separate collection, subject to an environmental test
 - Ban the burning of recyclable materials in incineration plants
 - Ban the disposal of food waste to sewers by businesses and the public sector

Welsh Government believes that changes made in accordance with the Act will result in:

- Cost saving for businesses through avoided landfill tax
- Increasing business competitiveness by reducing material costs
- Increasing employment by creating jobs in collection and reprocessing
- Increased opportunities to generate renewable energy from business waste
- Greater security of supply of resources to the manufacturing sector

It is expected that the regulations to implement these provisions of the Act will be made during 2017.

- 4.11 Part 4 of the Act could therefore impact on the Council in the following ways:
- The amount of suitable space for waste storage available or the amount of waste being produced. There could be implications on the authority in terms of the practicality of implementation, cost [including infrastructure costs to separate and store waste] and enforcement. Work is underway to address waste issues through the waste contract.
 - Changes in legislation and a drive toward no landfill and at source segregation, recycling targets puts pressure on BCBC. Also there are implications regarding segregation of wastes by waste producers and proposals to prohibit the disposal of food waste to sewers.
 - There are potential implications for the planning system, for example requiring adequate space for waste recycling in developments, and resulting enforcement issues
 - The requirement of vehicles for bin collection may impact on highway design and changes to this may influence development plans
- 4.12 Part 5 & 6 of the Act - Fisheries for shellfish and marine licensing - includes the creation of two new powers for Welsh Ministers, which gives them more control over shellfisheries and provides them with greater confidence to grant longer tenures for sustainable fisheries in the future. The Act amends current marine licensing charging powers so as to enable the marine licensing authority to achieve greater cost recovery in relation to the services it provides.
- 4.13 Part 7 of the Act - Flood and Coastal Erosion Committee and land drainage - clarifies the law for a number of existing environmental regulatory regimes including land drainage and flood risk management.

4.14. The implications as set out in 4.3 - 4.13 are additional to BCBC and at present require the following actions:

- Developing and influencing local policies and strategies in line with requirements of the Act. Reviews of the following as examples will be required: Waste, Property, Planning, and Parks
- Expert guidance and information to all BCBC departments with respect to the implementation of the Act
- Expert knowledge and understanding to develop organisation capacity to avoid challenge as a result of the implications of the Act

5. Effect upon Policy Framework & Procedure Rules

5.1. None

6. Equality Impact Assessment

6.1. Screening has highlighted that no issues arise as a result of this report.

7. Financial Implications

7.1. The implications of the Environment (Wales) Act 2016 are outlined in 4.3 - 4.13. It will not be possible to meet the additional requirements of the Environment (Wales) Act 2016 within the reduced resource levels the Council currently has. A growth bid has been submitted as part of the budget setting process for 2017/18 to secure additional resource which would be aligned to the delivery of the Environment and Sustainable Development Directorate Revenue Grant so that as well as supporting BCBC to deliver in line with the Act it will also support the delivery of that grant in line with Welsh Government requirements.

8. Recommendation

8.1. Cabinet is recommended to:

- (a) Note the new duties and responsibilities imposed by the Environment (Wales) Act 2016 and the policy, delivery and resource implications for the Council arising from this new legislation;
- (b) Note that implementing the legislation will require additional resources, for which additional resources will be sought, as part of the budget setting process for 2017/18.

Mark Shephard
CORPORATE DIRECTOR - COMMUNITIES
November 2016

Contact Officer: Ieuan Sherwood
Manager, Economy and Natural Resources

Telephone: (01656) 815334

E-mail: leuan.Sherwood@bridgend.gov.uk

Postal Address: Bridgend County Borough Council, Communities Directorate, Angel Street, Bridgend, CF31 4WB

Background documents:

The Environment (Wales) Act 2016 -

<http://www.senedd.assembly.wales/mgIssueHistoryHome.aspx?IId=12572>

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

29 NOVEMBER 2016

REPORT OF THE CORPORATE DIRECTOR - COMMUNITIES

LIBRARY SERVICE PERFORMANCE

1. Purpose of Report

- 1.1 The purpose of this report is to present to the Cabinet the Council's performance against the Welsh Public Library Standards (WPLS) Fifth Framework for 2015-16 and to gain approval for the Library Service's strategic principles.

2. Connection to Corporate Improvement Plan / Other Corporate Priority

- 2.1 The Council has a statutory duty to provide a "comprehensive and efficient" Library Service for the benefit of all residents of the County Borough.
- 2.2 The Library Service has a key role to play in contributing towards all of the Council's Corporate Priorities as set out in the Corporate Plan 2016-20:
- Smarter use of resources
 - Helping people to be more self-reliant
 - Supporting a successful economy

3. Background.

- 3.1 Public Library Services in the United Kingdom were made a statutory service of Local Government by legislation enacted in 1964 - The Public Libraries and Museums Act. This legislation requires local authorities to provide a "comprehensive and efficient library service for persons desiring to make use thereof". Responsibility for overseeing the terms of the 1964 Act in Wales rests currently with the Cabinet Secretary for Economy and Infrastructure, who has a duty under Section 1 of the 1964 Act "to superintend and promote the improvement of the public library services provided by local authorities;.. and to secure the proper discharge by local authorities of the functions in relation to libraries conferred upon them as library authorities by or under the 1964 Act".
- 3.2 In order to assist in discharging this responsibility, the Welsh Government established in 2002 a Framework of Standards for local authority library managers, the Welsh public library standards [WPLS]. New targets of provision and performance are set every 3 years. An overall objective of the standards is that

libraries offer all the services and facilities listed as core entitlements with quality being measured via a range of performance indicators and impact measures. The current Framework of Standards, “Libraries Making A Difference”, is the fifth, 2014-17, and, in its second year, required local authorities to meet this range of provision and performance targets for public libraries by March 2016.

- 3.3 Every year Bridgend CBC as the Public Library Authority is required to submit a WPLS annual return for consideration by assessors. A report is issued in turn by MALD (formerly CyMAL), the Museums, Archives and Libraries Division of the Welsh Government who have responsibility for administering the Framework; the report represents the considered view of the assessors on the Council’s performances for the given year.
- 3.4 Bridgend CBC transferred the management of a range of cultural services, including the library service, to Awen Cultural Trust from 1st October 2015. The statutory duty to provide the library service and report on its performance remains with the Council but Awen, under the terms of the management agreement, provides the Council with the information it needs to satisfy itself that the service is meeting the desired outcomes.

4. Current Situation / Proposal.

- 4.1 Attached at **Appendix 1** is the 2015/16 report from MALD in response to the Library Service self-assessment return against the fifth Framework of Welsh Public Library Standards 2014-17.
- 4.2 The MALD Report paints a positive picture of the library service in Bridgend, highlighting improvements in a number of key areas and demonstrating how the transfer of the libraries function to Awen Cultural Trust has provided further opportunities for developing the service. 17 of the 18 core citizen entitlements were met during 2015-16 (with the other met in part) whilst, of the seven quality indicators with targets, six were fully met and one in part. This compares with four being met in full in 2014-15.
- 4.3 The range of quality indicators that were fully met underlines how the library service plays an important role in promoting citizens’ digital skills and inclusion, how libraries are located close to where their users live and have, in spite of financial pressures, maintained opening hours. In fully meeting the two extra targets in 2015-16 the library service has demonstrated its commitment to meeting the needs of Welsh-language readers and of supporting children’s literacy through increased purchasing of children’s books and by programming events and activities to engage with this critical demographic.
- 4.4 The quality indicator not fully met relates to staffing levels. This, however, can be interpreted as efficient use of staffing resources and any attempt to meet this standard would need a significant increase in financial resources as well as

jeopardising performance against other targets. Such staffing efficiencies have contributed to the service significantly reducing revenue expenditure and the cost per visit falling to below the Welsh median.

- 4.5 Overall, MALD recognises the improvements in stock provision and welcomes the maintenance of performance, despite budget reductions. The performance of Bridgend's library service shows "careful management and a generally positive overall direction".
- 4.6 It is very pleasing to note that the service achieved a 97% overall satisfaction rating from its customers.
- 4.7 As a summary, in 2015/16 libraries in Bridgend issued 450,230 physical items of stock, processed 53,343 requests and generated 449,004 visits. The service registered 5,744 new members, taking the overall number of registered members to 74,706. It recorded 83,224 IT sessions.
- 4.8 The role of the Welsh Public Library Standards (WPLS) in maintaining levels of service across the nation's libraries during an unprecedented period of change and austerity should not be denied. It would be fair to say, however, that, as yet, the standards frameworks have yet to fully embrace the evolving landscape across Wales' public libraries and the rigidity and occasionally contradictory nature of some standards does not always sit well with the agility and flexibility of services which benefit, as in Bridgend, from Councils' far-sighted decisions to transfer them to charitable trusts.
- 4.9 Whilst Cabinet will note Bridgend's improved performance against WPLS in 2015-16 it may also wish to consider that in meeting outcomes required by the Council, Awen Cultural Trust may deliver the library service in a way which may not meet the short-term requirements of the standards. For example, Awen may choose (because of the excellent quality of the book stock in the County Borough's libraries) to make a positive decision to reduce the investment in stock on a temporary basis and instead focus more on other strategic outcomes such as improving digital skills or improving library spaces. Similarly, reducing the number of fixed public access PCs in libraries, whilst reducing performance against WPLS Quality Indicator 11, would allow the service to continue its gradual shift to utilising technology more familiar to modern users (such as iPads) and facilitating the customer-led, Wi-Fi-enabled trend of 'bring your own device'.
- 4.10 In view of the innovative decision to transfer services to Awen and the agreed focus on outcomes it is suggested that Cabinet agree the following strategic principles as a basis for developing the 2017/18 outcomes framework for the Cultural Partnership Agreement:

Developing new library spaces

- Continue to seek opportunities to improve library spaces and co-locate libraries with other complementary local services with the aim of creating ‘cultural anchors’, as recommended in Baroness Andrews’ report “Culture and Poverty” (2014). The Welsh Government’s Expert Review of Public Libraries (2014) commended Bridgend’s good practice in “developing multi-use/co-located facilities with the aim of creating a more sustainable service”. It explains that co-location improves the “visibility of the public library service” as well as increased levels of use, especially among families and young children.
- Cabinet noted the opportunity to develop a proposal in October 2016 for a flagship redevelopment of Maesteg Town Hall which would include improved library provision and the Council in partnership with Awen Cultural Trust will also seek solutions to improve library facilities in Porthcawl. Initially in Porthcawl there is the opportunity to explore the potential use of Town Heritage Initiative funding and bid to the Heritage Lottery Fund to develop the Grand Pavilion site, although this is currently at a very explorative stage. Both projects will encourage participation and engagement in cultural activities as well as produce wider economic benefits. Efficiencies and added-value can also be gained by consolidating specialist library services within these hubs.
- Re-defining the library space should also underpin future developments, acknowledging the changing behaviours, habits and demands of 21st Century lifestyles.

Children’s literacy & reading

- Despite the ongoing transformation of public libraries, reading will continue to be at the heart of what a library service does. Libraries should aim to improve the literacy of people of all ages, support reading for pleasure, enhance wellbeing and provide unbiased access to sources of trusted information.
- The library service has a particular role in improving children’s literacy, a goal which has a direct impact on BCBC’s corporate improvement priorities. A rolling programme of refurbishment of children’s libraries will make them more attractive destinations for young people, increase the number of young library members and contribute towards improvements in children’s literacy by increasing opportunities for reading for pleasure, a proven determinant of enhanced educational and social outcomes. Moreover, an important factor in the performance of libraries is providing a persuasive and well-rounded offer for younger users.

Digital skills agenda

- The Expert Review of Public Libraries highlights opportunities for public libraries arising out of technological developments, from taking on a key role in tackling digital exclusion with the backdrop of Universal Credit to coordinating the range of e-services into a coherent, attractive offer. Patterns of library usage demonstrate how users are gradually changing their behaviour and increasingly engaging with the online services offered by the library. Usage of ICT facilities accounts for approximately 20% of library visits, although MALD recognises an over provision of

traditional PC's against a changing pattern of use. Annual loans of e-books, e-audio and e-zines increased in 2015-16 to 25,000 from a standing start three years ago, almost one quarter of book reservations are placed online via the WebOPAC and two-thirds of book issues in Bridgend Library are affected through the RFID self-issue machines.

- In a survey of December 2015, 43% of those using ICT facilities in Bridgend's libraries reported doing so because they had no access at home. Ensuring that citizens are digitally-included by being able to access all the benefits of being online is a key national priority and one of many ways by which public libraries can have a real impact in society by working together to raise ambitions. Libraries are ideally placed to attract the 'final 20%' of people who have not yet achieved the transition to digital. Developing these services further and ensuring that the public library retains its role as the default 'community IT helpdesk' must be at the heart of our future strategy. They should also support the digital-competence agenda set by Welsh Government. This will require changing what technology is available.

Wellbeing

- Libraries will develop their role in improving the wellbeing of citizens and preventing them from requiring more complex and expensive interventions further down the line. They should contribute to the preventative health agenda and can have a particular impact on areas of mental health and of course the older person's agenda.

5. Effect upon Policy Framework and Procedure Rules

- 5.1 There are no effects upon Policy Framework and Procedure Rules.

6. Equality Impact Assessment

- 6.1 The BCBC Equalities Impact Assessment Toolkit has been utilised, which indicates that this report will have no impact on specific equality groups and disability duties.

7. Financial Implications

- 7.1 The Council's provides an annual payment to Awen Cultural Trust for the provision of a range of cultural services, including library provision, as part of a partnership agreement.

8. Recommendations

- 8.1 (1) Cabinet is recommended to consider and note the content of the report and appendix, recognising a successful year of progress against the Welsh Public Library Standards.

(2) It is recommended that Cabinet approve the strategic principles for development of the ongoing partnership with Awen Cultural Trust.

Mark Shephard
CORPORATE DIRECTOR - COMMUNITIES
November 2016

Contact Officer: Mark Shephard, Corporate Director Communities

Telephone: 01656 643380

Email: Mark.Shephard@bridgend.gov.uk

Background documents:
WPLS Assessment

Welsh Public Library Standards 2014-17

Bridgend (Awen Cultural Trust)

Annual Assessment Report 2015-16

This report has been prepared based on information provided in Bridgend's annual return, case studies and narrative report submitted to Museums, Archives and Libraries Division of the Welsh Government.

1) Executive summary

Bridgend meets 17 of the 18 core entitlements in full, and one in part.

Of the 7 quality indicators which have targets, Bridgend achieved 6 in full and one in part, an improvement over last year.

There has been marked improvement in areas relating to stock provision this year, and the transfer of the service to Awen Cultural Trust has provided opportunities for the library service to continue to improve. The return in general was well written and presented, although evidence of the impact of the service is currently somewhat weak.

- Bridgend conducted an impact survey in November 2015, with 37% of adults feeling that the library service has made a difference to their lives. One case study showed good evidence of the impact of the library service for a disabled user. 98% of attendees at training sessions said that attendance had helped them to meet their goals.
- All static libraries provide the full range of services in support of individual development, and levels of informal training have increased since last year.
- Usage of some physical services has fallen slightly with visits and issues both below the median for Wales as a whole. The numbers of members and active borrowers are above the median for Wales as a whole, and attendance at library events is also above average.
- There has been significant progress compared to last year in stock provision, with Bridgend now achieving the quality indicators for up to date and appropriate reading material. Performance is close to the median for Wales in most areas, with the second highest spending per capita on material in the Welsh language.
- Staffing has been an issue with many vacant posts, and a fall of some 20% in overall staffing levels compared to last year. Transfer of the prison library service to an alternative provider contributed to the fall. Professional staffing levels continue to meet the target, one of only nine authorities to do this.
- Revenue expenditure has fallen by 18% compared to last year, with efficiency savings enabling an increased proportion to be spent on materials. Net cost per visit is £2.58, and below the median for Wales as a whole.

Considering the four areas in the framework (*Customers and communities; Access for all;*

Learning for life; and Leadership and development) in comparison to the rest of Wales, Bridgend continues to show a mixed performance with indicators of good and poorer performance in all areas.

Compared to the previous year, the improvements in stock provision are welcomed, and levels of performance have generally been maintained, despite budget and staffing cuts. The return and performance show careful management and a generally positive overall direction.

2) Performance against the standards

The standards framework comprises of core entitlements, quality indicators with targets, quality indicators with benchmarks and impact measures. Section 2 summarises achievements against the core entitlements, the quality indicators which have targets, the quality indicators showing performance against others, and impact measures. A narrative assessment of the authority's performance is made in Section 3.

a) Core entitlements

Bridgend meets 17 of the 18 core entitlements in full, and one in part. The area in which it only partially meets the entitlement is Leadership and development, where the library website is under development and the strategy is not yet completed or available.

b) Quality indicators with targets

There are 16 quality indicators (QI) within the framework. Of the 7 which have targets, Bridgend is achieving 6 in full, and one in part:

Quality Indicator	Met?	
QI 3 Individual development:		Met in full
a) ICT support	✓	
b) Skills training	✓	
c) Information literacy	✓	
d) E-government support	✓	
e) Reader development	✓	
QI 5 Location of service points	✓	Met in full
QI 8 Up-to-date reading material:		Met in full
a) Acquisitions per capita	✓	
or Materials spend per capita	✗	
b) Replenishment rate	✓	
QI 9 Appropriate reading material:		Met in full
a) % of material budget on children	✓	
b) % of material budget spent on Welsh	✗	
or Spend on Welsh per capita	✓	
QI 10 Online access:		Met in full
a) All service points	✓	
Computers per capita	✓	
b) Wi-Fi provision	✓	
QI 13 Staffing levels and qualifications:		Partially met

a) Staff per capita	✗	
b) Professional staff per capita	✓	
c) Head of service qualification/training	✓	
d) CPD percentage	✓	
QI 16 Opening hours per capita	✓	Met in full

This represents an improvement over the position in 2014-15, when QI 8 and QI 9 were only partially met, and is amongst the best in Wales.

c) Impact measures

The framework contains three indicators which seek to gather evidence of the impact that using the library service has on people's lives. Through these and other indicators it is possible to see how the library service is contributing towards educational, social, economic and health and wellbeing local and national agendas. These indicators do not have targets. Not all authorities collected data for the impact indicators, and ranks are included out of the numbers of respondents stated, where 1 is the highest scoring authority.

Bridgend conducted an impact survey of adults in November 2015, and expects to undertake a survey of young people in late 2016 or early 2017.

Performance indicator		Rank	Lowest	Median	Highest
QI 1 Making a difference					
b) % of children who think that the library helps them learn and find things out:	n/a		86%	93%	99%
e) % of adults who think that the library has made a difference to their lives:	37%	12/13	36%	87%	97%
% of children who think that the library has made a difference to their lives:	n/a		57%	73%	93%
QI 4 b) % of attendees of training sessions who said that the training had helped them achieve their goals:	98%	4/17	85%	97%	100%

Bridgend provided 2 impact case studies:

- Support provided to the Follow Your Dreams Tech Club for autistic children and their carers
- A disabled lady who began using the library to improve her computer literacy, and has *"come such a long way, and I never thought I could have accomplished any of it."*

The first of these clearly describes the provision, and would have benefited from feedback from users regarding the difference the club has made. The second provides better evidence of the real difference the library service has made.

d) Quality performance indicators and benchmarks

The remaining indicators do not have targets, but allow performance to be compared between authorities. The following table summarises Bridgend's position for 2015-16. Ranks are included out of 22, where 1 is the highest, and 22 the lowest scoring authority, unless stated otherwise. Indicators where fewer than 22 authorities supplied data are obtained from customer surveys which only need to be carried out once during the three

year framework period, or those where relevant data elements were not available to some authorities. Figures reported in respect of last year for QI 4 to QI 16 are repeated for convenience of comparison.

Note that indicators 'per capita' are calculated per 1,000 population.

Performance indicator		Rank	Lowest	Median	Highest	2014/15	Rank
QI 1 Making a difference							
a) new skills	23%	13 /13	23%	72%	92%		
c) health and well-being	34%	12 /13	26%	58%	93%		
d) enjoyable, safe and inclusive	97%	7 /13	84%	97%	100%		
QI 2 Customer satisfaction							
a) 'very good' or 'good' choice of books	91%	5 /14	74%	89%	97%		
b) 'very good' or 'good' customer care	99%	3 /14	90%	97%	99%		
c) 'very good' or 'good' overall;	97%	7 /14	92%	97%	99%		
Performance indicator		Rank	Lowest	Median	Highest	2014/15	Rank
d) child rating out of ten	n/a		8.0	9.2	9.5		
QI 4 User training							
a) attendances per capita	18	15	5	30	390	27	10
c) informal training per capita	75	17 /19	3	195	1017	107	17 / 21
QI 6 Library use							
a) visits per capita	3,180	18	2,467	3,967	6,185	3,330	19
b) virtual visits per capita	810	16	340	976	2,475	736	14
c) active borrowers per capita	164	9	45	157	273	176	8
QI 7 attendances at events per capita							
	362	4	60	223	666	395	2
QI 11 Use of ICT - % of available time used by the public							
a) equipment	26%	17	20%	31%	68%	30%	17
b) Wi-Fi services	n/a		20%	60%	90%	n/k	
QI 12 Supply of requests							
a) % available within 7 days	71%	12	57%	71%	86%	72%	7
b) % available within 15 days	81%	19	71%	86%	96%	80%	19
QI 13 Staffing levels and qualifications							
(v) a) total volunteers	17	12	0	18	103	16	10
b) total volunteer hours	632	11	0	582	3,699	544	11
QI 14 Operational expenditure							
a) total expenditure per capita	£10,984	17 /21	£7,516	£12,749	£18,760	£13,370	14
b) % on staff	72%	3 /21	40%	58%	79%	71%	3
% on information resources	16%	5 /21	7%	13%	23%	13%	11
% on equipment and buildings	1%	19 /21	1%	3%	20%	2%	19
% on other operational costs	10%	19 /21	0%	20%	39%	14%	17
c) capital expenditure per capita	£0	14 /21	£0	£272	£4,677	£0	16
QI 15 Net cost per visit							
	£2.58	7 /21	£1.83	£2.43	£3.53	n/a*	
QI 16 Opening hours (see note)							
(ii) a) % hours unplanned closure of static service points	0.01%	13	0.00%	0.00%	0.16%	0.03%	13
b) % mobile stops / home deliveries missed	0.00%	1 /19	0.00%	0.71%	23.44%	0.0%	1 /19

*Note: Rankings here have been reversed, so that 1 is the lowest scoring (best performing) authority. * Income data for 2014-15 not available to calculate this figure.*

3) Analysis of performance

The core entitlements and quality indicators are divided into four key areas. This section of the report outlines performance against the quality indicators within these four areas, and compares results with those from the first year of the framework.

a) Customers and communities

Bridgend carried out an adult customer survey in November 2015, with below average results on the impact measures, but above average customer satisfaction. It fully met the standard for individual development, with all static libraries providing the full range of facilities and services. Attendance at pre-arranged sessions is below average, explained by the retention of the Cyberlink ICT training team within Adult Learning following the library service's transfer to the Awen Cultural Trust. 98% of attendees said that attendance had helped them to achieve their goals, an increase from 95% last year. Levels of informal training have increased, and are now above the median for Wales as a whole.

b) Access for all

Bridgend has 99% of its population within easy reach of a library, although the number of visits to library premises per capita has fallen slightly, by 4.5% since last year. Virtual visits have increased by 9.4% since last year, but both physical and virtual visits per capita remain below the median for Wales. The numbers of library members and active borrowers have fallen slightly, but both remain above the median for Wales. Attendance at library events per capita has fallen slightly compared to last year, but remains above the median for Wales.

c) Learning for life

Bridgend has made significant progress in meeting all quality indicators in this area in full this year. At 3.95% the percentage spend on material in Welsh only narrowly misses the target, although the target for spending per capita on material in Welsh is met, and is the second highest in Wales. Bridgend has increased spending on material for children, and now meets this target, in support of its strategic aim to improve children's literacy.

Targets for online access continue to be met, despite one suite remaining with the council following the transfer to Awen Cultural Trust. There has been a further slight fall in the proportion of time for which ICT facilities are used, attributed to the historic over-provision of PCs, and customers' increased use of Wi-Fi on their own devices. All static service points provide Wi-Fi access, although the authority cannot differentiate usage in libraries from that in other buildings at present; anecdotally, this is thought to be increasing.

There has been a very slight fall in the percentage of requests fulfilled within 7 days compared to last year. The percentage filled within 15 days has increased slightly, despite a significant reduction in staffing on the delivery van service, but remains below the median for Wales.

d) Leadership and development

A number of factors have affected staffing over the year – vacant administrative posts have not been filled, some posts which were formerly library posts have been re-classified

as central roles with a part-time library element, two posts were not transferred to the Trust, and the contract to provide prison library services ended, with a transfer of staff to the new provider. The result has been a fall of some 20% in overall staffing levels, failing to meet the target, but at the median for Wales as a whole. The levels of professional staff continue to meet the target, however, and the head of service is a Chartered Librarian. Reported CPD activity has increased, and the target has been met this year. The trust used 17 volunteers, one more than last year, giving an average of 37 hours each, mostly in connection with work experience placements.

Revenue expenditure has fallen by 18% compared to last year, as a result of savings under the local authority's financial strategy, and efficiencies following the transfer to Awen. Within this, the percentage of expenditure on operational costs has fallen, allowing an increase in the proportion on materials. Total spending per capita is below the median for Wales. Gross cost per visit at £2.75 has fallen by 16% compared to last year, while the net cost per visit at £2.58 is now below the median for Wales as a whole. Opening hours have been maintained, are above the target set, and the highest in Wales. 0.01% of opening hours were lost to emergency closure of static service points, an improvement over the figure of 0.03% last year; no mobile stops were missed during the year.

4) Strategic context

Bridgend CBC has identified three improvement priorities to which the library service makes a significant contribution, with activities described in the areas of tackling poverty, educational attainment, supporting people, health and well-being, and culture and heritage.

5) Future direction

Library services were transferred to Awen Cultural trust on 1st October 2015, with a degree of stability offered by a fixed management fee for the first 2½ years. Awen's strategy for libraries will be published during 2016/17 and it is expected to focus on children's literacy and digital skills.

6) Conclusion

There has been marked improvement in areas relating to stock provision this year, and the transfer of the service to Awen Cultural Trust has provided opportunities for the library service to continue to improve. The return in general was well written and presented, although evidence of the impact of the service is currently somewhat weak.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE CORPORATE DIRECTOR - COMMUNITIES

REPORT TO CABINET

29 NOVEMBER 2016

FLOOD RISK MANAGEMENT PLAN

1. Purpose of Report

- 1.1 To provide Cabinet with an update on the Council's drafting of its Flood Risk Management Plan (FRMP), its implications, and to seek authorisation to consult the public on the draft FRMP.

2. Connection to Corporate Improvement Plan / Other Corporate Priority

- 2.1 The FRMP is linked to helping people to be more self-reliant by identifying those areas of potential flooding and assisting in their knowledge of prevention, protection, preparedness and recovery.
- 2.2 The FRMP also identifies actions that can be taken by the Council for flood situations which allows a more targeted response to matters, hence a smarter use of resources.
- 2.3 The FRMP will assist the local economy by identifying actions that can be undertaken to reduce the impact of flooding incidences and assist in the recovery to ensure that, following such flooding, disruption is minimised and that the local infrastructure and properties return to normal as quickly as possible.

3. Background

- 3.1 The Flood and Water Management Act 2010 received Royal Assent in April 2010 in England and Wales. It was intended to implement Sir Michael Pitt's recommendations following the widespread flooding of 2007. The Act was also intended to clarify roles and responsibilities between Risk Management Authorities (RMA).
- 3.2 Under the Act, the Welsh Government was required to produce a National Strategy for Flood and Coastal Erosion Risk Management, and Bridgend County Borough Council to produce a Local Flood Risk Management Strategy (LFRMS) which was completed in 2011.
- 3.3 LFRMS's were created to define who the Risk Management Authorities are, what their function is and what their responsibilities are. The LFRMS were developed to be consistent with the National Strategy for Flood and Coastal Erosion Management.
- 3.4 Flooding remains a key threat to communities across Wales and managing this risk through careful planning is important to minimise the risks to communities. Flood

risk management planning allows the Lead Local Flood Authorities (LLFA) to better understand the risks from all sources of flooding and agree priorities to manage that risk as it will never be possible to remove all risk.

3.5 Throughout Wales an assessment was undertaken by Welsh Government, based on the flood maps produced by Natural Resources Wales, using criteria for a 1km area (Blue Squares) as follows:

- A minimum of 200 people affected.
- A minimum 20 Businesses affected
- 2 or more critical resources

4. Current Situation / Proposal

4.1 Within Bridgend County Borough Council there are currently no “Blue Squares” that identify Flood risk areas as set out in the above criteria, but the importance of each Lead Local Flood Authority producing a FRMP was identified by Welsh Government. Funding was provided to all local authorities to produce a FRMP

4.2 It has also been recognised that as these plans develop and are reviewed within the next 6 years, the criteria for identification of Flood Risk Areas is likely to change with the potential for lower thresholds to be applied and, as a consequence, areas that meet the flood risk thresholds in the future may change.

4.3 The draft FRMP identifies a number of locations within Bridgend that are likely to be highlighted in a future review of Flood Risk Areas and as such the Plan proposed is not only of importance for the future, but identifies best practice for departments currently responsible for flood risk at this time.

4.4 The guidance for the production of a FRMP indicates that it should be presented for public scrutiny and as such it is proposed to publish this on the BCBC website under its consultation web pages and a Welsh version of the document will also be produced.

5. Effect upon Policy Framework & Procedure Rules

5.1 There is no effect upon Policy Framework or Procedure Rules.

6. Equalities Impact Assessment

6.1 The EIA screening process has not identified any adverse impact.

7. Financial Implications

7.1 The funding for the creation of the plan, including Welsh translation, was covered in full by the Welsh Government Environment and Sustainable Development Directorate Revenue Grant.

7.2 The actions identified can be met within the current budgets allocated to the departments concerned.

.8. Recommendation

- 8.1 That Cabinet note the update on the draft Flood Risk Management Plan and approves the undertaking of public consultation on the Draft Flood Risk Management Plan.

Mark Shephard
CORPORATE DIRECTOR - COMMUNITIES
November 2016

Contact Officer: Kevin Mulcahy, Group Manager Highways
Telephone: (01656) 642535

E-mail: Kevin.Mulcahy@bridgend.gov.uk

Background documents:

Draft Flood Risk Management Plan
Local Flood Risk Management Strategy
A copy will be available in the Members Room

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

29 NOVEMBER 2016

REPORT OF THE CORPORATE DIRECTOR COMMUNITIES

BRIDGEND TOWN CENTRE ACCESS CONSULTATION

1 Purpose of Report

- 1.1 The purpose of the report is to present to Cabinet the findings of the recent Bridgend Town Centre Access Study consultation, and the Equalities Impact Assessment, and, subject to a Cabinet agreement on the way forward, to seek approval to commission detailed design work for the scheme.

2 Connection to Corporate Improvement Plan

- 2.1 This report is linked to the Corporate Plan priority of Supporting a Successful Economy.

3 Background

- 3.1 A report presented to Cabinet on the 7th June 2016 'Bridgend Town Centre Access' detailed the results of an independent report undertaken by Capita, to review methods and assess risks of increasing vehicular access to Bridgend town centre.
- 3.2 The previous report made it clear that the risk of collisions will increase if vehicles are reintroduced into Queen Street, Market Street and Dunraven Place. The report rightly acknowledged that if road safety was the only consideration, the safest option would be to do nothing and retain the existing arrangement. Cabinet was advised that it was not possible to predict the number of collisions that could occur because the appearance of the town centre is significantly different to what it had been before pedestrianisation.
- 3.3 Added to this, in common with many medium sized towns, footfall is lower and the town centre generally less busy than when the pedestrianisation scheme was extended to Queen Street, Market Street and Dunraven Place in 2004. Given the ongoing changes in the retail sector, changing shopping habits, and the physical changes that have taken place in the street layout in this area, Cabinet were advised by the independent consultants that it would seem unlikely that the town centre will return to the road safety situation that made pedestrianisation a sensible choice at that time.
- 3.4 Cabinet concluded that a change of this scale would impact differently on town centre users and stakeholders, some of whom would benefit, while others could be at a detriment. Therefore it was essential that the views of

town centre users and stakeholders be ascertained in their totality, in particular the impact on vulnerable groups, and those with protected characteristics, prior to making a decision to proceed.

- 3.5 Officers were instructed to undertake a comprehensive public consultation exercise as recommended by the independent Access Report. The scope, methodology and findings are explained in detail in section 4 below.
- 3.6 Officers were also requested to consider external funding options to meet the implementation costs, in the event that the consultation process indicated a positive response.

4 Current Situation/Proposal

- 4.1 The proposal considered through the public consultation exercise is to reintroduce traffic to Queen Street, Dunraven Place and Market Street. As part of the proposal, a 20 miles per hour speed zone and two pedestrian crossings would be introduced alongside approximately 18 parking/loading bays and street bollards designed to improve safety by separating pedestrians and vehicles.
- 4.2 The public consultation was conducted over a twelve week period between the 8th August and the 24th October 2016.
- 4.3 Details of the consultation were sent as part of a press release emailed to the following stakeholders; Bridgend business forum and business directory, councillors, Bridgend Town Council, members of the Local Service Board (LSB), the Youth Service Council (YSC), Bridgend Equality Forum (BEF), and local media outlets.
- 4.4 Residents who previously stated an interest in receiving key consultations or expressed interest through the Citizens' Panel were sent a link to the survey to complete online.
- 4.5 Facebook and Twitter were used to promote the consultation including a Facebook advert promoting the campaign.
- 4.6 Ten community engagement days were held across three locations in Bridgend County Borough: a three day event at McArthur Glen's designer outlet, a three day event at Bridgend town centre market, followed by a three day event at Tesco Extra (Bridgend). All engagement stands were held between 10:00 – 15:00. A one day event held at Bridgend College's Freshers' Fayre was also attended on 6 September 2016.
- 4.7 The consultation and engagement officer met with Bridgend Equality Forum members on two occasions. On 23 May 2016, the consultation team had a pre-consultation meeting with the members to gather views prior to creating engagement documentation to understand any underlying concerns that needed to be addressed as part of the consultation. A second meeting on 14

September 2016 was attended to promote the launch of the survey and encourage responses.

4.8 On 31 August 2016 the consultation, marketing and engagement assistant attended the Bridgend Youth Cabinet meeting to encourage its members to promote the consultation within their schools and with their peers. Particular focus was drawn to the fact the survey could be completed using smartphones and tablet devices.

4.9 The consultation survey asked for the public's views on the following:-

- whether a change to the pedestrianisation order is supported;
- whether to retain some form of pedestrianisation in the town centre at certain times or to open the streets up to vehicular traffic at all times;
- whether the proposed parking / loading bays should have a limited waiting restriction; and
- whether introducing the proposal would have a beneficial or negative impact on Bridgend town centre.

4.10 The consultation was made available to complete online through an interactive survey (appendix 1) on the consultations page of the Council's website. Paper copies of the consultation were made available at community engagement events, sent directly to residents and distributed to 40 town centre traders for dissemination.

Response Rate

4.11 The response rate has been segregated into several areas: the consultation survey responses, comment cards received during community engagement stands and social media interactions.

4.12 2,480 responses to the consultation were received in total. Of the survey responses received, there were 1,221 online submissions and 803 paper versions of the survey returned, 2,024 in total. There was 1 email, 193 social media interactions and 262 interactions received from the community engagement events.

4.13 During the social media question and answer session there were a total of 22 interactions from Twitter and 171 interactions from Facebook, being seen a total of 8,562 times on Twitter and 12,069 times on Facebook respectively.

4.14 No comments were received by letter or telephone call.

Data Validation

4.15 Data validation measures have been undertaken to ensure that the same respondent could not submit more than one response by cross comparing the consultation response details. A sample of 2,024 is robust and is subject to a maximum standard error of ± 2.16 per cent at the 95 per cent confidence level on an observed statistic of 50 per cent. Thus, we can be 95 per cent confident

that responses are representative of those that would be given by the total adult population, if a census had been conducted, to within ± 2.16 per cent of the percentages reported.

Key Findings

- 4.16 A full report of the consultation has been prepared and is attached in Appendix 2. This sets out the detailed consultation methodology and the responses to each question in the survey.
- 4.17 Approaching eight in ten (77.0%) of respondents agreed with the proposal against one in five (20.1%) respondents who disagreed. Tourists were even more supportive with 86 per cent selecting agree or strongly agree.
- 4.18 Over seven in ten parents of young children supported the proposal (73.2%). Respondents without children were more likely to support the proposal with 79.0 per cent agreeing.
- 4.19 Of those who supported the proposal, three in four (74.1%) would like the roads to be open 24 hours a day, seven days a week. Full vehicle access was supported by the following demographic groups:
- residents (58.9%)
 - tourists (73.5%)
 - parents of young children (55.4%)
 - respondents without young children (63.9%)
 - disabled (61.7%)

 - non-disabled (60.5%)
- 4.20 One hour parking was the most popular response overall with over two in five (42.1%) selecting the option followed closely by 40% selecting 30 minute parking bays.
- 4.21 Residents, regular visitors, respondents under 65, parents of young children and the disabled were all more likely to select one hour over 30 minute parking bays. Tourists, non-frequent visitors, the elderly, respondents without children and the non-disabled preferred a 30 minute parking bay.
- 4.22 A response was also received from Guide Dogs Cymru stating: "We do of course support the introduction of dropped kerbs to facilitate access by wheelchair users and other pedestrians, but these must be marked with the appropriate tactile paving." The response falls in line with the outcome of the Capita report referenced in the consultation.
- 4.23 Over seven in ten (75.8%) thought the introduction of the proposal would have a positive impact on the town centre. When analysing further based upon sub-groups (e.g. disabled respondents), all demographic groups believed the proposal will have a positive impact.

Overall conclusions from the consultation

- 4.24 From the consultation report it is reasonable to conclude that the majority of respondents supported the proposal to reintroduce vehicles into Queen Street, Market street and Dunraven Place. The preference is to allow full-time vehicular access (60.8%). There was no significant preference in terms of the duration of parking in parking bays, between one hour and 30 minutes. Given the very limited number of parking bays, the need therefore to maximise their usage, and to ensure consistency with other limited waiting bays within the town centre, it is recommended that, should the scheme proceed to implementation, 30 minute bays are introduced in the first instance, and monitored, during the experimental period.
- 4.25 Suspending the pedestrianisation of Queen Street, Dunraven Place and Market Street with the introduction of parking spaces will enable the town centre to become more accessible to shoppers in the day time and customers during the evening, therefore creating an opportunity that currently does not exist to address the economic performance of the town. The consultation results overall would suggest that there is broad public consensus in favour of the proposals, despite the differential impact on different groups of users and stakeholders.
- 4.26 The changes to the public realm to facilitate this change is likely to include the following:
- bollards and/or street furniture to demarcate the interface between carriageway and footway;
 - 24 hour, seven day vehicular access;
 - two crossing points with tactile paving;
 - 20 miles per hour speed restriction;
 - Changes to parking and loading bays (the number of these is subject to further site investigation);
 - Limited waiting time of 30 minutes; and
 - Traffic signs and road markings.

Next steps

- 4.27 Outlined below are the proposed design and consultation steps which would need to be taken before an Experimental Traffic Order can be implemented:
- A preliminary scheme design is produced by the scheme originator showing the extent of the proposal;
 - A key requirement of the scheme design is to ensure the safety issues highlighted in the Access Study, are resolved through physical design and traffic management measures. If this proves not to be possible, the process may be suspended at this stage;
 - Consultation correspondence must be sent out, including the preliminary design, to the following: appropriate Local Ward members; Chief Constable of Police; Freight Transport Association; Road Haulage Association; appropriate ambulance / NHS bodies; Fire Service; appropriate Bus Operators if affected by

the scheme; other organisations considered likely to be affected by the proposals;

- The responses will then be considered which may result in the original proposals being amended if appropriate; and
- Following the further consultation, a further Cabinet Report will be required, outlining the responses before progressing to the next stage.

4.28 If Cabinet agree to progress the proposal then the following steps will be undertaken:

- Once the final form of Orders are agreed then the detailed design will be completed for the proposal;
- During this design period and in accordance with Local Authorities' Traffic Orders (Procedure)(England and Wales) Regulations 1996 – publish formal notice of intention to bring an experimental order into force within 7 days of the date on which the notice is published. Usually the Order will run for up to 18 months. The notice will invite formal objections, setting out the date by which such objections must be received (usually within the first six months of the experiment coming into force);
- The proposal can then be implemented on site on an experimental basis;
- During operation, the scheme will need to be monitored and an evaluation made of the operation and suitability of the scheme in achieving its stated objectives;
- If considered appropriate after an evaluation of the scheme has been completed, and if no objections received within the first six months then a notice could then be published of the intention to make the Experimental Order permanent, as modified if appropriate, in accordance with Local Authorities' Traffic Orders (Procedure)(England and Wales) Regulations 1996;
- If objections are received, and if it is considered appropriate to proceed with the scheme at that point, a decision will need to be made by Cabinet whether the matter will be determined by means of a Public Inquiry or by the Appeals Panel.

Legislative Background

4.29 When considering whether to make a traffic order, the Council is under a duty under Section 122 of the Road Traffic Regulation Act 1984 to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway having regard to the matters specified in s122(2) being:

- The desirability of securing and maintaining reasonable access to premises;
- The effect on the amenities of any locality affected and (without prejudice to the generality of this paragraph) the importance of regulating and restricting the use of roads by heavy commercial vehicles, so as to preserve or improve the amenities of the area through which the roads run;
- The importance of facilitating the passage of public service vehicles and securing the safety and convenience of persons using such vehicles;

- The strategy prepared under section 80 of the Environment Act 1995 (national air quality strategy);
- Any other matters that appear to the local authority to be relevant.

4.30 Cabinet will be aware that some of the obligations in paragraph 4.29 can be competing. However, in deciding whether to proceed with the proposed order Cabinet must consider and balance the overall objective in s122 (1) and the matters set out in s122 (2).

4.31 The Road Traffic Regulation Act 1984 sets out the purposes for which a traffic order may be made. Such an order can only be made if it is considered expedient to make such an order for one or more of the following reasons:

- a) for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising, or
- b) for preventing damage to the road or to any building on or near the road, or
- c) for facilitating the passage on the road or any other road of any class of traffic (including pedestrians), or
- d) for preventing the use of the road by vehicular traffic of a kind which, or its use by vehicular traffic in a manner which, is unsuitable having regard to the existing character of the road or adjoining property, or
- e) (without prejudice to the generality of paragraph (d) above) for preserving the character of the road in a case where it is specially suitable for use by persons on horseback or on foot, or
- f) for preserving or improving the amenities of the area through which the road runs, or
- g) for any of the purposes specified in paragraphs (a) to (c) of subsection (1) of section 87 of the Environment Act 1995 (air quality).

4.32 In this case, implementation of the scheme would be for 'for facilitating the passage on the road or any other road of any class of traffic (including pedestrians)' and 'for preserving or improving the amenities of the area through which the road runs'.

5. Effect Upon Policy Framework and Procedure Rules

5.1 None

6. Equalities Impact Assessment

6.1 It is the duty of the Council to carry out an Equalities Impact Assessment on any proposal. As part of this Cabinet Report a full EIA report was undertaken (Appendix 3). The EIA recommends the following mitigation measures, which will be addressed through the design and if agreed, the implementation stages of the project:

- consultation with town centre users, in particular those with protected characteristics, on the design and layout of the road system to ensure all relevant and appropriate road safety measures are put in place;

- site visits for disability groups to ensure the changes made to the road layout are fully understood;
- a robust marketing campaign advising of the changes to the road layout with particular focus on those protected characteristic groups likely to be impacted, including leaflets outlining the changes sent to all nursery, primary and special schools; and
- BCBC to consider employing traffic marshals during the initial phase of opening the road to traffic to inform and advise the public.

7. Financial Implications

- 7.1 The cost of the Access Study was met by Welsh Government under the Vibrant and Viable Places programme. A funding bid has been submitted to Welsh Government to cover the cost of preliminary scheme design, subject to a decision by Cabinet to proceed to this next stage. The anticipated cost of the detailed design stage is circa £60,000. The council would need to provide £10,000 as match funding, which can be met from the Strategic Studies Fund, part of the Strategic Regeneration Fund which is set aside for this purpose. If the funding bid is approved, the full allocation will have to be expended in the 2016/17 financial year, but as yet, there is no indication from Welsh Government of when a decision will be reached. Based on past experience, this may not be until the New Year, leaving very little time to procure and carry out the design work. Should Cabinet decide to proceed with the preliminary design works it is recommended that the procurement exercise is commenced immediately, and the work funded from the Strategic Regeneration Fund, in anticipation of, but not reliant upon a grant approval.
- 7.2 Cabinet should note that there is no budget provision for the cost of the scheme, which is tentatively estimated at £552,000, within the council's approved capital programme, and that the scheme will not be able to proceed until suitable external funding can be sourced. A funding bid has also been submitted to Welsh Government to cover this cost, but Welsh Government officials have indicated that they are unlikely to be able to consider this until 2017/18. It is not known at this stage whether match funding will be required for this bid. Both the Business Improvement District steering group and Bridgend Town Council have indicated a willingness to provide an element of match funding to assist with the drawdown of external funding.
- 7.3 Cabinet should also note that £552,000 is only a high level estimate of the cost of works; a more accurate cost estimate will emerge as a full scheme design is developed. Ultimately, the actual cost will only be determined through a procurement exercise once any scheme is approved, and the actual costs could vary significantly from the original estimate.

8. Recommendations

- 8.1 Cabinet is recommended to:

- 8.1.1 Note the key findings of the Access Study public consultation, which demonstrate strong public support for reintroducing vehicular access to Queen Street, Market Street and Dunraven Place;
- 8.1.2 Note that the majority of town centre users who are more likely to be affected as a result of the changes being consulted upon, for example the elderly, disabled, and people with young children, were also in favour of the proposal;
- 8.1.3 Note the mitigation measures proposed in paragraph 6.1 to address the findings of the Equalities Impact Assessment;
- 8.1.4 Note there are no confirmed resources to undertake preliminary design or the capital works, although funding bids have been made, and that costs could vary from those estimated at this time;
- 8.1.5 Authorise officers to commence the procurement exercise for preliminary design work, as detailed in paragraph 7.1;
- 8.1.6 Authorise officers issue consultation correspondence based on the scheme summarised in paragraph 4.26 of the report to Local Ward members; Chief Constable of Police; Freight Transport Association; Road Haulage Association; appropriate ambulance / NHS bodies; Fire Service; appropriate Bus Operators if affected by the scheme and any other organisations considered likely to be affected by the proposals; and
- 8.1.7 Authorise officers to accept the grant approval (subject to Welsh Government decision) to meet the cost of preliminary design work.

MARK SHEPHARD

Corporate Director Communities

Contact Officers: Satwant Pryce/Zak Shell

Telephone: 01656 643151/ 815334

E-mail: Satwant.pryce@bridgend.gov.uk

Zak.Shell@bridgend.gov.uk

Background documents: Cabinet Report 7th June Bridgend Town Centre Access

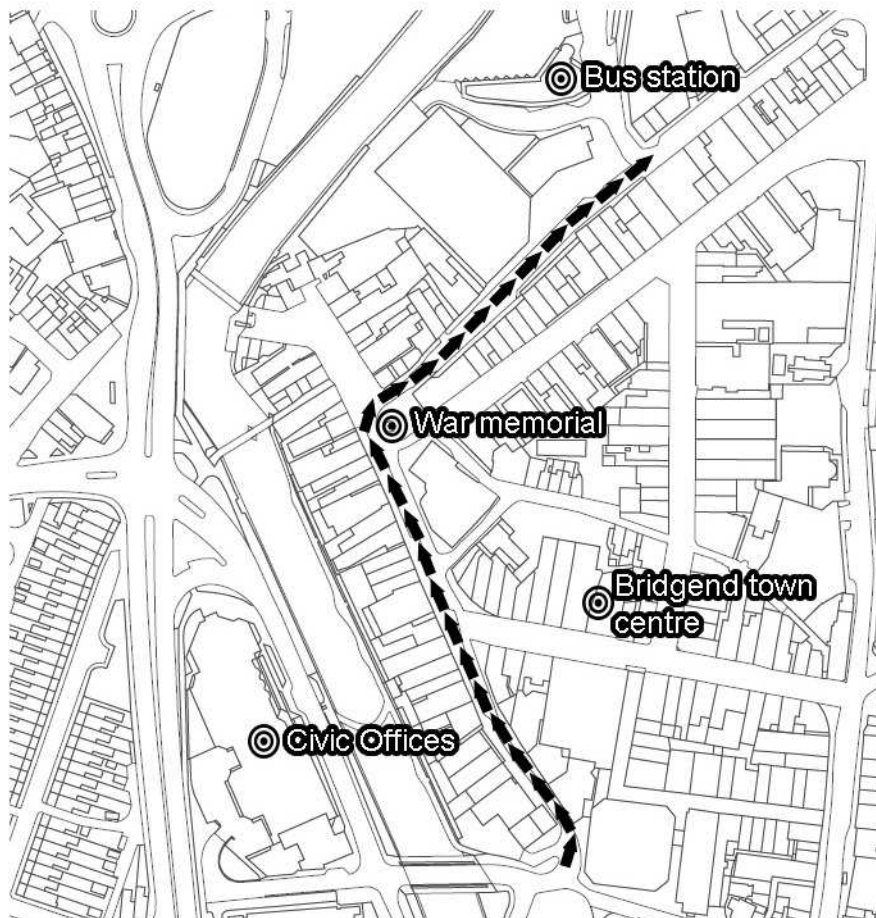
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Bridgend town centre access survey

Bridgend County Borough Council has recently commissioned a study to review methods and assess risks of re-introducing traffic to Queen Street, Dunraven Place and Market Street in Bridgend town centre.

The council would like you to share your views on the proposal and the impact it would have on you and the wider economy. All completed responses will be entered in a free prize draw to win a £100 gift voucher for events held at Porthcawl Pavilion and Maesteg Town Hall (terms and conditions apply). To read the commissioned report in full please click here or visit:
www.bridgend.gov.uk/consultation.



This survey will take around 8 minutes to complete.

All information received is stored in accordance with the Data Protection Act (1998).

The proposal

The proposal put forward is to reintroduce traffic to Queen Street, Dunraven Place and Market Street. As part of the proposal a 20 miles per hour speed zone and two pedestrian crossings would be introduced alongside approximately 18 parking / loading bays and street bollards designed to improve safety by separating pedestrians and vehicles. Adare Street and Caroline Street would remain pedestrianised.

If the proposal were to be introduced the following risks and benefits would be likely to occur:

Benefits	Risks
<p>✔ Easier accessibility Improving vehicle access would prove beneficial for some disabled people and those with mobility problems.</p> <p>✔ Potential to stimulate trade Many town centre traders, property agents and developers believe that improving vehicle access into the town centre would stimulate the economic performance of the town by increasing footfall through car borne trade, short stay parking, click and collect, collection of large goods and short trips to banks and services.</p> <p>✔ Potential to meet shoppers' diverse needs Meeting the needs of a diverse society by offering a balance between maintaining pedestrianisation in Adare St. and Caroline St. and the proposed vehicle route.</p>	<p>✘ Increased risk to pedestrian safety If the roads were to be reopened there would be an increased risk to pedestrian safety, in particular young children, the elderly and the blind community. Since pedestrianisation of the roads, reported collisions have fallen from 13 (2000 - 2004) to three (2004 - 2014).</p> <p>✘ Investment cost In order to safely allow vehicle access into the town centre an investment ranging between £500,000 and £900,000* would be required (dependent on the consultation's outcome) prior to any potential benefits being realised.</p> <p>✘ Air pollution By allowing vehicle access into the town centre the level of air pollution may rise.</p>

*Option one and two from the commissioned report failed to meet the council's safety obligations and as such were discounted.

Q1 To what extent do you agree or disagree with the proposal outlined above? Please select one option only.

Strongly agree
 Tend to agree
 Neither agree nor disagree
 Tend to disagree
 Strongly disagree

Pedestrian times

If the proposal were to be introduced, it is also possible to include 'pedestrian only' times. This has been introduced in other areas such as Neath, Caldicot and Tenby, where the roads are not accessible to vehicles between certain hours.

In relation to the second option below, if the roads were to be opened up to vehicles at night it would lead to better access to the night time economy but would also create an additional risk to pedestrians visiting the town at night.

Q2 Which of the following access options is the most preferable to you? Please select one option only.

- Do not introduce this proposal (do not allow vehicle access in the town centre).
- Allow vehicle access before 6pm only (no night time access).
- Allow vehicle access only between 3pm - 11am (Pedestrian only zone between 11am - 3pm). Go to Q4
- Allow vehicle access at all times.
- Other (please use the space below).

Parking / loading bays

If the proposal were to be introduced, approximately 18 parking / loading bays would be made available for shoppers alongside the newly opened roads.

These parking / loading options would be policed between 6am - 9.30pm.

Q3 Which of the following parking / loading options is the most preferable to you? Please select one option only.

20 minute parking bays

One hour parking bays

30 minute parking bays

Other (please use the space below).

Impact of the proposal

Q4 Do you feel that introducing the proposal would have a beneficial or negative impact on Bridgend town centre? Please select one option only.

Positive impact

Neither positive or negative impact

Negative impact

Don't know

Q4a If you would like to elaborate on your answer please use the space provided below.

Share your views

The commissioned report included four options to re-introduce traffic into the town centre:

Option one - introduce signage and road markings

Option two - introduce the measures in option 1 plus tactile paving

Option three - introduce the measures in option 1 and 2 plus bollards and street furniture

Option four - introduce the measures in option 1, 2 and 3 plus raised kerbs.

Both option one and two failed to meet the council's safety obligations and as such were discounted. Option three was the suggested option in the independent report, whilst option four would cost the most to implement (approximately £855,000) and cause the highest level of disturbance to the town centre. As such, the council proposes that any work undertaken would follow option three as the preferred option.

Q5 Regarding the questions you have been asked as part of this survey, do you have any other comments or alternatives you would like the council to consider? Please use the space below.

About you

Q6 **Do you currently live in Bridgend County Borough?** Please select one option only.

Yes

No

Q7 **On average, how often do you visit Bridgend town centre?** Please select the most suitable option.

Daily

Weekly

Monthly

Annually

Prefer not to say

Q8 **Please select an age category?** Please select one option only.

Under 18

25 - 34

45 - 54

65+

18 - 24

35 - 44

55 - 64

Prefer not to say

Q9 **Please select the option(s) that best describes you as a respondent?** Please select all that apply.

Bridgend town centre business owner

Unemployed / looking for work

Bridgend town centre employee

Retired

Employed - outside of Bridgend town centre

Prefer not to say

Student / trainee

Q10 **Do you have a caring responsibility for a child / children (i.e parent, grandparent, carer etc)?** Please select one option only.

Yes

No Go to Q11

Q10a **What age(s) are they?** Please select all that apply.

0 - 5 years old

6 - 11 years old

12 - 16 years old

17+

A disability is a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out day-to-day activities.

Q11 **Do you consider yourself disabled?** Please select one option only.

Yes

No

Go to Q12

Prefer not to say

Q11a **Please indicate below the type of impairment which applies to you.** Please select all options that apply.

Physical impairment, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches

Sensory impairment, such as being blind or having a serious visual impairment or being D/deaf or hard of hearing

Mental health condition, such as depression or schizophrenia

Learning difficulty, such as Down's syndrome or dyslexia, or cognitive impairment, such as autism or head-injury

Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

Other (please type in the box below)

Prefer not to say

Equalities

In order to help us ensure that we are providing services fairly to everyone who needs them, we would be grateful if you could answer a few more questions about yourself. The information you supply will be kept confidentially and will only be used for the purposes of equalities monitoring.

Completion of these questions is not required as part of the questionnaire. You do not have to answer any of the questions if you do not wish to do so. Alternatively, you can choose to answer some and not others by selecting the 'prefer not to say' options.

Q13 What is your date of birth? (DD/MM/YYYY)

Q14 How would you describe your nationality? Please select one option only.

- | | | |
|-----------------------------------|---|---|
| <input type="checkbox"/> Welsh | <input type="checkbox"/> Northern Irish | <input type="checkbox"/> Other (please type in the box below) |
| <input type="checkbox"/> English | <input type="checkbox"/> British | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Scottish | | |

Q15 What is your ethnic group? Please select one option only.

- | | |
|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Black / African / Caribbean / black British |
| <input type="checkbox"/> Mixed / multiple ethnic groups | <input type="checkbox"/> Other ethnic group (please type in the box below) |
| <input type="checkbox"/> Asian or Asian British | <input type="checkbox"/> Prefer not to say |

Q21 What is your religion or belief? Please select one option only.

- | | | |
|--------------------------------------|---------------------------------|---|
| <input type="checkbox"/> No religion | <input type="checkbox"/> Hindu | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Jewish | <input type="checkbox"/> Other (please type in the box below) |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Muslim | <input type="checkbox"/> Prefer not to say |

Q22 What is your gender? Please select one option only.

- | | | | |
|-------------------------------|---------------------------------|--------------------------------|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to say |
|-------------------------------|---------------------------------|--------------------------------|--|

Q23 Is your gender the same now as that which you were assigned at birth? Please select one option only.

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |
|------------------------------|-----------------------------|--|

Q24 Are you pregnant? Please select one option only.

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |
|------------------------------|-----------------------------|--|

Q25 **Have you given birth within the past 26 weeks?** Please select one option only.

- Yes
 No
 Prefer not to say

Q26 **What is your sexual orientation?** Please select one option only.

- Heterosexual / straight
 Gay woman / lesbian
 Other
 Gay man
 Bisexual
 Prefer not to say

Q27 **What is your marital status?** Please select one option only.

- Single
 Married
 Divorced
 Prefer not to say
 Partnered
 Civil partnered
 Widowed

A carer is someone who provides unpaid support to family or friends who could not manage without this help. This could be caring for a relative, partner or friend who is ill, frail, disabled or has mental health or substance misuse problems.

Q28 **Are you a carer?** Please select one option only.

- Yes
 No
 Prefer not to say

Are you able to...

Please select one option per row.

	Not at all	A little	Fairly well	Fluently	Prefer not to say
Speak Welsh?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read Welsh?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write Welsh?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Next steps

If you would like to be entered into the free prize draw to win a £100 gift voucher for events held at Porthcawl Pavilion and Maesteg Town Hall please opt in and include your details below. Opt in

If you would like to be kept up to date on the progress of the consultation please opt in and include your details below. Opt in

Name	<input type="text"/>	House no.	<input type="text"/>
		Street	<input type="text"/>
Email	<input type="text"/>	Postcode	<input type="text"/>

Thank you

Please return this survey to: Marketing, Communications and Engagement, Bridgend County Borough Council, Ravens Court, Wing 3, Brewery Lane, Bridgend, CF31 4AP.

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Bridgend town centre: Access survey Consultation report

Date of issue: 10 November 2016

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1. Overview

A public consultation reviewing the perceived impact of reintroducing traffic to Queen Street, Dunraven Place and Market Street in Bridgend town centre was undertaken over a 12 week period from 8 August 2016 and 24 October 2016. The consultation received 2,437 responses from a combination of the consultation survey, engagement events held across the county borough and social media interactions. This paper details the analysis associated with the consultation.

2. Introduction

A public survey based on the perceived impact of reintroducing traffic into Bridgend town centre was conducted over a 12 week period. The survey was available to complete online through a link on the consultations page of the council's website¹ or by visiting www.bridgend.gov.uk/consultation. Paper copies of the consultation were sent to 40 local businesses and were also made available at local libraries, the ten engagement stands, or alternatively, they could be sent directly to residents upon request in either English or Welsh. The content of the webpage remains available online.

In total there were 13 questions optional questions for the respondents to complete and all survey responses offered the option of anonymity. The council's standard set of equalities monitoring questions were also included at the end of the survey, as is now recommended good practice for all public facing surveys carried out by the council.

Comments regarding the consultation were also invited via letter, email and phone call.

3. Promotional tools and engagement methods

Details of the consultation were sent as part of a press release emailed to the following stakeholders; Bridgend business forum and business directory, councillors, Bridgend town and community council, members of the Local Service Board (LSB), the Youth Service Council (YSC), Bridgend Equality Forum (BEF), and local media outlets.

Residents who have previously stated an interest in receiving key consultations or expressed interest through the Citizens' Panel were sent a link to the survey to complete online.

Facebook and Twitter had been used to promote the consultation including a Facebook advert promoting the campaign.

¹<http://www1.bridgend.gov.uk/services/consultation/hub/shaping-bridgends-future.aspx>

3.1 Social media

The council tweeted its 7,932 @Bridgend CBC followers and posted to its 6,161 Facebook fans about the consultation on several occasions during the consultation period to help raise awareness.

One live social media debate was held with Darren Mepham, Chief Executive and Mark Shephard, Corporate Director – Communities on the 1 September 2016 held between 18:00 – 20:00. The event was promoted leading up to the debate to generate awareness and interest.

3.2 Local and national press

The consultation featured in the Glamorgan Gazette newspaper on the 11 August 2016 and 29 August 2016². Information on the consultation also featured in members' columns in local publications. Prior to the consultation launching the Glamorgan Gazette also released an article³.

The consultation received national interest after BBC Wales covered the story on television using a vox pop on 29 August 2016. The media outlet also wrote a supporting press release on their website⁴ including a link to the consultation webpage.

3.3 Online and paper survey

Paper copies of the survey were shared with local businesses as part of local press packs sent to encourage residents and tourists to respond to the survey. In total 40 businesses signed up to receive at least one press pack with over 3,000 paper copies being distributed.

The online survey gave respondents the ability to respond on a variety of devices including laptops and smart phones. The surveys were accessible by visiting www.bridgend.gov.uk/consultation or by following the advertisement on Facebook.

A qualitative section within the survey allowed respondents to suggest any alternative considerations residents would like the council to review.

3.4 Community engagement stands

Ten community engagement stands were undertaken across three locations in Bridgend County Borough: a three day event at McArthur Glen's designer outlet, a three day event at Bridgend town centre market, followed by a three day event at Tesco Extra (Bridgend). All engagement stands were held between 10:00 – 15:00. A one day event held at Bridgend College's Freshers' Fayre was also attended on 6 September 2016. During the events passers-by were offered to take part in a straw poll to show if they agree or disagree with

² <http://www.walesonline.co.uk/news/local-news/bridgend-council-chief-plans-social-11814641>

³ <http://www.walesonline.co.uk/news/local-news/new-report-examine-partial-scraping-11379770>

⁴ <http://www.bbc.co.uk/news/uk-wales-south-east-wales-37201604>

the proposal using coloured counters. Qualitative comments were also posted onto an A2 board for others to see. Paper surveys and business cards directing recipients to the online survey and online debate were also made available at the stands.

3.5 Bridgend Equality Forum and Bridgend Youth Cabinet

The consultation and engagement officer met with Bridgend Equality Forum members on two occasions. On 23 May 2016, the consultation team had a pre-consultation meeting with the members to gather views prior to creating engagement documentation to understand any underlying concerns that needed to be addressed as part of the consultation. A second meeting on 14 September 2016 was attended to promote the launch of the survey and encourage responses.

On 31 August 2016 the consultation, marketing and engagement assistant attended the Bridgend Youth Cabinet meeting to encourage its members to promote the consultation within their schools and with their peers. Particular focus was drawn to the fact the survey could be completed using smartphones and tablet devices.

4. Response rate

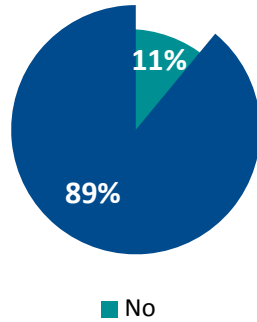
The response rate has been segregated into several areas: the consultation survey responses, comment cards received during community engagement stands and social media interactions.

- 2,437 responses to the consultation were received in total. Of the responses received, there were 1,221 online submissions and 803 paper versions of the survey returned. There were 151 social media interactions in total and 262 interactions received from the community engagement events.
- In total, there were 262 interactions at the community engagement events across the county borough.
- During the social media question and answer session there were a total of 4 interactions from Twitter and 147 interactions from Facebook, being seen a total of 8,562 times on Twitter and 12,069 times on Facebook respectively. During the consultation period there were a total of 151 interactions using social media.
- One email was received before the close of the survey. No comments were received by letter or telephone call.

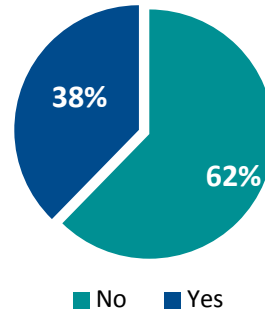
5. How effective was the consultation?

The consultation was conducted over a 12 week period in which a range of marketing methods were used to create awareness of the consultation and encourage members of the public to engage with the council. The social demographic data reflects a good cross section of the county borough's population (1,737 respondents lived in Bridgend and 225 outside the area).

Are you a resident of the county borough?



Are you a parent?

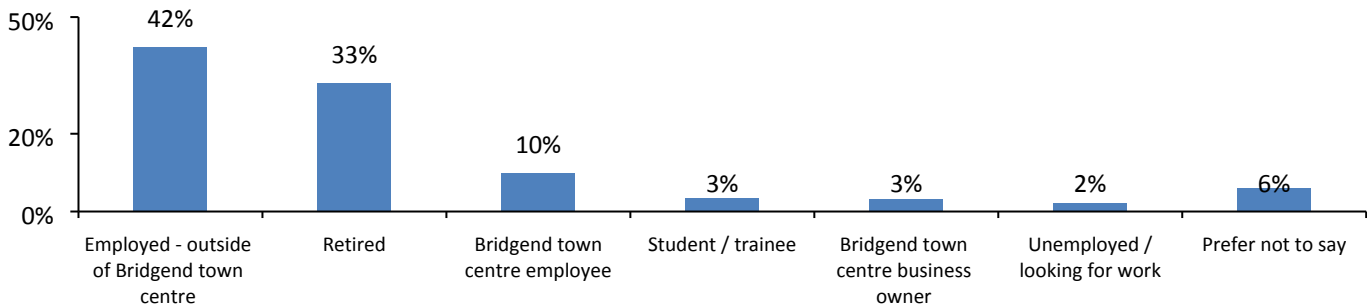


In total there were 2,024 responses received to the question 'are you a resident of the county borough?' Nine in ten (89%) identified they were currently living within the county borough with the remaining 11 per cent residing elsewhere. Of the 1,956 responses to the 'do you have a caring responsibility for a child/children?' two in five (38%) identified themselves as parents. Of those with a caring responsibility for a child, the most popular age group was 6 – 11 years of age with two in five (41%).

	0 – 5 years old	6 – 11 years old	12 – 16 years old	17+	Total
#	276	298	203	187	729
%	37.9	40.9	27.8	25.7	100.0

Three in five (59%) of the respondents to the survey identified themselves as working or in training, one in three (33%) were retired and two per cent of respondents classified themselves as looking for work.

Employment status



Age	Under 18	18 - 24	25 – 34	35 - 44	45 - 54	55 - 64	65+	PNTS	Total
#	21	95	224	312	395	426	454	19	1,946
%	1.1	4.9	11.5	16.0	20.3	21.9	23.3	1.0	100

When analysing responses by age, the response rate for under 18's was too low to consider independently and as such the responses were combined with those aged between 18 – 24 to create an 'under 24' age category.

When asked respondents completing the survey were most likely to visit the town centre on a weekly basis (39.1%), followed by monthly (29.2%).

	Daily	Weekly	Monthly	Annually	PNTS	Total
#	296	566	423	130	33	515
%	20.4	39.1	29.2	9.0	2.3	100.0

The paper and online surveys used as data collection methods were both developed using plain English to increase understanding.

Data validation measures have been undertaken to ensure that the same respondent could not submit more than one response by cross comparing the consultation response details. A sample of 2,024 is robust and is subject to a maximum standard error of ± 2.16 per cent at the 95 per cent confidence level on an observed statistic of 50 per cent. Thus, we can be 95 per cent confident that responses are representative of those that would be given by the total adult population, if a census had been conducted, to within ± 2.16 per cent of the percentages reported. This means that if the total adult population of Bridgend had taken part in the survey and a statistic of 50 per cent was observed, we can be 95 per cent confident that the actual figure lies between 47.84 per cent and 52.16 per cent.

6. Headline figures

- 6.1 Approaching eight in ten (77.0%) of respondents agreed with the proposal against one in five (20.1%) respondents who disagreed. Tourists were even more supportive with 86 per cent selecting agree or strongly agree.
- 6.2 Of those who supported the proposal, three in four (74.1%) would like the roads to be open 24 hours a day, seven days a week. Full vehicle access was supported by the following demographic factors: residents (58.9%), tourists (73.5%), parents of young children (55.4%), respondents without young children (63.9%), disabled (61.7%) and non-disabled (60.5%).
- 6.3 One hour parking was the most popular response overall with over two in five (42.1%) selecting the option followed closely by 40 per cent selecting 30 minute parking bays.

- 6.4 Residents, regular visitors, respondents under 65, parents of young children and the disabled were all more likely to select one hour over 30 minute parking bays. Whilst tourists, non-frequent visitors, the elderly, respondents without children and the non-disabled preferred a 30 minute parking bay.
- 6.5 Over seven in ten (75.8%) thought the introduction of the proposal would have a positive impact on the town centre.

7. Question and Analysis - Consultation Survey

Section seven of the report looks at the questions asked in the consultation survey – with 2,024 respondents in total.

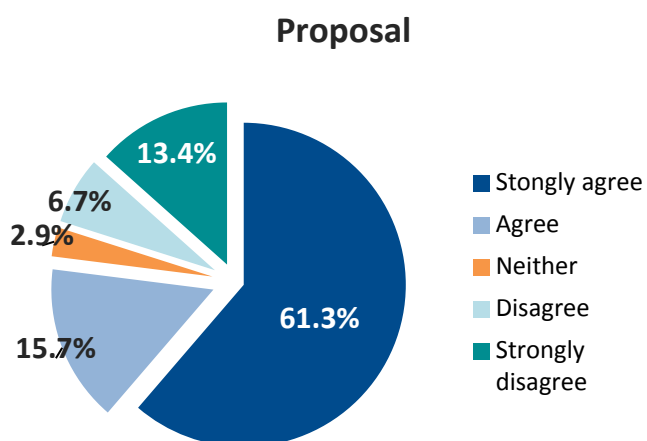
7.1 Please select a language to begin the survey.

Respondents to the consultation survey were initially asked which language they would like to complete the survey in. Overall 99 per cent of respondents selected English with one per cent selecting to complete the survey in Welsh.

Language	#	%
English	1,999	98.8
Welsh	25	1.2
Total	2,024	100

7.2 The proposal

7.2.1 To what extent do you agree or disagree with the proposal?



The proposal was supported by over three in four respondents (77.0%). Of which, over half of all respondents (61.3%) strongly agreed with its introduction.

One in five (20.1%) disagreed or strongly disagreed with the proposal with the remaining 2.9 per cent selected neither option.

Tourists were even more supportive of the proposal's introduction with 86 per cent selecting agree or strongly agree.

Those who visit the town annually were the most likely group to support the reintroduction of traffic with more than four in five (83.9%) selecting agree or strongly agree. Those who visit Bridgend town centre weekly had the highest level of opposition (but still the majority supported the proposal) with 23 per cent.

By age group, those aged 25 - 34 had the lowest level of support for the proposal with 70.4 per cent – still a majority of support. Those aged between 65+ had the highest level of agreement with four in five respondents (83.9%).

Similarly, those who defined themselves as students had the lowest level of overall agreement where three in five (69.7%) supported the proposal against 90 per cent of Bridgend town centre business owners for the same measurement.

Respondents who identified themselves as disabled were more likely to support the survey with four in five (80.2%) against 76 per cent who have no disability.

The consultation received an email response from Guide Dogs Cymru “*Any scheme which requires them [blind and partially sighted people] to share an area with no clear physical separation of the road from the pavement is potentially dangerous. We do of course support the introduction of dropped kerbs to facilitate access by wheelchair users and other pedestrians, but these must be marked with the appropriate tactile paving. We appreciate that the business community see this differently, but we do not support a solution which puts people with sight loss, and other vulnerable pedestrians, including older people and children, at risk.*” Thus, the project would be supported providing appropriate tactile paving is introduced which the consultation document highlights that both options being considered by the council (option three and option four in the survey) will include tactile paving as standard.

Parents of young children supported the proposal with over seven in ten (73.2%), in comparison to respondents without children who were more likely to support the proposal with 79.0 per cent agreeing.

7.3 Introducing access at particular times

The second question in the survey asked respondents to choose one of four access options or to propose their own idea by selecting ‘other’. One option was not to introduce the proposal, under one in five (18%) selected this which verifies the previous question.

	Full time access	Do not introduce	Access before 6pm	Pedestrian only time (11am – 3pm)	Other	Total
#	1,192	352	196	176	44	1,960
%	60.8	18.0	10.0	9.0	2.2	100.0

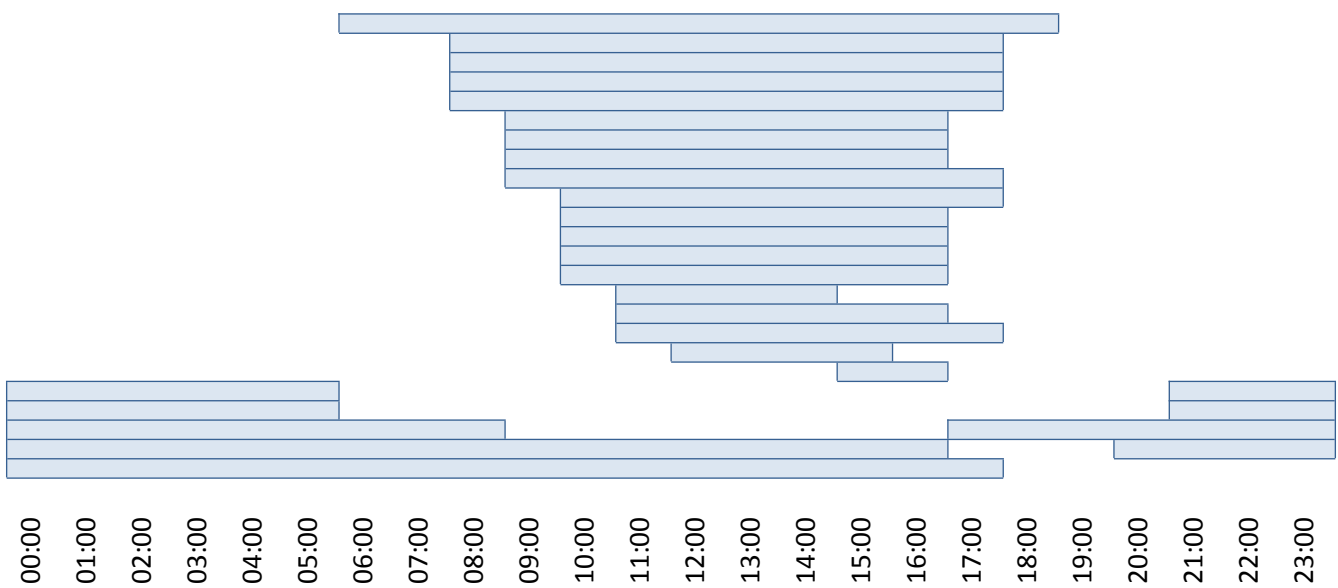
Excluding those who opposed the proposal the following percentages apply:

	Full time access	Access before 6pm	Pedestrian only time (11am – 3pm)	Other	Total
#	1,192	196	176	44	1,608
%	74.1	12.2	10.9	2.7	100.0

Over seven in ten (74.1%) of those who supported the proposal would like full time vehicle access.

The table below shows the proposed pedestrian times suggested by residents:

Table – proposed pedestrian times.



Other suggestions that did not specific regulated pedestrian times were:

Alternative suggestions	#
Pick up and disabled access only	2
Share space plan	1
No large vehicles after 9am	1
Different route	1
No weekend vehicle access	1
Delivery only between 8-10am and 3-6pm	1
Ped zone after 6pm on weekends	1

Full vehicle access was supported by the following demographic factors: residents (58.9%), tourists (73.5%), parents of young children (55.4%), respondents without young children (63.9%), disabled (61.7%) and non-disabled (60.5%).

Similarly, regardless of how often a respondent visited Bridgend town centre, full vehicle access was supported by the majority.

Less than half of those aged 25 – 34 year olds (48.9%) supported full time vehicle access however, this was still the highest responses. Seven in ten (71.5%) of those aged 65+ supported full time access.

Support for full time access by profession ranged from over half (52.3%) for students and trainees to nine in ten (90.6%) for Bridgend town centre business owners.

7.3 Parking / loading options

	One hour parking	30 minute parking	20 minute parking	Other	Total
#	821	777	180	171	1,949
%	42.1	39.9	9.2	8.8	100.0

All respondents were then asked about parking / loading bay options should the proposal be introduced. One hour parking was the most popular response overall with over two in five (42.1%) selecting this option.

Tourists were more likely to select 30 minute parking access (53.2%) against residents selecting one hour parking access (38.2%).

Those who visit the town centre annually would prefer 30 minute parking bays (53.8%), one hour parking bays were preferred by those who visit more frequently. Similarly those aged 65+ preferred 30 minute parking bays (48.5%) against all other age groups supporting one hour parking.

Town centre business owners and students / trainees were the only professions to select 30 minute parking bays (53.8% and 45.5%) over one hour parking bays (51.8% and 37.9%).

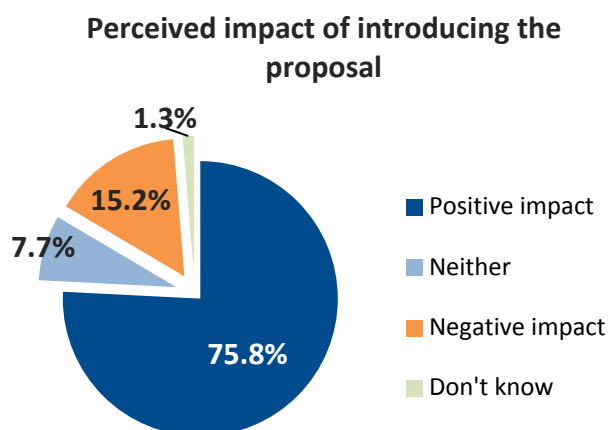
Those with children selected one hour parking bays (44.7%) whilst those without children preferred a 30 minute slot (42.2%). Similarly those with a disability were more likely to choose a one hour parking allowance (48.0%) against non-disabled residents who selected 30 minutes (41.8%).

Of those who selected 'other' there were 146 comments in total, of the 146 comments, 62 did not answer the question asked and as such were removed from the table provided below.

Alternative suggestions	#
No car parking	24
2 hours	14
Disabled parking only	12
No time limit	9
3 hours for disabled drivers, one hour for others	6
3 hours	4
Pick up and drop off only	4
1 – 2 hours	3
Up to 4 hours	2
Over 1 hour	2
1+ hours for disabled drivers	2
45 minutes	1
Longer for town centre workers	1

There were 24 responses stating that no car parking should be offered, the majority of whom (67%) did not support the introduction of the proposal. Two hour parking was selected by 14 respondents, followed by 12 respondents who believed there should only be disabled parking made available.

7.4 Overall impact



Over seven in ten (75.8%) thought the introduction of the proposal would have a positive impact on the town centre. All forms of further analysis found each sub-group (e.g. disabled respondents) believed as a majority that the introduction of the proposal would have a positive impact.

Respondents were then offered the opportunity to provide a qualitative response to the question. In total 579 individual comments across 11 themes included a response to the qualitative section. Each response received from all methods across the survey were read and subsequently themed. Each theme was then measured to provide a quantitative figure to the qualitative responses.

Key themes	#	%

Potential trade boost from introducing the proposal	149	25.7
Easier access will encourage more families and visitors	105	18.1
Fear surrounding potential accidents	89	15.4
The proposal will not produce the desired outcome(s)	73	12.6
The proposal will benefit disabled / elderly people accessing the town	58	10.0
Parking issues currently stop respondent using Bridgend town	30	5.2
The changes will have a positive impact	26	4.5
Trade would benefit from opening the closed shops	19	3.3
Respondent worried about environmental impact	15	2.6
The changes will have a negative impact	10	1.7
Other	5	0.9

One in four (26%) of the topic responses reference that the proposal will potentially boost trade, followed by almost one in five respondents believing the improved access will encourage more families and visitors (18%). The most popular negative response surrounding the proposal referenced fears around the safety of residents with one in seven (15%) highlighting this concern.

7.5 Final comments and alternatives.

The final question regarding the proposal specifically offered respondents the opportunity to add any comments regarding the survey or to propose alternative considerations. In total there were 1,313 valid theme responses to the question. Where responses to question four (section 7.4) were not appropriate the response was added to this section.

Key themes	#	%
Need to attract big retail names / increase variety of shops	173	13.2%
Not value for money / money should be spent elsewhere (or saved)	155	11.8%
Reduce parking rates / free parking	131	10.0%
Open up the town	124	9.4%
Do not allow traffic into the town or make any changes	87	6.6%
Create better access which is inclusive for all users	80	6.1%
Support of option three	59	4.5%
Suggested changes won't make a difference	55	4.2%
Spend money on making the town more appealing and cleaner	55	4.2%
Lower business rates	34	2.6%
Parking would need to be policed properly	34	2.6%
Changes would be too dangerous and unsafe	30	2.3%
The proposed route should be different / include more roads	28	2.1%
Support for option four	23	1.8%
Create better atmosphere in town	22	1.7%
More disabled parking bays	22	1.7%
Other	202	15.4%

8. Conclusion

A response rate of 2,024 to the survey questions is robust and is subject to a maximum standard error of ± 2.16 per cent at the 95 per cent confidence level. This means that if the

total population of the area had taken part in the survey and a statistic of 50 per cent was observed, we can be 95 per cent confident that the actual figure lies between 47.84 per cent and 52.16 per cent.

8.1 Proposal based on responses

Based upon the feedback received respondents would like to introduce the proposal (77.0%), allowing full-time access (60.8%) and one hour parking bays (42.1%).

8.2 Impact of proposal

Overall over seven in ten (75.8%) perceive the proposal will have a positive impact. When analysing further based upon sub-groups (e.g. disabled respondents), all areas believed the proposal will have a positive impact.

When analysing by non-residents, tourists were more supportive of the proposal than residents with 86 per cent selecting agree or strongly agree. Tourists were also more likely to select 30 minute parking access (53.2%) against residents selecting one hour parking access (38.2%).

Parents of young children supported the proposal with over seven in ten (73.2%), in comparison to respondents without children who were more likely to support the proposal with 79.0 per cent agreeing.

Those with children selected one hour parking bays (44.7%) whilst those without children preferred a 30 minute slot (42.2%). Similarly those with a disability were more likely to choose a one hour parking allowance (48.0%) against non-disabled residents who selected 30 minutes (41.8%). Parents of young children and disabled both support the proposal overall. A full EIA will also be undertaken.

A response from Guide Dogs Cymru (appendix 4) stating: *“We do of course support the introduction of dropped kerbs to facilitate access by wheelchair users and other pedestrians, but these must be marked with the appropriate tactile paving.”* The response falls in line with the outcome of the Capita report referenced in the consultation.

9. Appendices

Raw data.....Appendix 1

Social Media Information Report.....Appendix 2

Equality Impact Assessment.....Appendix 3

Guide Dogs Cymru has concerns about the proposal to allow traffic into previously pedestrianised areas. We note that risks to blind and partially sighted people have already been identified in the proposal, and limiting traffic to 20MPH will not reassure people with sight loss. Any scheme which requires them to share an area with no clear physical separation of the road from the pavement is potentially dangerous. We do of course support the introduction of dropped kerbs to facilitate access by wheelchair users and other pedestrians, but these must be marked with the appropriate tactile paving. We appreciate that the business community see this differently, but we do not support a solution which puts people with sight loss, and other vulnerable pedestrians, including older people and children, at risk. I attach research from Guide Dogs which informs our position on this issue and below is a report on the death of a child in a shared space in St Helier, Jersey, CI

Guide dogs would be interested in working with local people with sight loss and the council to reach a solution based on inclusive access, and we look forward to further discussion as part of the consultation process.

Full Equality Impact Assessment Guidance

This guidance should be used following the completion of an initial screening EIA form for which there is separate guidance.

1. What is a [Full Equality Impact Assessment](#)?

A Full Equality Impact Assessment is a systematic process of evidence gathering and analysis aimed at ensuring that public authorities are meeting their equality duty to better promote equality.

The Equality Act 2010 defines protected characteristics as Age, Disability, Gender reassignment, Marriage and civil partnership, Race, Religion or belief, Pregnancy and Maternity, Sex, Sexual orientation.

Additionally, in considering the impact on protected characteristic groups, we must consider the impact (positive or negative) of the “policy” on the Statutory Requirements of the Welsh Language Measure (2011) and the Welsh Language Standards imposed on the council as described within the full EIA template.

Full Equality Impact Assessments follow the same format and process as a Screening Impact Assessment but **require greater resources in terms of time and commitment to gather and analyse a wider range of evidence** than would normally be required for a Screening Impact Assessment. This extra commitment should be taken into account during the early planning stages of relevant policies.

Assessing the impact of proposed changes to policies and strategies is not just something the law requires, it is a positive opportunity to ensure decisions are based on robust evidence and that:

- decisions include a consideration of actions that would help to avoid or mitigate any unfair impact on individuals or groups who share protected characteristics;
- decisions are based on evidence;
- the decision-making process is transparent;
- there is a record of the equality considerations which have been taken into account.

For additional guidance on financial decision making see the following code of practice <http://www.equalityhumanrights.com/guidance-and-codes-of-practice/using-the-equality-duties-to-make-fair-financial-decisions/>

2. When do you undertake a Full Equality Impact Assessment?

Equality Impact Assessments are an integral part of the policy and strategy drafting process and must be done in the early stages of the policy and strategy planning. The assessment should inform the policy or strategy and must be considered carefully **before** a decision is made.

A Full Equality Impact Assessment **must be undertaken** if:

- a Screening Equality Impact Assessment has recommended that a Full Equality Impact Assessment be undertaken and /or;
- the policy or strategy is a major one in terms of scale or significance to BCBC's activities and there is a clear indication that it is likely to have an impact upon people who share a protected characteristic;
- although the policy or strategy is minor, it is likely to have a major impact upon people who share a protected characteristic.

3. Who is responsible for undertaking a Full Equality Impact Assessment?

The lead person who drafts or reviews a policy or strategy within the commissioning service area is responsible for conducting the assessment. Assessments are always more productive if undertaken by a small team of, for example, 3 people. Involvement of, or consultation with, BCBC's Equality Officer and Consultation and Engagement Officer is critical to ensure compliance.

Team members need enough knowledge of the service to make valid judgements and have an awareness of the needs and issues faced by people with protected characteristics. It is essential that the author or the reviewer of a policy and at least one other member of the team involved has undertaken EIA Training. The team's role is to discuss and share potential equality issues relating to the planned policy, gather and analyse evidence and inform the EIA.

4. Gathering Evidence

Expert groups: Early informal consultation with people who share protected characteristics can alert you to the possible effects of a planned policy or strategy which you can take into consideration when developing a policy or practice.

Desktop research: Identify, collect and analyse relevant quantitative and qualitative data, published research or information gathered by the Council, government and other bodies such as voluntary, community and trade union organisations to help your analysis. This evidence must be referred to or referenced within the EIA.

Local research: Some service areas routinely collect community views on planned new services or changes to strategies or projects. However it is important to recognise that some individuals and communities face a range of social, economic, cultural, communication, physical and / or sensory barriers to participation. To overcome these barriers a more proactive and often creative approach is sometimes needed to encourage and support their participation. It is important to review existing methods of gathering information, including customer satisfaction surveys, parents, tenants, resident meetings etc and identify how issues affecting people who share protected characteristics can be gathered, analysed and fed back to inform the EIA. This may require some changes to traditional consultation practice, venues need to be accessible and additional support may be required if you are to engage and record the views of protected characteristic individuals and communities.

Lack of Information: Any gaps and inadequacies in data should be documented within the EIA and must include a statement setting out how and when you will gather that information. Consider the possibility of collaborative research with other departments and partners. It is important that lack of data does not lead to a lack of action in tackling inequality.

5. Using evidence to inform EIA

It is crucial to use the evidence you collect to inform your assessment. This will help demonstrate that you have met the general duty and have shown due regard to eliminating discrimination, advancing equality and fostering good relations. A large part of your analysis will involve identifying differences between groups in relation to their needs, experience and barriers they face.

You should also analyse evidence to identify potential multiple disadvantages. For example, an Asian woman could have difficulties accessing services because of factors related to both gender and her race. You may also want to compare your evidence with other similar organisations, national sources of evidence, evidence from within the Council. For example:

- the percentage of ethnic minority people using services
- the number of women employed at a senior level.
- customer satisfaction levels for different equality groups.
- The data in Analysis of Economic inequality in Wales

6. Publication of a Full EIA

Full equality Impact assessments must be published.

Full Equality Impact Assessment

Name of project, policy, function, service or proposal being assessed:	Bridgend Town Centre Access Study
Date assessment completed	08.11.2016

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](#)

The aim of the Bridgend Town Centre access study (April 2016) was to review methods and assess risks of increasing vehicular access to parts of Bridgend Town Centre.

The town centre has been pedestrianised since 2004 prohibiting vehicle access between 10am-6pm and restrictions that apply outside of these hours are to vehicles loading only. Making changes to access arrangements in these streets will require an understanding of the equalities implications, risks, costs and physical constraints and for this reason the study was commissioned.

The study has been undertaken in consideration of the following key factors:

- Collision data analysis comparing pre and post pedestrianisation information. There were 13 Pre-Pedestrianisation Collisions between January 2000 and November 2003 which resulted in 14 casualties. All collisions resulted in slight injuries.
- Post Pedestrianisation Collisions November 2004 to December 2014 which resulted in 3 pedestrian casualties. All collisions resulted in slight injuries.
- Risk assessments for reintroducing traffic to Queen St, Dunraven Place and Market St, including an assessment of the likely maintenance issues and safety issues, together with implications for each option, utilising pre / post pedestrianisation data have been undertaken.
- The safety assessment gives particular consideration to the needs of vulnerable road users;
- Changes required to existing parking/loading bays;

- Pedestrian crossing locations and type;
- Signing / lining requirements;
- Suitability of existing construction and budget cost estimates of physical changes required to achieve an acceptable level of public safety;
- Town centre traders' request that the times of the pedestrianisation be revisited to mitigate footfall and trade reduction.

The equalities and safety implications of increasing vehicular access to the town centre have been a key component of the study and the primary reason for commissioning the report. The report concludes that “it is unlikely that any of the access options will totally satisfy the needs of all disabled groups”. Visually impaired people usually prefer vertical segregation in streets with cars, but people with mobility issues would usually favour a flush surface.

The Council's own records also show that since 2004 many complaints have been received from elderly and/or people with mobility issues about the lack of access to the town centre. The proposal will offer a benefit to some disabled people by allowing them to park closer to amenities.”

Within the study some protected characteristic groups will be impacted positively by the access proposals and others negatively. However this impact is expected to be positive for the wider community.

An external consultation on the proposals outlined by the access study was undertaken over a 12 week period between 8th August 2016 and 24th October 2016. The consultation engaged with 2,480 residents from a combination of the consultation survey and engagement events held at Tesco Extra in Bridgend, Bridgend Indoor Market and the McArthur Glen outlet at Bridgend. This Full Equality Impact Assessment outlines the analyses associated with the consultation. The results gathered from the consultation have been used to consider whether the proposals within the access study are supported by the public at large and in particular protected groups.

Key Findings

A total of 2,480 responses to the consultation were received in total. Of the responses received, there were 1,221 online submissions and 803 paper versions of the survey returned. There were 193 social media interactions and 262 interactions received from the community engagement events.

Nine in ten respondents (89%) identified they were currently living within the county borough with the remaining 11 per cent residing elsewhere. Two in five (38%) identified themselves as parents. Three in five (59%) of the respondents to the survey identified themselves as working or in training, one in three (33%) were retired and two per cent of respondents classified themselves as looking for work.

Approaching eight in ten (77.0%) of respondents agreed with the proposal against one in five (20.1%) respondents who disagreed. Tourists were even more supportive with 86 per cent selecting agree or strongly agree.

Of those who supported the proposal, three in four (74.1%) would like the roads to be open 24 hours a day, seven days a week.

Full vehicle access was supported by the following demographic factors:-

- residents (58.9%)
- tourists (73.5%)
- parents of young children (55.4%)
- respondents without young children (63.9%)
- disabled (61.7%)
- non-disabled (60.5%)

One hour parking was the most popular response overall with over two in five (42.1%) selecting the option followed closely by 40 per cent selecting 30 minute parking bays.

Over seven in ten (75.8%) thought the introduction of the proposal would have a positive impact on the town centre.

1. Consultation

		Action Points
Who do you need to consult with (which equality groups)?	Age Disability Pregnancy and maternity	

<p>How will you ensure your consultation is inclusive?</p>	<p>The council is mindful of the different accessibility needs of people and consultation was carried out inclusively using as wide a range of formats and access opportunities as possible.</p>	<p>The consultation methods comprised of hard copy materials in accessible font sizes, online methods for customers and citizens who wished to feedback in a digital environment, face to face focus groups enabling people to feedback verbally to council representatives and the Bridgend Equality Forum who also engaged with their individual groups. 40 town centre shops received consultation packs with over 3000 paper copies being distributed, and the shop owners engaged with and actively encouraged their customers to give their views.</p>
<p>What consultation was carried out? Consider any consultation activity already carried out, which may not have been specifically about equality but may have information you can use</p>	<p>The council's consultation period on the Bridgend Town Centre Access study began on 8th August 2016 and ended on 24th October 2016. The consultation consisted of an on-line survey, face to face consultation over nine days at three different locations, hard copy surveys distributed to town centre traders and to the town traders forum. Consultation took place with the Bridgend Equality Forum which meets on a bimonthly cycle and various meetings held with representative groups such as Bridgend Visually Impaired Society,</p>	<p>Please see Consultation Report.</p>

	<p>Bridgend Deaf Club and Bridgend Coalition of Disabled People to discuss the access study. A facebook debate with the Director of Communities took place regarding the access study on September 1 2016.</p> <p>Previous to the formal public consultation discussions regarding the access proposal had taken place with representatives of the Bridgend Coalition of Disabled People, Bridgend traders forum, Bridgend Business Improvement District and the Indoor market.</p>	
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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
Youth Cabinet Bridgend College Freshers' Fair	31 st August 4 people 6 th September 26 people	None at the time.	
BEF	14 th September 9 people	Concern around the necessity of tactile paving and safe crossing points. Generally perceived as positive for increasing accessibility since the removal of	

	23rd May (pre-consultation) 11 people	shop mobility from the Rhiw car park. BEF members highlighted they looked forward to sharing their views online too.	

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.

Gender	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact on women and men.	None	

Disability	Impact or potential impact	Actions to mitigate
<p>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).</p>	<p>This Full Equality Impact Assessment reinforces the detail in the Initial Screening Equality Impact Assessment which is that all people stating they had a disability could potentially be impacted by one or more of the proposals in the access study.</p> <p>Reintroducing traffic with associated parking spaces in the town centre will generally have a positive impact on people with a disability. The ability to drop off or park close to the town centre shops and restaurants will benefit this group by reducing the distance currently needed to get to the shops from the public car parks. It will also make the shopping experience much easier by enabling access for disabled people who cannot currently use the town centre. One hour parking bays will give a reasonable amount of time for people with disabilities to shop in the town. Dedicated disabled parking bays will ensure that provision is always available for blue badge holders.</p> <p>Reintroducing traffic all day to a previously pedestrianised street could impact the safety of some disability groups in particular, visually impaired, blind, D/deaf, those with a learning disability and stroke survivors having mobility issues and/or cognitive impairments.</p>	<p>None</p> <p>To mitigate the safety risks to town centre users, in particular those with protected characteristics, the design and layout of the road system will be consulted on to</p>

		<p>ensure all relevant and appropriate road safety measures are put in place. These will include</p> <ul style="list-style-type: none"> -bollards -tactile paving - crossing points - signage - resting points - traffic control methods such as speed bumps - 20mph speed limit <p>BCBC will also arrange site visits for disability groups to ensure the changes made to the road layout are fully understood.</p> <p>A robust marketing campaign advising of the changes to the road layout will be developed with particular focus on those protected characteristic groups likely to be impacted.</p>
Race	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact of the service on Black and minority ethnic (BME) people.	Changes to the road signage as part of the proposal may impact on this group.	A robust marketing campaign advising of the changes to the road layout will be developed with particular focus on those protected characteristic groups likely to be impacted.

Religion and belief	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact of the service on people of different religious and faith groups.	None	
Sexual Orientation	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact of the service on gay, lesbian and bisexual people.	None	
Age	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact of the service on older people and younger people.	<p>This Full Equality Impact Assessment reinforces the detail in the Initial Screening Equality Impact Assessment which is that people from all ages in Bridgend could potentially be impacted by one or more of the proposals outlined in the access study.</p> <p>In particular young children / toddlers could</p>	A robust marketing campaign, including

	<p>be negatively impacted by the proposals. Reintroducing traffic all day to a previously pedestrianised street could impact on the safety of children if the parent/guardian is unaware of the changes. Young children/toddlers walking unsupervised from the pedestrianised streets in the town centre to the new road layout could be at risk from a traffic accident.</p> <p>Reintroducing traffic with associated parking spaces in the town centre will have a positive impact on elderly people. The ability to drop off or park close to the town centre shops and restaurants will benefit this group by reducing the distance currently needed to get to the shops from the public car parks. It will also make the shopping experience much easier by enabling access for people of all ages who cannot currently use the town centre. One hour parking bays will give a reasonable amount of time for elderly people to shop in the town.</p>	<p>radio and newspaper advertising, advising of the changes to the road layout will be developed with a particular focus on children and young people. Nursery, primary, secondary and special schools will be advised of the changes and BCBC will consider employing traffic marshals during the initial phase of opening the road to traffic to inform and advise the public.</p> <p>At the design phase, when appointed engineers will consider the final detail of the road layout, children and young people (and the groups that represent them) will be consulted with a view to better understanding their specific requirements in terms of access and safety.</p>
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	<p>Reintroducing traffic all day to a previously pedestrianised street could impact on the safety of some elderly people and those with dementia. Changes to the layout may be confusing and bring these people into conflict with vehicles.</p> <p>Some elderly people may find the crossing points of the new street too far to walk and consideration must be given to the provision of seating along the route.</p>	
Pregnancy & Maternity	Impact or potential impact	Actions to mitigate
	<p>Reintroducing traffic all day to a previously pedestrianised street could impact on the safety of children if the parent/guardian is unaware of the changes. Young children/toddlers walking unsupervised from the pedestrianised streets in the town centre to the new road layout could be at risk from a traffic accident.</p>	<p>A robust marketing campaign, including radio and newspaper advertising, advising of the changes to the road layout will be developed with a particular focus on children and young people. Nursery, primary, secondary and special schools will be advised of the changes and BCBC will consider employing traffic marshals during the initial phase of opening the road to traffic to inform and advise the public.</p> <p>At the design phase, when appointed engineers will consider the final detail of</p>

		the road layout, children and young people (and the groups that represent them) will be consulted with a view to better understanding their specific requirements in terms of access and safety.
Transgender	Impact or potential impact None	Actions to mitigate
Marriage and Civil Partnership	Impact or potential impact None	Actions to mitigate

Under the Welsh Language Standards, EIAs must also consider:

- whether the policy would impact on people's opportunity to a) use the Welsh language in a positive or negative way and b) treat both languages equally;
- how the policy could be changed to have a positive effect or increase the positive effect on a) people's opportunity to use the Welsh language and b) treating both languages equally;
- how the policy could be changed to minimise or remove any adverse effects on a) people's opportunity to use the Welsh language and b) treating both languages equally.

Welsh Language	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact on Bridgend County Borough Council, the Welsh Language, Welsh Culture, Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.	New traffic signage will be installed as part of the proposed scheme.	All new signage will comply with the Welsh Language Standards issued to BCBC by the Welsh Language Commissioner.

The following Section only applies where there is a potential impact (negative, positive or neutral) on children

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.

Impact or potential impact on children aged 0 - 18	Actions to mitigate
<p>Bridgend County Borough Council has adopted the principles within the United Nations Convention on the Rights of the Child. One of the themes with the UNCRC is that of “Best Interests”. The depedestrianisation proposal is considered to be in the best interests of children and young people as access to the town centre, shops and businesses will also allow children and young people access to services such as banks and the post office and to social activities.</p> <p>However, young children / toddlers could be negatively impacted by the proposal as reintroducing traffic all day to a previously pedestrianised street could impact on the safety of children if the parent/guardian is unaware of the changes. Young children and toddlers walking unsupervised from the pedestrianised streets in the town centre to the new road layout could be at risk from a traffic collision.</p>	<p>A robust marketing campaign, including radio and newspaper advertising, advising of the changes to the road layout will be developed with a particular focus on children and young people. Nursery, primary, secondary and special schools will be advised of the changes and BCBC will consider employing traffic marshals during the initial phase of opening the road to traffic to inform and advise the public.</p> <p>At the design phase, when appointed engineers will consider the final detail of the road layout, children and young people (and the groups that represent them) will be consulted with a view to better understanding their specific requirements in terms of access and safety.</p>

It is essential that you now complete the action plan. Once your action plan is complete, please ensure that the actions are mainstreamed into the relevant Service Development Plan.

3. Action Plan

Action	Lead Person	Target for completion	Resources needed	Service Development plan for this

				action
Commission consultants to produce detailed designs	Tony Godsall	December 2016	Staff time	
Appointed consultants to consult with protected groups regarding designs to inform final scheme	Consultants / Equalities Officer / Town Centre Manager	End of Financial year 16/17	To be built into contract	
Statutory consultation	Highways Manager	End of financial year 16/17	Staff time Consultation costs	
Develop a marketing campaign to inform changes to the access arrangements in town centre.	BCBC Comms Manager / Town Centre Manager	When changes to the access of the town centre have commenced		
Information sessions to be provided to protected groups	Town Centre Manager / Equalities Officer	When changes to the access of the town centre have commenced		
Guided walks / site visits to take place once scheme has been	Town Centre Manager / Equalities Officer / Road Safety manager	On completion of the scheme		

completed.				

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

Paul Williams – Equalities Officer

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

A further EIA will be written and monitored bi annually once vehicle access to the town centre (through Queen St, Dunraven Place and Market St) has been introduced.

Signed:

Date:

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

TUESDAY 29 NOVEMBER 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 2nd November 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 5 schools below, the 5 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:

Cllr Jeff Tidesley MBE	Corneli Primary School
Cllr David White	Héronsbridge School
Mr Ben North	Nantymoel Primary School
Mr Stephen Harrett	Pen y Fai Church in Wales Primary School
Mr John Hughes	Plasnewydd Primary School

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

NAME OF SCHOOL	APPLICANTS
Bryntirion Comprehensive In line with the Council's selection criteria, it was agreed to recommend Cllr Charles Smith based on him being an elected member, outside the local ward for the school.	Mr Robin Hughes Cllr Charles Smith Cllr David Alan Unwin

NAME OF SCHOOL	APPLICANTS
Tynyrheol Primary In line with the Council's selection criteria, it was agreed to recommend Cllr Marlene Thomas based on her being a local ward member for any part of the school's catchment area.	Mr Bleddyn John Parry Cllr Marlene Thomas

4.3 Subject to the above appointments being approved, there are still 27 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', that was approved by Cabinet on 14th October 2008.
- The Government of Maintained Schools (Wales) Regulations 2005.

List of LA Governor vacancies up until DECEMBER 2016

NAME OF SCHOOL	List of Current & Forthcoming Vacancies
ARCHBISHOP MCGRATH CATHOLIC HIGH SCHOOL	1
COLEG CYMUNEDOL Y DDERWEN	1
PORTHCAWL COMPREHENSIVE SCHOOL	1 (from November)
YGG LLANGYNWYD	1
ABERCERDIN PRIMARY SCHOOL	1
AFON Y FELIN	1
BETWS PRIMARY SCHOOL	1
BRYNCETHIN PRIMARY SCHOOL	1
CAERAU PRIMARY SCHOOL	1
CWMFELIN PRIMARY SCHOOL	1
FFALDAU PRIMARY SCHOOL	1
LITCHARD PRIMARY SCHOOL	1
LLANGYNWYD PRIMARY SCHOOL	1
MYNYDD CYNFFIG PRIMARY SCHOOL	2
NEWTON PRIMARY SCHOOL	2
NOTTAGE PRIMARY SCHOOL	1
OLDCASTLE PRIMARY SCHOOL	1
PENYBONT PRIMARY SCHOOL	1 (from November)
PIL PRIMARY SCHOOL	1
PLASNEWYDD PRIMARY SCHOOL	1
PORTHCAWL PRIMARY SCHOOL	1
ST MARY'S PRIMARY CATHOLIC SCHOOL	1
YSGOL GYNRADD GYMRAEG CWM GARW	1
YSGOL GYMRAEG BRO OGWR	2
TOTAL VACANCIES	27

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 Learner Support, Education and Family Support Directorate, Bridgend County Borough Council, Civic Office, Angel Street, Bridgend CF31 4WB Tel: 01656 642637

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

29 NOVEMBER 2016

REPORT OF THE CORPORATE DIRECTOR – OPERATIONAL AND PARTNERSHIP SERVICES

COUNCIL SUITE INFRASTRUCTURE UPGRADE

1. Purpose of Report.

1.1 The purpose of the report is to:

- a) seek a waiver under Rule 3.2.3 of the Council's Contract Procedure Rules from the requirement to obtain quotes or tenders by open competition for the supply of equipment which will enable the enhancement of the existing Council Chamber infrastructure.
- b) seek approval to enter into a contract with Auditel Rental and Services Limited.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 This report assists in the achievement of all the Corporate Priorities by enabling the effective use of the technology for public meetings of Council and other committees.

1. **Supporting a successful economy** – taking steps to make the County a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the County.
2. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background.

3.1 Following a competitive tender for the refurbishment of the Council Chamber in 2006 a number of systems were installed to modernise the facilities and provide compliance with the then Disability Discrimination Act. The systems included the microphones, cameras, display systems and electronic voting. When the work was completed Bridgend was considered as having one of the most modern and effective Council Chambers in Wales.

3.2 The development of ICT and audio visual systems has progressed significantly since the initial installation and in October 2014 Cabinet approved the upgrading of the systems in preparation for the implementation of webcasting.

- 3.3 The webcasting system using the Council Chamber's systems has enabled greater openness and transparency of the Council's decision making processes. The 16 formal meetings which were webcast between 01 January 2016 and 01 September 2016 were viewed by a total of 5069 times which equates to 317 viewers per meeting.
- 3.4 The ongoing use of the webcasting system has identified the shortcomings of the existing infrastructure within the Council Chamber. These primarily relate to its age and the increased use of digital functionality with the original analogue connectivity.

4. Current situation / Proposal.

- 4.1 The current systems are suitable for basic meetings but do not effectively support the complex demands expected in this digital age. The effectiveness and quality of High Definition (HD) inputs and displays which are currently installed in the Council Chamber are significantly reduced when using the existing analogue infrastructure.
- 4.2 To address this issue and to optimise the effectiveness of the single integrated system used for the display and control of the audio visual and webcasting facilities, it is proposed that an upgrade to the infrastructure within the Council Suite (Council Chamber/Committee Rooms/Member's Room and Cabinet Meeting Room) be undertaken to provide HDMI (High-Definition Multimedia Interface) connectivity and data switching between the existing installed devices. The proposed upgrade will also provide an element of future proofing to enable the infrastructure to support the up and coming digital technologies including 4K which are becoming more available and cost effective.
- 4.3 The proposed upgrade of the infrastructure will provide:
- Full HDMI connectivity of all displays and controls in the Council Suite
 - The effective switching between all HD displays using a touch screen controller.
 - HDMI input facilities for Laptops and other devices in the Council Chamber.
 - A wireless click and share network to enable presentations to be used for devices not normally supported or without accessing to the Council's network.
- 4.4 The current systems are provided by Auditel Rental and Services Limited who were successful in the previous competitive tender and now have an ongoing service level agreement for the maintenance of the bespoke Council Chamber systems. They currently provide the control systems, webcasting functionality, displays and outputs including electronic voting, camera displays, microphones, meeting management by the chairperson, audio enhancement for the hearing impaired, webcasting of meeting and delegate secure access.
- 4.5 Any upgrades to the infrastructure will be required to integrate effectively with the existing Auditel hardware and control systems. In addition, the use of any equipment which has not been supplied or authorised by Auditel will invalidate the

service warranty that has been provided as part of our continuing software, webcasting and maintenance agreement with Auditel.

4.6 The use of an alternative supplier for the provision of this infrastructure may compromise the operation of the single integrated systems used in the Council Chamber and Council Suite. Auditel will still be required to undertake reconfiguration of the interfaces with their equipment using the enhanced infrastructure in order to optimise the existing HD systems currently operating over the analogue network. It is considered essential to maintain the integrity of the existing systems to:

- provide effective control of all of the inputs and outputs of the chamber systems from a single control position.
- ensure that the Chairperson is able to manage, view and change the displays during public meetings
- maintain the flexibility in the use of the systems to enable professional audio visual outputs which are suitable for public viewing and broadcast.
- maintain the planned schedule of meetings and webcasts.

4.7 Under Rule 7.2.2 of the Council's CPRs, the provision of a digital infrastructure as outlined above would usually require a minimum of three quotations to be sourced. However, in light of the implications for our current warranties with Auditel, should any other supplier be used, we are seeking a waiver under Rule 3.2.3 of the CPR's, on the basis that 'The works /goods /services can be provided only by a particular Tenderer for reasons that are technical, artistic or connected with the protection of exclusive rights'

4.8 Therefore, it is proposed that in order to facilitate the provision of a digital infrastructure within the Council Suite that a contract be awarded to Auditel Systems Limited to update the infrastructure as described.

5. Effect upon Policy Framework & Procedure Rules.

5.1 This report is requesting a waiver under the Councils Contract Procedure Rules (CPR) in respect of the procurement of these services.

6. Equality Impact Assessment

6.1 The provision of a single integrated control system and enhanced displays for the Council Suite does not have a direct equalities impact and will maintain the requirement for fair and equal access under the Equalities Act.

7. Financial Implications.

7.1 The provision of this enhancement will be met from Welsh Government grant. There is sufficient funding remaining to support this upgrade (approximately £18,700) and to meet the costs of webcasting the planned target of 10 meetings a year until March 2018.

8. Recommendation.

8.1 It is therefore recommended that Cabinet:

- a) approves a waiver under Rule 3.2.3 of the Council's Contract Procedure Rules from the requirement to obtain quotes or tenders by open competition for the supply of equipment to upgrade the existing Council Suite systems from analogue to digital connectivity.
- b) authorises the Corporate Director Operational and Partnership Services to enter into a contract with Auditel Rental and Services Limited on behalf of the Council for the supply of digital connectivity as detailed in the report.

P A Jolley
Corporate Director – Operational and Partnership Services
21 November 2016

Contact Officer: G P Jones
Head of Democratic Services
Telephone: (01656) 663385
E-mail: Gary.Jones@Bridgend.gov.uk
Postal Address: Democratic Services,
Civic offices
Angel Street,
Bridgend,
CF31 4WB

Background documents: None

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

29 NOVEMBER 2016

REPORT OF THE CORPORATE DIRECTOR OPERATIONAL AND PARTNERSHIP SERVICES

INFORMATION REPORTS FOR NOTING

1. Purpose of Report .

- 1.1 The purpose of this report is to inform Cabinet of the Information Report which has 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.

Title

Date Published

Ysgol Gyfun Gymraeg Llangynwyd Estyn Progress Report 23 November 2016

4.2 Availability of Documents

The document has been circulated to Elected Members electronically via Email and placed on the BCBC website. The document has 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 document listed in this report.

P A Jolley
Corporate Director Operational and Partnership Services
22 November 2016

Contact Officer: Andrew Rees
Senior Democratic Services Officer – Committees
Telephone: (01656) 643147
Email: cabinet_committee@bridgend.gov.uk

Postal address: Cabinet & Committee Services
Operational & Partnership Services
Civic Offices
Angel Street
Bridgend
CF31 4WB

Background documents: Report referred to in this covering report.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

29 NOVEMBER 2016

REPORT OF THE CORPORATE DIRECTOR – EDUCATION AND FAMILY SUPPORT

YSGOL GYFUN GYMRAEG LLANGYNWYD ESTYN PROGRESS REPORT (INFORMATION REPORT)

1. Purpose of Report

- 1.1 The purpose of this report is to inform Cabinet of the progress against the post inspection action plan drawn up in response to the Estyn inspection of Ysgol Gyfun Gymraeg Llangynwyd , undertaken in March 2015, and the outcome of the recent Estyn review of progress.

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 Ysgol Gyfun Gymraeg Llangynwyd was inspected by Estyn in March 2015 and the report was published in May 2015. The full text of the report is available on the Estyn website: www.estyn.gov.uk

- 3.2 In 2015, Inspectors reached the following judgements:

Current Performance	Good
Prospects for Improvement	Good
How good are outcomes?	Good
Standards	Good
Wellbeing	Good
How good is provision?	Good
Learning experiences	Good
Teaching	Good
Care, support and guidance	Adequate
Learning environment	Good
How good are leadership and management?	Good
Leadership	Adequate
Improving quality	Good
Partnership working	Good
Resource management	Good

- 3.3. The inspection team reported that, whilst the school is generally good, there are a small number of specific areas that required monitoring by the local authority to ensure improvement. In its report, published on 22 May 2015, the inspection team recommended that ‘The local authority will monitor the school’s progress’.

- 3.4 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 English and Welsh in key stage 4.
 - R2 Improve provision for pupils who have additional learning needs.
 - R3 Strengthen quality and ensure consistency in teachers' feedback to pupils on how to improve their work.
 - R4 Strengthen management systems in order to ensure full accountability in all areas.

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 and reports have been made to the Local Authority and the Estyn Local Authority link inspector has been kept informed.
- 4.3 In the Autumn Term it was reported that the school has made good progress towards the priorities in the PIAP.
- 4.4 A range of interventions have been implemented in order to bring about improvement. Initiatives are monitored regularly and refined carefully in order to ensure that there is further impact on provision and standards. Since the core inspection, the school has implemented specific actions, as well as an extensive range of interventions to improve performance in English and Welsh at key stage 4. In order to improve the provision for additional learning needs a new electronic individual education plan has been developed and there are regular opportunities for departments to monitor pupil progress and address IEP targets; formal arrangements are now in place to review IEP targets and the responsibilities of the senior leadership team have been refined ensuring the assistant headteacher has enough time to undertake the duties in overseeing this area. A whole school assessment policy has been adopted to ensure consistency in teacher's feedback on improving work and Improving Personal Effectiveness (IEP) sessions have been introduced where staff are able to share good practice and strategies. Robust procedures have been put in place across the school in order to strengthen management systems and to ensure full accountability in all areas.
- 4.5 In summary, the Challenge Adviser has judged progress made towards each of the recommendations as having been met.
- R1 Improve standards in English and Welsh in key stage 4- **Strong Progress.**
 - R2 Improve provision for pupils who have additional learning needs- **Strong Progress.**
 - R3 Strengthen quality and ensure consistency in teachers' feedback to pupils on how to improve their work- **Strong Progress.**
 - R4 Strengthen management systems in order to ensure full accountability in all areas- **Strong Progress.**

4.6 Based on the Local Authority monitoring report Ysgol Gyfun Gymraeg Llangynwyd is judged by Estyn to have made good progress in respect of the key issues for action following the Section 28 inspection in March 2015. Estyn will now remove the school from the list of schools requiring local authority monitoring.

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 Ysgol Gyfun Gymraeg Llangynwyd which has been recognised by Estyn.

Deborah McMillan
Corporate Director – Education and Family Support

Telephone: (01656) 642612

E-mail: Deborah.McMillan@bridgend.gov.uk

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

Background documents

Challenge Adviser's Report on the progress made by Ysgol Gyfun Gymraeg Llangynwyd, Bridgend

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