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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



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

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

*We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*



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: Thursday, 24 November 2016

Dear Councillor,

COUNCIL

A meeting of the Council will be held in the Council Chamber, Civic Offices Angel Street Bridgend CF31 4WB on **Wednesday, 30 November 2016 at 3.00 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 from Members/Officers in accordance with the Members' Code of Conduct adopted by Council from 1 September 2008.
3. Approval of Minutes 3 - 14
To receive for approval the minutes of the meeting of the Council dated 2 November 2016.
4. To receive announcements from:
(i) Mayor (or person presiding)
(ii) Members of the Cabinet
(iii) Chief Executive
5. To receive the report of the Leader
6. 2017-18 Council Tax Base 15 - 18
7. Overview and Scrutiny Annual Report 2015-16 19 - 46
8. Information Reports For Noting 47 - 54
9. Urgent Items
To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

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Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

Councillors:

S Aspey
M Butcher
N Clarke
HJ David
G Davies
GW Davies MBE
PA Davies
E Dodd
DK Edwards
L Ellis
N Farr
EP Foley
CA Green
M Gregory
EM Hughes
CJ James
P James
RM James

Councillors

RD Jenkins
PN John
B Jones
CL Jones
M Jones
RC Jones
DRW Lewis
JE Lewis
JR McCarthy
HE Morgan
LC Morgan
MEJ Nott OBE
AD Owen
DG Owen
D Patel
G Phillips
DR Pugh
CL Reeves

Councillors

M Reeves
D Sage
CE Smith
JC Spanswick
G Thomas
M Thomas
RL Thomas
JH Tildesley MBE
HJ Townsend
E Venables
KJ Watts
C Westwood
DBF White
PJ White
HM Williams
R Williams
M Winter
RE Young

MINUTES OF A MEETING OF THE COUNCIL HELD IN COUNCIL CHAMBER, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON WEDNESDAY, 2 NOVEMBER 2016 AT 3.00 PM

Present

Councillor RD Jenkins – Chairperson

S Aspey	N Clarke	HJ David	G Davies
GW Davies MBE	PA Davies	E Dodd	DK Edwards
L Ellis	N Farr	EP Foley	CA Green
M Gregory	EM Hughes	CJ James	RM James
PN John	CL Jones	M Jones	RC Jones
DRW Lewis	JE Lewis	JR McCarthy	HE Morgan
LC Morgan	AD Owen	DG Owen	D Patel
G Phillips	DR Pugh	CL Reeves	M Reeves
CE Smith	JC Spanswick	G Thomas	M Thomas
RL Thomas	HJ Townsend	E Venables	KJ Watts
C Westwood	DBF White	HM Williams	R Williams
M Winter	RE Young		

Officers:

Susan Cooper	Corporate Director - Social Services & Wellbeing
Mark Galvin	Senior Democratic Services Officer - Committees
Randal Hemingway	Head of Finance & Section 151 Officer
Gary Jones	Head of Democratic Services
Deborah McMillan	Corporate Director Education & Family Support
Darren Mephram	Chief Executive
Mark Shephard	Corporate Director - Communities
Claire Williams	Health & Safety Manager

673. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members:-

Councillor D Sage
Councillor MEJ Nott OBE
Councillor PJ White
Councillor P James
Councillor JH Tildesley
Councillor MW Butcher
Councillor B Jones

674. DECLARATIONS OF INTEREST

The following Members declared a prejudicial interest in Agenda item 9, due to the fact that they were born in the 1950's. These Members left the meeting whilst this item was being considered:-

Councillor N Clarke
Councillor CA Green

Councillor JE Lewis
Councillor RC Jones
Councillor N Farr

675. APPROVAL OF MINUTES

RESOLVED: That the Minutes of a meeting of Council dated 5 October 2016, be approved as a true and accurate record.

676. TO RECEIVE ANNOUNCEMENTS FROM:

Mayor

The Mayor announced that in honour of Halloween and to help raise funds, he and his Consort were happy to support the Black Cat Awareness day and fete at the Bridgend Cats Protection Adoption Centre. He felt that It was lovely to see so many people supporting this worthwhile cause, and enjoying all the attractions. Tempting though it was they did manage to come away without adding to their animal family he added.

They also had the pleasure of visiting the photographic exhibition which was recently held in Carnegie House celebrating Bridgend's past. This retrospective photographic exhibition was extremely interesting, and it was a joy to see the images of the town through the years and compare how Bridgend looks today.

On a more solemn note, the Mayor confirmed that it was an honour to represent the Borough at the 50th Commemorative Anniversary of the Aberfan disaster in Merthyr Tydfil. This was a moving and reflective service and he felt was an important and fitting memorial.

The Mayor confirmed that it was that time of year again and he was pleased to announce that Monday 7th November will see the opening of the annual Mayor's citizenship awards. The awards are open to people who live in the County Borough, as well as local groups and businesses based locally. More information could be found on the Mayoral webpages where a nomination form could be downloaded. The deadline for nominations is Friday 27 January and the winners would be honoured at an event in March.

Finally, the Mayor announced that tickets were now available for his Mayoral Charity event.

Cabinet Member Communities

The Cabinet Member Communities refreshed Members with the fact that Bridgend County Borough Council had been supporting an initiative from The Nappy Gurus which is offering parents a 50 per cent discount on 'real nappy' starter kits.

She recently received an update on the scheme, and was happy to report that as a direct result of the promotion, almost 140,000 nappies will be diverted from being disposed of as landfill waste over the next two and a half years.

As the average child goes through 5,520 nappies, huge numbers end up in landfill. The scheme offered a clean, convenient alternative that is far more environmentally friendly, and delivers huge savings for parents too.

She hoped Members would urge their constituents to find out more about the scheme. Details were available on the Council's website, and the nappy Gurus could be found on Facebook too.

The Cabinet Member Communities stated finally, that Carolyn Harris MP was spearheading a campaign for Council's to waive child burial payments which she was happy to support. The current situation was that the Crematorium Joint Board had decided that there would not be any charges for 16 year olds and under, for cremations. With the burials service there was also a free child service, but this was for ages 0 – 11 years.

Cabinet Member Children's Social Services and Equalities

The Cabinet Member Children's Social Services and Equalities advised that National Safeguarding Week will take place between Monday 14 and Friday 18 November, and together with Western Bay partners the Authority will be marking the week by highlighting the work that we do in looking after and protecting vulnerable adults and children.

Here in Bridgend, holding learning events would be held on topics ranging from Child Sexual Exploitation and Human Trafficking, and an information stand would be placed in the Customer Service Centre featuring safeguarding information from the Police, Fire service, Carers, Trading Standards and Barnardo's, amongst others.

South Wales Police will be touring the area with a mobile display focusing on hate crime, whilst schools will be delivering lessons about safeguarding and bullying to pupils, with a safeguarding quiz being distributed to all Social Work Team Managers, so that they could share it with staff and test their knowledge about issues surrounding child sexual exploitation.

We would also be promoting White Ribbon Day and the Western Bay Safeguarding Boards' Annual Conference at the Liberty Stadium in Swansea, which will bring together up to 400 professionals from Children and Adult Safeguarding. Both of these events would take place on 25 November.

The Cabinet Member Children's Social Services and Equalities, was sure that Members would show their support for National Safeguarding Week.

Cabinet Member Resources

The Cabinet Member Resources advised that a number of pre-Council briefings have been arranged between now and the New Year. On 30 November, a Corporate Parenting update will take place. There will be a presentation on Dementia Friendly Communities on 11th January, and one on Sustrans for 1 February.

He added that several member development sessions would also take place later this month. There will be Annual Safeguarding refresher training on the 8th and 13th of November, and a budget workshop on 30th November. The workshop will follow the same format as the Council's public sessions, and will be an interactive event aimed at gathering member's views on a range of financial options and proposals.

Finally, the Cabinet Member Resources mentioned a good cause that Councillors DBF White, C Smith and D Owen are involved with.

If Members seen any of them sporting luxurious 'Freddy Mercury' or 'Magnum PI' moustaches later this month, it's because they were taking part in Movember, an annual campaign that aims to raise awareness about men's health issues.

It highlights a very serious issue as statistics suggest that men die four years younger than women in the UK. One in four people in the UK will experience a mental health problem every year, and more than 10,500 male deaths in 2017 will be due to prostate cancer.

So as he was sure Members would appreciate, this was a very worthwhile cause, and he hoped that they would give Owen their full support to the above Councillors.

More could be find out more about the Movember campaign by visiting www.uk.movember.com the Cabinet Member Resources concluded.

Cabinet Member Regeneration and Economic Development

The Cabinet Member Regeneration and Economic Development stated that he was extremely pleased to confirm to Members that the all-new Rhiw Multi-Storey Car Park was gearing up for an imminent opening. The car park has been handed over to the Council, and Officers had been giving it a thorough check. He had been informed that it was looking fantastic, and once BT had connected power to the new lift and payment system, it would be opened immediately.

Advertising and publicity was ready to go on this once an opening date had been confirmed, and the Authority would be marking the occasion by offering free weekend car parking for all visitors in the run-up to the festive trading season.

This will be available at the Rhiw every Saturday and Sunday between now and New Year's Eve, as a thank-you to local businesses and shoppers for their patience and co-operation during the construction of the new car park.

Elsewhere in the County Borough, he confirmed that free car parking had also been arranged to help support traders during the festive shopping season. It will be available on Saturdays and Sundays after 10am at council-run pay and display car parks between 3 – 31 December 2016.

The new car park is the first phase of the Vibrant and Viable Places project to be completed at the Rhiw. It will be followed in Spring 2017 by a new commercial unit and 28 modern apartments, that aimed to establish a community of residents who will live at the heart of the town centre and support local trade.

This was the first completed phase of what promises to be a major new landmark development in Bridgend town centre.

The Cabinet Member Regeneration and Economic Development, thanked Coastal Housing and Kier Construction for ensuring that this fantastic new facility had been delivered in time for the festive trading season, and acknowledged the essential funding that has been contributed by Welsh Government.

Chief Executive

The Chief Executive advised that he had two announcements to make.

Digital Transformation Programme aimed to make the Council's services more accessible online, so that with the click of a few buttons, residents can use our website to pay for Council products and report any local issues.

The Authority already have the facility for Council Tax to be paid online, while some school meals could also be paid for electronically, but this list was going to expand considerably in the next few years.

At the moment the Council were focusing on the creation of something called 'My Account'. This is a new feature that will make it possible for each resident to log in securely and carry out any transactions they require.

It was anticipated that 'My Account' will be up and running by spring 2017, and that residents will be able to use it for Council Tax payments and Housing Benefit. By winter next year, it will become possible for them to log in to report problems such as fly-tipping.

Further online services will continue to be added in a phased approach, and this will enable residents to manage the ways in which they interact with the Council to suit their own lifestyle. Part of this work involves a complete redesign of the Council website.

Another element of the digital programme is being looked at by the Members ICT group working with the Head of Democratic Services, on proposals to bring a full digital approach to Members allowing for paperless Council meetings. This is proposed to be introduced for the New term of office in May next year.

The Member element was a critical part of the Digital Transformation programme, and we are asking residents and staff to adopt new approaches. It is important that Elected Members and Senior Managers can demonstrate that we are all taking a lead in this change to the way we do business.

The Chief Executive confirmed that he would bring Members further details about this ambitious initiative as it developed over the coming months.

He also had a few developments on the City Deal to update Members with. He felt that it would be timely to have a fuller update to Council in due course, but wanted to share some key developments in the mean time.

As part of the City Deal, the ten Councils appointed a growth and competitiveness commission chaired by economist professor Greg Clerk. This commission is charged with developing an evidence based economic strategy for the region and a regional investment strategy.

The commission's work is coming to an end in the next few weeks, and both he and the Cabinet Member Regeneration and Economic Development, attended an interim update from the commissioners yesterday.

Early indications are that there is a clear evidence base to support the City Deal focusing on skills development, connectivity and housing.

About a third of our gap in GVA compared with the rest of the ULK was attributable to low employment, and two thirds was due to lower productivity than elsewhere in the UK.

The commission was formulating some specific recommendations but from what he had seen yesterday, they will be a great help in focussing the efforts of the partnership and

maximising the investment of the City Deal fund in order to create sustainable job growth, increased productivity and generate private sector investment.

With regards to joint working, a joint transport authority in shadow had already been established, which was chaired by the Leader of the Council and which had now had its first meeting.

Leaders have discussed the need to adopt similar regional approaches to strategic land use planning, housing and inward investment in order to advance the deal and work will be underway to explore that further.

A considerable amount of work behind the scenes had been carried out, in order to tie up the necessary legal agreements to allow the money to flow to us.

All Councils were seeking to approve the formal creation of the joint Cabinet that currently exist in shadow form and it was anticipated this being presented to Cabinet and/or Council in January 2017.

677. TO RECEIVE THE REPORT OF THE LEADER

The Leader reported to Council that Councillor HM Williams had been appointed as Deputy Leader of the Council. He advised that Councillor Williams was a very experienced Member and he would be personally looking forward to working closely with him over the coming months. He added that he would be making an announcement about Cabinet Members portfolios in due course.

New laws on renting out houses in Wales were due to begin very soon as part of the Housing Act (Wales) 2014, and landlords and agents have until 23 November to register with Rent Smart Wales. Those who fail to do so could be fined or even prosecuted, so he hoped that all Members will help to make their constituents aware of this. Applications could be made online at www.rentsmart.gov.wales or by calling the Rent Smart Wales helpline on 03000 133344.

The Lead Association for Catering in Education Wales Awards, had allocated the title of Frontline Catering Team of the Year to kitchen staff at Brynteg Comprehensive. The team won the award in recognition of the way in which they had worked closely with pupils to cook up a range of healthy meal options such as burritos, pulled pork pasta sauce and a new fruit and salad bar. Whilst all of BCBC's schools met the WLGA's Healthy Eating in Schools regulations, this was a fantastic achievement, and congratulated the team at Brynteg for their hard work and success.

Members would be aware the Leader announced, that the Council works hard to ensure that pupils with disabilities or additional learning needs are educated in their local community. Seven-year-old Trelales Primary pupil Leo Burgess was the latest to benefit from this as he has become the first pupil in Wales to use a high-tech Cosmo Electronic Braille that the local authority had provided to the school. Such technology is invaluable in making learning more accessible, and he was looking forward to seeing more of it introduced to classrooms throughout the County Borough. He further added, that the Education Department had also funded the latest amplification technology on school classrooms, that gave increasing support to children with hearing loss or impairment.

Finally, the Leader advised that Members may be aware of incidents at Swansea University and Gower College that had occurred over the last few days. Reports had included references to unstable chemicals such as Dinitrophenylhydrazine; buildings evacuations and controlled explosions.

He therefore asked the Council's Health and Safety Manager, to explain the details of the actions carried out by the Authority to address this situation in Bridgend.

Health and Safety Manager's announcement

The Health and Safety stated that Elected Members may be aware of incidents at Swansea University and Gower College that had occurred over the last few days. Reports had included references to unstable chemicals, buildings evacuations and controlled explosions.

The UK wide incidents have been linked to the storage and use of 2,4 DNP (2,4-dinitrophenylhydrazine) which is commonly used in the syllabus for A level chemistry, and is perfectly safe if stored correctly. However, if stored incorrectly, there is a potential for it to become explosive.

CLEAPPS provides advice and guidance on all aspects of practical work in science, technology and art. As a result of the incidents above CLEAPSS issued a briefing document about 2,4 DNP to all higher education establishments on 28th October 2016.

The advice circulated by came to the attention of the Corporate Health and Safety Unit (CHSU) on the morning of Tuesday 01/11/2016 from a partner organisation Bridgend College. As part of a considered response to this urgent matter, an immediate desk top audit of the 9 schools in the Borough was undertaken by Officers based within CHSU. This was achieved by contacting the school by telephone and speaking with the Head of Science or Chemistry Technician to obtain the necessary information.

The key element of the briefing note related to the storage requirements of the chemical. If the chemical had not historically been stored in the right manner then it would need to be treated as potentially explosive and disposed of properly. The only safe disposal route was for the bomb squad (EOD) to deal with the chemical as there are NO safe methods for school staff to carry out.

Initially, four schools identified that the chemical was being stored correctly. It turned out though, that five however were not.

Of the five schools not storing the chemical properly, one was using the chemical to prepare for an experiment at the time of the audit call. Further advice was sought in relation to this matter and the advice provided by CLEAPSS was that the school implement the appropriate storage requirements from this point forward to keep the chemical stable.

Three schools contacted OED on 999 on the 1st November 2016, and each had a controlled explosion on school sites during the last night. One school has since updated the initial audit information provided and advised that, contrary to information provided at the time, they have assured that the chemical has been stored in line with approved guidance at all times.

The Health and Safety Manager concluded her submission, by advising that a further pro-active audit would be undertaken by CHSU with support and assistance from Senior Management in Education and Family Support, to gain assurances that the storage and management of chemicals in schools were managed appropriately.

A Member stated that he was aware that there were rocks in the vicinity of Cynffig Comprehensive School that were contaminated with a radioactive substance, and that these had been there in the region of 25 to 30 years. He asked if these were intended to be included in the health and safety audit.

The Leader confirmed that this school would be audited as part of the overall audit of all schools.

A Member asked what arrangements were available in schools and colleges to ensure that chemicals were not easily made available to pupils and students.

The Health and Safety Manager advised that all schools had in place health and safety arrangements based upon the local authorities or their own Health and Safety Policy. Also, each school maintained records of their chemicals stored for safeguarding and monitoring purposes, and these records also included details regarding their usage.

A Member that there had recently been a fire in Gower College, and he asked if this had resulted from a chemical source.

The Health and Safety Manager confirmed that this had taken place on the Ty Coch site and had been an accident resulting from an electrical fault, and was therefore not chemically related.

678. TO RECEIVE THE FOLLOWING QUESTION FOR THE LEADER/MEMBERS OF THE EXECUTIVE

Question from Councillor RC Jones to the Cabinet Member – Regeneration and Economic Development:-

“It is illegal for anyone under the age of 18 to be tattooed. However, the LGA are warning that illegal tattooists, known as ‘scratchers’, are offering services to children using cheap equipment bought on-line. They warn that these unlicensed tattooists are taking dangerous shortcuts with Health and Safety and often work from home in kitchens or garden sheds and advertise their services on social media. It is illegal to work as a tattooist without registering with the Local Council, so what steps are BCBC taking to identify whether there is a problem in the Borough and prosecuting, where necessary, these unlicensed tattooists so we can help protect the health and safety of our youngsters?”

Response from the Cabinet Member – Regeneration and Economic Development to Councillor RC Jones:-

Shared Regulatory Services uses a range of approaches to identify illegal tattooists but taking enforcement action against illegal tattooists is difficult because of the nature of the illicit activity and the reliance on intelligence including witnesses to enable effective investigation and prosecution. The service will investigate fully any complaints and information supplied to close down illegal tattooing operations. A regional seminar was held in October to raise awareness of the consequences of having tattoos done in unsafe environments and we hope that this will encourage reporting of illegal activity in the borough.

In due course, the Council will also adopt the Model Bylaws for Tattooists and Body Piercers, these Bylaws have already been adopted in Cardiff and the Vale of Glamorgan and place stricter infection control requirements on business operators.

The Shared Regulatory Service is currently in the process of unifying the policy across the three authorities.

Supplementary question from Councillor RC Jones:-

It is noted that the Shared Regulatory Services investigate any complaints received relating to illegal tattooists. However, a good and reliable source in terms of any such complaints being made, are often from sources such as local residents and retailers situated within the area of the premises. Do the Shared Regulatory Service invite complaints from sources such as these through an appropriate advertising campaign or making readily available, a Contact telephone number/email address through which any such complaints could be lodged

Response from the Corporate Director – Operational and Partnership Services/Cabinet Member – Regeneration and Economic Development:-

As mentioned above, the relevant policy would hopefully soon be unified between the three participating authorities that make up the Public Protection collaboration, and this would allow for greater control over business operators, particularly those that were operating illegally. The regional seminar also referred to in the original response, was more intended to raise awareness for the trade on unregistered tattooists as opposed to the public at large. The policy would look at specific issues that needed to be targeted in respect of Tattooing and Body Piercing, particularly with regard to both educating, and by doing so, hopefully protecting the younger generation, who were interested in or even fixated by tattoos etc. The policy would be subject of the approval of Cabinet in due course he concluded.

As Members were aware, the Shared Regulatory Service involved the local authorities of Cardiff City, Vale of Glamorgan and Bridgend County Borough. The targeting of illegal tattooists had been more active in Cardiff than the other two areas to date, as there were more tattooist and body piercing establishments there, and therefore, this came with a greater risk of some of these illegally operating. Tattoos and body piercing was seen as a fashion accessory by young people, and it was therefore important from a health and safety perspective, to put a stop to any illegal operators.

Second supplementary question from Councillor D Patel:-

What does the definition of tattooing cover?

Response from the Cabinet Member – Regeneration and Economic Development:-

The use of needles and other similar type instruments that are covered by health (and Safety) regulations.

679. **HALF YEAR TREASURY MANAGEMENT REPORT 2016-17**

The Head of Finance and Section 151 Officer submitted a report, the purpose of which was to comply with the requirement of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in the Public Services: Code of Practice 2011 Edition (the Code) to report as part of a mid-year review an overview of treasury activities. The item also reported on the projected Treasury Management and Prudential Indicators for 2016-17, and finally, informed Council of the proposed changes to the Investment Strategy 2016-17, included in the Treasury Management Strategy.

The report commenced with some background information, following which in paragraph 4.1.1, it detailed the treasury position for 1 April to 30 September 2016, which the Head of Finance and Section 151 Officer gave a resume upon. He confirmed that the Authority were not involved in any long term borrowing, and he anticipated that this situation was

not expected to change during the next 6 months. The Council had however he added, taken on some short term borrowing initiatives.

Paragraph 4.4 then gave the Investment Outturn for 1 April to 30 September 2016, and the second table in paragraph 4.4.2 of the report, confirmed that favourable cash flows have provided positive cash balances for investments with the balance for these at 30 September last, being £47.1m.

The remainder of the report, gave information on the Review of the Treasury Management Strategy for 2016-17; Treasury Management and Prudential Indicators 2016-17, with Appendix A to the report detailing the estimate for 2016-17 set out in the Council's Treasury Management Strategy, and also the projected indicators for 2016-17.

The Head of Finance and Section 151 Officer then referred to the Cardiff Capital Region City Deal, confirming that this will have significant capital expenditure and treasury management implications in terms of a financial commitment from the Council.

RESOLVED: That Council:

- (1) Approved the Council's treasury management activities for the period 1 April 2016 to 30 September 2016.

Approved the projected Treasury Management and Prudential Indicators for 2016-17.

680. INFORMATION REPORTS FOR NOTING

The Monitoring Officer presented a report, the purpose of which, was to inform Council of any Information Reports for Noting since its last ordinary meeting.

The Information Report detailed in paragraph 4.1 of the report related to the Final Statement of Accounts 2015-16.

RESOLVED: That Council noted the content of the report, and in particular, the Information Report contained in paragraph 4.1.

681. TO RECEIVE THE FOLLOWING NOTICE OF MOTION (PROPOSED BY COUNCILLOR PJ WHITE)

"Make fair transitional state pension arrangements for 1950's women"

'Hundreds of thousands of women had significant pension changes imposed on them by the Pensions Acts of 1995 and 2011 with little or no personal notification of the changes. Some women had only two years notice of a six-year increase to their state pension age.

Many women born in the 1950's are living in hardship. Retirement plans have been shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren, or suffer discrimination in the workplace so struggle to find employment.

Women born in this decade are suffering financially. These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60. It is not the pension age itself that is in dispute, it is widely accepted that women and men should retire at the same time.

The issue is that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements.

This Council resolves to write to the relevant UK Government Minister to reconsider transitional arrangements for women born on or after 6th April 1951, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements. This Council will also seek to engage the support of local Members of Parliament to highlight this injustice and support this campaign at a parliamentary level.'

RESOLVED: That Members unanimously agreed with the above Notice of Motion and, in particular, to the proposal recommended in the paragraph immediately above.

682. URGENT ITEMS

None

The meeting closed at 4.00 pm

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

30 NOVEMBER 2016

REPORT OF THE SECTION 151 OFFICER

2017-18 COUNCIL TAX BASE

1. Purpose of Report.

- 1.1 The purpose of this report is to provide Council with details of the council tax base and estimated collection rate for 2017-18.

2. Connection to Corporate Plan

- 2.1 The council tax base determines the amount of council tax which can be raised to fund the Council's budget. The budget strategy is an integral part of the Corporate Planning process.

3. Background.

- 3.1 Under the Local Government Finance Act 1992 (as amended), Council is required to set the tax base upon which council tax is levied by the authority and other precepting bodies. This information is required by the Welsh Government to allocate the Revenue Support Grant (RSG) to local authorities and by the Council to calculate the council tax required to fund the 2017-18 budget.

4. Current situation / proposal.

- 4.1 The estimated council tax base for 2017-18 is 53,835.72 and the estimated collection rate is 98%. The net council tax base is, therefore, 52,759.01.
- 4.2 The council tax element of the Council's budget requirement will be based on the net council tax base of 52,759.01. This base is also used by precepting authorities in calculating their precepts. Community councils base their precepts on the tax base for each community area and details of these are shown in Appendix A.

5. Effect upon Policy Framework & Procedure Rules.

- 5.1 The council tax base is set in accordance with the Policy Framework and Budget Procedure Rules.

6. Equality Impact Assessment

- 6.1 There are no equality implications arising from this report.

7. Financial Implications.

- 7.1 None arising from this report.

8. Recommendation.

8.1 Council is recommended:

- to approve the council tax base and collection rate for 2017-18 as shown in paragraph 4.1 of this report
- to approve the tax bases for the community areas set out in Appendix A. .

Randal Hemmingway
Section 151 Officer
9 November 2016

Contact Officers

Helen Rodgers – Revenue Manager
Ext 3149. E-mail: Helen.Rodgers @bridgend.gov.uk

Fran Mantle – Finance Manager, Governance & Exchequer
Ext 3286. E-mail: Frances.Mantle@bridgend.gov.uk

Background documents

None other than identified within the report.

Estimated County Borough Tax Base 2017-18

Community Council Area	Total Tax Base	Estimated Collection Percentage	Net Tax Base
Brackla	4259.42	98%	4174.23
Bridgend	5916.97	98%	5798.63
Cefn Cribbwr	544.82	98%	533.92
Coity Higher	3228.03	98%	3163.47
Cornelly	2625.50	98%	2572.99
Coychurch Higher	342.86	98%	336.00
Coychurch Lower	669.78	98%	656.39
Garw	2270.42	98%	2225.01
Laleston	4981.93	98%	4882.29
Llangynwyd Lower	174.63	98%	171.14
Llangynwyd Middle	1053.44	98%	1032.37
Maesteg	5625.82	98%	5513.30
Merthyr Mawr	150.28	98%	147.28
Newcastle Higher	1703.31	98%	1669.24
Ogmore Vale	2588.30	98%	2536.53
Pencoed	3484.78	98%	3415.09
Porthcawl	8106.22	98%	7944.10
Pyle	2535.05	98%	2484.35
St Brides Minor	2252.99	98%	2207.93
Ynysawdre	1321.17	98%	1294.75
Total County Borough	53835.72	98%	52759.01

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

30 NOVEMBER 2016

REPORT OF THE CORPORATE DIRECTOR – OPERATIONAL AND PARTNERSHIP SERVICES

OVERVIEW AND SCRUTINY ANNUAL REPORT 2015-16

1. Purpose of Report.

- 1.1 The purpose of the report is to present Council with a review of work undertaken by Overview & Scrutiny during the period September 2015 - September 2016.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 This report assists in the achievement of all the Corporate Priorities by:

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. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **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 The Scrutiny Function

- 3.1.1 The Overview and Scrutiny Committees oversee the decision making of the Cabinet Members and support the work of the Cabinet and the Council. They allow citizens to have a greater say in Council matters by holding public meetings into matters of local concern. These lead to reports and recommendations which advise the Cabinet and the Council as a whole on its policies, budget and service delivery.

- 3.1.2 Within their terms of reference, Overview and Scrutiny Committees will:

- (a) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (b) make reports and/or recommendations to the Council and/or the Cabinet and/or any joint committee in connection with the discharge of any functions;
- (c) consider any matter affecting the County Borough or its inhabitants; and

- (d) exercise the right to call-in, for reconsideration, decisions made by or on behalf of the Cabinet but not yet implemented.

3.1.3 Overview and Scrutiny Committees can ‘call-in’ a decision which has been made by the Cabinet or an Officer but not yet implemented. This enables them to consider whether the decision is appropriate. They may recommend that the Cabinet reconsider the decision. They may also be consulted by the Cabinet or the Council on forthcoming decisions and the development of policy.

3.2 In 2012/13, Bridgend County Borough Council (BCBC) took an active role in the WAO Improvement Study, “**Good Scrutiny? Good Question**”. A Learning Exchange Team, comprising of the Scrutiny Chairpersons, a Scrutiny Officer and a Cabinet Member participated in a number of activities, including regional events hosted by Bridgend, discussions regarding best practice and peer evaluation of Scrutiny committee meetings in Neath Port Talbot CBC. In turn, Overview and Scrutiny meetings in Bridgend were observed by Cardiff Council.

3.2.1 The outcome of this study was the publication of the “Characteristics of Good Scrutiny”. These characteristics have been used to undertake an assessment of the scrutiny function in Bridgend:

Outcome What does good scrutiny seek to achieve?	Characteristics What would it look like? How could we recognise it?
1. “Better Outcomes” Democratic accountability drives improvement in public services.	a. Environment <ul style="list-style-type: none"> i. Overview & scrutiny has a clearly defined and valued role in the council's improvement and governance arrangements. ii. Overview & scrutiny has the dedicated officer support it needs from officers who are able to undertake independent research effectively, and provides councillors with high-quality analysis, advice and training. b. Practice <ul style="list-style-type: none"> i. Overview & scrutiny inquiries are non-political, methodologically sound and incorporate a wide range of evidence and perspectives. c. Impact <ul style="list-style-type: none"> i. Overview & scrutiny regularly engages in evidence based challenge of decision makers and service providers. ii. Overview & scrutiny provides viable and well evidenced solutions to recognised problems.
2. “Better decisions” Democratic decision making is accountable, inclusive and robust.	a. Environment <ul style="list-style-type: none"> i. Overview & scrutiny councillors have the training and development opportunities they need to undertake their role effectively. ii. The process receives effective support from the council’s corporate management team who ensures that information provided to overview & scrutiny is of high quality and is provided in a timely and consistent manner. b. Practice <ul style="list-style-type: none"> i. Overview & scrutiny is councillor-led, takes into account the views of the public, partners and regulators, and balances the prioritisation of community concerns against issues of strategic risk and importance. ii. Overview & scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it. c. Impact <ul style="list-style-type: none"> i. Decision makers give public account for themselves at overview & scrutiny committees for their portfolio responsibilities.

Outcome What does good scrutiny seek to achieve?	Characteristics What would it look like? How could we recognise it?
<p>3. "Better engagement"</p> <p>The public is engaged in democratic debate about the current and future delivery of public services.</p>	<p>a. Environment</p> <p>i. Overview & scrutiny is recognised by the executive and corporate management team as an important council mechanism for community engagement, and facilitates greater citizen involvement in governance.</p> <p>b. Practice</p> <p>i. Overview & scrutiny is characterised by effective communication to raise awareness of, and encourage participation in democratic accountability.</p> <p>ii. Overview & scrutiny operates non-politically and deals effectively with sensitive political issues, tension and conflict.</p> <p>iii. Overview & scrutiny builds trust and good relationships with a wide variety of internal and external stakeholders.</p> <p>c. Impact</p> <p>i. Overview and scrutiny enables the 'voice' of local people and communities across the area to be heard as part of decision and policy-making processes.</p>

3.2.2 In the Overview and Scrutiny Annual Report 2014-2015, it was identified that the following developments would require further work:

- a. a process to better track and monitor recommendations once they have been made to Cabinet or officers, paying particular attention to evidencing the outcomes following the formulated recommendations.
- b. a process to ensure that responses by Cabinet to recommendations from Scrutiny are received in a consistent and timely manner.
- c. to develop the ability of Scrutiny to communicate effectively with the public and to better facilitate engagement and participation in democratic accountability.

3.3 Assessing the impact of Scrutiny

3.3.1 Members will recognise that capturing and assessing the impact of Scrutiny is not an easy task as the outcomes of Scrutiny activity are not always tangible and able to be measured in a systematic way.

3.3.2 Whilst 'outputs' like the number of recommendations approved by Cabinet may shed light regarding relations between the Executive and the Scrutiny function, this does not reveal the extent to which the substance of the recommendations were actually implemented and whether or not intended outcomes were achieved. Care should be taken in focussing too carefully upon the number of recommendations approved and adopted by Cabinet as this gives no indication of the quality of the recommendation made in the first instance and the extent to which it may have been later implemented.

3.3.3 It is important to reflect some of the intangible effects of Scrutiny and its ability to influence decision makers through discussion and debate. Sometimes there are no measureable outputs from Committee discussion yet the opportunity for Cabinet Members and Officers to reflect on proposed courses of action has undoubtedly influenced the way in which the proposal was implemented.

3.3.4 Scrutiny activities can be wide ranging and diverse and are not necessarily

experienced by stakeholders within the process in a consistent and easily describable way. Research and Evaluation Panels provide a less formal form of interaction between Committee Members and invitees than a traditional Committee meeting setting allows for. However, 'Call-Ins' are a very different experience for invitees and the impact of Scrutiny in these two instances will be specific to each case.

- 3.3.5 Striking an effective balance between the 'challenge' and 'support' elements of the Scrutiny function is reliant on Committees building strong working relationships and demonstrating other key skills such as negotiation and influencing, team-working, policy analysis and questioning techniques.

4. Current situation / proposal.

4.1 Impact Monitoring

4.1.1 The impact of Scrutiny is not clearly evident in that there may not be a precise recommendation or action that can be measured for outcome, however, this does not say that there are not outcomes that are being achieved behind the scenes. In Bridgend, Scrutiny Officers have developed and maintained a process for keeping a record of this impact in order to try and measure the outcomes of Scrutiny.

4.1.2 This process considers the issue, the risk, the action taken and the outcomes, takes note of everything from a Scrutiny Committee review to a simple change in a scrutiny process. Examples of this include:

- the report request process was revised to enable Scrutiny Officers to work more closely with the Authors. Impact Monitoring has identified an overall reduction in the number of requests for further information which is partly attributable to this closer working relationship with Authors. Indirectly this has facilitated more detailed and informed recommendations being made by the Committee.
- the change in process for receiving responses from officers to the conclusions of the Committee. Previously only responses to requests for information from officers as well as recommendations to Cabinet. Often there are proposals or recommendations to Officers that form part of the conclusions. Scrutiny Members have now requested that proposals or recommendations to officers receive detailed responses which enables further monitoring and evidencing the outcomes and impact of Scrutiny.

4.1.3 This process was highlighted by Scrutiny Officers at a national training event where it was praised as a very effective tool for monitoring the impact of Scrutiny, following which requests have now been made for the methodology used by Bridgend to be shared with other authorities as best practice.

4.2 Outcomes and Achievements

4.2.1 The following progress has been made on the planned developments identified in paragraph 3.2.2:

- a. Scrutiny Officers have developed an internal process for tracking and monitoring recommendations for Cabinet and Officers. This has enabled

officers to identify Scrutiny recommendations which have been actioned and a change to the service has occurred. These have included:

- Elected Members made comments regarding the delivery of ICT in Bridgend County Borough Council and stated the Authority were too risk averse, which was inhibiting the organisation's ability to move forward and recommended that Council re-examine the possibility of allowing Members and Officer to use their own devices. Following this, there has been a significant culture change within the ICT service which has supported the Authority to significantly improve its performance and costs through the digitisation of services. All Members and Officers now have the facility to access e-mail and calendar from digital devices including telephones.
- Highlighted within recommendations made from the Children and Young People Overview and Scrutiny Committee to Cabinet were concerns regarding potential cuts to Post-16 transport. These included a request that Cabinet postpone any decision on post-16 transport until the full implications of the proposed Welsh Government Transport Discount Scheme are known. In September 2015 Cabinet made decisions to change the Learner Transport Policy, however it was determined that no decision regarding post-16 would be made at that time.

b. Agreement has been reached which will facilitate Cabinet responding to Scrutiny recommendations within one cycle of Cabinet meetings.

c. Scrutiny Officers have undertaken a range of activities which are intended to enhance the ability of Scrutiny to communicate effectively with the public and to better facilitate engagement and participation in democratic accountability. These activities include:

- Updating the Scrutiny webpages to make them more user friendly and provide easy access for the public to gain a better understanding of Scrutiny
- Revising the Scrutiny request forms to enable them to be completed and submitted online
- Engaging with Town and Community Councils and other partners to raise the awareness of the role of scrutiny and its activities
- Simplifying the Scrutiny Forward Work Programme for regular publication

4.3 Scrutiny Officers have undertaken an assessment of the function using the "Characteristics of Good Scrutiny" to determine its performance during 2015-16. The assessment is at **Appendix A** to this report.

4.4 Webcasting

4.4.1 Democratic Services has developed the use of webcasting to increase the openness and transparency of the decision making process. A total of 5 Scrutiny meetings were webcast in 2016 and as at 13 September 2016 were viewed as follows:

	Total	Unique
P&G	505	329
CYP	427	330
CEL	351	238
CRI	374	197
ASC	259	195
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Totals	1916	1289

The average number of views per meeting is 383 (total) or 257 (unique).

Note: The total views relates to the number of times the webcast has been viewed.
The unique views total does not include repeat views from the same device.

4.4.2 The engagement opportunities that have been provided by webcasting of meetings cannot be underestimated. A plan to webcast future meetings of Scrutiny has been developed and is hoped the engagement opportunities which are facilitated by webcasting will continue to improve.

4.5 Scrutiny Review

4.5.1 At the Scrutiny Chair's meeting on 24 February 2016 it was agreed that the Scrutiny team would facilitate workshops to enable Overview and Scrutiny Committees to carry out a review and forward planning exercise.

4.5.2 The aim of these meetings was to:

- Review outcomes and impacts that their committee had made during the previous year.
- Assess information they have received over the previous year.
- Identify suggestions for future items.
- Identify potential invitees to attend for specific items/subject areas.

4.5.3 Five workshops were held in April covering each of the Overview and Scrutiny Committees. From these, Members determined a draft list of items along with details of information to be requested for their individual Annual Forward Work Programmes. These draft forward work programmes were presented to the individual Scrutiny Committees at their first meeting following the Annual Meeting of Council for final amendment and approval.

4.5.4 In addition to this, Members attending the workshops were provided the opportunity to look back over the past twelve months and consider what worked in Scrutiny and what could be improved. Some of the main key points raised and suggestions for change are presented in **Appendix B**.

4.6 Scrutiny Development

4.6.1 The Scrutiny function is subject to the same reductions in resources as much of the Authority. The developments and improvements achieved during this year have been carried out within this context. Every effort is being made to ensure that the scrutiny function in Bridgend is carried out to the high standards that have become expected of the service.

4.6.2 It is evident from the self-assessment that scrutiny is delivering a good service but

the expectations from partner Authorities, Estyn, the Wales Audit Office and the Welsh Government continue to increase. Regional and partnership scrutiny arrangements have still not been fully developed and are expected to require a significant resource from this Authority.

4.6.3 The intention to provide a Collaborative Scrutiny Committee was unable to be implemented during this period but progress is being made and it is intended to provide a Collaborative Scrutiny Committee to consider issues surrounding Dementia before the Local Government Election in May 2017.

4.6.4 To reflect the outcomes of the review and assessments the following issues were identified for future development during the 2016-17 period. These include:

- Enhancing the evidence base for challenge and ensuring the inclusion of outcomes in reports presented to Scrutiny Committees
- Review the pre-agenda meeting process
- Continue to develop the ability of Scrutiny to communicate effectively with the public and to better facilitate engagement and participation in democratic accountability.
- Developing a process to follow up on information requests
- Enhancing the functionality of Modern.gov to benefit scrutiny particularly with the tracking and monitoring of responses and conclusions.

4.7 For the future however it is more important than ever for the committees to concentrate their efforts on issues that impact the most on the operation of the Authority. This requires continual review and assessment to meet the change and demands of the Scrutiny Service.

5. Effect upon Policy Framework and Procedure Rules.

5.1 This report accords with the relevant Procedure Rules.

6. Equality Impact Assessment.

6.1 There are no equality implications arising from this report.

7. Financial Implications.

7.1 There are no financial implications regarding this report.

8. Recommendation.

8.1 Council is recommended to note the contents of this report.

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16 October 2016

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Background documents: None

Bridgend County Borough Council

Overview and Scrutiny Assessment using the Characteristics of Good Scrutiny 2015-16

“Better Outcomes”

Democratic accountability drives improvement in public services.

ENVIRONMENT

Overview & scrutiny has a clearly defined and valued role in the council's improvement and governance arrangements.

1. The role of executive members and senior officers in contributing to Scrutiny is clearly defined in the Bridgend County Borough Council Constitution which states:

Any Overview and Scrutiny Committee or sub-committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, fulfilling the scrutiny role may require (subject to the operation of the Member and Officer Codes of Conduct) the Leader and any (other) member of the Cabinet, the Head of Paid Service and/or any senior officer to attend before it to explain in relation to matters within their remit:

 - (i) any particular decision or series of decisions; and/or
 - (ii) the extent to which the actions taken implement Council policy; and/or
 - (iii) the performance of their respective department / directorate portfolio and those persons shall attend if so required.
2. In addition to the ordinary Scrutiny Committees there are a small number of Research and Evaluation Panels which are undertaken by Members. At a time of increasing demand for services, public sector reform and the challenging financial outlook, one of these is the Budget Research and Evaluation Panel (BREP) which runs throughout the year. The role of the BREP is to assist in delivering financial transparency and accountability of the draft budget proposals and the Corporate Priorities. This enables Elected Members to have the opportunity to engage in the development of Council policies and shape the delivery of services.
3. During this period the Future Generations and Wellbeing Act required the replacement of the Local Services Board (LSB) with the Public Service Board (PSB). The scrutiny structure was revised to reflect this legislative change and a Public Service Board Overview and Scrutiny Panel was created to oversee the work of the Public Service Board.
4. Corporate Director, Head of Service and Cabinet Member involvement has been embedded throughout the Overview and Scrutiny process, including attendance at pre-agenda meetings where the subject, focus, content and timescale for individual items of the forward work programme (FWP) are agreed. The Corporate Directors and Heads of Service are also involved in the report approval process, and are required to sign off the final version of the report.

5. Any conclusions, recommendations or requests for further information are fed back to Corporate Directors, Cabinet Members and Heads of Service for responses as necessary.
6. Recommendations to Cabinet are either presented directly to Cabinet or are incorporated into Directorate Reports where they inform Cabinet in their decision making.
7. Following a meeting where the PSB Scrutiny Panel received a report on projects, work streams, actions and the next steps to develop outcome indicators, the Panel made several recommendations. One of these was that each project under each programme Board should use the same proforma template for reporting on their performance to ensure consistency and effective monitoring. Members further recommended that work be undertaken to incorporate key measurable targets within the proforma in order to evidence outcomes and success. The Panel highlighted that without consistent performance monitoring approaches using measurable targets, there is a risk of objectives and real results not being achieved. This could lead to gaps in provision and no evidence available for public accountability.
8. These recommendations will be presented to PSB 28 November 2016 and copied to the Welsh Minister, the Commissioner and the Auditor General for Wales. The future work of the PSB Overview and Scrutiny Panel will include having sight of and input into the Assessment of Local Wellbeing and the Strategic Needs Assessment.

Overview & scrutiny has the dedicated officer support it needs from officers who are able to undertake independent research effectively, and provides councillors with high-quality analysis, advice and training.

9. Bridgend County Borough Council has for many years had dedicated Scrutiny Officer support. Although the number of Scrutiny Officers has reduced in recent years, the quality of their work and the personal dedication to achieve positive outcomes for Scrutiny, the Authority and the residents of the County Borough remains unwavering.
10. Scrutiny Officers proactively keep up to date with the most current information on a national and local level to enable them to support and advise Members effectively. This is done through independent research, such as in the case of recent changes introduced by Welsh Government through the Social Services and Wellbeing Act and the Future Generations and Wellbeing Act, the latter of which brought in statutory powers for scrutiny of Public Service Boards.
11. Training is also carried out using external providers. For example, Scrutiny Officers and a Scrutiny Chair attended External Training: **Scrutiny in Challenging Times** run by INLOGOV, Centre for Public Scrutiny (CfPS) and Association of Democratic Services Officers (ADSO), which looked at the increasing expectations and demands placed on overview and scrutiny against decreasing resources.
12. Scrutiny Officers from Bridgend are keen to work with Scrutiny Officers from across Wales to develop best practice. With the removal of funding for the CfPS (Wales) the **Scrutiny Officer Network** is no longer supported by the Welsh Local

Government Association. Officers from Bridgend and other Local Authorities requested that the Welsh Government facilitate future meetings of the network in order to continue the development of scrutiny across Wales. A tentative agreement was made by the Welsh Government to support this network.

13. This proactive approach ensures that the Authority has the benefit of regional and national input. This ensures that the Scrutiny team is able to feedback lessons learned and develop best practice into the Scrutiny process. Officers are able to use the experience to help to support colleagues in improving and developing the type of information used as a basis for decision making.
14. Scrutiny Officers continuously raise awareness of the need and importance of considering comparisons with other local authorities to identify best practice and to monitor our performance from a national perspective. Scrutiny Officers often carry out research to assist this and ensure that where this information is available it is included in the Officers' report to Committee. Scrutiny Officers supported the Partnerships and Governance Overview and Scrutiny Committee in formulating a recommendation as part of their consideration of the Shared Regulatory Services (SRS) Collaborative Project. The Committee recommended that Bridgend consider expanding their out of hours service to provide services similar to other Local Authorities in the SRS. During the Corporate Resources and Improvement Overview and Scrutiny Committee's deliberation of the Disabled Facilities Grants for Children and Adults, Members questioned where we as a Local Authority compared with other Local Authorities in Wales on the number of days taken to deliver a Disabled Facilities Grant.
15. A number of Research and Evaluation Panel (REP) meetings have taken place, for example the **Budget REP, the Member and School Engagement Panel and the Public Service Board (formerly LSB) Scrutiny Panel**. This requires intensive organisation, preparation and support by Scrutiny Officers as well as detailed research prior to meetings and development of suggested areas of enquiry to assist and advice Members in their questioning.
16. Support and Training for Members – The Member Development Programme provides a series of events for all Elected Members which supports their Scrutiny role. Examples of these from the last 12 months have been Council Briefings on Child Sexual Exploitation, City Deal and Waste. From Council briefings Scrutiny Members have identified some of these items as priorities for their FWP's such as monitoring the impact of the Social Services and Wellbeing Act and the progress of City Deal.
17. There has also been a recognised need to be flexible in the methods by which Members receive information and training. Examples of this include the subject of Sickness Absence where resource issues has meant that a REP would not be possible, therefore detailed information that would have been provided through the REP has been amended for appropriate consideration in full Committee. Similarly, in the case of recent changes to the Authority's responsibilities in respect of the Secure Estate; the Adult Social Care (ASC) Overview and Scrutiny Committee received a report on this within a Committee meeting whilst the Children & Young People (CYP) Overview and Scrutiny Committee determined to receive a briefing session on this topic outside of the Committee. Both methods provided Members with the opportunity to discuss, ask questions and gain an in depth understanding of

the impact of the changes in relation to Adults and Children but through different approaches which better suited their own Forward Work Programme (FWP) and needs.

18. Committee Support – Scrutiny Officers organise and attend pre-meetings with Chairs to provide an opportunity to discuss detailed analysis of reports to identify areas of focus for the Committee and ensuring best use of time during Committee meetings. Between these meetings and the Committee meeting the Scrutiny team work closely with all parties to ensure that requests for information for Scrutiny reports are clear and are understood. Report authors are identified at the start of the process to enable Scrutiny Officers to liaise with them in ensuring that the emphasis of the report remains as requested and that the format of the report is accessible and clear. Working more closely with authors of reports has been a key focus over the last twelve months to ensure information provided to the Committees is as accurate and full as possible. Some examples of this have been in the checking of data provided in draft reports; through checks made by Officers, anomalies and incomplete information has been rectified in time to provide to the Committee.
19. Support and advice is further extended upon with all the Committee Members during the meeting where detailed advice is provided as part of a pre-discussion and summing up process at the beginning and end of every meeting.

PRACTICE

Overview & scrutiny inquiries are non-political, methodologically sound and incorporate a wide range of evidence and perspectives.

20. The BCBC Constitution requires that the Scrutiny Committees and the appointment of Chairpersons be politically balanced and therefore this mirrors the make-up of Council. However, Members put aside their political differences to ensure that all outcomes from Scrutiny are in the best interest of the Authority and its constituents.
21. Every Committee and Research and Evaluation Panel investigation has flexible but clear terms of reference.
22. BREP has cross party membership and considers contentious issues at the early stages of development which Members approach with confidentiality and objectivity, irrespective of political allegiances.
23. Officers also use the following sources in order to identify items for inclusion on the Scrutiny FWP:
 - *Committee Requests for Scrutiny from previous FWPs;*
 - *Committee conclusions and recommendations 2015-16*
 - *Wales Audit Office Corporate Assessment Report 2015: Bridgend County Borough Council*
 - *Wales Audit Office Annual Improvement report 2014-15: Bridgend County Borough Council*
 - *Corporate Plan*
 - *Directorate Business Plans;*
 - *Performance Reports to Scrutiny Committees;*

- *Annual business planning and budget setting process.*

24. The Scrutiny Committees have a finite capacity to consider the volume of topics that are generated. During development of the FWP this year the Scrutiny Committees held informal workshops providing the opportunity to review the past twelve months and consider what worked in Scrutiny and what could be improved. Members then prioritised a draft list of items along with details of information to be requested for their individual annual FWPs which were shared with Directors and Cabinet Members for additional input and suggestion for appropriate scheduling. The draft FWPs were then presented to the individual Scrutiny Committees at their first meeting following the Annual Meeting of Council for final amendment and approval. The top 12 topics are scheduled into its 6 committee meetings with the non-priority topics being listed for information.
25. The current FWP is presented at each committee meeting for review to ensure that topics for consideration are relevant and timely. Items are then prioritised to allow scrutiny to remain current and provide an element of flexibility in considering priority topics. During the consideration of its FWP each committee is able to identify suitable invitees who can provide first-hand account or evidence in respect of the subject matter.
26. Areas or subjects where representation from all Committees and Directorates is appropriate are identified and planned for collaborative committees to ensure the best approach is used. For example, this approach is used for the Corporate Resources and Improvement Overview and Scrutiny Committee when considering items such as the Performance and Financial Monitoring for the whole Authority and the Corporate Plan.
27. The Scrutiny Chairpersons have a monthly meeting where they review the FWP and ensure that topics are not duplicated and possible additional items for inclusion on the FWP are identified. They also consider the best courses of action for scrutiny to deliver the outcomes it requires.

IMPACT

Overview & scrutiny regularly engages in evidence based challenge of decision makers and service providers.

28. As a matter of course, Scrutiny Committees require Cabinet Members and Corporate Directors to attend Committee meetings, as well as pre-agenda meetings where discussions over the detail in the forward work programme take place between Cabinet members, Officers and the Scrutiny Chair.
29. Overview and Scrutiny regularly engages with and holds to account partners and associates of the Authority responsible for providing and supporting service delivery.
30. Examples of this include meetings of the **Member and School Engagement Panel** where Headteachers and Chairs of Governors of individual schools are invited to meet with the Panel based on set criterion and are then held to account on their performance and improvement. This provides an opportunity to identify good

practice, which can then be communicated and replicated in other schools in the County Borough.

31. Further examples include scrutiny of **HALO**, our service provider contracted for the management and provision of Leisure Services. There is also ongoing communication and engagement with the **Central South Consortium**, to monitor the quality and provision of service and ensure the needs of service users are met as agreed.

Overview & scrutiny provides viable and well evidenced solutions to recognised problems.

32. Overview and Scrutiny Committees carry out pre-decision scrutiny where they have provided views on options for service delivery, often linked to a direct decision of Cabinet. Examples of this include:

- Care Home Commissioning Strategy
Adult Social Care Overview and Scrutiny Committee received the draft regional Western Bay Care Homes Commissioning Strategy for Older People where the Committee were provided the opportunity to comment on the document as part of the consultation process. The Committee made several robust recommendations which comprised matters raised over nursing staffing issues reported for care homes and Members commented that this needed addressing as a priority. The Committee also requested that these concerns be fed back to the Western Bay Group as Members felt that this was not just a Health Board issue and that partners within Western Bay should be addressing this together. The Committee are awaiting responses and Cabinet Report is scheduled for January 2017.
- Waste Services
Scrutiny received a report setting out options for future Waste Service Provision in the County Borough. Members were asked to provide comments on the options to be considered for service provision, resulting in recommendations to Cabinet which will inform the way forward and be monitored by the Committee.

33. Recommendations made and accepted by Cabinet provide a good indication that Executive Members and Officers recognise the value of Scrutiny as a constructive check and balance to decision making.

34. Recommendations are also made directly to Officers, an example of this being in relation to those made by the ASC Scrutiny Committee on improved access to information and support regarding mental health and wellbeing in schools for all teachers and other staff. The aim of this was to try to increase the information shared with a broader range of staff, to ensure that people living with mental health issues encounter a consistent standard of support, regardless of who is working with and supporting them.

“Better decisions”
Democratic decision making is accountable, inclusive and robust.

ENVIRONMENT

Overview & scrutiny councillors have the training and development opportunities they need to undertake their role effectively

1. The Democratic Services Committee prioritises the Member Development Programme for all Elected Members. Topics identified as potential scrutiny topics can be included in the programme to provide a greater awareness of the subject matter and assist in the development of relevant Scrutiny recommendations and positive outcomes.
2. Members are also able to identify development opportunities in the Personal Development Reviews which when circulated to the Head of Democratic Services, can be included in individual or corporate member development plans.
3. In addition to this, Members also undertook a review of the BREP process. The purpose of this was to evaluate the effectiveness of BREP, to identify any potential improvement, establish how recommendations are taken forward and to provide evidence of the impact and outcomes from the work of the Panel. This led to the Panel having much more of a focus for the forthcoming year, agreeing to look at two or three ‘big ticket’ areas rather than the overall budget proposals, which could potentially be a duplication of the Committee’s remit. The Panel also agreed to take on a more advisory role, assisting Cabinet in its development of Budget proposals and working with them in collaborative role.

The process receives effective support from the council’s corporate management team who ensures that information provided to overview & scrutiny is of high quality and is provided in a timely and consistent manner.

4. The Corporate Management Board are fully supportive of the Scrutiny process and regularly participate in scrutiny pre-agenda meetings to assist providing information to support the scrutiny FWP items being considered.
5. Historically, there have been occasional issues with the provision of timely information and reports. This has led to the deferment of a report but it is accepted that all directorates have significant resourcing issues for the future, which exemplifies the need for consistent agenda planning to ensure that directorates are able to adequately support the scrutiny process.
6. Resourcing issues at times lead to reports being presented without sufficient detail and then additional workloads for the Service areas due the number of further information requests. Following the implementation of the Future Delivery of Effective Scrutiny report, it was identified that there was a need for Scrutiny Officers to take a more active and supportive role, in the production of service area reports

being presented to scrutiny committees. The intention was to improve the quality and timeliness of reports being presented to the committee, which would allow the committees to have a comprehensive report on the topic in order for them to make appropriate recommendations without the need for additional information or meetings. This has been successful through improved agenda planning with Scrutiny Committees identifying more detail in their report requests. This is then taken forward by Scrutiny Officers where additional background research is carried out and history of the Committee's deliberations are compiled with the Committee's needs into a detailed report request to Officers. The Community Resources & Improvement Scrutiny workshop identified this as a success in the reduction of the number of further information requests from their Committee.

7. Members also identified in their workshops the need for Officers to provide a response to all conclusions and comments from each Committee meeting, not just further information requests. In this way, Members wanted to ensure that there is a response from Officers to the Committee's conclusions and therefore clear outcomes from each Scrutiny meeting.

PRACTICE

Overview & scrutiny is councillor-led, takes into account the views of the public, partners and regulators, and balances the prioritisation of community concerns against issues of strategic risk and importance.

8. As well as determining their Annual Forward Work Programme and identifying items for future meetings, part of the ongoing Scrutiny forward work programme process now includes the provision to revisit the items at each meeting and consider the list of future potential items to reprioritise as the Committees feels appropriate. A recent example of this has been where the Corporate Resources and Improvement Committee rescheduled their items to account for the changing timetable for the Councils Business Plans in order that they still be able to scrutinise the draft plans and have input into them.
9. The Scrutiny reviews carried out this year were instigated by the Partnerships and Governance Overview and Scrutiny Committee who requested to consider their remit in more detail in order to enhance their forward work programme and deliver more effective outcomes. This resulted in a greatly improved FWP, more interesting and engaging topics and assurance that the Committee is now meeting its requirements such as those under the Crime and Disorder legislation.
10. Embedded in the ongoing forward work programme process is the option for Committees to refer specific items to other Scrutiny Committees for consideration. For example, this occurs frequently in the Corporate Resources and Improvement Committee as a result of the Committee's monitoring of the Local Authorities financial and service performance. It is then for the relevant Scrutiny Committee to determine where this item would then sit in terms of priorities on their own forward work programme. A recent example of this has been in relation to the Community Resources & Improvement Committee's concerns over the rising figures of Looked After Children in the County Borough and asking the Children & Young People Committee to look further into this and the reasons why Bridgend has such a high figure. The Children and Young People Committee have then progressed this in their consideration of the 'Early help and Permanence Strategy and Action Plan'

and are progressing it still on their FWP in order that they can drill deeper into the subject.

11. BREP is proactively involved in developing future budget savings. They are able to bring their experience as Councillors in representing the views of their communities whilst realising the need for budget reductions within the Authority and assisting to managing any potential tensions between the two. During the review of BREP it was identified that in order to optimise the BREP process a closer working relationship with Cabinet was needed. It was proposed that the Cabinet Member for Resources be invited to attend all BREP meeting in the forthcoming year to provide a Cabinet perspective of budget issues and focus the work of the BREP.

Overview & scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it.

12. As outlined in other headings there is a comprehensive forward work programme planning process which includes:

- Pre-Agenda meetings
- Detailed report requests
- A structured report approval system with set milestones for every stage e.g. Legal and Finance approval
- Dedicated time allocated for Scrutiny Officers to meet with Chairs prior to Committee meetings to both understand and agree the focus that the Chair and the Members may wish for the meeting.
- Pre-discussions in Committee meetings.

13. The Scrutiny Committee workshops added another level to the FWP planning process this year and assisted the Committees greatly in terms of reviewing the past year and identifying priorities for the forthcoming year.

14. The scrutiny Chairs are “seasoned” elected members with wealth of experience of chairing general meetings. Their skills have been a developed with the delivery of specific Scrutiny Chairs Training.

15. Whilst recognising the limited resources available the Scrutiny Committees are still keen to utilise different approaches to achieve the best outcome, The Member and School Engagement Panel, having previously invited Headteachers and Chairs of Governors (COG) to attend their meetings in the Civic Offices, decided to change their tact and instead visited a school who were in special measures to carry out their challenge role within the school itself. This proved a positive step for the Panel in that it facilitated more open and in depth discussions where the Panel were able to challenge the Headteacher and COG effectively and gain detailed answers and reassurance. It also enabled the Members to gain a greater understanding of the school and its situation through a more visual approach. The proposal will hopefully be taken forward for future MSEP meetings.

IMPACT

Decision makers give public account for themselves at overview & scrutiny committees for their portfolio responsibilities.

16. In accordance with the constitution, Scrutiny Committees require Cabinet Members and Corporate Directors to attend Committee meetings to give public account for themselves.
17. They also attend pre-agenda meetings where discussions over the detail in the forward work programme take place between Cabinet members, Officers and the Scrutiny Chair. This ensures that the content and focus for reports going to OVSC meetings are agreed and that requests for information to be included in the reports are understood by everyone.
18. Continuing changes to the Directorate remits led to a restructure of the Scrutiny Committees last year to make the Committees more thematic based whereby any future changes to the Directorates would not necessitate a change to the Scrutiny Committees. This has been successful and has meant that the recent change, for example to the Legal and Regulatory Services Directorate, to include a reallocation of service areas such as Housing has not affected the forward work programmes for the Scrutiny Committees. Thematic based Committees have however led to the overlapping of Cabinet Members and Corporate Directors in each Committee with the frequent requirement for more than one to attend the same Committee meeting for separate items. This consequently has made pre-agenda meetings difficult to facilitate with a number of Corporate Directors and Cabinet Members sometimes required to discuss the items for the next series of Committee meetings. Communication between Chairs, Cabinet members and Corporate Directors to consider the FWP is vital for an effective Scrutiny process and therefore it is recognised that a new system needs to be developed.
19. Establishing these clear, agreed guidelines enables Scrutiny Officers to advise report authors on the inclusion and presentation of relevant information, resulting in accessible reports which provide an accurate reflection of requests from Members.
20. Scrutiny Committees draw conclusions and also make recommendations to Officers as part of summing up at every committee meeting. Following the request from the Scrutiny Members to ask for responses to all conclusions from Officers and not just information requests, Officers have already started providing these in a consistent manner. For example:
 - Porthcawl Harbour
The Community, Environment and Leisure Overview and Scrutiny Committee considered the operation of Porthcawl Harbour and Marina related services. Recommendations were made to Officers to include local Member representation on the Harbour Board to ensure a more robust decision making process and openness and transparency in the Authority. The Officers agreed to incorporate this recommendation when undertaking a wider review of Coastal Services.
 - Waste
The Community Environment and Leisure Overview and Scrutiny Committee considered the progress made on the procurement for the provision of residual and recycling collection services at the Authorities Community Recycling Centres. The Committee made recommendations to Officers to encourage a more adequate recycling system that would encourage residents to recycle more items instead of sending items to landfill and hoped this would help

achieve the target towards zero waste set by Welsh Government. These recommendations will be incorporated into Cabinet report in November 2016.

21. Reports are also made directly to Cabinet containing recommendations from the Scrutiny Committee or recommendations are incorporated into Directorate Reports to Cabinet directly informing the decision making process, as in the case of the Corporate Plan.
22. Scrutiny Committees also ensure decisions are made with respect of current/new legislation – having reports on impact of legislation and then ensuring that this is taken into account in future decisions

“Better engagement”

The public is engaged in democratic debate about the current and future delivery of public services.

ENVIRONMENT

Overview & scrutiny is recognised by the executive and corporate management team as an important council mechanism for community engagement, and facilitates greater citizen involvement in governance.

1. The Bridgend County Borough Council Consultation and Engagement Toolkit was issued in August 2014 incorporates the Participation Cymru’s National Principles for Public Engagement in Wales, which have been adopted by the Council. The document helps to ensure that all consultation and engagement projects are consistent, robust and effective.
2. Section 62 of the Local Government (Wales) Measure 2011 (the Measure) places a requirement on local authorities to make arrangements that enable all persons who live or work in the area to bring to the attention of the relevant overview and scrutiny committees their views on any matter under consideration by the committee. Section 62 also provides that an overview and scrutiny committee must take into account any views brought to its attention in accordance with arrangements under this section.
3. As such, the statutory guidance in relation to the Measure states that overview and scrutiny committees are expected to raise public awareness about their role and function. In response to the Local Government (Wales) Measure 2011, Members considered ways in which to promote public engagement in scrutiny in order to meet its statutory obligation, recognising that the resources required to implement and sustain any or all of these opportunities is likely to be limited and the most cost effective and efficient methods of engagement need to be prioritised and developed.
4. Areas that have been developed during this period include:
 - Webcasting
Democratic Services has been developing the use of webcasting to increase the openness and transparency of the decision making process.

A total of 5 scrutiny meetings were webcast in 2016 and as at 13 September 2016 were viewed as follows:

	Total	Unique
P&G	505	329
CYP	427	330
CEL	351	238
CRI	374	197
ASC	259	195
Totals	1916	1289

The average number of views per meeting is 383 (total) or 257 (unique).

5. Some technical issues were experienced with the webcasting system which has now been corrected. A plan to webcast future meetings of scrutiny has been developed and is hoped to include the following topics:

- Substance Misuse
- Child Sexual Exploitation
- City Deal
- Annual School Performance
- Schools Strategic Review
- Digital Transformation Programme
- Business Plans 2016/17
- New Extra Care Housing Schemes
- Bryn Y Cae

6. Scrutiny Webpages

Following discussions with the Marketing and Engagement Team it was identified that further work was needed on the webpages to encourage greater accessibility and interaction. The scrutiny page is not very easy to find without actively searching for the term 'scrutiny'. Further work has been undertaken to provide the scrutiny webpages with a higher profile which will enable easier access to the public.

7. The Scrutiny webpages have been developed for ease of reading and provide an opportunity for electronic submission of scrutiny request forms. This will enable the public to request topics for scrutiny consideration. It is planned that any suitable requests received will added to the relevant committee FWP for prioritisation.

8. Advertising the FWP

It is intended that Scrutiny FWP will be advertised on the BCBC website and updated regularly. Scrutiny Officers are keen to promote engagement with their Town or Community Council (TCCs) in accordance with the Bridgend Town and Community Councils Charter. FWPs have now been shared with TCCs through the Clerks quarterly meetings and will continue to be with updated versions throughout the year. Clerks have been requested to share the FWP with their Councillors and potentially:

- Attend Scrutiny meetings as invitees
- To submit written evidence on scrutiny topics
- Identify other topics for the FWP

9. It is also hoped that with a revitalised Scrutiny webpage, the Scrutiny FWPs will be regularly updated online and shared and promoted through the Authority's own social media.

PRACTICE

Overview & scrutiny is characterised by effective communication to raise awareness of, and encourage participation in democratic accountability

10. It is recognised that scrutiny needs to develop its ability to communicate effectively with the public and to raise awareness of, and encourage participation in democratic accountability
11. Engagement opportunities are being developed with Town & Councils and third sector organisations to invite individuals with specific experience to scrutiny meetings. This will provide scrutiny the opportunity to hear the views of others and gather evidence to make appropriate recommendations
12. The BCBC webpages have also been reviewed to raise awareness of the scrutiny process and encourage active public participation. The Scrutiny web pages will provide the public with information how to get involved in Scrutiny such as the role and remits of the Scrutiny Committees, how to suggest an item to be considered by a Scrutiny Committee and also how the public are able to attend Scrutiny Committee meetings. The pages will also include an online Scrutiny request form to encourage members of the public to contact easily
13. Engagement with the Youth of the County Borough has been raised as a priority for the Authority through the Youth Participation Strategy and Action Plan. Scrutiny is keen to support this and has already engaged the Youth Mayor, inviting him to attend the CYP Committee to assist with discussions. This development is set to continue with further engagement planned in the FWP of the CYP Committee, however there is enthusiasm for youth involvement in other Scrutiny Committees

Overview & scrutiny operates non-politically and deals effectively with sensitive political issues, tension and conflict.

14. Every Committee and Research and Evaluation Panel investigation has flexible but clear terms of reference. BREP has cross party membership. BREP considers contentious issues at the early stages of development which Members approach with confidentiality and objectivity, irrespective of political allegiances.

Overview & scrutiny builds trust and good relationships with a wide variety of internal and external stakeholders.

15. Following on from work undertaken last year, the Local Service Board Overview and Scrutiny Panel, made up from Members of the P&G Scrutiny Committee as well as several representatives from external partner organisations have continued to work together scrutinising the projects and work of the now Public Service Board. Due to the successes of the Panel and its previous work in assisting the LSB in streamlining its structure and improving efficiency of processes which has been recognised by LSB partners, the transfer to the PSB has been relatively smooth for both the Board and Scrutiny Panel. The Panel's well established relationship continues with the new draft Assessment of Local Wellbeing and the Strategic Needs Assessment.
16. Committees have also engaged with Registered Social Landlords, Headteachers and Chairs of Governors, as well as representatives from the Police, Health Board and Voluntary Sector.

17. Scrutiny Officers and Chairs have also explored avenues for establishing Joint Scrutiny with other Local Authorities for services under Western Bay, Shared Regulatory Services and Central South Consortium.

- Western Bay Joint Scrutiny has unfortunately been unable to progress as due to not all LAs wishing to sign up to the process.
- A series of options have been discussed for the development of joint scrutiny for the SRS. This is being led by the Vale of Glamorgan but until any revised arrangements are agreed the SRS will continue to be scrutinised as part of the remit of the P&G committee.
- In relation to Joint Scrutiny for the CSC, work was undertaken by the WLGA which Scrutiny Officers fed into, the results from which led to meetings being organised with the Chairs of each of the five LAs. This was then expanded to include Scrutiny Officers and plans are in place to progress coordinated working to avoid duplication or gaps in what each LA's Scrutiny Committees receive from the Consortium and to also enable a more regional perspective to be considered by Members, looking at the bigger picture.

IMPACT

Overview and scrutiny enables the 'voice' of local people and communities across the area to be heard as part of decision and policy-making processes.

18. Members are proactive in their constituent roles and bring their experience from this into Scrutiny Committees whilst ensuring that they avoid a colloquial approach.

19. Scrutiny challenges the Authority's consultation and engagement process and ensures findings from consultation and engagement activities are included in reports and are listened to, presented objectively used to directly inform decisions.

20. This has been key to the CYP O&S Committee's consideration of the Draft Participation Strategy for children and young people where the Committee made a series of comments and subsequently recommended the following changes to the Strategy for incorporation in the final text:

- a) That more information on other organisation involvement be incorporated into the strategy;
- b) That more examples of the 'How' aspect be incorporated into the strategy;
- c) That the strategy be more accessible and user friendly for children and young people;
- d) That the strategy recognise and evidence more the importance of engagement with other children and young people outside of the Youth Council and detail how this is going to take place.
- e) That the action plan be incorporated within the strategy to evidence how the work is being targeted, monitored and evaluated
- f) That the action plan be expanded for the whole Authority to incorporate other Directorates.

This meeting also included engagement with the Youth Mayor and early responses to the Committee's recommendations ensure that their suggestions are being actioned and incorporated into the Final Strategy.

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Scrutiny Review Outcomes

1. Conclusions and Additional Information requests

- a. Members requested that Officers are asked to provide a response to all conclusions and comments from each Committee meeting, not just further information requests. In this way, Members wanted to ensure that there is a response from Officers to the Committee's conclusions and therefore clear outcomes from each Scrutiny meeting.
- b. Members suggested that when additional information from Officers is sent out via the Scrutiny section, it would be helpful if the initial question or request was listed in the correspondence, along with any related comments or concerns raised at the meeting in order to ensure that Members are completely satisfied with the response received. If the response received does not address the query to the satisfaction of the Committee, Members can then request that the information is revised accordingly.
- c. Members asked that the responding officer be recorded in all future information responses.
- d. Members commented that there were a considerable number of outstanding requests for additional information and expressed concerns over the delays in responses. Members agreed that there should be a standing item on the Agenda for each Committee to receive the feedback from Officers to enable the Members to query any outstanding responses with Officers at the meeting.
- e. Some Members, however, noted there had been a recent reduction of further information requested from some Committees and proposed that this could be;
 - due to Members being clearer with what information they wanted to see contained within the report; or/and
 - as a result of the Authors working closely with Scrutiny to ensure that the report corresponded with Members' requests.
- f. It was requested that some work be carried out to explore whether the new reports system 'Modern Gov' could be utilised to assist with the tracking of response to conclusions and further information requests.
- g. A further proposal was that the feedback from each meeting is sent from the Chair to the relevant Officers with a request for a response to the Scrutiny Unit within two weeks.

2. Pre-meetings

- a. Members stated that even though BCBC Scrutiny Committee pre meetings were commended by NPT Council and used as best practice, the time prior to the meeting could benefit from having more structure to try and dissuade from any discussions being had before the meeting starts.
- b. Members commented that they found the time useful in pre meetings to ensure questions are not repeated and provide time to think of follow up questions to

queries raised by other Members. It was agreed that the pre meeting should take no longer than 30/40 minutes.

3. FWP Planning

- a. It was agreed that using the 'questions to consider' sheet would be helpful in identifying viable items for Scrutiny to ensure that they fall within the remit of the Committee and that the report request is clear.
- b. It has been acknowledged that there are a several items on the agenda that are cross cutting and that there is a high probability that issues will be duplicated or even missed. It was therefore requested that a Chairs meeting be arranged to look at the possibility of a different Scrutiny Committee Structure.
- c. The Committee requested that should Partnership items such as Child Sexual Exploitation (CSE) be transferred and considered by the Partnerships and Governance Overview and Scrutiny Committee; some formal process of feedback be introduced to ensure that Members of other Committees where there are subject links are kept informed.

4. Invitees

- a. Members thought the inviting of Chairs onto the Committee, to be able to discuss issues under all remits - in relation to Budget, Business Plans and Corporate Plans worked very well, but did note that it was very noticeable when a Chair did not attend.

5. Recommendations

- a. The Committee supported the notion to formalise the process for Cabinet's response to Scrutiny recommendations in that this be carried out by the following meeting of Cabinet.
- b. When compiling and recording the number of recommendations and requests, it would be helpful if Scrutiny Officers also note alongside the number of responses received.

6. Joint Scrutiny Committees

- a. Members raised concerns over the fact that items such as CAMHS that had been added to the FWP for 2015-16 as a Joint Scrutiny item, had not been progressed due to a lack of capacity.

7. Committee Membership

- a. To enhance the dynamics of the Committee, it has been suggested that at least one person should change/move between each Committee on an annual basis.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

30 NOVEMBER 2016

REPORT OF THE MONITORING OFFICER

INFORMATION REPORTS FOR NOTING

1. Purpose of Report.

- 1.1 The purpose of this report is to inform Council of any information reports for noting since its last ordinary meeting.

2. Connection to Corporate Plan / Other Corporate Priorities.

- 2.1 The report relates to the Corporate Plan through improving the way we communicate and engage with citizens.

3. Background.

- 3.1 Council has previously agreed to receive a report of this content.

4. Current situation / proposal.

4.1 Information Reports

The information report below has been published since the last ordinary meeting of Council:-

<u>Title</u>	<u>Officer</u>	<u>Date published</u>
Urgent Delegated Decision	Monitoring Officer	24 November 2016

4.2 Availability of Documents

The above report has been circulated electronically and placed on the BCBC website. A hard copy of the report has also been placed in the Members' Room for information and is available on request from Cabinet and Committee Services.

5. Effect upon Policy Framework and Procedure Rules.

- 5.1 This report accords with the relevant Procedure Rules.

6. Equality Impact Assessment.

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

7. Financial Implications.

- 7.1 There are no financial implications regarding this report.

8. Recommendation.

8.1 Council is recommended to note the content of this report.

P A Jolley

Corporate Director Operational and Partnership Services & Monitoring Officer
20 November 2016

Contact Officer: M A Galvin
Senior Democratic Services Officer - Committees

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Email: cabinet_committee@bridgend.gov.uk

Postal address: Democratic Services Section
Operational & Partnership Services Directorate
Level 4 Civic Offices
Angel Street
Bridgend
CF31 4WB

Background documents:

None were used in the production of this report

BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO COUNCIL

30 NOVEMBER 2016

REPORT OF THE MONITORING OFFICER

URGENT DELEGATED DECISION

1. Purpose of Report.

1.1 To report to Council delegated decisions taken as a matter of urgency.

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

2.1 The ability of Members and Officers to make decisions directly impacts upon the Authority's ability to implement the Corporate Improvement Objectives and Other Corporate Priorities.

3. Background.

3.1 This decision is required to be reported to Council under paragraph 18 of the Overview & Scrutiny Procedure Rules which are to be found at Part 4 of the Constitution. The record of the decision is attached as an Appendix to the report.

4. Current situation / proposal.

4.1 EFS-PR-16-42 - Date of decision 25 October 2016

4.2 Details of Decisions

The details regarding the decision are shown in Part 2. of the attached form.

4.4 Reason for Decisions

The reasons for the decision having to be taken as a matter of urgency are outlined in Part 3. of the attached form.

4.5 Details of Consultation

Details of the consultation undertaken prior to the decision being executed are specified in Part 4. of the attached form.

5. Effect upon Policy Framework & Procedure Rules.

5.1 The decisions are required to be reported to Council under paragraph 18 of the Overview and Scrutiny Procedure Rules which are to be found under Part 4 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.

8. Recommendation.

8.1 It is recommended that Council note this report and the accompanying Appendix.

P A Jolley
Corporate Director Operational and Partnership Services & Monitoring Officer
November 2016

Contact Officer: **Mark Galvin**
Senior Democratic Services Officer – Committees

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Postal Address Democratic Services, Civic Offices, Angel Street, Bridgend, CF31
4WB

Background documents

The Overview and Scrutiny Procedure Rules as set out in the Council's Constitution.

SCHEMES OF DELEGATION OF FUNCTIONS
RECORD OF DECISION

1. Scheme Information:

- | | |
|--|--------------|
| a. Decision Reference Number: | EFS-PR-16-42 |
| b. Decision Type (Proposed or Actual): | Actual |
| c. Scheme under which decision is to be made | A |
| d. Paragraph Number: | 1.1 |
| e. Does this Decision contain Exempt Information?
If so, provide details with reference to paragraph(s)
12 to 18, Part 4 and paragraphs 19 to 21, Part 5
Schedule 12A, Local Government Act 1972. | No |
| f. Does this Decision contain "Confidential
information: | No |

2. Details of Decision (including: Any public interest test undertaken in relation to Part 1(e) above; equalities implications and details of any assessment undertaken)

The Authority is seeking to relocate the existing Brynmenyn Primary School to a new site adjoining the newly constructed Coleg Cymunedol y Dderwen site.

Following the approval of Cabinet a tender process has been undertaken to appoint a contractor for the design and build of the new school.

The tender process is made up of two stages –

- Stage 1 – Design and pre contract to determine a construction cost
- Stage 2 – New build

It is necessary to proceed on a two stage process as Stage 1 will provide a costing to determine how we proceed to Stage 2

In April 2016 approval was granted under delegated power reference CHI-PR-16-8 to appoint BAM Construction to undertake -

- Pre-construction Stage Fixed Fee for Contractor
- Pre-construction Design Fees RIBA Stage 0 -4

BAM have completed RIBA stages 1 to 4 and submitted a tender price for construction. This price has been included in the Full Business Case which has been submitted to Welsh Government. However, in order not to incur delays to

the programme while we await the funding decision, it has been recommended to extend the original contract for the pre-construction design fees to RIBA Stage 5. This will allow the team to work on the construction detail drawings in readiness for the start on site which is anticipated in November 2016.

BAM Construction have submitted a cost for RIBA Stage 5 of £73,044.09.

Authorisation is sought to extend the original contract with BAM Construction so as to proceed to RIBA Stage 5 for the sum of £73.044.09.

3. Reason for Decision (including any reasons for urgency which led to the implementation of the decision before the preparation of this record or before the expiry of 3 working days after the publication of the decision to which call-in provisions apply):

To extend the original contract with BAM Construction so as to proceed to RIBA Stage 5 for the Brynmenyn (G2V) Primary School project in the sum of £73.044.09.

4. Details of Consultation undertaken prior to the decision or, if none reasons why none undertaken:

Council's Legal Officers
Project Manager – ChandlerKBS
Cost Manger – Mott MacDonald
Corporate Director – Education and Family Support

5. Details of any interest declared in relation to the decision:

a. by any Cabinet Member consulted in relation to the Decision:


None

b. by any Cabinet Member who would have been the Decision maker except for the declaration of such an interest:

None

c. details of any dispensation granted by the Standards Committee in respect of interest declared:

None

6. Contact Details:	Case Officer	Decision-Maker
a. Name:	Lucy Jones	Councillor Huw David
b. Job Title/Role:	Strategic Resources and Planning Officer – Education and Family Support	Leader of the Council
c. Telephone Number:	01656 642621	01656 643225
d. E-mail Address:	Lucy.Jones@bridgend.gov.uk	Cllr.Huw.David@bridgend.gov.uk
e. Date Decision made:	25 th October 2016	25 th October 2016
f. Signature:		

Notes:

- 1. Electronic copies of this form must be sent to Democratic Services - Committees (cabinet_committee)

7. Decision Administration Information (Cabinet & Committee Services use only)

a. Date received

26/10/16

b. Confirmation of Urgency

-

c. Date published

26/10/16

d. End of Call - In period (Scheme A & B1 only)

N/A

e. Decision Called in.

-

f. Effective date of Decision.

25/10/16