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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: Wednesday, 27 September 2017

Dear Councillor,

CABINET

A meeting of the Cabinet will be held in Committee Rooms 1/2/3, Civic Offices, Angel Street, Bridgend, CF31 4WB on **Tuesday, 3 October 2017 at 2.30 pm.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008.
3. Approval of Minutes 5 - 14
To receive for approval the Minutes of a meeting of Cabinet dated 5 September 2017.
4. Annual Report 2016-17 15 - 46
The purpose of this report is for Cabinet to consider the Annual Report 2016-17 (Appendix A) and recommend it to Council for approval.
5. Reviewed Performance Management Framework 47 - 60
To present the Council's reviewed Performance Management Framework (attached as Appendix A) for Cabinet to approve and adopt.
6. Capital Programme 2017-18 to 2026-27 61 - 68
The purpose of this report is to seek agreement from Cabinet to present a report to Council for approval for a revised capital programme for 2017-18 to 2026-27.
7. School Modernisation Programme - Band B (2019-2024) 69 - 80
The purpose of this report is to inform Cabinet of the process undertaken by the Strategic Review Operation Board (School Modernisation) in establishing Band B priorities for the School Modernisation Programme; advise Cabinet of Welsh Government's elemental funding approach for Band B; and seek Cabinet approval for the recommended schemes included within Bridgend's 21st Century Schools and Education Strategic Outline

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Programme submission to Welsh Government.

8. School Admission Policy and Arrangements 2019-2020 81 - 100
To seek Cabinet approval to consult on the local authority's school admission arrangements as required by Welsh Government's School Admissions Code July 2013.
9. Appointment of Local Authority Governors 101 - 104
The purpose of this report is to seek approval from Cabinet for the appointment of local authority governors to the school governing bodies listed at paragraph 4.1 and 4.2.
10. Consultation on Public Conveniences 105 - 108
To seek Cabinet approval to formally enter into public consultation on the future of Council owned and operated public conveniences across the County Borough.
11. Rationalisation of Supported Bus Services 2018/19 109 - 116
To make proposals for the rationalisation of supported bus services across the County Borough to meet a proposed budget reduction of £188,000 in 2018/19, as part of the Medium Term Financial Strategy (MTFS).
12. Bridgend Town Centre Access Informal Consultation 117 - 130
The purpose of the report is to update Cabinet on the findings of the informal consultation with vulnerable groups and stakeholders regarding Bridgend Town Centre Access, and to seek approval to undertake statutory consultation on the proposal, and commission detailed design work as a result of that consultation.
13. Flood and Water Management Act 2010 Annual Flood Investigation Report 131 - 168
The purpose of this report is present to Cabinet a report prepared in compliance with Section 19 of the Flood and Water Management Act 2010 in respect of the investigation and reporting of flooding incidents.
14. Amendment to the Scheme of Delegations 169 - 218
The purpose of the report is to seek approval for a series of amendments which have been made to the Scheme of Delegation of Functions.
15. Information Reports for Noting 219 - 236
The purpose of this report is to inform Cabinet of the Information Reports for noting which have been published since its last scheduled meeting.
16. Financial Assessment and Charging Framework under the Social Services and Wellbeing (Wales) Act 2014 - Paying For Care 237 - 264
To seek Cabinet approval, following the formal consultation exercise, to implement a new Charging Policy for residential services and update the policy for non-residential care services following the implementation of the Social Services and Wellbeing (Wales) Act 2014.
17. Urgent Items
To consider any items of business that by reason of special circumstances the chairperson is of the opinion should be considered at the meeting as a matter of urgency in accordance with paragraph 2.4 (e) of the Cabinet Procedure Rules within the Constitution.
18. Exclusion of the Public
The minutes relating to the following item are not for publication as they contain exempt information as defined in Paragraph 14 of Part 4 and Paragraph 21 of Part 5, Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

If following the application of the public interest test Cabinet resolves pursuant to the Act to consider this item in private, the public will be excluded from the meeting during such consideration.

19. Approval of Exempt Minutes 265 - 266
To receive for approval the exempt minutes of a meeting of Cabinet dated 5 September 2017.

Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

Councillors:

HJ David

CE Smith

Councillors

PJ White

HM Williams

Councillors

D Patel

RE Young

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CABINET - TUESDAY, 5 SEPTEMBER 2017

MINUTES OF A MEETING OF THE CABINET HELD IN COMMITTEE ROOMS 1/2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON TUESDAY, 5 SEPTEMBER 2017 AT 2.30 PM

Present

Councillor HJ David – Chairperson

HM Williams

D Patel

RE Young

Apologies for Absence

CE Smith and PJ White

Officers:

Kelly Watson	Group Manager Legal & Democratic Services
David Holland	Head of Shared Regulatory Services
Andrew Rees	Senior Democratic Services Officer Committees
Randal Hemingway	Head of Finance and S151 Officer
Mark Shephard	Corporate Director Communities
Jacqui Davies	Head of Adult Social Care
Lindsay Harvey	Interim Director Education and Family Support

52. DECLARATIONS OF INTEREST

None.

53. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of Cabinet of 5 September 2017 be approved as a true and accurate record.

54. COMMUNITY FUND ACTION FUND 2017-18

The Head of Finance sought approval of the Community Action Fund 2017-18.

He reported that the Medium Term Financial Strategy 2017-2021 included a new budget of £285,000 for the creation of a Community Action Fund, which aimed to create localised intervention by Members within their own ward to the benefit of the local community. He stated that Officers have developed processes and procedures to implement the fund and deigned the scheme with the aim of minimising administrative costs. He informed Cabinet that the burden of responsibility for the eligibility of payments is placed on Members, who were required to sign a certification that they have to the best of their knowledge complied with the rules of the scheme.

The Head of Finance reported that Members will have significant discretion over how to use the money with the overarching caveat that expenditure must be lawful and it must not contravene council policy. Similarly, funding should not be awarded to profit making organisations or for political purposes. He stated that subject to approval of the scheme, Members will be required to attend mandatory training before they are able to submit applications for payment. It was anticipated that some Members would wish to use their allocation to fund works or services which the Council would itself carry out, incremental to existing provision. In such cases, Members will be encouraged to discuss proposals at an early stage with officers in order to best accommodate requests in an efficient manner. It was important to recognise, however, it may not be possible to

accommodate all requests and that the relevant corporate director retained the right to refuse such work.

The Head of Finance also informed Cabinet that questions relating to financial probity and the financial wellbeing of contractors would be addressed at the mandatory training and a series of Frequently Asked Questions would be put together.

The Deputy Leader in commending the Community Action Fund stressed that the project is a pilot and that training for Members will be essential and monies would not be released until they had received the mandatory training. The Leader stated that it was important to note that the project is a pilot and would be evaluated at the end of the pilot. He also stated that it was important that resources were targeted effectively and that the scheme was about making an impact on communities.

RESOLVED: That Cabinet approved the Community Action Fund detailed in the report and the procedures attached in the appendix to the report.

55. **TENDER FOR THE PROVISION OF ADVICE AND SUPPORT FOR PERSONAL INDEPENDENCE PAYMENTS (PIP) CLAIMANTS**

The Head of Finance sought approval to tender for the provision of advice and support for Personal Independence Payments (PIP) claimants.

He reported that the corporate risk register had recognised the risk of the implementation of welfare reform to the delivery of the Council's aims and objectives. The risk score of 18 out of a maximum of 24 is one of the most substantial faced in the delivery of the corporate plan. He stated that the finance service plan for 2016-17 included a goal to "work with other areas of the council to explore and implement further opportunities for joint working and/or commissioned services between finance service and the third sector". Mitigating Welfare Reform was identified as a key area for joint working/commissioned services and a working group was set up to develop this.

He reported that the working group had found a clear and compelling case to provide targeted support for PIP claimants. A tender had been developed to deliver advice and support for current recipients of PIP and Disability Living Allowance (DLA) and new claimants of PIP. He informed Cabinet that one off funding of £500k had been set aside in an earmarked reserve for an eighteen month tender period with a value of £150k with an option for the Council to extend for a further period of a year. The tender would commit up to 50% of the available funding, leaving the remainder to be targeted towards emerging need as the roll out of universal credit continues.

He stated that the tender would not create a need for recurrent expenditure and the tender would set a target return of at least £5 in annual benefit awarded for every £1 of tender value. A full contract value of £250,000, including extension, would equate to supporting household income of £1.25 million for local residents. As such, the tender was expected to contribute towards supporting a successful economy, as well as reduce demand for council services; in particular those linked with household debt such as housing and council tax arrears.

The Deputy Leader in commending the proposal for the proposed procurement stated that the tender was necessary due to welfare reform being a significant risk to the Council. He stated that the proposed procurement would ensure that those citizens who are in need received the support they need. The Cabinet Member Communities in welcoming the report stated that the proposal would help the Council in supporting the most vulnerable of citizens who were placed under increasing hardship. The Leader

stated that the procurement was necessary due to the shift in claimants from DLA to PIP which posed risks to the Council. He was pleased to see the Council helping individuals receive the support they are entitled to receive.

RESOLVED: That Cabinet:

- (1) Noted the information contained in this report in relation to the business case behind the proposed procurement.
- (2) Approved the proposed procurement, up to a maximum value of £250,000 (including extension) to be funded from earmarked reserves.
- (3) Delegated authority to the Head of Finance to decide whether to award the contract extension at the appropriate time, based on successful delivery of the outcomes during the initial contract duration.

56. TREASURY MANAGEMENT CUSTODIAN ACCOUNTS

The Head of Finance and Section 151 Officer sought approval to open a custody account for treasury management purposes.

He reported that the Council is looking to diversify into more secure and/or higher yielding asset classes but any new instruments used will be in full consultation with the Council's Treasury Management advisors Arlingclose as detailed in the Treasury Management Strategy. In order to be able to use negotiable instruments it is essential for the Council to hold at least one custody account with a third party as it was unable to deal direct. He informed Cabinet that the Council was proposing to open an account with King & Shaxson, which would be at no cost to the Council. The Head of Finance and Section 151 Officer assured Cabinet that the recommendation was financially sounder than maintaining the status quo.

The Deputy Leader in commending the proposal to open a custody account commented on the importance of Treasury Management in local government to maximise the cash the Council holds.

RESOLVED: That Cabinet:

- (1) Approved the opening of a King & Shaxson custody account for Treasury Management purposes.
- (2) Delegated authority to the Section 151 Officer, in consultation with the Monitoring Officer, to open additional custody accounts to support delivery of Treasury Management responsibilities.

57. STRATEGIC REVIEW INTO THE DEVELOPMENT AND RATIONALISATION OF THE CURRICULUM AND ESTATE PROVISION OF PRIMARY, SECONDARY AND POST-16 EDUCATION

The Interim Corporate Director Education and Family Support reported on an update on the work to date of the strategic review in to the development and rationalisation of the curriculum and estate provision of primary, secondary and post-16 education.

He stated that a Schools Task Group had been established to consider the way forward for schools within the County Borough and to ensure the Council continues to plan for and provide a high-quality education system for its young people, that gives them the very best opportunities for their lives in the 21st century and builds upon the excellence and good practice already in the county. Six work streams were established by the Schools Task Group and five principles were developed to underpin the process of developing and implementing school improvement proposals. The Interim Corporate Director Education and Family Support informed Cabinet that due to a lack of expertise externally, a more cost effective approach had been undertaken by increasing and supporting internal resources to deliver a strategic review into the development and rationalisation of the curriculum and estate provision of primary, secondary and post-16 education and four work streams were established. He presented a summary of each work stream and informed Cabinet of a proposal to close the Leadership and Collaboration and Curriculum and Workforce work streams as the Central South Consortium had initiated similar projects, on a regional basis.

The Interim Corporate Director Education and Family Support reported on the School Modernisation Band B work stream whereby it was determined that the statutory duty on the Council to ensure there is sufficient supply of school places should take precedence over building condition. The emerging priorities for band B were shared with the Welsh Government to assist them in establishing the potential funding requirement across Wales for the 21st Century Schools and Education Programme. He stated that the Welsh Government had also advised that a standardised cost would be applied to building elements, where appropriate, resulting in a maximum value for a school that can be benchmarked and inflated year on year. Welsh Ministers confirmed that there would be a capital and revenue funding element to Band B, as with Band A, capital would be funded on a 50:50 intervention rate. Work in developing a plan for promoting Welsh-medium education to 2050 is ongoing and is projected to be completed by the end of summer 2017. The Interim Corporate Director Education and Family Support informed Cabinet that the work stream recommended that an options appraisal of secondary school catchments must be undertaken by 2022, plus work relating to area reviews; this work would help inform future bands of the programme and this was agreed by the over-arching review board.

The Interim Corporate Director Education and Family Support reported that the Post-16 Education work stream would be finalising its report in mid-September 2017 and making a detailed submission to Cabinet in October 2017.

The Leader in commending the proposals for the strategic reviews stated that Group Leaders and the Chairperson of the appropriate of the Overview and Scrutiny Committee would be consulted on future reports on the Band B programme.

RESOLVED: That Cabinet:

- (1) Noted the recommendations of the Leadership and Collaboration and Curriculum and Workforce workstreams and the next steps for the School Modernisation Band B workstream which are detailed in appendix A-C.
- (2) Agreed the closure of the Leadership and Collaboration and Curriculum and Workforce workstreams with work transferring to CSC.
- (3) Agreed the closure of the School Modernisation Band B workstream through the strategic review with work progressing at

an operational level with strategic oversight from the School Modernisation Board; and

(4) Agreed to receive the full Post-16 Education report on 31 October 2017.

58. LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT - SECTION 65
POWER TO FIX FARES FOR HACKNEY CARRIAGES - APPLICATIONS TO VARY
THE HACKNEY CARRIAGE FARES TARIFF

The Head of Shared Regulatory Services reported on three proposals to vary the current hackney carriage table of fares which had been received from Mr James Borland and Mr Richard Parrott, Mr Tom Burke and Mr Dario Nelson.

He stated that the application from Mr James Borland and Mr Richard Parrott for the increase in fares had been made due to the drivers facing increasing costs and the current tariff in Bridgend is below the Welsh and national averages. The application from Mr Tom Burke sought to increase the rate of fares to bring drivers' incomes closer to the minimum wage. The application also sought to change the times at which the different tariffs are applicable and the introduction of two new tariffs for the Christmas and New Year period. The application by Mr Dario Nelson also sought to increase the fares by amending the hours the tariffs will be in operation and includes additional tariffs for the hours between 3.00am – 6.00am. Mr Nelson had also requested that due to the large amount of dead mileage experienced in a rural area such as Bridgend, fares should generally be higher than in urban areas. In addition to the dead mileage figure, Mr Nelson had asked the Council consider the additional cost to proprietors of licensing new vehicles under the current council policy which also affects drivers who lease vehicles, the higher cost of insurance for taxi drivers as well as vehicle running costs and the Council's taxi licensing costs.

The Head of Shared Regulatory Services reported that the current table of fares had been in place since 15 August 2011 and he summarised a table which provided details of the daytime rate of the 2 mile fare currently authorised by the Council together with a comparison with the proposed fares authorised by a sample of other licensing authorities. He stated that Bridgend is currently 322nd in the mile fare league table out of 366 local authorities.

The Head of Shared Regulatory Services informed Cabinet that should it agree to vary the tariff, the variation would need to be advertised for a period of at least 14 days to permit persons to make an objection. Should there be no objections; the variation would then come into effect on the date of the expiry of the period of notice. However, should an objection be received the objection would need to be re-considered by Cabinet before the variation is implemented. Members are advised that there is no known formally constituted trade organisation within the Borough at present but consultation must follow the statutory format laid down in the Local Government (Miscellaneous Provisions) Act 1976 by statutory notice in a newspaper.

The Head of Shared Regulatory Services summarised the effects of the proposals on the rise in fares; the standard timings and the Christmas and Bank Holiday periods and the changes to the structure of the table of fares.

The Head of Shared Regulatory Services informed Cabinet that the proposals received were from individual drivers and not from the taxi trade and that it was hoped to get a taxi forum together. In response to a question from the Cabinet Member Wellbeing and Future Generations as to the cost of living and the number of licensed drivers, the Head of Shared Regulatory Services informed Cabinet that the cost of fuel had varied since

2011 and that overall running costs had on balance decreased. The number of licensed drivers had stayed the same.

Cabinet considered the responses received to increase the current hackney carriage table of fares and that it would be minded to increase the contamination fee to £125. The Leader stated that it was essential to consult on the proposals in order to have the view of the taxi trade and also the public who rely on using taxis.

RESOLVED: That Cabinet rejected the three proposals received to vary the current Bridgend County Borough hackney carriage table of fares and recommended the legality and practicalities of consulting on hackney carriage fees with the taxi trade and public be explored.

59. DISCLOSURE AND BARRING SERVICE CHECKS FOR ELECTED MEMBERS

The Group Manager Legal Services sought agreement from Cabinet recommending that Council change the existing Disclosure and Barring Service (DBS) policy in relation to DBS checks for elected members, to ensure that the public can have trust and confidence in their elected members.

The Group Manager Legal Services reported that under the current DBS policy elected members are not subject to a DBS check. It was proposed that all elected members are subject to a Basic Disclosure to demonstrate to the public that they can trust and confidence in their elected representatives. In addition to this, it was proposed that Cabinet members and Scrutiny Chairs, in line with their responsibilities to “discharge functions” relating to the social care of vulnerable people and children, are subject to an Enhanced DBS check to reflect the important role they play in scrutinising services that are delivered in relation to safeguarding and education functions. She stated that all members would need to individually consent to undertaking a DBS check. The Group Manager Legal Services highlighted the financial implications to be incurred for each Basic Disclosure check and for Enhanced DBS checks.

The Leader in commending the proposal for members undertaking DBS checks stated that this would give the public confidence that all members will undergo checks voluntarily.

RESOLVED: That Cabinet approved:

- (1) That a report is prepared for Council that recommends that the Council’s DBS policy is amended to reflect the proposals outlined in the report;
- (2) That Council seeks individual consent from all Members to undertake DBS checks;
- (3) That if consent is received, the Council arranges for DBS checks for elected members in line with the proposals in the report.

60. CABINET FORWARD WORK PROGRAMME

The Group Manager Legal Services sought approval for items to be included on the Cabinet Forward Work Programme for the period 1 October 2017 – 31 January 2018. She stated that the Forward Work Programme will contain matters which the Cabinet, Overview and Scrutiny Committees and Council are likely to consider. The Cabinet Forward Work Programme will be reviewed by Cabinet on 5 September and 28

November 2017 and 27 February 2018 and once approved the schedule of publication will be advertised in the Glamorgan Gazette.

The Leader stated that the Forward Work Programme had been developed with the Corporate Management Board and consultation undertaken with the Chairpersons of the Overview and Scrutiny Committees who were supportive of the items to be included on the programme. Dialogue would continue with the Chairpersons of the Overview and Scrutiny Committees on the content of future Forward Work Programmes.

RESOLVED: (1) That Cabinet approved the Cabinet Forward Work Programme;

(2) Noted the Council and Scrutiny Forward Work Programme.

61. **APPOINTMENT OF INVITEES TO THE CABINET COMMITTEE CORPORATE PARENTING**

The Group Manager Legal Services sought approval for the nomination of Champions from each of the Overview and Scrutiny Committees to the Corporate Parenting Cabinet Committee and reported on proposals for additional invitees to the Committee.

The Group Manager Legal Services reported that the Corporate Parenting Cabinet Committee had previously established the principle of appointing one invitee from each of the Overview and Scrutiny Committees as Corporate Parenting Champions. In accordance with that principle, the Overview and Scrutiny Committees have appointed Members as Corporate Parenting Champions to be invited to meetings of the Corporate Parenting Cabinet Committee. She stated that consultation has taken place with the Group Leaders who have been nominated to attend meetings of the Committee.

The Group Manager Legal Services also informed Cabinet that the Leader had requested that Councillor CA Green, the Chairperson of Subject Overview and Scrutiny Committee 2 which takes the lead on social services items be an invitee to meetings of the Corporate Parenting - Cabinet Committee.

The Leader informed Cabinet that all members take their role as corporate parents seriously. He stated that consultation had taken place with Group Leaders and the Overview and Scrutiny Committee Chairpersons who were enthusiastic for a range of voices on the Committee which would also strengthen the Committee.

RESOLVED: That Cabinet:

(1) Noted the appointment of the following Members as Corporate Parenting Champions to be invited to meetings of the Corporate Parenting - Cabinet Committee as appointed by the Overview and Scrutiny Committees:

- Corporate Overview and Scrutiny Committee – Councillor J Gebbie
- Subject Overview and Scrutiny Committee 1 – Councillor J Radcliffe
- Subject Overview and Scrutiny Committee 2 – Councillor DBF White
- Subject Overview and Scrutiny Committee 3 – Councillor C Webster

(2) Approved the appointment of the following Members or their nominated substitute to represent their political groups as listed below as invitees to attend meetings of the Corporate Parenting - Cabinet Committee:

- Conservative Group – Councillor K Watts
- Independent Alliance Group – Councillor N Clarke
- Plaid Cymru Group – Councillor RM James
- Llynfi Independents Group - Councillor R Penhale-Thomas

Cabinet approved the appointment of Councillor CA Green as Chairperson of Subject Overview and Scrutiny Committee 2 which takes the lead on social services items to be invited to meetings of the Corporate Parenting - Cabinet Committee.

62. REPRESENTATION ON OUTSIDE BODIES & JOINT COMMITTEES

The Group Manager Legal Services presented a report which sought approval for the appointment of three representatives to serve on the Bridgend Community Health Council.

RESOLVED: That Cabinet appointed Cllr Cheryl Green, Cllr David White and Cllr Altaf Hussain as the Authority's representatives on the Bridgend Community Health Council.

63. INFORMATION REPORTS FOR NOTING

The Group Manager Legal Services presented a report, the purpose of which was to inform Cabinet of the Information Reports which had been published since the last meeting.

The Cabinet Member Wellbeing and Future Generations questioned what steps were being taken to address the judgement of adequate for Wellbeing in the Estyn progress report for St Mary's Primary Catholic School. The Interim Corporate Director Education and Family Support stated that he would clarify the steps being taken with the Challenge Advisor and inform Cabinet of the action being taken accordingly.

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

<u>Title</u>	<u>Date Published</u>
St Mary's Primary Catholic School - Estyn Progress Report	30 August 2017
Welsh in Strategic Education Plan: Current Position	30 August 2017
Youth Justice Plan 2017-18	30 August 2017
Annual Treasury Management Outturn Report 2016-17	30 August 2017

64. URGENT ITEMS

There were no urgent items.

65. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, the public be excluded from the meeting during consideration of the following items of business as they contain exempt information as defined in Paragraphs 14 and 15 of Part 4 and Paragraph 21 of Part 5 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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

66. APPROVAL OF EXEMPT MINUTES

67. ESTABLISHMENT OF A FRAMEWORK AGREEMENT FOR THE PROVISION OF DOMICILIARY CARE

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

3 OCTOBER 2017

REPORT OF THE CHIEF EXECUTIVE

ANNUAL REPORT 2016-17

1. Purpose of Report

- 1.1 The purpose of this report is for Cabinet to consider the Annual Report 2016-17 (**Appendix A**) and recommend it to Council for approval.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The Annual Report evaluates the Council's performance against the priorities set in the new Corporate Plan 2016-20. It also reiterates the improvement objectives for 2017-18.

3. Background

- 3.1 Under section 15 of the Local Government (Wales) Measure 2009 and in accordance with the related statutory guidance issued by the Welsh Government, the authority must publish its assessment of performance for the previous financial year before 31 October.
- 3.2 In March 2016, the Council published its new Corporate Plan 2016-20. The Plan sets out its vision, that is, always to act as 'One Council working together to improve lives', and three new improvement priorities as follows:
- Supporting a successful economy
 - Helping people to become more self-reliant
 - Smarter use of resources

- 3.3 The Plan defined 46 commitments to deliver the three priorities and identified 58 outcome-focused indicators for the financial year 2016-17.

- 3.4 The Council's Medium Term Financial Strategy (MTFS) identified how it would use its resources to support the achievement of the improvement priorities and statutory duties, including the management of financial pressures and risks over the next four years.

4. Current situation / proposal

- 4.1 The Annual Report, prepared under the the Local Government (Wales) Measure 2009, evaluates how well the Council did in 2016-17 in delivering its commitments and planned outcomes for the financial year, using its success measures and other evidence. Wherever performance was short of its target, explanations are provided.
- 4.2 Overall, the Council performed strongly in 2016-17. Of its 46 commitments, the Council carried out to completion 32 (nearly 70%), with a further 11 (24%) that were mostly completed. The Council was short of meeting the target set for three

commitments, namely digitalisation of planned services, asset transfer to community groups and organisations, and income generation initiatives. Even so, a lot had been done during the year to deliver these commitments. Take digitalisation as an example, the Council actually did more than originally planned, e.g. website redesigning, to ensure that the public are happy to use its automated services.

- 4.3 The Corporate Plan identified 58 indicators to measure success and 57 indicators have been collected for the year. Of those with a target, the Council met or exceeded the target for 59.2%, with further 12.2% missing the target marginally. Of those indicators that missed the target, 25% showed improvement, 45% were new indicators which made it hard to set challenging but realistic targets, and a further 15% were influenced by external circumstances. Overall, 74% of all indicators with comparable data showed improvement. Detailed information about the Council's performance against its commitments and targets is included in **Appendix A**.
- 4.4 In 2016-17, the Welsh Local Government Association defined and collected 28 indicators, the Public Accountability Measures (PAMs), for the Welsh Local Authorities. Some of those indicators were locally important, hence were included in the Council's Corporate Plan and embedded in the report. The whole set of these indicators is included in **Appendix A**, with a summary of the Council's performance provided in the Introduction.
- 4.5 The Annual Report also provides a summary of budgets for the year and the regulator's findings.
- 4.6 This is an important document as it provides citizens and stakeholders with detailed information about the Council's performance against its planned improvement priorities and outcomes for citizens. It also includes those national comparable measures to give a full picture of how we performed across a range of services.
- 4.7 Once approved, the Annual Report will be published on the Council's website and shared with stakeholders. Hard copies of the report will be produced and placed in the Council's public libraries. A summary of the report will also be prepared to highlight key points in the Council's performance and will be placed in the public libraries, too.

5. Effect upon Policy Framework & Procedure Rules

- 5.1 The Annual Report provides an assessment of progress on the Corporate Plan 2016-20 which forms part of the corporate policy framework.

6. Equality Impact Assessment

- 6.1 The Annual Report provides information on the Council's performance and has no negative equality implications.

7. Financial Implications

- 7.1 The Annual Report has no financial implications.

8. Recommendation

- 8.1 That Cabinet considers the Annual Report 2016-17 (**Appendix A**) and recommend it to Council for approval.

Darren Mepham
Chief Executive

Contact Officer: Yuan Shen
Group Manager,
Corporate Performance, Partnerships and Transformation.

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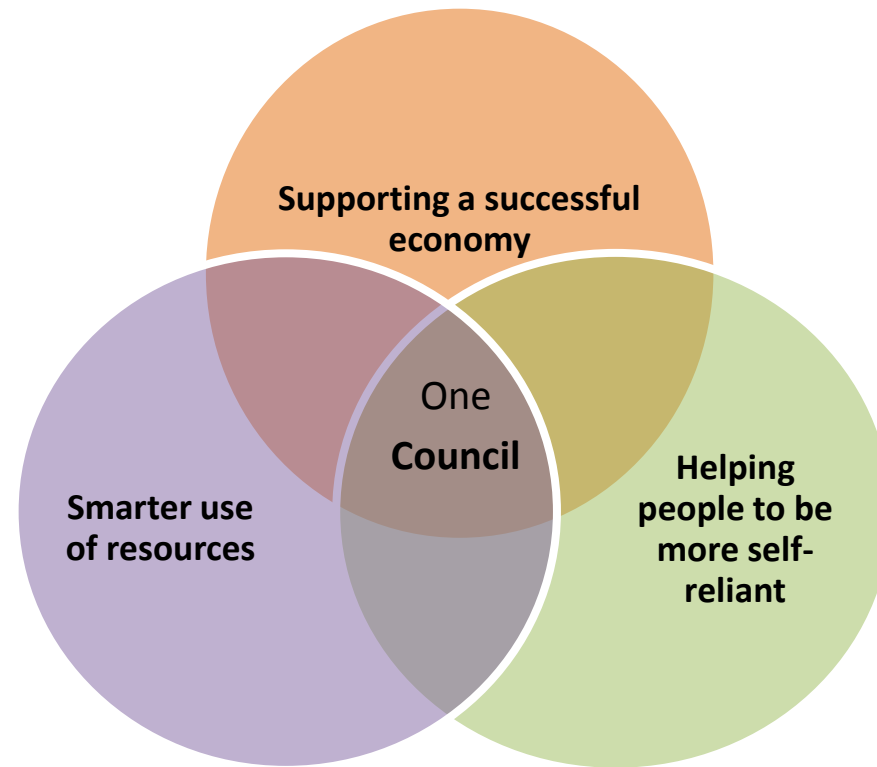
Postal Address Corporate Improvement Team, Civic Offices, Angel Street, Bridgend.
CF31 4WB

Background documents

- Corporate Plan 2016-20
- The Auditor General's Annual Improvement Report (September 2017)

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Annual Report 2016-17



Bridgend County Borough Council
Working Together to Improve Lives

Introduction

Welcome to Bridgend County Borough Council's annual report for 2016-17. This report summarises what we achieved in 2016-17 in carrying out our priorities set out in our new Corporate Plan 2016-20. These priorities are: supporting a successful economy, helping people to be more self-reliant, and smarter use of resources. We hope that you find it informative and helpful.

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As in previous years, we experienced a reduction in our resources, and had to find savings of £7.477 million for the year. As part of our budget consultation process, we once again asked citizens to help us in deciding where we should prioritise our spending, and we worked hard to take those views into account when determining what areas we could regrettably reduce resources on and those areas which we should prioritise and continue to focus on.

It has been a challenging year with ongoing budget reductions and it won't necessarily get easier in coming years. Despite the challenging environment, we prided ourselves on achieving most of what we planned to do to implement our priorities and at the same time delivering core services to meet our citizens' needs. In all, we made 46 commitments for the year. We fully achieved 32 (nearly 70%) of them, with a further 11 (24%) that were mostly completed.

Priority One: Supporting a successful economy

- We supported 722 local people develop skills and take advantage of opportunities to succeed through our Communities for Work, Bridges into Work and BESP programmes.
- We saw the percentage of pupils aged 15 who achieved the Level 2 threshold increase from 59.7% to 61.7%, and the percentage of pupils at A level achieving the Level 3 threshold (2 A levels grades A - E) increase this year from 97.6% to 98.3%.
- We saw a rise in the number of PAYE/VAT registered businesses in the borough increase for the third year during the year from 4,440 to 4,540.
- Our visitor numbers rose from 11,541,363 to 13,026,637 and the value of total annual expenditure by tourists also increased from £313 million to almost £330 million.

Priority Two: Helping people to be more self-reliant

- We developed a single point of contact which was used by 2,108 adults and 2,042 children for people to access information, advice and assistance.
- Our reablement service supported 394 older or disabled people maintain independence by managing as many daily living tasks as possible on their own.
- We invested in targeted early help and intervention programmes to reduce our numbers of looked after children. Of children we supported, 75% now remain living within their family.
- We supported 3,879 individuals and families through our Families First programme to help reduce child poverty.
- To support carers in maintaining their roles, 277 adult carers' and 51 young carer assessments were completed.

Priority Three: Smarter use of resources

- We achieved £5.632m (75%) of planned savings, with the remaining £1.845m achieved through maximising grants, other income and vacancy management.
- To improve the efficiency of and access to services we continued to rationalise our administrative estate by reducing the number of our buildings and streamlining our structure.
- We generated £5.625m of capital receipts from our asset disposal programme, exceeding our £4m target.
- 231 Managers attended training to improve their People Management Skills, 295 employees undertook Welsh language training and 59.1% of staff completed e-learning modules.
- In our aim to make the most of our spend on goods and services, we worked closely with third sector and SME's upskilling the market and ensuring that local providers are 'tender ready' and able to bid competitively against national organisations.

Our commitment to develop a range of automated and online services that are easy for citizens to use experienced some delay. This is due to the fact that we did more work than originally planned to ensure that public are happy to use those automated services.. Our desire to put in place three new income generation initiatives did not come to fruition as planned due to internal management changes, which led to a temporary reduction in capacity, as well as changes in EU law. As part of our transformation programme, we planned to transfer a number of suitable assets to community groups and organisations for them to run to meet local needs. We've done a lot of work during the year, including reviewing our assets and services. A total of 66 community organisations, predominantly sports clubs and associations, contacted us about undertaking the management of 55 different assets, primarily pavilions and playing fields. Although we did not meet our target of 5 community assets being transferred, 19 applications were at differing stages of development, ranging from formal expressions of interest to have assets transferred, to submitting business cases or seeking final approval. Work will continue to ensure that those assets suitable for transfer can be progressed effectively and efficiently.

Within the Corporate Plan, we also identified a number of indicators to measure how successful we were at delivering on each of our priorities. As this is a new Plan, we were yet to set targets for all our indicators. Of those with a target, we met or exceeded the target for 59.2%, with further 12.2% missed the target marginally. Of those indicators that missed the target, 25% showed improvement, 45% were new indicators which made it hard to set challenging but realistic targets, and a further 15% were influenced by external circumstances. Overall, 74% of all indicators with comparable data showed improvement.

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Each year, the Welsh Government and the Welsh Local Government Association publish a range of national performance indicators which enable citizens to compare how their local authority performed against the other 21 Welsh local authorities across a whole range of services. Although this report focuses on our delivery of locally important priorities defined by our corporate plan, we also include those national comparable measures to give a full picture of how we have performed.

In 2015-16, 70% of our national indicators showed improvement, rendering us the top two most improved LAs in Wales. In 2016-17, we continued to make improvement on most of the PIs that are locally important. For example, 73% (8 out of 11) of our Education indicators either showed improvement or remained at the maximum performance rate compared with 64% nationally. The average point score for pupils aged 15, in schools maintained by the local authority, improved from 527.6 in 2015-16 to 564.1 in 2016-17, against a national average of 531. Thanks to ongoing support from parents, we are particularly pleased that our pupil attendance at both primary and secondary schools improved, ranking us within the top six best performing authorities in Wales. Overall, our road conditions continued to improve despite the diminishing resources. We ensured that nearly 97% of reported fly tipping incidents were cleared within five working days. We are among the top performing authorities that attract high numbers of citizens to its sport and leisure facilities. We continued to provide improved services to those who need them most. For the fourth consecutive year, the Council ensured that none of our pupils in LA care in any LA maintained school at the age of 15 who leave compulsory education, training or work-based learning did so without an approved external qualification. For the second consecutive year we ensured that 100% of final statements of special education need (excluding exceptions) were issued within 26 weeks, against a national average of 95.4%. We reduced the number of days taken to deliver a Disability Facilities Grant.

Details on all our Corporate Plan and national indicators are included in the report, with detailed analysis showing how we have performed nationally against the other 21 authorities, where relevant, as well as how we have performed against the targets we set ourselves for the year.

Despite diminishing resources and an ever greater demand on our services, we are proud of what we have achieved, and we remain committed to continuing to innovate and transform the authority, working with our partners and local communities to do so. We do this so that we can provide those services that are important to our citizens in the most effective way, with the aim of improving lives for all those who reside in Bridgend County Borough.

Feedback

We welcome your comments on this annual report and your suggestions for improvement. You can give your feedback through writing to our Corporate Improvement Team, Civic Offices, Angel Street, Bridgend, CF31 4WB, or through Twitter: @BridgendCBC, or email to Improvement@bridgend.gov.uk. You can also ring (01656) 643224.

This report is available in both Welsh and English. It is also available in another language or format on request.



Huw David – Leader of the Council



Darren Mepham - Chief Executive

Priority One – Supporting a successful economy

We want to have a strong economy: that way local people will have more opportunities to secure a job, develop a career and improve their family income and circumstances. Lower levels of poverty can also boost health and wellbeing and create more resilient communities that need fewer services. When consulted, 86% of citizens agreed that it was important for us to focus on supporting a successful economy.

In 2016-17, we committed to continue to improve our town centres and work with businesses to generate wealth, provide jobs, attract investment, work towards a low-carbon economy, improve skills and encourage visitors.

How did we do in 2016-17 to fulfil our commitments and achieve outcomes for our local economy?

To help local people develop skills and take advantage of opportunities to succeed and to extend that success to every community in the County Borough

Our Performance

We implemented projects with public sector bodies and local businesses to establish skill need and influence local provision. During the year, we held wellbeing events at a local comprehensive school where over 30 local employers and public sector organisations engaged directly with Year 11 learners making their post 16 destination choices. Some 400 students attended a 'Have a go' Apprenticeship event which provided learners with an opportunity to help them decide on their future career choices. The events were very successful, with more schools expressing an interest to be involved in the project next year. We also established a working group of local employers to identify local needs and develop appropriate courses and apprenticeship frameworks going forward.



We worked with the regional Learning, Skills and Innovation Partnership (LSKIP) and the 21st Century Schools Programme to develop employment opportunities. We negotiated and embedded community benefits into 4 major construction schemes. The Betws School apprenticeship offer was agreed with Y Prentis Shared Apprenticeship Scheme and Bridgend College and Kier worked with Coastal Housing and offered opportunities to local young people through Bridgend Employment Liaison Partnership (BELP). Apprenticeship schemes are also underway for both Garw Valley South and the Brynmenyn 21st Century School Sites. We developed partnership working between Adult Community Learning, Communities First, DWP and local employers. As a result of the range of opportunities provided by Adult Community Learning and partners, 332 people accessed the employability and pre-employment provision, 180 people gained employment and many more accessed Digital Inclusion and Skills session. In addition, we also built 3 permanent apprentice positions into our ICT structure and secured 4 apprenticeships/traineeships as a result of the 21st Century Schools Programme and other BCBC led projects.

We continued to work with individuals and families within Bridgend County who are unemployed, economically inactive, face barriers to work or are at risk of poverty. Our Bridges into Work programme provided opportunities for individuals aged 25 and over to develop skills, engage in training, gain qualifications, take part in volunteering opportunities and/or work placements. We supported 253 participants to take part in a training and qualification programme to enhance their skills and assisted in job search applications and interview techniques. Our programme out performed other local authorities in the Consortium and job opportunities for participants were improved. There were 135 participants who gained qualifications, 68 gained volunteering positions and 38 secured employment. Due to the programme's success, we have applied for a two-year extension has been. Our 'Opportunities 2 Work' project supported people who are furthest away from the labour market into volunteering and work placement positions. These range from ground maintenance, office admin, retail, catering and care. During the year, 57 of the 78 participants completed the programme, with 15 securing employment. BEBP delivers a variety of employment programmes including employability skill development such as interview skills and CV writing all the way up to pre-employment packages. We worked in close partnership with local employers such as Amazon and Home Bargains generating a lot of employment in the area. Some 325 participants completed an employment related course, 231 of these gained an accredited qualification and 180 entered employment.



With partners, we implemented the LEAD (more able and talented) project to support young people with leadership potential to succeed. We assisted 12 young people who had shown leadership potential to develop skills in order for them to succeed. Ten young people progressed through the programme with two leaving the programme earlier than planned as they successfully secured full-time employment. The ten worked with their mentors on the community projects and attended a range of leadership courses. The programme finished at the end of this academic year.

Education is fundamental to helping people achieve their potential and improving the economy and remains a key priority for us. Overall, our results this year showed a steady improvement. The percentage of pupils aged 15, at the preceding 31 August, in schools maintained by the local authority who achieved the Level 2 threshold including a GCSE grade A* - C in English or Welsh first language and mathematics increased from 59.7% to 61.4% and was above the Welsh average of 60.33%. The average wider points score for learners aged 17 increased this year from 776.5 to 806.2. The figure is an improvement but remains below the Welsh average which increased this year from 799.7 to 823.2. Schools are challenged over their performance on an annual basis as part of the review of sixth form provision. Across the borough, the percentage of pupils at A level achieving the Level 3 threshold (2 A levels grades A - E) increased this year from 97.6% to 98.3% in Bridgend. This figure is better than the Welsh average which rose this year from 97.0% to 98.0%.

We worked with schools and partners to close the gap in educational attainments between pupils eligible for free school meals (FSM) and those who are not and improve outcomes for vulnerable groups. Underachieving pupils were identified and provided with mentor support and reports were introduced to monitor the progress of those learners eligible for FSM. Communities First also provided a range of additional support including bespoke literacy and numeracy interventions. The size of the gap, however, increased from 27.2% to 32.5%. While educational attainment is improving for all learners at key stage 4, the rate of improvement is slower for vulnerable groups. The trend over the last three academic years is still one of improvement but is subject to fluctuation. Achieving consistent improvement in the attainment of pupils eligible for FSM is an area for improvement. The LACE Team continued to support Looked After Children, schools and carers to enable them to achieve their full potential. At 216.3, their performance is slightly below the target of 217 average point score this year. The LAC population is small. Of the 36 young people in Year 11 in 2015-2016, 19 have additional learning needs and 12 attend special schools.

We completed our work with schools to develop a range of options for young people who are more able and talented (MAT) than their peers. The description usually describes students who have the ability to excel academically in one or more subjects and/or have the ability to excel in practical skills such as sport, leadership. We adopted the MAT national definition and put pathways in place across schools to support pupils identified as more able and talented. We focused on pupil wellbeing and high ambition for all our learners and in 2016-17 we had the best ever GCSE results, improving for the fifth year in a row with 61.7% of Year 11 pupils achieving GCSE grade A* - C in English or Welsh first language and mathematics. A Level results rose with the percentage of pupils at A level achieving 3 A*-A grades at A level increasing this year from 5.3% to 6.1% but it remains below the Welsh average which dropped from 7.9% to 6.7%. We supported our most able sixth form students to achieve their academic potential and gain access to leading universities through strategies including the Seren Network which runs workshops and events led by specialist speakers from higher education, to ensure those identified as MAT are fully supported to achieve their potential. It was also pleasing that Pencoed Primary school achieved the NACE (National Association for Able Children in Education) Cymru Challenge Award in recognition of their commitment to getting the best out of high achieving pupils.



We committed to co-ordinate and implement the Youth Engagement and Progression Framework (YEPF) to reduce the number of young people not in education, employment or training (NEET). We provided targeted offers of support when identifying and addressing barriers to education, whilst securing a 'suitable offer' into post-16 education, employment or training. We provided support to pupils who failed to make a successful transition from Year 11. We achieved a four-year decrease (year-on-year) in those young people who leave education without on-going education, employment or training in Bridgend. The proportion of our population of our young people in Year 11 reported as NEET continued to fall steadily, from 7.6% (2009) to 1.5% (2016).

We worked with our 'Pathway to Success' school to maximise opportunities for learners to develop and improve. We worked with Estyn to draw up an action plan which was monitored on a monthly basis with the aim to improve the school. As a result, there has been significant progress and the recent GCSE and A level results for the school showed positive improvement on the previous years and are the best results ever for the school.

We continued work to ensure that children and young people who reach age 16 are in further education, training or employment until at least age 24 in line with the Youth Guarantee. This government initiative guarantees an offer of a place in education, employment or training for everyone leaving compulsory education at 16. The Youth Guarantee is fully embedded into our local strategy, operational practice and our post 16 agenda. As a result, 100% of schools met the Learning and Skills Measure at KS4 and Post-16 in the 2015-16 academic year and all learners 14-19 had Learning Pathway plan for progression planning and recording sources of support. Through the 'Inspire 2 Achieve' initiative, we supported young people (16 to 24 years old), who are deemed the most 'at risk' of becoming not in education, employment or training (NEET) by increasing the number of Lead Workers from 6 to 15. Funded through the Inspire 2 Achieve initiative, these workers are based in all secondary, special and behavioural schools and Bridgend College to identify and address any barriers to engagement. We continued to work in partnership with Careers Wales to improve further the quality of impartial careers advice and guidance so that young people make good decisions and thereby sustain places in education, training or employment to age 24.

Through 2016-17 we worked with schools to conduct a strategic review into the development and rationalisation of the curriculum and schools estate provision. We wanted to ensure there is a sustainable and effective pattern of education provision across the Borough whilst delivering the right education in the right place, with the best outcomes for learners. The review looked at four areas of work namely, a strategy for leadership and collaboration, curriculum and workforce, post 16 education and school modernisation. Throughout this review we linked with the Central South Consortium (CSC) regarding curriculum and collaboration. The CSC developed a strategy and delivered an approach to school trailblazer federations. They are also developing a strategy to ensure schools are prepared to adopt Welsh Government's proposals for a new curriculum. The School Modernisation project focused on meeting the need for pupil places across Bridgend and identified for Welsh Government the broad schemes required to meet that need. Work will continue to ensure we provide Post 16 learners with a breadth of learning opportunities in Bridgend.

To create conditions for growth and enterprise

Our Performance



The Porthcawl Resort Investment Focus Programme is key to growing the value of tourism in our local economy with the aim to increase employment and business opportunities. The Maritime centre project and the Water Sports centre at Rest Bay are at varying stages of development with both projects having considerable support from the local community. The planning application for the £7m maritime centre was approved in October 2016, with the building expected to open by 2019. The project which was awarded a £1.1m Big

Lottery grant in October 2016 will offer a coastal maritime science and discovery centre, including environmental, culture, local history and community learning. There will also be an indoor gallery, an outdoor amphitheatre, along with office space and a café/bistro and facilities for lifeguards and emergency services. The centre is aiming to offer the equivalent of 50 full time jobs

The Water Sports Centre forms part of an initiative to establish an iconic multi-centre of excellence for watersports activities in Rest Bay, Porthcawl. As well as providing a new seaside café / bistro, the redevelopment will include a centre for watersports for use by clubs, associations and private sector operators. The intention is to create a year-round 'hive' of watersports activity, which appeals to a broad audience of learners and enthusiasts but also to a wider range of visitors. Funding is currently being sought for the project.



We committed to contribute to the development of the business plan for the Cardiff Capital Region City Deal, with the aim of helping boost economic growth across the region by increasing skills and improving transport links through projects including the South East Wales Metro. In February 2017, Bridgend along with 9 other councils, signed up to the programme, which has been agreed by Welsh



Government and seeks to deliver a £1.2 billion investment into the region over the next 20 years. The initiative is at an early stage with an aim to ensure that the investment benefits the whole region and leads to new jobs and private sector investment in our economy. Work to establish collaborative arrangements (e.g. on regional transport) are well underway and work on key themes (such as housing and economic development) are progressing. It is anticipated that the City Deal will generate around 25,000 jobs in the Cardiff Capital Region, as well as £4bn of private sector investment. This will help

To create successful town centres

Our Performance

We continued to invest in our town centres to enhance existing facilities and provide new facilities including schemes in Porthcawl Harbourside, Maesteg and Bridgend. We undertook regional projects under 'Buildings for the Future' which were assessed by Welsh Government. This resulted in projects for both Bridgend and Maesteg. The projects are a potential housing/commercial and community uses project at Wyndham and Cambrian House and the restoration and modernisation of the Maesteg Town Hall in conjunction with Awen Cultural Trust. The Maesteg Town Hall proposal is a £4m redevelopment programme designed to create a 'cultural hub' by improving the performance facilities, developing a new modern fit for purpose built library for the town. Both of these projects are now proceeding to the next stage, with development work continuing on both.

Work began in September 2016 on restoring the Grade II-listed Jennings building, which created more than 30 jobs during the construction phase. The ground floor of the building is being converted into commercial units, with a 5,000sq ft theatre-style restaurant and bar, complete with a full atrium. The upper level features 13 live-work units which will allow people to live and work on site and it is anticipated when fully completed will create further employment opportunities.



The Rhiw Car Park was completed on time and on budget providing the town centre with a striking, modern multi-storey parking facility that features 242 bays, dedicated disabled parking, a customer lift and improved lighting. The car park is the first phase of a £9m



project funded by Welsh Government, Coastal Housing Group and ourselves. The fit out of the exterior of the new commercial unit and the 28 residential flats began during the year, with the aim of establishing a community of residents who will live at the heart of the town centre and support local trade. The anticipated end date is late summer of 2017. The building disruption in the town centre and loss of a car park may have resulted in the increase in the number of vacant premises from 55 to 67 during the year. A vacant

property working group has been established to monitor the situation and we are working closely with property owners and letting agents to encourage occupation where possible.

us achieve our long term aim of having a higher percentage of working age population that is in employment which fell to 69.6% from last year's figure of 71.9%.

We increased the amount of residential accommodation available by working with partners to bring empty properties back into use through empty homes grants and loans. By the end of the financial year, 28 grants (28 units) and 14 loans (26 units) were completed. In addition we had a further 33 empty homes grants (37 units) and 5 loan applications (24 units) in progress. Further communication with owners of empty residential properties in the county borough will be undertaken during the next financial year, to see if we can bring even more properties back into residential use.

We worked with the Bridgend Business Forum to review business support in the context of the City Deal and establish a development strategy. The Bridgend Business Forum has grown over the last 9 years from 0 to 800 members. Based on research in consultation with forum members, we established an executive group to strengthen the forum's capacity with a view to it playing a greater role in regional structures such as City Deal. We remain committed to nurturing local businesses and supporting the work of the Bridgend Business Forum continuing to work on the development strategy over the next two to three years. We were pleased to see that the number of PAYE/VAT registered businesses in the borough increased during the year to 4,540.



We developed and reviewed with Welsh Government the first draft of a Low Carbon Transition Strategy as part of the first phase of the Energy Technologies Institute (ETI) programme to establish local heating projects and explore collaborative opportunities for energy programmes regionally. The two proposed renewable energy projects would cut bills for thousands of homes in the borough. In the Upper Llynfi Valley, it is proposed that heat is taken from underground mine water to provide energy for nearly 1,000 homes. The second project focuses on creating a modern 'heat network' to eventually replace gas boilers in up to 10,000 Bridgend properties. It is expected that a final plan will be completed by Autumn 2017 when phase two of the project will then be explored.

We were pleased to see that despite the disruption that regenerating an area can bring, the number of visitors increased to almost 8 million in Bridgend and to just over 5 million in Porthcawl. The value of total annual expenditure by tourists also increased from £313 million to almost £330 million.

The second phase bid for Porthcawl Town Heritage Initiative was unsuccessful and will be resubmitted to the next round, following guidance from the Heritage Lottery. Once resubmitted, the scheme will support the sensitive repair and restoration of buildings in John Street as part of the newly extended Porthcawl Conservation Area, with outcomes and priorities agreed with the Heritage Lottery Fund.

In all, there was £31.5 million of externally funded town centre regeneration projects underway or in development during the year. We consented to 17 residential units in Bridgend town centre in addition to the 28 already completed as part of the Rhiw redevelopment scheme.

We supported the development of a Business Improvement District (BID) in Bridgend Town Centre. In all, 84 businesses out of 128 voted in support of the trader-led proposal designed to give local businesses an opportunity to have a say on whether they wanted to have a direct involvement in the future development of the town centre. A BID company, CF31, was founded and a BID manager appointed with an office base established in the Rhiw Shopping Centre offices. We are committed to working with our partners to explore opportunities for grant funding and investment that will continue to deliver benefits for people who live, work, visit and shop in Bridgend town centre.



Please note: for all our outcome measures some of the indicators within this report are measuring long-term outcomes we want to achieve for our citizens and our services will contribute to them. The long-term outcome indicators are not suitable for specific targets, hence “increase” or “decrease”. Data for these long-term outcome indicators take time to collect and for those indicators we use the latest data available for reporting. Please also note that some data for 2016-17 are provisional, yet to be validated.

The trend arrow refers to the improvement trend an improvement trend will indicate an upward arrow.

Key:	↑ = increased or maximum performance	↓ = performance declined	↔ = performance stayed the same		National Performance Indicator
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OUR OUTCOME MEASURES FOR PRIORITY ONE – SUPPORTING A SUCCESSFUL ECONOMY

Aim - Help local people develop skills and take advantage of opportunities to succeed and to extend that success to every community in the County Borough

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
The number of participants we expect to work with under Communities for Work, BEWP and Bridges to Work (Higher preferred)	<i>Not applicable. New indicator identified for 2016-17</i>		776	722	n/a	n/a	n/a	n/a	Performance below target because of the late starting date of Communities for Work due to discussions with Welsh Government.
The number of apprenticeships and traineeships a) arising from the 21st Century schools programme and other BCBC-led projects and b) taken up by people who live in Bridgend (Higher preferred)	<i>Not applicable. New indicator identified for 2016-17</i>		(a) 4 (b) 2	(a) 4 (b) 3	n/a n/a	n/a n/a	n/a n/a	n/a	Target met.
The number of participants successfully completing community LEAD projects (Higher preferred)	<i>Not applicable. New indicator identified for 2016-17</i>		12	12	n/a	n/a	n/a	n/a	Target met.

Education Measures - (Figures for educational achievement relate to the previous academic year and actual results have been included where indicated)

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
The percentage of Year 11 leavers from schools in the Authority identified as not being in education, employment or training in the Careers Wales Annual Destination Survey Statistics (Lower preferred)	3.6% (60 leavers)	3.2%	3.4%	1.5%	↑	2	n/a	n/a	Significantly exceeded target and below the Wales average.
The percentage of schools meeting Learning & Skills Measure at Key Stage 4 & Post 16 (Higher preferred)	<i>New for 2015-16</i>	100%	100%	100%	↑	n/a	n/a	n/a	Target met and performance sustained.

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
Average wider points score for learners aged 17 (<i>Higher preferred</i>)	806	777	810	806	↑	823	n/a	n/a	Narrowly missed target remains below the Wales average, which increased this year from 800 to 823.
The percentage of pupils at A level achieving Level 3 threshold (<i>Higher preferred</i>)	96.6%	97.6%	98.6%	98.3%	↑	98%	n/a	n/a	Narrowly missed target but performance improved and better than the Welsh average which rose this year from 97.0% to 98.0%.
The percentage of pupils achieving 3 A*-A grades at A level (<i>Higher preferred</i>)	7.1%	5.3%	7.5%	6.1%	↑	6.7%	n/a	n/a	Below target and the Wales average which dropped this year from 7.9% to 6.7%.
The percentage of pupils aged 15, at the preceding 31 August, in schools maintained by the local authority who achieved the Level 2 threshold including a GCSE grade A* - C in English or Welsh first language and mathematics (<i>Higher preferred</i>)	54.8%	59.7%	61.1%	61.4%	↑	60.7%	59%	10	Exceeded target and higher than the Wales and South East Wales averages. Despite this, ranking dropped from 9th to 10th.
The size of the gap in educational attainments between pupils 15+ entitled to free school meals and those who are not (measured by Level 2 inclusive indicator) (<i>Lower preferred</i>)	36.3%	27.2%	23.8%	32.5%	↓	31.2%	n/a	n/a	Below target but the general direction is improving although fluctuating this year.
Average external qualifications point score for 16 year old Looked After Children in any local authority maintained learning setting (<i>Higher preferred</i>)	262 (41 children)	283.85	217*	216.3	↓	269	n/a	8	Marginally below target. This data ceased to be collected and published at a national level by Welsh Government. As a result, comparison against other LAs and All Wales averages is no longer possible.

*Static target reflects our knowledge of that year's cohort.

Aim - Create conditions for growth and enterprise

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016 - 17	SE Wales Average 2016-17	National Ranking	Comment
The number of VAT/PAYE registered businesses in the borough (<i>Higher preferred</i>)	4,090	4,440	Increase	4,540	↑	n/a	n/a	n/a	Exceeded target for third year.
The number of construction schemes for which the local authority has negotiated community benefits (<i>Higher preferred</i>)	<i>Not applicable. New indicator identified for 2016-17</i>		6	4	n/a	n/a	n/a	n/a	Target missed due to delays in two of the schemes.
The percentage of working age population that is in employment (<i>Higher preferred</i>)	69.8%	71.9%	Increase	69.6%	↓	71.4%	70.7%	n/a	Lower than last year but outside our control.

Aim - Create successful town centres

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Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
Total annual expenditure by tourists (Higher preferred)	£306.62m	£313.02m	£313.02m	£329.76m	↑	n/a	n/a	n/a	Exceeded target.
The number of visitors to town centres (footfall for Bridgend, Porthcawl) (Higher preferred)	Bridgend 5,354,363	Bridgend 6,527,906	Increase	Bridgend 7,971,331	↑	n/a	n/a	n/a	Significant increase on previous years' performance.
	Porthcawl 3,975,792	Porthcawl 5,013,457		Porthcawl 5,055,306	↑				
The number of vacant premises in town centres (Lower preferred)	Bridgend 55	Bridgend 55	Bridgend 55	Bridgend 67	↓	n/a	n/a	n/a	Overall steady improvement. Bridgend's result is disappointing but could be influenced by disruption caused by regeneration works in the town centre.
	Maesteg 19	Maesteg 19	Maesteg 19	Maesteg 10	↑				
	Porthcawl 17	Porthcawl 16	Porthcawl 17	Porthcawl 10	↑				
The number of residential units in Bridgend town centre, that have been (a) consented (b) completed (Higher preferred)	<i>Not applicable. New indicator identified for 2016-17</i>		(a) 8 (b) 28	a) 17 b) 28	n/a n/a	n/a	n/a	n/a	Target met and exceeded.
Financial value of externally funded town centre regeneration projects underway/in development (Higher preferred)	<i>Not applicable. New indicator identified for 2016-17</i>		£23m	£31.537m	n/a	n/a	n/a	n/a	Exceeded target significantly.

Priority Two - Helping people to be more self-reliant

In April 2016 the Social Services and Wellbeing (Wales) Act 2014 (the Act) came into force. The Act aims to improve the well-being of people who need care and support, and their carers. It also promotes a range of preventative services available within the community to reduce the need for formal, planned support. It meant that we continued to change the way we deliver services and support to people in Bridgend. We continued to provide good information, advice and assistance to the residents of Bridgend so that they were better equipped to manage situations themselves and the Council services could concentrate on those in greatest need.

We also focused on working with the third sector, the not-for-profit and private sector, to support communities to develop their own approaches to local issues and meet people's needs within the community.

How did we do in 2016-17 to fulfil our commitments and achieve outcomes for our community to be more self-reliant?

Give people more choice and control over what support they receive by providing early access to advice and information	Reduce demand by investing in targeted early help and intervention programmes
<p style="text-align: center;">Our Performance</p> <p>We developed local community coordination by appointing 2 more Local Community Coordinators to enable communities to be more self-reliant. We now have a Coordinator in the Ogmore, Llynfi and Garw valleys, working with young people, vulnerable adults, people with disabilities and carers to help them live as independently as possible. The local community co-ordinators supported 167 people to access community opportunities diverting them from statutory services.</p> <p>We developed appropriate mechanisms so that we could provide good information, advice and assistance to the public. We set up a single point of contact for people requiring help. We uploaded local information on the DEWIS Cymru website, a social care and well-being information website for citizens living in Wales. We commissioned Age Connect to provide an Information Brokerage service to promote early intervention and prevention, including signposting to community based support, activities, facilities and opportunities. During the year 2,108 adults and 2,042 children received advice and assistance from our information, advice and assistance service.</p> <p>We continued to involve service users, carers and communities in developing and commissioning services. In 2016/17, we undertook a wide-reaching consultation exercise to collect qualitative information about people who use social care services.</p> <p>We used surveys, questionnaires, online surveys, focus</p>	<p style="text-align: center;">Our Performance</p> <p>To help reduce demand for services, we produced a joint strategy across the teams working in targeted early help and intervention, and an action plan which focused on the work to safely reduce the numbers of looked after children. As a result the percentage of children supported to remain living within their family increased from 65% in the previous year to 75.6% in 2016-17. However, we narrowly missed our target of 12% of looked after children having 3 or more placements during the year but our performance of 13.08% was better than the previous year.</p>  <p>We continued to develop our multi-agency safeguarding hub (MASH). We made some progress on creating a single point of contact for all referrals, and most of the agencies working in MASH co-located within the Safeguarding Assessment Team. This team comprises a statutory services social work team, an early help team plus other specialists. However, it has taken longer than expected to find suitable accommodation which has impacted progress. All other work streams - ICT, Policies and Procedures and Information Sharing - are on target for the MASH to 'go live' in autumn 2017.</p> <p>We said that, in 2016-17, we would review and consider new models of service delivery for respite and residential care to ensure there is a flexible supportive service for people when they need it. Most of our work this year focused on respite care for children. We agreed and set up a new model of short breaks for children with disabilities in Bakers Way and began building work on a new 52 week provision for children with very complex needs. This means that the children will be able to stay in the borough rather than moving to a high cost placement far away from their family. A wider review of residential care, however, is being undertaken and is being consulted on.</p> <p>People told us that they want to stay in their homes for as long as possible so we continued to develop our homecare support services. As a result we reduced the average length of time older people (aged 65 or over) are supported in residential care homes from 1055 days to 899 days. We also reduced the number of people supported in long term care (residential) from 700 to 683 and increased the number of people who received a Telecare package from 2643 to 2921, enabling them to stay at home. However, we missed our target of 85 years being average age of people entering residential homes. This was because of a small number of adults under 65 years with complex disabilities entered residential care homes during the year and reduced the average age to 81.56 years. We reduced</p>

groups, elected members rota visits, complaints and compliments and consultation events. We asked 487 children and young people and 1272 adults what they thought about the services and support they received. We received 465 returns from adults, a response rate of 37%. 487 questionnaires were sent to children. 77 were returned a response rate of 16%. We sent out 41 questionnaires to carers (over 18 years) 13 returned, a response rate of 32%. The responses showed that 80.2% of people reported that they felt involved in any decisions made about their care and support, with 86.6% of people being satisfied with the care and support they received.

When asked, 80.8% of people reported that they received the right information and advice when they needed it and 86.6% of people reported that they were satisfied with the care and support they received.



Our reablement service supported 394 people. Reablement is short-term support designed to help older people or people with disabilities learn or re-learn skills and techniques,

and regain their confidence to manage as many daily living tasks as possible on their own. Of the people supported, 23.43% completed a period of reablement and six months later had a reduced package of care and support whilst 64.22% had no package of care and support.

We involved families/carers and young people themselves in the design of the new model for overnight Short Breaks services delivered from Bakers Way. We also involved families in selecting the agency to provide a housing support scheme for people with a learning disability.

the average length of time older people (aged 65 or over) are supported in residential care homes.

We developed service models for children in transition from childhood to adulthood, including children with disabilities and children leaving care. We started introducing a new transition service to support children with disabilities and their families as they move to adult services. The service is being introduced in a phased approach but progress to date has been slow.

For young people leaving care, we developed a range of move on and accommodation support services with Llamau and the Wallich. Llamau is providing a Crisis Intervention Service, a mediation worker, a development worker for supported lodgings. This is an accommodation based scheme for 16-17 year olds. The Wallich is providing a multi – agency and complex accommodation based scheme, a step down accommodation with support and an accommodation based scheme and tenancy move on floating support for 18-21 year olds.

With our partners, we set up a child sexual exploitation (CSE) Task Force to ensure that children at risk have the services necessary to support them. The Task Force addressed issues such as identifying and filling gaps in training, highlighting and tracking current and new CSE cases, monitoring and mapping children and young people who are reported as missing. In 2016-17 there were 672 occurrences of children reported missing to the police.

We continued to provide support to families through our Families First programme to help reduce child poverty. A total of 3,879 individuals / families accessed the Families First programme throughout the year. Of these, 1,553 accessed a commissioned project (single agency support); 220 families accessed support for having needs relating to disability and 353 families signed a TAF action plan. In addition, 164 young people and adults entered employment, education and/or training. One area of our programme is the Joint Assessment of Family Framework (JAFF) which provides a holistic assessment of support need for the family. The Team Around the Family (TAF) follows the JAFF by identifying support needed for those families requiring multi agency intervention. In all, 408 families completed a TAF support plan. Of those who completed the plan, 67% (273 families) saw their needs reduced or removed, which was a 17 % increase on the previous year. Other key areas of support included counselling support and supporting families with disabilities.

We took reasonable steps to help prevent homelessness, through early intervention, and cooperation from the household. We offered a range of activities such as resolving rent or service charge arrears, arranging accommodation with friends, relatives or returning home, mortgage arrears interventions or mortgage rescue. As a result the percentage of final duty homelessness acceptances as a proportion of all homelessness presentation dropped from 17.18% to 8.8% in 2016-17, a significant improvement.

We improved the early identification of children and families in need of support by completing arrangements for Early Help services. These included a 'one front door/one referral' form, a common assessment, as well as the relevant early help staff who carry out the new joint 'front door' arrangements being co-located with the Safeguarding Assessment Team.

The percentage of children in the Flying Start areas reached, exceeding or within one age band of their development milestones at age 3 years missed its target of 82%. A total of 236 children were assessed between the age of 35 and 37 months. Of all those children assessed, 67% (158) were either at or above their developmental norm or within one age band.



Support carers in maintaining their roles

Support the third sector, town and community councils and community groups to meet local needs

Our Performance

We worked with Action for Children and schools to support carers by providing the right information, advice and assistance where relevant. We ran a very successful programme of awareness-raising sessions for young carers in



our schools, with schools positive in adopting support arrangements for young carers. Young Carers are supported by the Young Carers Co-ordinator who is a member of the

Participation Network and the Anti-Bullying Network in order to keep school and local authority staff aware of young carers' issues. The Young Carer's Co-ordinator undertook 51 Young Carer Assessments this year. All assessments were for children of statutory school age and all were issued with Young Carer ID cards. We continued to work in partnership with Bridgend Carers Centre which provided 730 pieces of information, advice and assistance to carers through a variety of ways. Within the local authority, 277 adult carers' assessments were completed and incorporated into the assessment for the cared for person. As we only completed a low number (12) of stand-alone carers support plans, it suggests that the majority of the identified needs of carers were responded to within the support plan for the cared for person. The Care and Social Services Inspectorate Wales, our regulator, also commented on the excellent joint working we do with the Carers Centre, providing a crucial service for both carers and young carers.

We supported 250 people to stay at home through disabled facilities grants, helping them to maintain their independence.

Our Performance

We are committed to develop capacity of the third sector by finding new ways of working together. We worked closely with the Third Sector Stakeholder Reference Group to develop a joint strategy. This work is taking than expected and will remain a priority for us in 2017-18.

We set up a joint working group with Citizens' Advice Bureau to explore the impacts of welfare reform in the county borough. We identified that the greatest risk for residents is Personal Independence Payments but that there was an opportunity for the third sector to mitigate this. We are looking to start a third sector service in late autumn 2017.



We worked with Town and Community Councils to develop and publish a Town and Community Council Charter. The Charter sets out how all Councils will work together to build on existing good working relationships and each partner's commitment to delivering the provision and upkeep of local amenities.

We wanted community groups and the third sector to have more voice and control over community assets. Our Community Asset Transfer Officer met with sports clubs, community groups and Town and Community Councils to raise awareness of available opportunities. A toolkit to support community groups to manage transferred assets was developed and adopted. Community groups also received general and bespoke training via the CAT Business Support Contract. In all we supported eight community groups with packages of support to manage transferred assets, exceeding our target of three. We also started work on a new approach to supporting voluntary community centre management arrangements.

We are pleased to report that the Healthy Living Partnership with GLL/Halo exceeded participation targets for equalities groups such as older people, people with disabilities, girls, and women. We will take a similar approach with Awen Cultural Trust during 2017/18 based on the review of usage of assets and services such as Bryngarw Park, linked to our Strategic Equalities Plan. During 2016-17 the number of visits to our sport and leisure facilities where people participated in a physical activity rose from 9450 to 9600. The number of visits to public libraries during the year, per 1,000 population dropped slightly from 4351 to 4275. Whilst disappointing, this reflects results from across Wales.



We commission a wide range of services from the third sector to deliver support to older people, people with learning disabilities, people with physical disabilities and people with mental health issues. 365 adults received a service provided through a social enterprise, cooperative, user-led service or third sector organisation during the year. Organisations providing services included Crossroads Care, Trinity Care and Support, Sense Cymru, Drive, Cartrefi Cymru, Mirus, Reach and Ategi.

OUR OUTCOME MEASURES FOR PRIORITY TWO – HELPING PEOPLE TO BE SELF-RELIANT

Aim - Give people more choice and control over what support they receive by providing early access to advice and information

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
The number of a) adults and b) children who received advice and assistance from the information, advice and assistance service during the year <i>(Higher preferred)</i>	<i>Not applicable. New indicator identified for 2016-17</i>		Establish baseline	a) 2108 b) 2042	n/a n/a	n/a	n/a	n/a	No target set as this is a new indicator.
The percentage of people reporting that they felt involved in any decisions made about their care and support <i>(Higher preferred)</i>	<i>Not applicable. New indicator identified for 2016-17</i>		70%	80.2%	n/a	n/a	n/a	n/a	No target set as this is a new indicator.
The number of people reporting that they have received the right information and advice when they needed it <i>(Higher preferred)</i>	<i>Not applicable. New indicator identified for 2016-17</i>		Establish baseline	80.8%	n/a	n/a	n/a	n/a	No target set as this is a new indicator.
The number of people who are satisfied with the care and support they received <i>(Higher preferred)</i>	<i>Not applicable. New indicator identified for 2016-17</i>		Establish baseline	86.6%	n/a	n/a	n/a	n/a	No target set as this is a new indicator.
The percentage of adults who completed a period of reablement and six months later have: a) a reduced package of care and support or b) no package of care and support <i>(Higher preferred)</i>	<i>Not applicable. New indicator identified for 2016-17</i>		Establish baseline	a) 23.43% b) 64.22%	n/a n/a	n/a	n/a	n/a	No target set as this is a new indicator.

Aim - Reduce demand by investing in targeted early help and intervention programmes

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
The number of appropriate contacts to Multi-Agency Safeguarding Hub <i>(Higher preferred)</i>	<i>Not applicable. New indicator identified for 2016-17</i>		Establish baseline	0	n/a	n/a	n/a	n/a	Reporting will start when the Multi Agency Hub is fully operational.
The percentage of final duty homelessness acceptances as a proportion of all homelessness presentation <i>(Lower preferred)</i>	32.43%	9.09%	17.18%	8.8%	↑	n/a	n/a	n/a	Target exceeded.
The percentage of children supported to remain living within their family <i>(Higher preferred)</i>	<i>Not applicable. New indicator identified for 2016-17</i>		65%	75.6%	n/a	n/a	n/a	n/a	Target exceeded.
The average length of time older people (aged 65 or over) are supported in residential care homes <i>(Lower preferred)</i>	<i>Not applicable. New indicator identified for 2016-17</i>		1055 days	899 days	n/a	n/a	n/a	n/a	Target exceeded.
The average age of adults entering residential care homes <i>(Higher preferred)</i>	<i>Not applicable. New indicator identified for 2016-17</i>		84yrs	81.56yrs	n/a	n/a	n/a	n/a	Target exceeded.

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
The percentage of looked after children on 31 March who have had three or more placements during the year (<i>Lower preferred</i>)	11.8%	13.7%	12%	13.08%	↑	n/a	n/a	n/a	Definition changed - data no longer comparable across Wales. This is a complex area and there are many reasons why a child has three or more placements. Our performance improved though we narrowly missed our target.
The percentage of children in Flying Start areas reached, exceeding or within one age band of their development milestones at age 3 years) (<i>Higher preferred</i>)	77%	68%	82%	67%	↓	81%	n/a	n/a	Target was not met due to the delay in the expansion of the service.

Aim - Support carers in maintaining their roles

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
The number of people supported through a disabled facilities grant to help them remain independent (<i>Higher preferred</i>)	150	303	222	250	↑	n/a	n/a	n/a	Target exceeded.
The number of assessments of need for support for carers undertaken during the year i) of those, the number that lead to a support plan (<i>Higher preferred</i>)	<i>Not applicable. New indicator identified for 2016-17</i>		35	12	n/a	n/a	n/a	n/a	Target missed due to most carers assessments being incorporated into the assessment for the support plan for the cared for person.

Aim - Support the third sector, town and community councils and community groups to meet local needs

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016 - 17	SE Wales Average 2016-17	National Ranking	Comment
The number of community groups using packages of support to manage transferred assets (<i>Higher preferred</i>)	<i>Not applicable. New indicator identified for 2016-17</i>		3	8	n/a	n/a	n/a	n/a	Target exceeded.
The number of adults who received a service provided through a social enterprise, cooperative, user-led service or third sector organisation during the year (<i>Higher preferred</i>)	<i>Not applicable. New indicator identified for 2016-17</i>		Establish baseline, but estimate 50-60	365	n/a	n/a	n/a	n/a	Target exceeded due to improved mechanisms to capture numbers. This measure only includes people who are in receipt of a care and support plan.
Third Sector Strategy	<i>Not applicable. New indicator identified for 2016-17</i>		In place	Not in place	n/a	n/a	n/a	n/a	Not achieved but work has progressed.
Town and Community Council Charter (<i>Higher preferred</i>)	<i>Not applicable. New indicator identified for 2016-17</i>		In place	In place	n/a	n/a	n/a	n/a	Target achieved.

Priority Three -Smarter use of resources

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Over the period 2016-17 to 2019-20, the Council is expected to make recurrent budget reductions of some £35.5 million. Our target budget reduction for 2016-17 was almost £7.5 million and as in previous years, we continue to be committed to finding at least 50% of these reductions for the year by making smarter use of resources, and minimising any impact on services. As austerity continues, it becomes harder each year to make further budget reductions, but this year we continued to seek ways of working to save us money, primarily by making smarter use of our spending, our people and our buildings, making the most of the assets we retain.

How did we do in 2016-17 to fulfil our commitments and achieve outcomes whilst making smarter use of council resources?

To achieve the budget reductions identified in the Medium Term Financial Strategy	To improve the efficiency of and access to services by redesigning our systems and processes	To make the most of our physical assets, including school buildings
<p style="text-align: center;">Our Performance</p> <p>In 2016-17, we planned to make budget reductions of £7.477m, compared with £11.225m for 2015-16. Budget reductions of £5.632m (75%) of the planned savings proposals were achieved, with the remaining £1.845m achieved through alternative savings, the maximisation of grant and other income and strict vacancy management.</p> <p>We planned to save £450,000 from the Learner Transport budget for 2016-17 as the result of a policy change implemented in September 2016. However, the identified savings were not fully realised as there were no significant reductions in demand as anticipated and the requirement that we reassess all our safe routes to school. This meant we had to work much harder at achieving efficiencies elsewhere to mitigate against this spend.</p> <p>We did, however, make significant savings across all other areas, which included identifying services that could be provided more effectively and efficiently by other organisations.</p>	<p style="text-align: center;">Our Performance</p> <p>We committed to develop a range of automated and online services that are easy for citizens to use. The Digital Transformation programme will put our customers at the core of what we do by making our services more accessible online so that residents can pay for council products and report any local issues with the click of a few buttons. We already have the facility to pay for council tax online and some school meals can also be paid for electronically and we had planned to put a further 6 services online on a newly designed website. Our plan, however, experienced some delay. As part of this programme, we had planned for 30% of council tax customers to be able to access a 'my account' online facility, so that residents could log in securely and carry out any transactions they require. The scale of work needed to put all this in place is extensive, and has involved a complete redesign of our website, which is taking some time. We have, therefore, not been able to achieve this during the year, but continue to work with digital design specialists on identifying user needs that will help the website to take shape and complete the first phase of the 'my account' facility.</p> <p>We developed an integrated system, bringing together finance</p>	<p style="text-align: center;">Our Performance</p> <p>We continued to make progress on our commitment to provide new and improved schools to support the needs of all learners and their communities as part of the 21st Schools programme. Construction work began on two new primary schools on the site of the current Betws Primary School. These are the brand new Betws Primary School and the relocated Ysgol Gynradd Gymraeg Cwm Garw. A third new school, Brynmenyn Primary School is being relocated and built on the former site of Archbishop McGrath Catholic High School. Brynmenyn Primary school is due to open in Spring 2018 and will help us cope with a rising demand for school places in the Valleys Gateway area for many years to come.</p>  <p><i>Construction started on a state-of-the-art new Brynmenyn Primary School with pupils gathering on the site next to Coleg Cymunedol Y Dderwen for a special ceremony.</i></p> <p>We completed a consultation on the relocation of Pencoed Primary School and the Heol Y Cyw Campus to a new school building to be constructed on the current Pencoed</p>



We put in place a new model of service by developing an arts trust. Awen Cultural Trust, reshaped our Library Services and took over the delivery of our B-leaf and Wood-B services. This partnership arrangement saved us over £300,000.

We continued to make efficiencies through staff restructuring and reviewing how best to run services in the most effective way possible, enabling us to reduce our costs overall. We repaid loans early on ICT capital and reduced the cost of ICT systems, which enabled us to make further savings of £362,000.

We said we would identify and take forward at least three new income generation initiatives last year. We were unable to deliver this due to internal management changes, which led to a temporary reduction in capacity, as well as changes in EU law. We had planned to adjust credit card and debit card fees to achieve the full cost of recovery on payments. This was superseded by new EU regulations, which led to us achieving our financial target through reducing costs, so an increase in fees was not needed or appropriate. We are reviewing our current income generation initiatives with the possibility of identifying new initiatives for 2017-18.

and procurement systems and moving our most common internal processes to automatic to reduce transaction costs and streamline processes. This means when certain purchases are now made, they can be electronically authorised and automatically entered into the council's accounts. This removes the need for paper invoices to be manually authorised and the necessity for multiple data entries. It also creates back office efficiencies and improves the speed at which the council pays suppliers. Good progress was made during the year, with a phased roll out across suppliers. Next year, we will target our efforts towards the most common and repetitive spend to gain the greatest efficiencies.

We provided managers with access to our HR Database to view employee records including absence and training. This enabled them to be less reliant on HR for basic employee information. Direct access was also given for employees to update their own personal details on the system, making the process more efficient.

We reviewed and streamlined our legal and regulatory software and systems to improve our business processes. In 2015-16 we secured Welsh Government funding to webcast council meetings. Altogether we broadcast a total of 14 hours of meetings in 2016-17. This included 12 Development Control Committees, 2 Partnerships & Governance Overview and Scrutiny Committees and 1 Council meeting with total of 2,570 views, enabling residents to gain a better understanding of seeing how decisions which affect them are made. A draft webcasting plan is being developed in 2017-18.

The Shared Regulatory Service (SRS) implemented a new consolidated database replacing the 4 databases previously used across the 3 local authority areas for trading standards and environmental health functions. This was a significant task. The new database makes SRS more efficient as the system can be accessed any time of the day, regardless of location and it eliminates the need for each Council to carry out ICT maintenance whilst enabling opportunities for linking into the planned Public Protection Cymru initiative as other authorities also move towards using the database.

We further remodelled SRS by harmonising and improving our procedures and working practices. This reduced the need for three separate Food and Feed Law Service and Section 18 Plans. As a result, we improved our food business inspection programme by implementing an alternative programme of interventions in lower risk businesses that replaced resource intensive and time consuming full inspections so that we could

Primary playing fields. We are now in the process of entering into contracts for the Pencoed Primary, Brynmenyn Primary and Garw Valley South Schemes which are due to be completed by the end of 2019. Within the last decade, we have successfully completed a number of multi-million-pound projects including Archbishop McGrath Catholic School, Coleg Cymunedol-Y-Dderwen, Coity Primary School, Maesteg Comprehensive School, Penyfai CIW Primary School, Caerau Primary School, Ysgol Gyfun Gymraeg Llangynwyd and the Bryncethin Campus. These schools are among the very best in Wales, providing first class learning environments that will enable current and future generations of pupils to excel and achieve their potential. Much of our funding for school modernisation comes from Welsh Government. This year the expenditure target for the school modernisation programme was reviewed and adjusted during the year to ensure that we made best use of the funding.

We continued to rationalise our administrative estate to ensure the Council operates from one core office by March 2017. Major repair works began during the year on the Civic Offices, ensuring use for at least another 30 years. The work included replacing the badly leaking roof, introducing a new solar energy system, replacing windows, cleansing and protecting exterior stonework, reducing energy costs resulting in less of an impact on the environment. This forms part of our initiative to deliver multi-million pound savings by reducing the number of offices and depots we run, streamlining our structure by disposing of the former Sunnyside site and relocating 250 staff from our Ravens Court premises so



that the building can be leased to bring fresh business into the town centre. The repair works coincided with work in Angel Street to extend the cycling and pedestrian route from Ravens Court over the Water Street Bridge and into the town centre. Due to the difficulty in leasing Ravens Court and renovation of the Civic Offices, we were unable to achieve the 3:2 ratio of staff to desk in Civic Offices nor the full reduction in operational assets running costs planned for in the financial year.

The enhanced asset disposal programme continued to progress well. We exceeded our target of £4m this year by generating £5.625m of capital receipts. We sold the former Ogmores school fields, the former pupil referral unit and released surplus education land at Maesteg and Tondy. These sales not only provided match funding for our school modernisation programme, but also provided the opportunity to progress on two new extra care facilities within the borough. The sale of the Jennings building enabled further enhancement of the Porthcawl harbour quarter and the release of land at Coychurch Road in Bridgend will deliver much needed affordable housing in the town. The disposal strategy will be reviewed in 2017-18 to reflect the need to generate revenue as well as capital receipts.

Citizen Feedback

In our public consultation on Shaping Bridgend's Future, we found that 76% (825 respondents) agreed they were happy for some council services to be provided by other organisations. Of those responding, 65% also agreed that we should focus our resources on meeting the needs of the most vulnerable residents before providing services for the majority. Care of older people, social services for children and services for disabled people were the top three services that respondents



wanted to protect. The provision of services online was the most popular budget reduction measure in the consultation. We also asked for other suggestions of how the Council could save money in the future. Of the responses received the most popular suggestion, with 225 respondents, was to streamline the Council, our workforce, offices and processes. We have taken these suggestions on board.

prioritise our resources to higher risk premises. Food procedures across the 3 authorities were harmonised to produce one set of SRS food procedures which were externally audited by the Food Standards Agency. A single telephone contact number: 0300 123 6696, went live in November 2016. Operated through the Vale of Glamorgan's call centre, C1CV, it enables service users to call a single number regardless of where they live in the region. This change to service delivery was largely focused on improving the customer's experience rather than delivering efficiency gains. Calls can now be logged more effectively, providing more reliable information about call volumes and service demand.

We wanted to improve our understanding of citizens' views by increasing responses to consultations. For the first time we used a mobile device or tablet in informal/community-based settings, at events or engagement stands to gather citizens' feedback. We used 'clicker pads' to make it easier, quicker and more interesting for young people in particular to provide feedback. Sixty 15-year-olds at Coleg Cymunedol y Dderwen used these to share their views on future engagement methods to target 16-25 year olds. As a direct result of their feedback, we created an Instagram account for the council, which we launched during the Urdd Eisteddfod.

This adds to our portfolio of social media accounts (Twitter, Facebook and YouTube), which are used to encourage citizens to share their views. We also introduced an online youth survey for the first time as part of the budget consultation, 'Shaping Bridgend's Future'. As a result, the number of interactions from citizens on the corporate social media accounts increased by 11.3% against a target of 10%.

If you would like to follow the Council on Instagram, visit www.instagram.com/bridgendcbc.

During the year we reviewed our assets and services in order to transfer those most suitable to community groups and organisations. We concluded that key strategic decisions, particularly relating to parks, needed to be taken before we finalised systems and processes for community asset transfer. These are currently being reviewed to reflect the current economic climate, future Medium Term Financial Strategy Savings (MTFS), and our previous experience of transferring community assets. During the year the four Town and Community Councils (Bridgend, Pencoed, Porthcawl and Pyle) progressed applications on the transfer of public toilets, pavilions and playing fields. A total of 66 community organisations, predominantly sports clubs and associations, contacted us about undertaking the management of 55 different assets primarily pavilions and playing fields. We did not meet our target of 5 community assets being transferred: however, 19 applications were at differing stages of development, ranging from formal expressions of interest to have assets transferred, to submitting business cases or seeking final approval. Work will continue to ensure that those assets suitable for transfer can be progressed effectively and efficiently.

We continued to work on making the Waterton site available to market for housing development as part of the Parc Afon Ewenni scheme. During the year, buildings were demolished on the site and some services relocated to the Bryncethin Depot. Technical reports were commissioned and a marketing programme developed. Discussions with adjoining land owners were held, with a view to encouraging comprehensive development at the site.

We implemented energy and carbon reduction measures and promoted good practice in all our public buildings to help them reduce their carbon footprint and achieve 3% carbon reduction. For the fifth year in a row, we significantly exceeded the target of 3% set by Welsh Government, achieving a 12.79% change in carbon dioxide emissions in the non-domestic public building stock. This performance has a beneficial impact on the council's energy bills and also reduces the council's carbon tax payments.

To develop the culture and skills required to meet the needs of a changing organisation

Our Performance

We supported managers to lead staff through organisational change by developing resources for managers. We provided toolkits, face to face training and e-learning to support managers to manage effectively in a changing environment. During the year 231 managers received training to improve their people management skills (including absence management), whilst 295 officers undertook training to improve their Welsh Language skills. New accredited management development training (funded by Welsh Government's Apprenticeship programme) was also introduced and will be further progressed and evaluated in 2017/18.

Work was undertaken during the year to develop workforce planning strategy in line with the corporate agenda. Helping managers manage sickness absence continued to be a priority. This included further developing sickness data to inform sickness across core services. Although we made some progress in reducing sickness absence, we didn't meet our challenging target of 8.5 days per full-time employee. Workshops were also held with some staff during the year on the Digital Transformation Programme which will lead to new ways of working for affected staff, as residents



access some services and report issues through this new online facility.

At a time of change, some staff can find things unsettling and need some support. Our staff therefore continued to benefit from free help and support from a confidential 24/7 service, called Care First. This service provides a range of advice to help with mental health issues that staff may be experiencing such as depression, anxiety and stress as well as personal issues and health worries.

The range of learning and development opportunities for staff, including opportunities to learn Welsh, increased in the year to meet service needs, corporate priorities and statutory requirements. The Learning and Development website which was launched last year has seen the number of staff undertaking e learning grow. The website offers a comprehensive staff training and development programme for the workforce with 59.1% of staff completing e-learning modules during the year, compared with 43.1% in 2015-16.

To make the most of our spend on goods and services

Our Performance

We restructured the Corporate Procurement Unit and implemented a new category management approach providing us with a more structured and standardised method of procuring goods and services. This has enabled us to build expertise and in depth knowledge of how money is spent within a specific area and deliver efficiency savings. We worked closely with the local market, third sector and SMEs conducting regular pre procurement provider events which proved successful in upskilling the market and ensuring that local providers are 'tender ready' and able to bid competitively against national organisations. As part of the eProcurement review, we implemented e-tendering, a paperless process allowing bidders to submit tenders electronically, reducing the cost of bidding for business.

We used the National Procurement Services to make savings on common and repetitive spend, such as stationery, postal services, hybrid mail, Occupational Health and printer consumables. Collaboration and joint regional working ensured further efficiencies were achieved by aggregating spend and working in partnership with the National Procurement Services and Western Bay. Monitoring our Corporate Contracts Register has also provided an insight into how we spend our money, which gave us the opportunity to aggregate our spend and



understand where we could make best use of our resources in the most efficient way. This monitoring will be ongoing to ensure continued compliance.

We continued to work in partnership alongside Bridgend Association of Voluntary Organisations (BAVO) and Business Wales to organise a joint bespoke tendering and procurement event for the third sector in the County Borough of Bridgend which enabled us to identify and deliver an event which was designed to meet the needs of the Sector. We achieved a 100% tender compliance in the year.

OUR OUTCOME MEASURES FOR PRIORITY THREE – SMARTER USE OF RESOURCES

Aim - To achieve the budget reductions identified in the Medium Term Financial Strategy

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
Percentage of budget reductions achieved (Higher preferred)	92.5%	100%	100%	75%	n/a	n/a	n/a	n/a	Target missed due to shortfalls in savings across directorates.
The number of new income generating initiatives in place and income generated (Higher preferred)	9 new initiatives over the 3 year period, generating some £1.511m over the 3 year period.		3 new initiatives	0	n/a	n/a	n/a	n/a	To be developed under our commercialisation programme.

Aim -To improve the efficiency of and access to services by redesigning our systems and processes

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
Number of services that are available to the public online (Higher preferred)	Not applicable. New indicator for 2016-17		6	0	n/a	n/a	n/a	n/a	Target not met due to delays in implementing systems.
Percentage of Council Tax customers accessing on line service through 'my account' (Higher preferred)	0%	0%	30%	0%	n/a	n/a	n/a	n/a	Target not met due to delays in implementing systems.
(Develop content to support) the number of interactions from citizens on the corporate social media accounts (Facebook and Twitter) (Higher preferred)	Data not collected		10% increase on previous year	11.3%	n/a	n/a	n/a	n/a	Target exceeded.

Aim - To make the most of our physical assets, including school buildings

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
School modernisation Programme expenditure profile met (Lower preferred)	£5.677m	£6.907m	£3.573m	£3.113m	n/a	n/a	n/a	n/a	The key aspect was to ensure that we spent all of the Welsh Government allocation for 2016-2017 (£2,700,000). The additional expenditure was funded by BCBC Capital. The unspent BCBC allocation will be rolled forward to 2017-2018.
Reduction in operational assets running costs (Higher preferred)	£89,290	£442,000	£195,000	£22,500	↓	n/a	n/a	n/a	Target based on the leasing of Ravens Court which is off target.
Ratio of staff to desk in Civic Office (Lower)	Data not available	6:5	3:2	1:1	↓	n/a	n/a	n/a	Target not met as Ravens Court has not been leased and staff relocated to Civic Offices.
Realisation of capital receipts target	£4.2m	£5.9m	£4m	£5.625m	↓	n/a	n/a	n/a	Target exceeded.

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
<i>(Higher preferred)</i>									
Percentage reduction in carbon emissions on previous year <i>(Higher preferred)</i>	6.68%	8.28%	3%*	12.79%	↑	n/a	n/a	n/a	Target exceeded.
Average Display Energy Certificate (DEC) energy performance operational rating for buildings over 1000m ² <i>(Lower preferred)</i>	94.83	90.57	96.61	86.94	↑	n/a	n/a	n/a	Target exceeded.
The number of Council owned assets transferred to the community for running <i>(Higher preferred)</i>	<i>Not applicable. New indicator for 2016-17</i>		5	0	n/a	n/a	n/a	n/a	Target not met because transfers are underway but were not completed by the end of the financial year.

* Static target set by Welsh Government.

Aim - Develop the culture and skills required to meet the needs of a changing organisation

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence <i>(Lower preferred)</i>	10.8	10.7	8.5	10.7	↔	10.3	10.6	13	Performance has remained stable for the past 2 years with a figure of 10.7 We have climbed in the rankings from 14th to 13th.
Percentage of employees completing e-learning modules <i>(Higher preferred)</i>	n/a	43.1%	40%	59.1%	↑	n/a	n/a	n/a	Target exceeded.
The number of managers receiving training to improve their people management skills (including absence management) <i>(Higher preferred)</i>	<i>Not applicable. New indicator for 2016-17</i>		200	231	n/a	n/a	n/a	n/a	Target exceeded.
The number of employees receiving training to improve Welsh language skills <i>(Higher preferred)</i>	<i>Not applicable. New indicator for 2016-17</i>		150	295	n/a	n/a	n/a	n/a	Target exceeded.

Aim - To make the most of our spend on goods and services

Measure and preferred	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
Percentage of tenders above EU threshold compliant with the Public Contract Regulations 2015 that are compliant <i>(Higher preferred)</i>	<i>Not applicable. New indicator for 2016-17</i>		100%	100%	n/a	n/a	n/a	n/a	Target met.

National Indicators (Public Accountability Measures)

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
Percentage of: i) All pupils (including those in local authority care) in any local authority maintained school, aged 15 as at the preceding 31 August that leave compulsory education, training or work based learning without an approved external qualification (<i>Lower preferred</i>)	0.1	0.1	0.1	0.1	↔	0.2	0.4	9	Performance maintained and above Wales average.
Percentage of: ii) pupils in local authority care in any local authority maintained school, aged 15 as at the preceding 31 August that leave compulsory education, training or work based learning without an approved external qualification (<i>Lower preferred</i>)	0	0	0	0	↔	1.1	2.1	1	Performance maintained for the 4th consecutive year and in ranking.
Number of visits to local authority sport and leisure facilities during the year per 1,000 population where the visitor will be participating in physical activity (<i>Higher preferred</i>)	9528	9634	9450	9600	↓	8,387	7,829	5	Performance slightly below last year but significantly above the Wales average.
Rate of delayed transfers of care for social care reasons per 1,000 population aged 75 and over (<i>Lower preferred</i>)	n/a	n/a	2.25	0.66	n/a	n/a	n/a	n/a	New definition so no comparable data.
Percentage of children looked after at 31 March who have experienced one or more changes of school, during a period or periods of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March (<i>Lower preferred</i>)	n/a	14.8	14	15.74	↓	n/a	n/a	n/a	37 children experienced one or more changes of school including moving to/from out of county provision, and moves within the local authority for reasons of, for example, parental choice, and behaviour.
Percentage of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment (<i>Higher preferred</i>)	86.2	87.6	88.4	87.9	↑	89.0	89.6	17	Over 3 years, the trend is one of improvement in all subjects but Bridgend's rate of improvement is lower than All-Wales. The schools that improved at the slowest rate (or did not improve) for this indicator year have been identified and are receiving additional support and monitoring.
Percentage of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core Subject Indicator as determined by Teacher Assessment (<i>Higher preferred</i>)	79.3	84.3	87.2	87.4	↑	86.1	85.6	8	Above target and ranking improved from 11th to 8th.
Percentage of pupils assessed, in schools maintained by the local authority, receiving a Teacher Assessment in Welsh (first language) at the end of Key Stage 3 (<i>Higher preferred</i>)	6.6	6.7	5.3	5.2	↓	18.0	9.6	17	Marginally below target due to there being fewer pupils in the year group.
The average wider point score for age 15 at the preceding 31 st August, in schools maintained by the Local Authority (<i>Higher preferred</i>)	486	527.6	550	564.1	↑	531.0	512.4	5	Target exceeded. We have climbed from 13th (Quarter 3) to 5th (Quarter 1) position in Wales.
Percentage of final statements of special education need issued within 26 weeks: (a) Including exceptions; (<i>Higher preferred</i>)	50	81.7	90	62.7	↓	77.4	79.6	18	The target of 90% was not achieved due to the fact that as many as 75% of new cases had a complexity attracting an exception.

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
Percentage of final statements of special education need issued within 26 weeks: (b) Excluding exceptions (<i>Higher preferred</i>)	100	100	100	100	↑	95.4	94.8	1	Performance maintained at maximum for third year.
Percentage of pupil attendance in primary schools (<i>Higher preferred</i>)	94.8	95.1	95.7	95.3	↑	94.9	94.9	6	Target marginally missed but performance improved .
Percentage of pupil attendance in secondary schools (<i>Higher preferred</i>)	93.9	94.3	95.1	94.5	↑	94.2	94.1	6	Target marginally missed but performance improved
Number of visits to public libraries during the year, per 1,000 population (<i>Higher preferred</i>)	4460	4351	4400	4275	↓	5,480	5,812	17	Target missed. Figure has declined for 3 consecutive years in line with rest of Wales.
Number of additional affordable housing units provided throughout the year as a percentage of all additional housing units provided during the year (<i>Higher preferred</i>)	26.54	29.4	10	26.36	↓	36	35	19	Performance is lower than last year, as there was an increase of cases where developers were finding viability issues for taking developments forward over 16-17
Percentage of food establishments which are broadly compliant with food hygiene standards (<i>Higher preferred</i>)	93.16	95.11	94	94.69	↓	95.16	93.21	14	Marginally above target but lower than the Wales average.
Average number of calendar days taken to deliver a Disabled Facilities Grant (<i>Lower preferred</i>)	182	321.51	231	242.41	↑	224	220	13	A lower number of fast track DFGs were completed than anticipated which has resulted in the slightly higher than target figure raising our ranking from 21st (Quarter 4) to 13th (Quarter 3) and above the Wales average but narrowly missing our target.
Percentage of private sector dwellings that had been vacant for more than 6 months at 1 April that were returned to occupation during the year through direct action by the local authority (<i>Higher preferred</i>)	6.48	4.02	7.86	2.2	↓	8.79	5.44	18	1485 owners of empty residential dwellings were contacted in the year by the Authority but engagement by owners was relatively low and the powers of the Authority to act in this area are limited.
Percentage of highways and relevant land inspected of a high or acceptable standards of cleanliness (<i>Higher preferred</i>)	93.45	89.43	97	92.1	↑	96.6	95.9	19	The standard of cleanliness has been affected by the reduction in staffing levels under proposals brought forward under the MTFS.
Percentage of reported fly tipping incidents cleared within 5 working days (<i>Higher preferred</i>)	95.6	97.55	98	96.85	↓	95.37	97.91	11	The service has been affected by the reduction in staffing levels under proposals brought forward under the MTFS. Target narrowly missed but above the Wales average.
Percentage of adults aged 60 or over who hold a concessionary bus pass (<i>Higher preferred</i>)	90.65	91.32	89	87.49	↓	87	91.2	10	Figures are less than last year's, due to the NFI database (National Fraud Initiative) and the inclusion of having access to the 'Tell Us Once' system improving accuracy of numbers.
Percentage of: Principal (A) roads, non-principal (B) roads, and non principal (C) roads in overall poor condition (<i>Lower preferred</i>)	7.77	7.06	8.7	6.59	↑	10.7	6.5	11	Improved performance and above both target and the Wales average.
The percentage of municipal waste collected by local authorities sent to landfill (<i>Lower preferred</i>)	13.05	13.8	30	11.6	↑	9.5	3.6	16	Improved performance but strong performance from other authorities saw the council's overall position slip back to 16 th . A new recycling

Measure and preferred outcome	Actual 2014-15	Actual 2015-16	Target 2016-17	Actual 2016-17	Trend	Wales Average 2016-17	SE Wales Average 2016-17	National Ranking	Comment
									scheme in place from 5th June 2017 throughout BCBC will improve recycling indicator returns.
Percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated bio-wastes that are composted or treated biologically in another way (<i>Higher preferred</i>)	57.06	59.04	58	57.9	↓	63.81	62.22	21	Our performance has remained consistent whereas other authorities have significantly improved their performance. A new recycling scheme in place from 5th June 2017 throughout BCBC will improve recycling indicator returns.
The percentage change in the average Display Energy Certificate (DEC) score within local authority public buildings over 1,000 square metres (<i>Higher preferred</i>)	n/a	4.5	3.0	4.1	↓	1.9	1.6	6	Target exceeded. Despite a marginal drop in performance from the previous year, our ranking improved from 9th to 6th, due to worsening performance by other authorities.

Financial Performance (subject to validation)

Our financial environment is becoming increasingly challenging. We need to make unprecedented savings in the future that can only be achieved by changing the way we work and changing the way services are delivered. Last year, the gross amount we spent on delivering services to our citizens and investing in our landscape and infrastructure totalled around £440 million. The total amount that we have available to spend is made up from three main sources listed below.

Revenue Expenditure

Our revenue expenditure represents day to day costs such as salaries, equipment, supplies and services. Our **net** revenue expenditure in 2016-17 after allowing for appropriation to earmarked reserve, additional income from council tax and an underspend on general contingencies (as reported to Cabinet in June 2017) was **£254.535 million**, which resulted in an underspend of £356,000 which was transferred to the Council Fund. The table below shows the expenditure and proportion of spend per Improvement Priority in 2016-17:

Improvement Priority for 2016-17	Revised Budget	Actual Outturn	Actual Over/(Under) Spend
	2016-17 (£'Million)	2016-17 (£'Million)	2016-17 (£'Million)
1. Supporting a successful economy	46.8	45.5	-1.3
2. Helping people to be more self-reliant	48.6	48.7	0.1
3. Smarter use of resources	1.01	0.8	-0.2
4. Core services and statutory functions	158.4	159.5	1.1
TOTAL	254.9	254.5	-0.3

Capital Expenditure

This represents our spending on schools and infrastructure such as roads, bridges and buildings. These assets will benefit the community over long periods of time and the expenditure is largely financed by borrowing and capital grants.

Our capital expenditure in 2016-17 was **£18.27 million**, where the main projects carried out during the year included:

- £1,288,000 Brynmenyn Primary School;
- £ 2,449,000 Disabled Facility grants & Private Sector Housing;
- £ 907,000 Garw Valley South Primary Provision;
- £ 863,000 Pencoed Primary School;
- £1,533,000 Civic Offices External Envelope Scheme
- £ 3,316,000 Vibrant and Viable Places; and
- £ 1,391,000 Transport Schemes.

Grants

We also received specific government grants, in addition to the core Revenue Support Grant and Non-domestic Rate (NDR) allocations, totalling **£91.7 million** during 2016-17, which we are able to use in addition to our own Revenue and Capital expenditure. The main grants received during 2016-17 included:

- £6,465,000 Post-16 Grant;
- £5,816,000 Supporting People grant;
- £2,777,000 Sustainable Waste grant;

What Did Our Regulators Say about Us?

The Auditor General for Wales (the Auditor General) audited the Council's Improvement Plan for 2016-17, and also one for 2017-18, and for each year certified that the Council had discharged its duties under section 15(6) to (9) of the Measure and has acted in accordance with Welsh Government guidance sufficiently to discharge its duties.

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In 2016-17, the Auditor General undertook improvement assessment work under three themes: governance, use of resources, and Corporate Assessment Follow up.

Based on the work carried out by the Wales Audit Office and relevant regulators, the Auditor General has concluded that the Council is meeting its statutory requirements in relation to continuous improvement.

Key Positive Findings

The Council

- has three clear priorities that shape its decisions on significant service change and it seeks to learn and improve its arrangements
- has clear governance and accountability arrangements and positive working relationships between officers and members
- typically considers a range of options for significant service changes that are supported by clear information,
- has generally effective consultation arrangements when considering significant service changes
- complied with its responsibilities relating to financial reporting and use of resources
- has appropriate arrangements in place to secure best use of its resources
- has a sound financial planning framework and achieved of 83% of its planned 2015-16 savings in year and can demonstrate that individual savings have been delivered
- has an effective corporate framework for financial planning
- has responded effectively to the issues WAO raised in the Corporate Assessment and has either fully implemented WAO proposals for improvement or has made progress against them.

Proposed areas for improvement

Given the wide range of services provided by the Council and the challenges it is facing, it would be unusual if the Auditor General did not find things that can be improved. Four proposals for improvement were identified under the following two themes:

Governance

The Council should:

- improve the availability and accessibility of information relating to decision-making on significant service change, including, for example, publishing Forward Work Programme(s) that cover Cabinet and Council business.
- resolve how it will embed the sustainable development principle into decision-making.
- set out clearly how the impact of service change will be monitored at the point of decision.

Use of resources

- Strengthen financial planning arrangements by ensuring that savings proposals are:
 - fully developed
 - clearly identified over the period of the MTFP and
 - include realistic delivery timescales prior to inclusion in the annual budget.

Care and Social Services Inspectorate Wales (CSSIW) undertook an inspection of children's services in January/ February 2017. The report showed that Bridgend had worked hard to implement the Social Services and Well-Being (Wales) Act 2014 and had achieved a lot during a time of significant change. The inspectors reported that some of the practice they had seen varied and that more needs to be done in the areas of decision making, risk assessment, quality assurance and multi-agency engagement.

Proposed Areas for improvement

The authority was required to produce an improvement plan in response to the report focusing on the recommendations below:

- Develop a range of user-friendly information signposting to preventative services
- Continuously monitor caseloads and quality assurance reports
- Improve the quality and consistency of assessments and plans
- Increase the voices of children and families in shaping service planning
- Continue to focus on staff retention and promoting the timely recruitment of experienced staff.

An improvement plan is now in place.

Our Improvement and Wellbeing Objectives for 2017 - 18

In April 2016, the Well-being of Future Generations (Wales) Act 2015 came into effect. The Act is about improving the economic, social, environmental and cultural well-being of Wales. It places a duty upon all public bodies to apply the principles of sustainable development to ensure that present needs are met without compromising the ability of future generations to meet their own needs. The Act sets out seven long-term national goals:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales.

As a public body, the Council has a duty to work towards achieving these seven goals. The Act requires that we set our well-being objectives and take steps to realise them.

In our Corporate Plan 2016-20, we set out our improvement objectives, having taken into account long-term needs, shrinking resources, and increasing demand on services, whilst still delivering the things that citizens told us are most important.

These are:

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

The three improvement priorities were reviewed against the requirements of the Well-being of Future Generations (Wales) Act 2015 and the Council decided that these three priorities are our wellbeing objectives. We also embedded the Council's wellbeing state, required by the Act, into the corporate plan, and it sets out how our priorities link to the seven national wellbeing goals.

For full details on the actions we have in place to deliver each Improvement and Wellbeing Priority, please visit the Corporate Improvement page on our website and view our Corporate Plan:

<http://www1.bridgend.gov.uk/media/341723/corporate-plan-2016-2020.pdf>.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

3 OCTOBER 2017

REPORT OF THE CHIEF EXECUTIVE

REVIEWED PERFORMANCE MANAGEMENT FRAMEWORK

1. Purpose of Report

- 1.1 To present the Council's reviewed Performance Management Framework (attached as **Appendix A**) for Cabinet to approve and adopt.

2. Connection To Corporate Improvement Objectives / Other Corporate Priorities

- 2.1 The Framework provides guidance to everyone involved in delivering the Council's priorities and outcomes for local citizens as set out in the Corporate Plan.

3. Background

- 3.1 Under section 2 of the Local Government (Wales) Measure 2009, the Council has a general duty to "make arrangements to secure continuous improvement in the exercise of its functions".
- 3.2 The Council re-engineered its Performance Management Framework in 2013 to help achieve continuous improvement. The framework sets out the Council's performance management approach, the systematic plan-do-review-revise cycle; introduces the notion of "golden thread"; defines processes and procedures for performance management; and identifies responsibility and accountability for each stage of performance management. The framework also includes expectations around the style and behaviour of managers. It is a comprehensive document.
- 3.3 Since the framework was adopted by Cabinet in 2014, the Council has made fundamental changes to the ways in which services are provided in response mainly to the diminishing resources and increasing demands for services, but also due to the "one council" approach. This means that the current framework does not quite reflect all that the Council actually does and includes things it does not do anymore. There is also a need to simplify the framework, to make it more meaningful and useful for officers, elected members and all those who are engaged in the Council's performance management.
- 3.4 The Well-being of Future Generations (Wales) Act 2015 was introduced in 2016. The Act requires that public bodies carry out sustainable development. It also requires that public bodies set well-being objectives and take all reasonable steps to meet those objectives.
- 3.5 While the Council's Scrutiny Committees hold Cabinet to account and support the delivery of council priorities and core services, the ultimate responsibility for performance management lies with Cabinet.

4. Current Situation

4.1 The Performance Management Framework has been reviewed and simplified to reflect the Council's current practice, in particular, the "one council" approach, and make it more meaningful for the users. Specifically, the simplified document (**Appendix A**)

- clearly defines why performance management is important to the Council;
- embeds sustainability as defined by the Well-being of Future Generations (Wales) Act into the framework;
- retains the Council's systematic approach to performance management, the plan-do-review-revise cycle;
- succinctly describes the levels at which the plan-do-review-revise approach applies;
- brings the Medium-Term Financial Strategy and Project/Programme management into the framework;
- strengthens the need for performance management arrangements when the Council works with partners and commissions services; and
- sets out responsibility and accountability for performance management.

4.2 A two-page version of the framework (**Appendix B**) has been created to help members of staff, Councillors and anybody who delivers services on behalf of the Council understand why the Council sees performance management as important and the features of effective performance management.

5. Effect Upon Policy Framework & Procedure Rules

5.1 The performance management framework forms part of the policy framework and procedure rules.

6. Equality Impact Assessment

6.1 There are no equalities implications in this report.

7. Financial Implications

7.1 There are no financial implications in this report.

8. Recommendation

8.1 Cabinet approves and adopts the reviewed and simplified Performance Management Framework.

Darren Mephram
Chief Executive
19 September 2017

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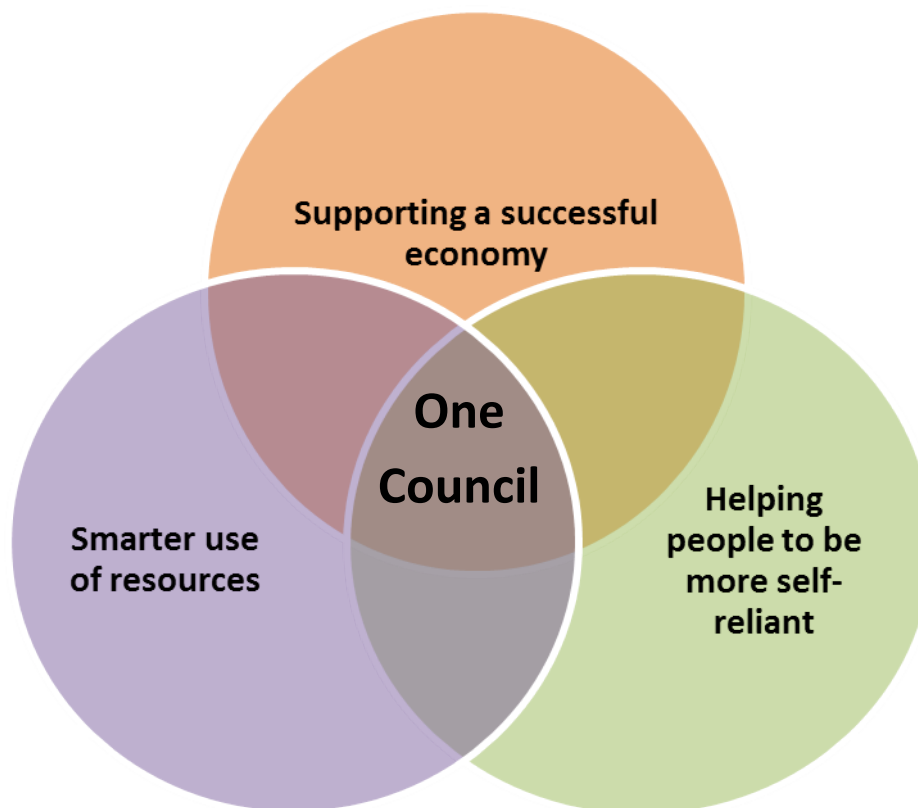
Background documents

None

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Performance Management Framework

Reviewed 2017



Bridgend County Borough Council

One Council Working Together to Improve Lives

Foreword

I am pleased to launch the Council's reviewed Performance Management Framework.

This Council is uniquely placed to bring its own services together with the work of other agencies, communities, families and individuals for the benefit of the people of the county.

We recognise that we will have to make significant changes to the way we think and operate in order to meet the significant challenges ahead of our communities – not least the increasing demands made on many of our services, against the background of a shrinking budget and economic uncertainty.

Realising our vision will depend on us all having a shared understanding of our corporate priorities and statutory obligations as well as our individual roles and responsibilities in their achievement.

This framework, designed for everyone involved in delivering the outcomes we want, sets out our systematic approach to performance management, linking service delivery to our vision and priorities. It identifies responsibility and accountability for each stage of the Council's performance management process, from business planning, to service delivery, to performance review and to changes that may be necessary.

I commend this framework to you. It is designed to help us continually to plan, implement, review and revise our work so that we can successfully improve lives in the county borough, working together with others.

Darren Mepham

Chief Executive

Bridgend Council Borough Council

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1. Defining Performance Management

1.1 Definition

Performance management is defined as ‘taking action in response to actual performances to make outcomes for users and the public better than they would otherwise be’ (Source IDEA).

1.2 Why is Performance Management Important to Us?

Performance management is important because it allows us to:

- assess short-term needs and long-term sustainability;
- prioritise what needs to be done within the resources available;
- ensure we provide value for money;
- motivate and engage staff and assign accountability;
- identify and rectify poor performance at an early stage;
- learn from past performance and improve future performance; and
- increase public satisfaction.

1.3 Performance Management Approach

We take a systematic approach to performance management, following the industry-recognised ‘**plan-do-review-revise**’ cycle.

2. Plan

Effective planning is critical to success. It informs decision-making. It is also the prerequisite for performance monitoring.

2.1 Corporate Plan

Our Corporate Plan sets out the Council’s vision, priorities (which are the Council’s improvement and well-being objectives), outcomes and success measures. It also outlines corporate programmes, commitments and resources that are identified to support the delivery of the Plan.

The Chief Executive and the Corporate Management Board are responsible for developing the Corporate Plan, taking into account the sustainable development principle and the five ways of working that the principle has defined.

The Plan is scrutinised by the Corporate Overview and Scrutiny Committee, endorsed by Cabinet and approved by Council.

2.2 Medium-Term Financial Strategy (MTFS)

The Council’s MTFS provides an integrated planning and financial framework for the next four years, including the detailed budget strategy for the next financial year. The annual revenue budget and forward financial planning together with the capital programme enable the Council to align its financial resources with its priorities.

The Head of Finance (151 Officer) is responsible for developing the MTFS to ensure the MTFS supports the Council’s priorities and secure economy, efficiency and effectiveness in the Council’s use of resources.

The MTFS is scrutinised by the Corporate Overview and Scrutiny Committee, endorsed by Cabinet and approved by Council.

2.3 Programme and Project Plans

Proper planning ensures key elements of any given programme/project are thought through at the early stage. There should not be a ‘one size fits all’ approach to management documentation and

control due to variations in programme/project size or significance. Programme and project planning, therefore, should use appropriate corporate programme and project documentation templates.

It is the responsibility of the Senior Responsible Owners (SROs) and their programme boards to produce appropriate programme plans/programme documentation and seek appropriate level of approval in accordance with the corporate programme toolkit.

Appointed project managers are responsible for creating project plans and other required documentation.

The Corporate Programme Management Board (PMB/CMB) are responsible for holding the SROs and their programme boards accountable for producing appropriate plans and following appropriate approving procedures.

For transformation programmes, the planning documentation should clearly set out the desired outcomes and how the impact of changes will be monitored.

2.4 Directorate Business Plans

Directorate business plans are the action plans to the Council's Corporate Plan. They are the engine for success. Each plan outlines the contribution that the directorate will make to achieve the Council's priorities and outcomes. It sets out key milestones to carry out council commitments and defines performance indicators and targets. Directorate business plans also define directorate's priorities in carrying out the core services.

Our integrated business planning process provides the opportunity to make rational and coordinated decisions about levels and types of provisions and how and where to use resources: finance, people, skills and assets. It is also a key process for assessing risks to achievement and how to manage those risks.

Corporate Directors and their directorate management teams are responsible for developing their directorate business plans. Directorate business plans are challenged the Corporate Management Board, scrutinized by the Corporate Overview and Scrutiny Committee and endorsed by both the pertinent Cabinet Member/s and the Corporate Director.

2.5 Service & Group Delivery Plans

Service and group delivery plans translate directorate objectives into service targets and operational activity, aligning with finance, workforce and risk issues.

Heads of Service and Group Managers are responsible for producing their service and group delivery plans respectively.

2.6 Individual Plans (Staff Appraisals)

Individual plans (staff appraisals) translate service or group delivery plan objectives into practical working measures and targets for all members of staff within the Council. They ensure employees understand their contribution and accountability towards meeting the Council vision and priorities.

A full staff appraisal for every member of staff is carried out on an annual basis, in accordance with the Council's staff appraisal policy.

It is a joint responsibility of the line-manager and staff member to ensure that the appraisal is carried out in accordance to the Council's policy.

3. Do - Implementing and Monitoring Our Plans

The 'do' stage of performance management is about carrying out action and monitoring performance in delivering our plans. It is also about ensuring that there are proper systems and processes in place to support the achievement of our plans and ensuring that we use these systems and processes effectively.

On-going performance monitoring is vital to achieve our planned outcomes, as it allows for immediate responsive action(s) on a day-to-day basis at all levels of the Council.

3.1 Corporate Plan, MTFS and the Transformation Programme

It is the responsibility of the Corporate Management Board (CMB) and Cabinet to lead the implementation and monitoring of the progress of our corporate priorities and outcomes alongside the MTFS and Annual Budget. They are also responsible for dealing with emerging strategic, cross-cutting issues and corporate risks that might prevent the Council from achieving our planned outcomes.

Elected members have an important role to play in monitoring how well the Council is achieving its priorities. They should be prepared to challenge officers on service performance to ensure that priorities are delivered and the needs of local communities are being met.

The Council's Transformation Programme brings together key cross-cutting areas of activity to achieve the corporate priorities through changes to the way the authority works. SROs and their programme management boards are responsible for delivering the transformation programmes and projects allocated to them, and only exceptions and high risks and issues that they cannot solve get escalated to PMB/CMB.

The Corporate Programme Management Board (PMB/CMB) is responsible for overseeing the implementation of the Transformation Programme. PMB/CMB should consider any escalated exception reports in a timely manner,

3.2 Directorate/Service/Individual Plans

Corporate Directors and their Directorate Management Teams (DMTs) are responsible for delivering their business plans and monitoring progress. They are also responsible for the on-going monitoring of budgets and risks. Where necessary, corrective action(s) are cascaded down to the relevant Group Manager, who will raise these at their next team/one-to-one meeting.

It is the responsibility of the relevant Head of Service/Group Manager to deliver and monitor the progress of service or group plans. Any required actions that have cascaded down from the Corporate or Directorate level are assigned to relevant teams/officers who will take responsibility for it. Any significant performance breaches or risks identified during the monitoring process or through staff or customer feedback can also be filtered 'up the chain' to the Directorate level, for a corrective decision to be made.

It is the responsibility of staff to undertake and monitor their own individual objectives, as agreed in the staff appraisals, on a day-to-day basis. Regular one-to-one meetings between staff and managers should also take place throughout the year. This ensures that the frontline staff are doing exactly what needs to be done, and can adjust their work plan where needed based on the 'corrective action' cascaded down from corporate, directorate or service level.

4. Review

The review stage assesses whether or not we are on course to deliver our objectives and meet targets. It also identifies opportunities for improvement. This stage focuses on evaluating, or self-assessing, rather than monitoring.

4.1 Corporate Performance Assessment (CPA)

Corporate Performance Assessment (CPA) is undertaken quarterly, and is attended by Cabinet Members, members of the Corporate Management Board, and Heads of Service and is supported by the Corporate Performance and Finance teams. The purpose of the CPA is to:

- obtain a holistic view of the Council's performance, effectiveness and impact;
- identify and explore cross-cutting issues and overspends that affect more than one area;
- critically challenge areas of poor performance; and
- identify service improvement opportunities, risks to delivery, and resource implications.

The CPA focuses on assessing the progress in delivering the Council's Corporate Plan, MTFS, key risks and cross-cutting issues and their impact. It also considers emerging strategic themes and agrees 'one council' action.

4.2 Scrutiny by Overview and Scrutiny Committee(s)

The Council's Corporate Overview and Scrutiny Committee examines the Council's performance twice a year. The Council's Corporate Performance Team prepares a submission of performance information for the Committee, as agreed by the Committee.

During the year, directorate/service performance is also scrutinised by Scrutiny Subject Committees. It is the responsibility of the directorate business support team to prepare required performance information for the Subject Committees.

4.3 Programme and Project Review

The Council's transformation programme and projects are reviewed by the programme boards and project teams on a regular basis, as determined by each board. It is the project and programme manager's responsibility to provide necessary performance information for the review.

The Corporate Programme Management Board (PMB) is responsible for undertaking quarterly reviews of the transformation programme. The corporate transformation team is responsible for providing all necessary information to ensure effective reviews.

4.4 Directorate Performance Review

Semi-structured management review is undertaken at directorate level in the form of Directorate Management Team (DMT) meetings. Performance in delivering directorate business plans is reported and scrutinised at regular meetings, chaired by the relevant Corporate Director and supported by the directorate business support teams.

It is the responsibility of the Corporate Director and Finance Managers to ensure effective review at the directorate level. The business support teams are responsible for providing accurate and timely performance information for the directorate review. Strategic and key operational risks, workforce issues and asset management matters should form part of the review.

4.5 Service/Group/Individual Performance Review

Non-structured management review is undertaken at the service and group levels in the form of service or group meetings. It is the responsibility of the Head of Service and their managers for effective review at the service or group level. The business support teams are responsible for providing accurate and timely information.

These are formal review meetings between individuals and their line managers. Managers and staff are jointly responsible in ensuring that staff appraisals and review meetings occur within the corporate timescales.

5. Revise – Seeking Options about What May Need to Change

This stage is about analysing and learning from the information we have gained during the ‘review’ stage and from various other sources, including service users’ feedback and findings of external inspections and audit. It is also about seeking options for change through analysing what has and has not worked.

Based on our analysis, ‘revisions’ can be made at any level of the Council, from corporate priorities right through to individuals’ own personal objectives. These may include a redistribution of resources, revised plans and timescales, or even a revision to our objectives and priorities in the next round of planning.

6. Collaboration and Commissioning

6.1 Working with Our Partners

In order to achieve the overall vision for the County Borough we need to collaborate effectively with our partners to create an integrated approach to achieving outcomes for citizens.

When considering partnership working, we should ensure that we apply the same high standards of performance management in order to achieve our shared outcomes. This includes setting appropriate measures to enable partners and the public to judge progress and ensuring performance information covers the work of all partners.

6.2 Commissioning

We have a responsibility to find more effective ways of making public money deliver better outcomes for our citizens. In the current financial climate this has never been more important.

Commissioning is the process for deciding how to use the total resources available to the Council in order to improve outcomes in the most efficient, effective, equitable and sustainable way.

Where the Council enters into a commissioning activity, we should ensure clear performance management arrangements are in place so that all concerned parties have a firm understanding of what outcomes we want to achieve and how we are going to measure success. Performance information, including key performance indicators which are required to evaluate intended performance and outcomes, should be specified in the contract or service level agreement.

Contact

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Corporate Performance, Partnerships and Transformation
Operational and Partnership Services
Bridgend County Borough Council
Civic Offices | Angel Street | Bridgend | CF31 4WB

Phone/Ffôn: (01656) 643224 | Text phone/ Ffôn testun: 18001 01656 643224

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BCBC Performance Management Framework – Abridged Version

Performance management is about taking action in response to actual performances to make outcomes for users and the public better than they would otherwise be.

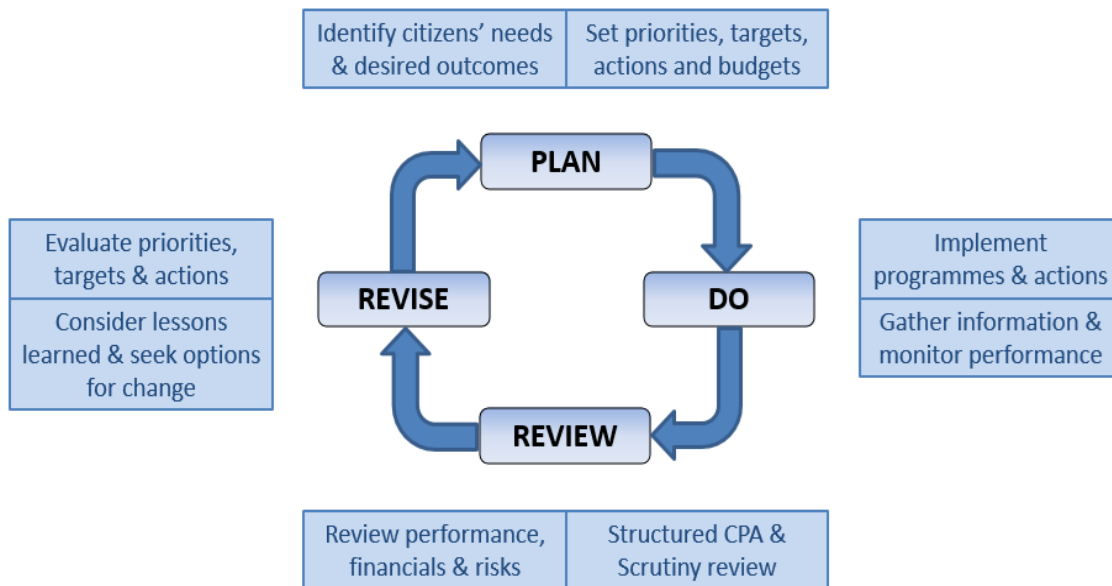
Why is Performance Management Important to Us?

Performance management is important because it allows us to:

- ◆ assess short-term needs and long-term sustainability;
- prioritise what needs to be done within the resources available;
- ensure we provide value for money;
- motivate and engage staff and assign accountability;
- identify and rectify poor performance at an early stage;
- learn from past performance and improve future performance; and
- increase public satisfaction.

Performance Management Approach

We take a systematic approach to performance management, following the industry-recognised ‘**plan-do-review-revise**’ cycle.



Roles and Responsibilities

<p>Elected Members</p> <ul style="list-style-type: none"> ◆ Political accountability ◆ Advocate decisions ◆ Challenge, scrutinise & make recommendations ◆ Approve and own Corporate Plan, Medium Term Financial Strategy & Annual Report ◆ Approve and scrutinise Directorate Business Plans ◆ Support officers in service delivery and monitoring progress to ensure citizens' needs are met ◆ Corporate decision-makers 	<p>Chief Officers (Chief Executive, Corporate Directors and Heads of Service)</p> <ul style="list-style-type: none"> ◆ Operational accountability ◆ Scrutinise & make recommendations ◆ Accountable for development & delivery of Corporate Plan, MTFS and other strategic plans ◆ Accountable for development, scrutiny and delivery of corporate transformation programmes and directorate business plans ◆ Accountable for corporate and Directorate performance assessment ◆ Corporate decision-makers (alongside Elected Members)
<p>Principal Officers (Group Managers/Managers)</p> <ul style="list-style-type: none"> ◆ Support in the development of Directorate Business Plans ◆ Accountable for developing and implementing service/group delivering plans ◆ On-going performance monitoring and review ◆ Responsible for implementing performance management systems and data accuracy ◆ Quality assure the data that is input and monitored on a day-to-day basis ◆ Responsible for providing performance management information and reports for corporate and service review ◆ Undertake annual staff appraisal & complete half-year review 	<p>All Staff</p> <ul style="list-style-type: none"> ◆ Responsible for performance and performance management ◆ Responsible for monitoring own individual plans and objectives ◆ Undertake annual staff appraisal & complete half-year review ◆ Provide input and feedback to ensure continuous improvement ◆ Provide services to our citizens - the face of the Council. ◆ Receive day-to-day feedback and escalate issues as required ◆ Gather and record information in a timely and accurate manner

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

3 OCTOBER 2017

REPORT OF THE HEAD OF FINANCE

CAPITAL PROGRAMME 2017-18 TO 2026-27

1. Purpose of Report

- 1.1 The purpose of this report is to seek agreement from Cabinet to present a report to Council for approval for a revised capital programme for 2017-18 to 2026-27.

2. Connection to Corporate Plan / Other Corporate Priorities

- 2.1 Capital investment in our assets is a key factor in meeting the Council's Priorities as set out in the Council's Corporate Plan.

3. Background

- 3.1 On 31st May 2017 Council approved a revised capital programme covering the period 2016-17 to 2026-27. This included slippage into 2017-18, new externally funded schemes and additional council funded schemes relating to the 21st Century Schools Programme. Since then, on 28th June 2017, Council approved that the Capital Programme be further amended to include funding for to the purchase of a Civil Parking mobile enforcement vehicle, at an estimated cost of circa £68,000. This brought the total value of the programme to £191.562 million (£191.494 million approved in May 2017 plus £68,000 in June 2017), of which £125.404 million was met from BCBC resources, including General Capital Funding from Welsh Government, and £66.158 million met from external resources.

4. Current situation / proposal.

- 4.1 Since the programme was last approved, a number of new schemes have been progressed which require that Council approve changes to the capital programme. These are outlined below.

4.2 Multi Agency Safeguarding Hub (MASH)

- 4.2.1 The establishment of a Bridgend Multi-Agency Safeguarding Hub (MASH) is a key part of corporate priority 2 – helping people to remain independent. This project is fundamental to driving the transformation of children's social care and the whole system approach by creating a single point of contact for frontline staff who receive thousands of referrals from professionals with safeguarding concerns. Our main partner will be South Wales Police (SWP) with Abertawe Bro Morgannwg University Health Board (ABMU), the National Probation Service (NPS), Wales Community Rehabilitation Company and the Police and Crime Commissioner for South Wales also being key partners in the MASH arrangements.

4.2.2 The reasons for undertaking this project are to improve outcomes for children, young people and their families, by making sure that our systems and processes enable needs to be identified as early as possible and responded to proportionately and by the right person/service. Phase 1 will be the establishment of MASH arrangements for Children's Social Care. Phase 2 of the project will then see Adult Social Care joining the MASH arrangements, prioritising the safeguarding and welfare of all our vulnerable groups and demonstrating our corporate commitment to the Well-being of Future Generations Act (Wales) 2015.

4.2.3 In order to establish the MASH the following capital investment will be required in the preferred premises:

- £155,000 for the procurement of furniture.
- £50,000 to install the required ICT infrastructure to support collaborative working whilst ensuring data security. It is anticipated that this figure will be a "worst case scenario" position and the actual cost could be considerably less, but further work is required to firm up these figures.

4.2.4 BCBC will be liable for 40% of the total cost but as lead organisation will undertake the procurement exercise and recharge MASH partners accordingly for the remaining 60%. Therefore the total capital investment required will be £205,000 of which BCBC will be liable for £82,000. BCBC's share will be met from a contribution from the Change Fund.

4.3 Storage for the Data Centre

4.3.1 In 2011 BCBC ICT Service Unit purchased a central Storage Area Network (SAN). A SAN is the key component in the Datacentre, alongside the Servers and networking equipment. The SAN protects and stores Council Data. The current SAN provides 140 Terabytes of usable storage and is at the end of its usable life. It is not possible to extend the warranty any further.

4.3.2 All BCBC data is replicated to Rhondda Cynon Taff (RCT) Council, and vice versa, to provide a Disaster Recovery solution.

4.3.3 The new SAN will be located in BCBC core offices, but would also include locating equipment at RCT to enable the replication of data to continue as usual. Indicative pricing for the new SAN equipment, including seven years warranty and support, is approximately £400,000. The investment profile for the new SAN would again be seven years. The costs will be met through a revenue contribution to capital from the directorate's revenue budget.

4.4 Desktop Computer/Monitor Replacement Programme

4.4.1 BCBC ICT Service Unit purchased 200 desktop computers in each of the years 2012, 2013, and 2014 to replace old computers that had become end of life. The desktop computers were purchased with a five year extended warranty. The first batch of 200 computers are now coming to the end of their warranty. The second batch approach their end of warranty in March 2018.

4.4.2 Market testing has shown indicative pricing to be approximately £600 per unit to replace the computer and monitor. This would again include a five year extended warranty to safeguard the investment, particularly in respect of replacement of certain parts which aren't included in the standard warranty. Purchase of replacement desktop computers would be £120,000 for each batch, a total of £240,000. Funding will be met through a revenue contribution to capital from the directorate's revenue budget.

4.5 Additional PC's for Civic Offices

4.5.1 The bench desk facilities currently in Civic Offices have no consistent approach to ICT delivery. A desk position could have a standard desktop PC, various laptop docking stations, or just a monitor with loose cables. This approach has evolved alongside the Rationalisation of the Estate programme. The recommendation is to install a desktop PC at every desk position. This provides an environment that is safe for officers to work, from a Health and Safety (H&S) perspective, specifically with regards to the display screen equipment (DSE) environment. It will allow laptop users to only have to use their laptops when away from a desk position. ICT have invested in software that allows a person's files and personalisation settings to follow them across any BCBC ICT desktop or laptop. This would also support the new Agile Working protocol. The cost will be £120,000 and will be met from an established earmarked reserve.

4.6 Digital Meeting Spaces

4.6.1 BCBC currently have very limited Collaborative Video Conferencing facilities to enable staff and Councillors to attend virtual meetings and collaborate more efficiently. Virtual attendance at meetings is becoming a pre-requisite and can enable significant time and cost savings.

4.6.2 A number of suppliers have presented their solutions to ICT officers and discussions have taken place with peers from other unitary authorities and Welsh Government.

4.6.3 Digitisation of meeting spaces will be focused around Civic Offices Committee Rooms and key conference room facilities. The cost will be £150,000 and will be met from a revenue contribution to the capital budget from the directorate revenue budget.

4.7 Brynmenyn Homelessness Unit

- 4.7.1 Brynmenyn Homelessness Unit provides 16 units of temporary accommodation on a fixed site, which is staffed for 24 hours a day and is located in Tondu. The primary use of the accommodation is for families who present as homeless.
- 4.7.2 The building is owned by BCBC. There is a structural issue that need to be rectified. Surveys have been carried out by officers to develop a schedule of works. As part of the remedial works the kitchen facility will be upgraded as that area will be significantly impacted during the remedial works. In July 2017, Cabinet received a report on the Budget Monitoring position as at quarter 1 which identified that a review of revenue budgets for the Operational and Partnership Services Directorate was underway and that an element of the under spend would be used to update facilities for the homeless. The estimated cost of the work is £120,000 and this will be met from these revenue budgets.

4.8 Mayoral Vehicle

- 4.8.1 The previous mayoral vehicle was 7 years old with a mileage in excess of 90,000 miles. An opportunity arose to replace the vehicle during the summer period using revenue under spends from within the Operational and Partnership Services Directorate and a decision was made to take advantage of that opportunity due to budget availability and lead in time for purchase. Consequently a decision was taken under delegated powers (Scheme B1, paragraph 2.2) to authorise an increase in the Council's capital budget for the purchase of the vehicle by £23,000, with the cost met from the directorate revenue budget. This revised budget is included within the current capital programme.
- 4.9 There are also a number of other adjustments required to the capital programme to reflect new external funding approvals and changes to expenditure profiles across financial years.
- 4.10 A revised capital programme is attached as Appendix 1 to this report. This shows a total revised programme of £175.031 million, of which £117.536 million is met from BCBC resources, including General Capital Funding from Welsh Government, and £57.495 million met from external resources.

5. Effect upon Policy Framework and Procedure Rules

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

6. Equality Impact Assessment

- 6.1 Projects within the capital programme will be subject to the preparation of Equality Impact Assessments before proceeding.

7 Financial Implications

- 7.1 The financial implications are outlined in the body of the report.

8. Recommendations

- 8.1 It is recommended that Cabinet agrees that the revised Capital Programme be submitted to Council for approval.

Randal Hemingway
Head of Finance & Section 151 Officer
3 October 2017

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Background documents

Council Report – 31 May 2017: Capital Programme 2016-17 to 2026-27

Council Report - 28 June 2017: Civil Parking Enforcement Vehicle

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	Corporate Priority	2017-2018					FUTURE YEARS										CUMULATIVE Total 2017-2027 £'000
		Total Costs to 31-3-17 £'000	June 2017 £'000	New Approvals £'000	Vire £'000	Slippage £'000	Revised 2017-18 £'000	2018-2019 £'000	2019-2020 £'000	2020-2021 £'000	2021-2022 £'000	2022-2023 £'000	2023-2024 £'000	2024-2025 £'000	2025-2026 £'000	2026-2027 £'000	
Commercial Improvement Areas	Supporting a Successful Economy	22	67	-	67	-	-	-	-	-	-	-	-	-	-	-	-
Maesteg Town Hall Cultural Hub	Supporting a Successful Economy	-	1,084	-	-	-	1,084	2,416	345	-	-	-	-	-	-	-	-
Smart System and Heat Programme	Supporting a Successful Economy	-	100	-	-	-	100	-	200	50	-	-	-	-	-	-	-
Nantymoel Community Facilities (former Berwyn Centre)	Core Services & Statutory Functions	-	200	-	-	-	200	-	-	-	-	-	-	-	-	-	-
Property																	
Drainage, Science Park	Smarter Use of Resources	-	200	-	-	-	200	-	-	-	-	-	-	-	-	-	-
Minor Works	Smarter Use of Resources	77	1,328	-	146	-	1,182	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Upgrading Industrial Estates	Core Services & Statutory Functions	23	17	-	-	-	17	-	-	-	-	-	-	-	-	-	-
DDA Works at Civic Offices	Smarter Use of Resources	-	120	-	-	-	120	-	-	-	-	-	-	-	-	-	-
Civic Offices External Envelope	Smarter Use of Resources	1,538	1,012	-	-	-	1,012	-	-	-	-	-	-	-	-	-	-
Agile Working (Rationalisation of Admin. Estate)	Smarter Use of Resources	16	621	-	-	-	621	-	-	-	-	580	-	-	-	-	-
Relocation of Depot Facilities	Smarter Use of Resources	60	4,316	-	-	-	4,316	-	-	-	-	-	-	-	-	-	-
Bridgend Market	Core Services & Statutory Functions	1	19	-	-	-	19	-	-	-	-	-	-	-	-	-	-
Non-Operational Assets	Smarter Use of Resources	520	480	-	-	-	480	-	-	-	-	-	-	-	-	-	-
Community Projects	Smarter Use of Resources	444	214	-	-	-	214	100	50	50	50	50	50	50	50	50	50
Total Communities		11,256	30,610	559	-	-	10,640	20,529	18,271	7,767	5,372	6,248	6,828	9,079	9,079	9,079	9,079
Operational & Partnership Services																	
ICT																	
Investment in ICT	Smarter Use of Resources	-	300	-	-	-	300	-	300	-	-	-	-	-	-	-	-
Digital Transformation	Smarter Use of Resources	410	590	-	-	-	590	-	590	-	-	-	-	-	-	-	-
ICT Laptop Replacement (Life Expired)	Smarter Use of Resources	-	550	-	-	-	300	250	300	-	-	-	-	-	-	-	-
ICT Infrastructure - Data Storage	Smarter Use of Resources	-	-	400	-	-	400	-	-	-	-	-	-	-	-	-	-
Civic Desktop PC's	Smarter Use of Resources	-	-	120	-	-	120	-	-	-	-	-	-	-	-	-	-
Digital Meeting Spaces	Smarter Use of Resources	-	-	150	-	-	150	-	-	-	-	-	-	-	-	-	-
Desktop Computer / Monitor Replacement	Smarter Use of Resources	-	-	240	-	-	240	-	-	-	-	-	-	-	-	-	-
Housing / Homelessness																	
Housing Renewal Schemes	Supporting a Successful Economy	377	100	-	-	-	100	100	100	100	100	100	100	100	100	100	100
Housing Renewal/Disabled Facilities Grants	Helping People to be more Self Reliant	4,677	3,272	-	-	-	3,272	2,350	2,350	2,350	2,350	2,350	2,350	2,350	2,350	2,350	2,350
Brynmenyn Homelessness Unit	Helping People to be more Self Reliant	-	-	120	-	-	120	-	-	-	-	-	-	-	-	-	-
Legal & Democratic Services																	
Mayor's Car	Core Services & Statutory Functions	-	-	23	-	-	23	-	-	-	-	-	-	-	-	-	-
Total Operational & Partnership Services		5,464	4,812	1,053	-	-	1,190	4,675	3,640	2,450	2,450	2,450	2,450	2,450	2,450	2,450	2,450
Unallocated		-	-	-	-	-	-	-	-	-	1,276	1,816	1,236	1,816	1,816	1,816	1,816
Total Expenditure		81,331	67,579	1,825	-	-	11,830	57,574	23,434	10,307	9,128	10,544	10,544	13,375	13,375	13,375	13,375
Expected Capital Resources																	
General Capital Funding																	
General Capital Funding - General Capital Grant			2,379	-	-	-	2,379	2,379	2,379	2,379	2,379	2,379	2,379	2,379	2,379	2,379	2,379
General Capital Funding - Supported Borrowing			3,909	-	-	-	3,909	3,909	3,909	3,909	3,909	3,909	3,909	3,909	3,909	3,909	3,909
Capital Receipts - Schools			10,516	-	-	-	10,516	-	-	-	-	-	-	-	-	-	-
Capital Receipts - General			9,944	-	-	-	8,924	745	766	8	8	8	8	8	8	8	8
Earmarked Reserves			9,960	482	-	-	1,015	9,427	1,347	110	-	-	-	-	-	-	-
Revenue Contribution			1,407	933	-	-	458	1,882	1,030	686	686	1,030	1,030	1,716	1,716	1,716	1,716
Prudential Borrowing (unsupported)			1,500	-	-	-	1,500	-	-	-	-	-	-	-	-	-	-
Local Govt Borrowing Initiative (21st Century Schools)			5,657	-	-	-	5,657	-	-	-	-	-	-	-	-	-	-
Loan - WG			2,400	-	-	-	2,400	-	2,400	-	-	-	-	-	-	-	-
Sub-Total General Capital Funding			47,672	1,415	-	-	4,893	44,194	11,810	7,850	6,982	7,326	7,326	8,012	8,012	8,012	8,012
External Funding Approvals																	
WG - Other			-	-	-	-	-	60	-	-	-	-	-	-	-	-	-
WG - 21st Century Schools			7,425	-	-	-	7,425	623	-	-	-	-	-	-	-	-	-
WG - Safe Routes in Communities			711	-	-	-	711	-	-	-	-	-	-	-	-	-	-
WG - Porthcawl Revetment			2,345	-	-	-	2,345	-	-	-	-	-	-	-	-	-	-
Westminster			1,430	-	-	-	1,430	-	3,218	2,146	2,146	3,218	3,218	5,363	5,363	5,363	5,363
S106			842	-	-	-	842	-	-	-	-	-	-	-	-	-	-
Transport Grant			421	-	-	-	421	-	-	-	-	-	-	-	-	-	-
Heritage Lottery Fund (HLF)			734	279	-	-	1,013	1,119	311	-	-	-	-	-	-	-	-
EU			492	-	-	-	492	1,097	-	-	-	-	-	-	-	-	-
Other			5,507	131	-	-	5,507	131	5,507	-	-	-	-	-	-	-	-
Sub-Total External Funding Approvals			19,907	410	-	-	6,937	13,380	11,624	2,457	2,146	3,218	3,218	5,363	5,363	5,363	5,363
Total Funding Available			67,579	1,825	-	-	11,830	57,574	23,434	10,307	9,128	10,544	10,544	13,375	13,375	13,375	13,375
Funding Shortfall/Surplus			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Glossary of terms
 WG - Welsh Government
 EU - European Union
 S106 - Section 106 of the Town and Country Planning Act 1990

BRIDGEND COUNTY BOROUGH COUNCIL

JOINT REPORT TO CABINET

3 OCTOBER 2017

REPORT OF THE INTERIM CORPORATE DIRECTOR – EDUCATION AND FAMILY SUPPORT AND HEAD OF FINANCE AND SECTION 151 OFFICER

SCHOOL MODERNISATION PROGRAMME – BAND B (2019-2024)

1. Purpose of report

1.1 The purpose of this report is to:

- inform Cabinet of the process undertaken by the Strategic Review Operation Board (School Modernisation) in establishing Band B priorities for the School Modernisation Programme;
- advise Cabinet of Welsh Government's elemental funding approach for Band B; and
- seek Cabinet approval for the recommended schemes included within Bridgend's 21st Century Schools and Education Strategic Outline Programme submission to Welsh Government.

2. Connection to corporate improvement objectives/other corporate priorities

2.1 This report relates to the following Corporate Improvement Plan priorities:

- Supporting a successful economy
- Smarter use of resources

2.2 On 3 March 2015, Cabinet approval was received for the Council to adopt revised principles as a framework for school organisation in Bridgend. Five key principles were set out to inform the organisation and modernisation of our schools. These are:

- commitment to high standards and excellence in provision;
- equality of opportunity, so that all pupils can access quality learning opportunities, regardless of which school they attend;
- inclusive schools, which cater for the learning needs of all their pupils;
- community-focused schools, where the school actively engages with its local community; and
- value for money.

2.3 The Policy and Planning Framework sets out 17 areas where these principles should be applied in practice.

2.4 The principles which are particularly relevant in the context of Band B are the size of primary schools (to ensure that "all Bridgend's primary schools are large enough to

make the full range of necessary provision”) and value for money, efficiency and effectiveness (“narrowing the gap between the most and the least expensive provision currently”).

3. Background

- 3.1 In September 2006, the Council approved a vision for the county borough’s schools in which they would be fit for the 21st century and achieve the best use of resources. It was recognised that we need to modernise our schools and get a closer match between our aspiration for schools, the quality of their accommodation and the projected number of pupils.
- 3.2 Since then, school modernisation has been established as one of the Council’s main strategic programmes. The programme has been planned and implemented in accordance with the agreed policy and planning framework and has been matched to capital resources identified within the capital programme.
- 3.3 In November 2010, Cabinet was informed of the work which had been undertaken in determining the strategic priorities for school modernisation to enable the aims of the programme to be met.
- 3.4 The School Modernisation Programme was established to deliver on several objectives including:
 - developing first-class learning environments;
 - locating the right number of schools, of a viable size, in the best places to serve their communities;
 - making schools an integral part of the life and learning of their communities;
 - reducing surplus places and achieving best value for money; and
 - make schools more efficient and sustainable.
- 3.5 In November 2010, Cabinet approved the recommended schemes included in each of the four bands (A-D) which were subsequently detailed in Bridgend’s 21st Century Schools Strategic Outline Programme submission. The Council’s Strategic Outline Programme (SOP) was submitted to Welsh Government in 2011 and ministerial ‘approval in principle’ was received, subject to the completion of the Welsh Government business case process. Band A of the programme is funded on a 50/50 basis between the Council and Welsh Government.
- 3.6 Band A is due for completion in 2018-2019 and the schemes within this band are at various stages. Two projects have been completed (ie SEN provision at Bryncethin Campus and Coety Primary School) and construction has commenced on the remaining schemes (ie Garw Valley South (the replacement Betws Primary School and YGG Cwm Garw), the replacement Brynmenyn and Pencoed Primary Schools) and the provision of two larger teaching spaces at Heronsbridge Special School.
- 3.7 In 2014, a Schools Task Group was established to ensure the Council planned for a high-quality education system. What was evident was that the work of the individual workstreams established under the Schools Task Group could not be undertaken in isolation, as there were dependencies relating to each workstream and that there needed to be a coherent strategy for Bridgend.

- 3.8 Cabinet approval was sought in September 2015 to build on the work of the Schools Task Group and approval was given for officers to undertake a Strategic Review into the Development and Rationalisation of the Curriculum and Estate Provision of Primary, Secondary and Post-16 Education.
- 3.9 In May 2016, a Strategic Review Overarching Board was established and four operational boards were identified, one of which was specifically related to consideration of Band B investment priorities. It was considered that Band B priorities identified within the 2010 SOP may no longer be of primary importance and the issues facing the Council and schools need to be reviewed to establish a strategic approach for investment, establishing a priority list of schemes for delivery within the Band B timescale (ie 2019-2024).

4. Current situation

Outcome of Band B workstream

- 4.1 The school modernisation workstream considered data which they determined should be used to assist in prioritising the future investment in schools. The data considered included suitability, condition, maintenance backlog, population growth, projections of pupil population, housing developments identified within the Local Development Plan (LDP) and pupil places.
- 4.2 The provision of a sufficient supply of pupil places to meet demand to be the highest priority for the Council and made the following recommendations based on the projected pupil population, which included pupils from housing developments with planning permission, plus pupils from those developments included in the LDP. The proposed priorities are:

4.3 Primary school provision in Bridgend South East area

- 4.3.1 The rationale for this need relates to the additional planned housing identified through the LDP affecting Bridgend and the south-east region of the county borough.
- 4.3.2 The additional housing planned for the Parc Afon Ewenni development will result in an increase in primary and secondary pupils.
- 4.3.3 Although the replacement Pencoed Primary School, which is currently under construction, provides an increased number of places in the Pencoed area, there remains a projected shortfall in primary places.

4.4 Primary school provision in the Bryntirion area

- 4.4.1 The rationale for this location relates to the 2006, Council-adopted policy to create all-through, 3-11 provision. Our school modernisation programme has been structured to support this approach.
- 4.4.2 The first phase of the school modernisation programme addressed separate infant and junior schools by amalgamating those that shared the same campus, creating five primary schools.

4.4.3 It is considered that there remains a need to fulfil the aims of the 2006 policy. Therefore, consideration should be given to all-through primary provision for the area.

4.4.4 It is important to note, however, that Cefn Glas Infants, Bryntirion Infants and Llangewydd Junior Schools are currently operating successfully and any change to existing provision must be made on educational grounds.

4.5 Primary school provision in the Bridgend North East area

4.5.1 The rationale for this location is to address the issue of increasing pupil yield arising from housing developments currently located in the Coety Primary School catchment area.

4.5.2 It is clear from the pupil projections and planned housing that we need to increase the number of school places to meet demand arising from current housing developments, including the planned Brackla North East development, which are currently located within the Coety Primary School catchment area.

4.5.3 Additional provision presents an opportunity to potentially address the number of Welsh-medium education places serving the area and increase provision for English-medium education.

4.6 Primary school provision in the Valleys Gateway area

4.6.1 The rationale for this location is to increase school places arising from housing developments within the area.

4.6.2 An enlarged Brynmenyn Primary School is currently under construction. However, there are proposed housing developments identified within the LDP which, if progressed, will result in a shortfall in places.

4.6.3 Consideration will need to be given as to how best to meet this demand given the limited land available and highway issues resulting from existing applications for development.

4.7 Special school provision in the Bridgend area

4.7.1 The rationale for this scheme is to provide new provision to meet the growing demand for special school places.

4.7.2 There has been an unprecedented increase in demand for places for pupils with Autism Spectrum Disorder (ASD) over recent years and evidence suggests that this will be a growing trend (eg there has been a 200% rise in applications for ASD placements in recent years for both Early Years and school-age pupils).

4.7.3 Many placements each year are allocated to early years pupils, who, due to the complex nature of their needs, are unable to access any other mainstream or specialist provision, other than a special school. In addition, places available for each year are predicated upon the number of leavers as there is insufficient capacity available.

4.7.4 There is a serious overcrowding and demand issue, and fit for purpose facilities are required that can meet the needs of the pupils.

4.8 Welsh-medium primary provision in the Bridgend West area

4.8.1 The project team responsible for developing a strategy for the delivery of Welsh-medium education to 2030 has given an early indication that there is a need to increase Welsh-medium provision in the county borough. This will help deliver on the Welsh Government's national programme to promote and facilitate the use of the Welsh language and support the Council's Welsh in Education Strategic Plan (WESP).

4.8.2 A Welsh education survey, which has been recently completed by prospective parents, indicates that there is demand for additional primary provision in the Bridgend West area. The project team has advised that the provision should be suitably located (ie within the area of demand) and large enough so that more children can access a Welsh-medium education. This would help deliver on the strategic aims of Welsh Government in respect of promoting the Welsh language.

4.9 English-medium primary provision in Bridgend West

4.9.1 The rationale for this scheme is to create a replacement English-medium primary school which will result in the removal of a condition C building (ie poor - exhibiting major defects and/or not operating as intended). There would, as a result, be a removal of the backlog in maintenance. Although there is some planned housing for the area this appears to be limited.

4.10 Primary provision in the Kenfig Hill area

4.10.1 Further to Cabinet's decision to abandon the proposal in relation to Mynydd Cynffig Primary School's proposed relocation to Cynffig Comprehensive School, a decision will now need to be taken as to the future of the school in terms of the split-site arrangement.

4.10.2 The purpose of including the school within Band A was to fulfil the 2006 policy of creating all-through primary schools. This has been achieved in part for Mynydd Cynffig Primary School by amalgamating the former infant and junior schools. However, this has resulted in a split-site school which is on either side of a busy main road.

4.10.3 It is important that the needs of this split-site school are not lost and therefore continuing to progress a replacement school is considered necessary. Recent consultation with the community regarding the proposal to relocate the primary school to the comprehensive school site met with significant representation together with a counter proposal. Further work option appraisal and feasibility work should be undertaken within the Band B timeframe for future delivery.

4.11 Post-16 provision

4.11.1 Currently, there are a significant number of surplus places in the secondary sector in Bridgend schools. This position will improve with increased pupil numbers arising from planned housing coming through the system. However, some areas of the

county borough are more problematic than others and show a projected increased demand due to planned housing developments which will impact heavily on secondary places in future years. The issues facing these schools in terms of the impact on places may be improved, depending on the outcome of the work undertaken by the Post-16 Operational Board of the Strategic Review.

4.11.2 The Post-16 review is nearing completion and a Cabinet report will be presented in the autumn regarding the outcome of the process.

4.12 Future reviews

4.12.1 It is anticipated that following Band B, there will be a further two bands of Welsh Government's 21st Century Schools Programme which will, probably, see the programme completing in 2034. In order to help inform future bands of the programme, it is considered essential to undertake a review of provision within the Llynfi Valley and Porthcawl areas during the Band B period and this will help inform the future strategy for delivering education in these areas.

4.12.2 Following the outcome of the post-16 review, it will be necessary to undertake a review of secondary school catchment areas to ensure there are sufficient places available to accommodate the pupil yield from areas of growth. A review of this nature will consider school intakes, stability of provision and potential savings in respect of learner travel. Conversely, it will also consider potential disadvantages possibly against established practice and parental choice.

4.13 Band B options appraisal/feasibility studies

4.13.1 All schemes being taken forward to Band B will require an options appraisal detailing the longlist of options leading to a shortlist and taking forward one or two options to feasibility and more detailed design.

4.13.2 Where appropriate, it is important that opportunities to create all-through 3-19 or co-located schools, which could include extended services eg health, are considered as part of the options appraisal. This will ensure that the Council maximises the use of the education estate.

4.14 Band B funding

4.14.1 Welsh Government has identified two different mechanisms for funding projects through Band B of the 21st Century Schools Programme (ie capital grant and mutual investment model (MIM)).

4.14.2 Welsh Government's intervention rate is 50:50 in respect of the capital grant, which is the same basis used for Band A, whereby the local authority is required to meet 50% of all capital costs, including furniture, equipment and ICT.

4.14.3 The MIM is a new approach to investment in public infrastructure in Wales. Private partners will build and maintain schools, in return for a fee, which will cover the cost of construction, maintenance and financing the project. At the end of a specified period of time, the asset will be transferred to the local authority. Welsh Government has advised that it will present packages of schemes to the market as design and build projects. These packages would be made up of several schemes within a

geographical area (including across local authority areas) and be of sufficient monetary size overall in order to attract large companies (eg £100m).

14.14.4 The Welsh Government intervention rate for the MIM model is 75%, which will be paid to the local authority in the form of a revenue grant. The remaining 25% is to be met from the local authority revenue budgets over a 25-year contract period. The local authority is also required to meet 50% of the up-front capital costs for furniture, equipment and ICT. Welsh Government has also confirmed that its funding contribution for Band B will be based upon two elements. These are:

- the appropriate size of school, in terms of floor area, as detailed in the relevant Building Bulletin, and
- costs comprised of component parts (eg furniture and ICT).

4.14.5 Welsh Government funding, although based on the floor area identified within the area guidelines for schools (ie Building Bulletins 98 and 99), does not include additional areas for non-core teaching and learning (eg community use). The area guidelines for primary schools limit the nursery floor area m² so that space is only provided for part-time provision only.

4.14.6 The Band A schemes which have been developed by the in-house technical team, includes a 'street' (ie a multi-functional area which can be accessed by all year groups). Although this area is over and above the area guidelines, it offers teachers and learners a facility which is both flexible and adaptable to meet the needs of an ever-changing curriculum and was considered essential by education advisers to ensure the needs of the school in terms of withdrawal, intervention, group and independent learning are met.

4.14.7 The BCBC design model has also provided a 'pod' arrangement for cloakrooms and toilets which has helped with discipline and anti-social behaviour. It is considered that these elements of the design have provided added value to the building. The additional floor area required to provide these spaces will not be funded by Welsh Government as part of the elemental funding arrangement.

4.14.8 Welsh Government will also limit the funding of the floor area required to deliver nursery provision to a part-time basis. Therefore, should the Council wish to continue with its full-time provision for 'Rising 4s' then the additional capital cost will have to be fully funded.

4.14.9 Should a decision be taken to incorporate the 'additional' area such as that detailed above into future designs, then all of the elements (eg m² and fees) would need to be 100% funded by the Council.

4.14.10 Welsh Government has indicated that an optimised cost will be applied to as many building elements as possible. This will result in a maximum value for a school that can be benchmarked and inflated year-on-year to provide a maximum funding envelope.

4.14.11 Welsh Government will fund the following elements on a 50% basis for those schemes funded via the Capital grant or 75% for schemes funded via the MIM:

- cost per m² (inflated in line with construction price indices);

- substructure and externals;
- design costs; and
- furniture, fittings, equipment and ICT will be funded at 50% under both funding options.

4.14.12 Site abnormalities will be dealt with on a scheme-by-scheme basis. However, no rates can be applied as they would differ depending on the issues.

4.14.13 Welsh Government recognises that there are several surveys/investigations which need to be undertaken in advance of any design development. Previously, this cost has been met by local authorities. However, Welsh Government is proposing to part-fund the pre-work for MIM schemes. The intervention rate for this work is yet to be approved and confirmed to local authorities.

4.15 Risks

4.15.1 There are several risks and issues associated with not progressing schemes within the Band B timeframe, as well as risks associated with the elemental breakdown.

4.15.2 Although certain risks have been set out in the following table, the highest risk in progressing the schemes associated with the demand for places is the uncertainty of those developments identified within the LDP and those housing schemes being progressed in a timely manner.

4.15.3 Table 1 below illustrates some of the key risks associated with not progressing the proposals outlined in this report.

Table 1 Key risks with not progressing schemes

Scheme	Risk
Bridgend South East	Insufficient pupil places to serve the Pencoed and Parc Afon Ewenni areas if all planned housing identified within the Local Development Plan is progressed.
Bryntirion area	Unfulfilled 2006 Council policy. Shortfall of primary school places within the area.
Bridgend North East	Insufficient pupil places to serve housing developments currently allocated to the Coety Primary School catchment area. Opportunity lost to create additional Welsh-medium provision.
Valleys Gateway Area	Insufficient pupil places available in the area should all housing identified within the LDP come online.
Bridgend Special School	Insufficient pupil places to meet increasing significant demand for places. Overcrowding issues remain unresolved.
Bridgend West Welsh and English-	No expansion of Welsh-medium provision to serve an area of

medium	<p>demand.</p> <p>Building conditions continue to deteriorate.</p> <p>Lost opportunity to remove backlog in maintenance.</p>
Kenfig Hill area	<p>School remains located on split site.</p> <p>Potential income from a capital receipt not realised.</p> <p>Opportunity to make revenue savings through rationalisation of sites.</p>
Provision of floor area prescribed within the building bulletin	<p>Teaching space only suitable for part-time 'Rising 4s'.</p> <p>Floor area is insufficient to deliver on Bridgend's model as designed by the in-house team within the Built Environment Service.</p>

4.16. Priorities

4.16.1 It is acknowledged that the Council's limited resources will not be able to deliver on all the schemes identified within this report. However, as there is a need to ensure a sufficient supply of school places then the priority should be around demand for places in growth areas. The following projects are considered the priority Band B schemes

- Bridgend North East;
- Bridgend South East;
- Bridgend Special School;
- Bridgend West – Welsh-medium; and
- Bridgend West – English-medium.

4.16.2 The total capital investment required could be in the region of £60m to £70m with further costs, which are yet to be determined, associated with additional infrastructure capacity.

4.16.3 As Welsh Government has introduced the MIM and confirmed the intervention rate for this model as 75%, given the potential cost of a replacement special school, consideration should be given to taking advantage of the MIM to include the delivery of the school via this model. This would result in a school which is fit for purpose, with sufficient places to meet demand with the knowledge that the building will be maintained by a company for duration of the contract.

4.16.4 There remains the need to re-consider primary school provision in the Kenfig Hill area. Any such future work will be outside of Band B funding, with the full cost falling to the Council. Consequently, priority is currently being given to condition surveys of the existing school infrastructure to identify any urgent or necessary remedial works.

4.17 Strategic Outline Programme (SOP) submission

4.17.4 Welsh Government, having confirmed the funding mechanisms and intervention rates for Band B, requested local authorities to submit a revision to the original SOP, which was submitted in 2010, updated to reflect current priorities. The revision was submitted on 31 July 2017 with the proviso that no political support and financial commitment had been received.

5. Effect upon policy framework and procedure rules

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

6. Equality Impact Assessment

6.1 Although an Equality Impact Assessment (EIA) has been carried out for the overall programme, it has been considered timely to review and refresh the EIA. An initial screening has therefore been undertaken for Band B. Once schemes have been determined and are taken forward they will be subject to a separate EIA, as the detail may vary between projects. Equality reports on all proposals will be referred to as part of the individual Cabinet reports on each individual scheme.

7. Financial implications

7.1 The Welsh Government intervention rate for the capital grant will remain unchanged to that used for Band A projects (ie 50:50), with the caveat that only the approved cost on an elemental basis will secure this rate – any abnormalities or “additional” design features will require 100% BCBC funding. Schemes being progressed via the MIM will benefit from a 75% Welsh Government contribution, with the same caveat as above.

7.2 Section 106 (s106) funding may be available from certain housing developments and there may be the potential to benefit financially from the sale of sites through rationalisation.

7.3 A decision will need to be taken whether to fund the provision of additional floor area over and above the area guidelines for schools to ensure nursery pupils that are rising four can be accommodated.

7.4 Welsh Government funding can only be used for developing within the curtilage of the site. Any works required to the highway as a result of a new school will have to be fully funded by the Council. The costs associated with this will be determined through the scheme development process. However, it would be beneficial to identify an initial budget allocation for highway works in relation to each scheme that is taken forward. Until the extent of works are known, this may have to be based on the cost of previous schemes with a percentage increase for inflation.

7.5 Land requirements will be identified through the options appraisal and feasibility process. While every effort will be made to utilise land within Council ownership, there may be instances where land may need to be purchased. It is not currently clear whether this will attract Welsh Government funding intervention or not.

7.6 At this stage in the process, it is only possible to give extremely high-level indicative figures only, in order to inform members’ decisions around possible capital allocation and affordability.

- 7.7 Against a total investment estimated at somewhere in the likely range of £60m to £70m, towards which the Council could secure around £5m of s106 funding, there is likely to be competing demands across the council on limited capital resources available in the forthcoming five years without recourse to further borrowing or MIM. Both of these options have significant implications for revenue budgets and would therefore (all else being equal) increase the requirement to make savings elsewhere to maintain a balanced budget.
- 7.8 There will be revenue implications arising from the various schemes, depending on the actual scheme progressed, the funding of it, and the schools impacted.
- 7.9 A feasibility budget of £111,366 has been secured for the 2017-2018 financial year to commence progressing Band B schemes. Feasibility funding will be continued to be required as schemes are progressed.

8. Recommendations

8.1 Cabinet is recommended to:

- discontinue with the proposed Band B schemes as approved by Cabinet in 2010; and
- approve the revised schemes as set out in Bridgend's 2017 Strategic Outline Programme submission to Welsh Government, which are detailed in paragraph 4.16.1 of this report.

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23/09/17

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Background documents

Council Report 13 September 2006: "LEARNING COMMUNITIES – SCHOOLS OF THE FUTURE – STRATEGY, PRINCIPLES, POLICY AND PLANNING FRAMEWORK"

Cabinet Report 2 November 2010: “THE SCHOOL MODERNISATION PROGRAMME OVERVIEW AND BRIDGEND’S 21ST CENTURY SCHOOLS’ STRATEGIC OUTLINE PROGRAMME SUBMISSION TO WELSH ASSEMBLY “

Cabinet Report 1 September 2015: “STRATEGIC REVIEW INTO THE DEVELOPMENT AND RATIONALISATION OF THE CURRICULUM AND ESTATE PROVISION OF PRIMARY, SECONDARY AND POST 16 EDUCATION”

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

3 OCTOBER 2017

REPORT BY THE INTERIM DIRECTOR OF EDUCATION AND FAMILY SUPPORT

SCHOOL ADMISSION POLICY AND ARRANGEMENTS 2019 - 2020

1. Purpose of report

- 1.1 To seek Cabinet approval to consult on the local authority's school admission arrangements as required by Welsh Government's School Admissions Code July 2013.

2. Connection to Corporate Improvement Objectives/other corporate priorities

- 2.1 The admission of pupils is a statutory responsibility which supports the raising of educational standards and the wellbeing of children, young people and their local communities. In particular, it contributes to the following corporate priority:

- Supporting a successful economy

3. Background

- 3.1 Welsh Government's School Admissions Code 2013 (the Code) requires admission authorities to act in accordance with the Code. The Code includes practical guidance and imposes requirements on local authorities and admission authorities, regarding the discharge of duties in respect of school admissions.
- 3.2 The local authority has a statutory duty to consult with the governing bodies of schools who have delegated admission powers, all neighbouring local authorities, the admission authorities for all other maintained schools in the county borough and the governing bodies of all other schools (ie community and voluntary controlled schools which do not have delegated admission powers) in Bridgend County Borough.
- 3.3 The local authority is required to publish both an admission policy and guidance on the admission arrangements for its schools. This information is contained within the Council's information guide "A Guide to Bridgend Council's Policy and Admission Arrangements for Schools".

4. Current situation/proposal

- 4.1 Welsh Government issued a revised School Admissions Code in July 2013. The Council must act in accordance with the code, as determined by the School Standards and Framework Act 1998.
- 4.2 Admission arrangements for the 2019-2020 academic year must be consulted on for each maintained school between 1 September 2017 and 1 March 2018, and set by 15 April 2018.

- 4.3 Admission forums are responsible for monitoring compliance with the Schools Admission Code under the Education (Admission Forums) (Wales) Regulations 2003.
- 4.4 The Bridgend Admission Forum met on 7 September 2017 to review and amend the draft School Admissions Policy and arrangements for 2019-2020 (see Appendix 1).
- 4.5 The forum has agreed that the proposed consultation period for the 2019-2020 admission policy be 9 October 2017 to 31 December 2017. This is to allow sufficient time for Bridgend's Admission Forum to finalise any proposed amendments to the draft policy following receipt of any consultation responses and to provide advice on the proposed admission policy for Cabinet's consideration prior to approval.

Significant changes to the 2019-2020 policy

4.6 Maes yr Haul and Trelales Primary Schools - proposed removal of transitional arrangements

4.7 In September 2013, as part of the Cabinet decision to change the catchment areas for both Maes yr Haul and Trelales Primary Schools, it was agreed that a transition arrangement be put in place for those families with older siblings already attending Maes yr Haul Primary School. For families living in the affected area and with older children at the school, the transitional arrangement afforded equal status to those parents living outside the revised catchment area as those within it. In practical terms, this meant that should the school be oversubscribed, parents living in the affected area (due to the amended catchment boundary) would not be disadvantaged and their application for a place at Maes yr Haul Primary School will be treated as if they are resident within the catchment area. It was agreed that this transitional arrangement would be initially for a period of five years and would be reviewed annually thereafter.

4.8 There was no specific mechanism agreed for this review process other than the monitoring of admissions by the Education and Family Support Directorate and based on the advice received from the Bridgend Admission Forum.

4.9 There have been no applications which have relied on the sibling based transitional arrangement, as both schools have remained able to accommodate all children requesting a place for admission.

4.10 Pencoed Primary School - proposed removal of transitional arrangements

4.11 Following the decision to close Heol y Cyw Primary School and amalgamate the school with Pencoed Primary School, it was agreed that the Heol y Cyw site should remain open. Therefore, if parents elected for their child to attend Pencoed Primary School they would have the choice, subject to there being capacity, for their child to be educated at either site.

4.12 As it is currently proposed to open the new Pencoed Primary School to replace both the current Pencoed Primary/Heol y Cyw sites in 2018, it is proposed that references to admission to the Heol y Cyw site be removed from the admission policy for 2019-2020 due to new school opening in 2018.

4.13 Linc Cymru development (Trem-Y-Castell)

- 4.14 Cabinet agreed in November 2012 that the new Linc Cymru development in the north-east of Brackla would be permanently assigned to the catchment area of Coychurch Primary School, with effect from September 2014. This was proposed as, with the prospect of 100 additional houses in the estate, there was no possibility of adding any additional accommodation on the former Coety Primary School site and a short-term solution was required to provide extra accommodation on the Coychurch Primary School site instead. Therefore, Cabinet agreed the provision of a double demountable classroom at Coychurch Primary School and agreed the amendment to the catchment boundary to include the Linc Cymru development within the catchment of Coychurch Primary School.
- 4.15 It was further agreed that the situation would be reviewed after a period of five years. As admission policies are set two years prior to the academic year to which they apply, it is necessary to review this arrangement now, for the 2019-2020 policy.
- 4.16 There was no specific mechanism agreed for this review process. Therefore, the Education and Family Support Directorate has monitored admissions from the Linc Cymru development.
- 4.17 As a result of monitoring admissions to Coety Primary School, it is clear that any proposed reversion of the Linc Cymru estate back to the catchment of Coety Primary School would place additional pressure on the available number of places at the school. As a two-form entry school, Coety has 60 available places for each year group of statutory school age. At the time of offering places for nursery education for the 2017-2018 academic year (ie 22 May 2017), 65 in-catchment applications for full-time nursery places had been received by the local authority, identifying the significant emerging pressure on places at the school. Although not all of these applications could be evidenced as being in catchment, there is still considerable pressure in Coety Primary School with currently 61 full-time nursery pupils and 63 reception pupils now being on-roll for the 2017-2018 academic year.
- 4.18 Therefore, local authority officers and the Bridgend Admission Forum have concluded that no further amendments to this catchment can be proposed given the likely continuing pressure for school places. Furthermore, it is considered necessary that the double demountable classroom at Coychurch Primary School be considered as a permanent solution to meet the pressure for pupil places from the Coychurch Primary School catchment area, which includes the Linc Cymru Development.

5. Effect upon policy framework and procedure rules

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

6. Equality Impact Assessment

- 6.1 It is a statutory duty that admission authorities are mindful of their duties with regards to Equalities Legislation. As a result, the proposed School Admission Policy and Arrangements 2019 – 2020 adhere to these requirements.

7. Financial implications

- 7.1 There are no financial implications regarding this report.

8. Recommendation

8.1 Cabinet is recommended to approve that:

- a consultation for the 2019-2020 Schools Admission Policy and Arrangements takes place between 9 October 2017 and 31 December 2017 (see Appendix 1);

Lindsay Harvey
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Bridgend County Borough Council
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Bridgend
CF31 4WB

Attachments

Appendix A: Draft School Admissions Policy and Arrangements 2019-2020

Background documents

Welsh Government School Admissions Code - Document No:005/2013

Appendix 1



DRAFT

**School
Admissions Policy
and arrangements
2019-2020**

1. THE ADMISSION AUTHORITY

The entry of children to schools is controlled and administered by an 'Admission Authority'. In the case of community schools, this is the local authority (LA), that is, Bridgend County Borough Council. In accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999, the relevant area for the Admission Authority is the geographical area of the county borough of Bridgend. Where the LA is the admission authority, the school's governing body is under a duty to implement the LA's decision on applications, and to act in accordance with the LA's admission arrangements.

The LA continuously reviews and reserves the right to amend its admissions procedures for statutory and non-statutory education.

In the case of voluntary aided schools, the admission authority is the governing body of the individual school. Further information about admission to voluntary aided schools is set out in Section 24.

2. PARENTAL PREFERENCE

The LA has a statutory duty to have regard to the general principle that pupils are to be educated in accordance with the wishes of their parents, so far as that would be compatible with the provision of efficient education and the avoidance of unreasonable public expenditure (S.9 Education Act 1996).

Within the County Borough of Bridgend, each school has an area it serves (its catchment), however, the LA must allow all parents/carers the opportunity to express a positive preference for the school they would wish their child to attend. In the vast majority of cases, parents are quite happy to choose their catchment school, but it is legally necessary for that school to be selected by parents/carers and named on a form entitled 'Admission to School'.

The LA has a duty to meet the preferences for admission expressed by parents ahead of those who have expressed no preference. Consequently, parents must ensure they return the 'Admission to School' form expressing their preference by the stated deadline, and not automatically assume that a place will be available for their child at a particular school, even though that may be their catchment school.

The 'Admission to School' form will be sent by the LA to those parents whose child, in September 2019, will be:

- starting school for the first time (this does not include those starting in a nursery class/school); or
- moving from an infant school to a junior or primary school, (this does not apply to those moving from an infant dept. to a junior dept. within the same primary school); or
- moving from a junior or primary school to a secondary school.

For local authority admissions, the preferred school may be a community school of either language (Welsh or English) or a voluntary-controlled school. If a parent wishes to apply for a place at a voluntary-aided school they should approach that school directly for an admission application form.

The admission form also allows parents to list more than one school in priority order. Admission applications forms can be found on the Council's website:

<http://www.bridgend.gov.uk/services/schools/school-admissions.aspx>

If parents/carers have any queries in relation to the admission process they may contact the Learner Support Team:

E-mail: pupilservices@bridgend.gov.uk
 Tel No: 01656 642637
 Address: Learner Support, Education and Family Support Directorate, Bridgend County Borough Council, Civic Offices, Angel Street, Bridgend CF31 4WB

A full version of this document is also published on the Bridgend County Borough Council website (see link above).

3. TIMETABLE FOR ADMISSIONS TO SCHOOLS – SEPTEMBER 2019-2020

The expected timetable to process applications for admissions to primary and secondary schools for September 2019 is as follows:

Pupils transferring from junior/primary school (Year 6) to comprehensive school in September 2019

Action	Date
Application forms sent to parents/carers/schools	Monday 22 October 2018
Deadline date for LA receipt of completed application forms	Friday 11 January 2019
Notification to parents/carers of acceptance/refusal of places	Friday 1 March 2019
Notification of any appeals	From April 2019

Admission to Reception Class and Foundation Phase (Year 2) pupils transferring to (Year 3) in the junior school in September 2019

Action	Date
Application forms sent to parents/carers/schools	Monday 26 November 2018
Deadline date for LA receipt of completed	Friday

application forms	15 February 2019
Notification to parents/carers of acceptance/refusal of places	Tuesday 16 April 2019
Notification of any appeals	From May 2019

The timetable for nursery admissions is not governed by the Admission Code for School Admissions (2013) and is set out in Section 12.

Late applications

Only applications received by the published closing date for receipt of applications will be considered in the allocation of places. Applications received after the deadline date will be considered as late applications. Late applications will be processed after applications which were received by the closing date and therefore, late applicants may find that their preferred school is already full, even if the school is their catchment school.

4. WHERE THE DUTY TO COMPLY WITH PARENTAL PREFERENCE DOES NOT APPLY

The duty of the LA and school governors to comply with parental preference does not apply where:

- to admit the child would prejudice the provision of efficient education or efficient use of resources;
- the child has been permanently excluded from two or more schools. The requirement to comply with parental preference is dis-applied for a period of two years following the second exclusion. This does not apply to children who were below compulsory school age when they were excluded or to pupils who were reinstated after exclusion; or to admit would be incompatible with the statutory duty to meet infant class size limits of 30 (see Section 7).

5. CAPACITY

Welsh Government uses a capacity calculation methodology for all schools. This aims to provide a robust and consistent method of assessing the capacity of all schools and is based on existing accommodation and usage. The capacity calculation allows the LA to calculate a Published Admissions Number (PAN) for every school. The PAN is derived by dividing the overall capacity by the number of year groups (excluding nursery) at a school. Guidance received from the Welsh Government (Circular No. 021/2011) states that "As the admission number reflects the school's ability to accommodate pupils, it should only be exceeded in exceptional circumstances".

6. ADMISSION LEVEL

All maintained schools must admit pupils up to their published admissions number in the relevant age group. The relevant age group for admission to schools within Bridgend are:

Infant/Primary Schools	Age 4/5	(Reception)
Junior Schools	Age 7/8	(Year 3)
Secondary Schools	Age 11/12	(Year 7)

7. INFANT CLASS SIZE REGULATIONS

In order to improve educational standards in schools, it is government policy (Infant Class Sizes Wales Regulations 2013) to limit the number of children in Reception, Years 1 and 2 to a maximum of 30 pupils. Admission authorities can only refuse admission on the basis of infant class size prejudice if the published admission number has already been reached.

However, there are a number of limited exceptions where the LA can exceed the maximum of 30 pupils (eg children whose statements of special educational needs (SEN)) specify that they should be educated at the school concerned, and who are admitted to the school outside a normal admission round and children who are 'looked after' by the LA or who have ceased to be looked after (previously looked after children).

8. PROOF OF ADDRESS AND FALSE INFORMATION

When considering whether a child lives in a school's catchment area, it is the permanent address of the parent or legal guardian that the LA considers to satisfy the admissions criteria, irrespective of a family's domestic arrangements. That is to say, the address of another relative or childminder etc. must not be given. The LA must be notified immediately of any change of permanent address. Further details about catchment areas serving schools, can be obtained by contacting the Learner Support Team on 01656 642637.

Where a parent gives fraudulent or intentionally misleading information to obtain the advantage of a particular school placement for their child, which they would not otherwise be entitled to, the LA reserves the right to withdraw the offer of a place. Where a place is withdrawn, the application will then be considered afresh, and a right of appeal offered if a place is refused. Where there is doubt about the permanent address of a pupil living within the school's catchment area, the LA reserves the right to seek further verification from the applicant (such evidence may include a utility bill or council tax statement). All data is processed in compliance with the Data Protection Act.

Where parents/carers are applying for a catchment school on the basis of a house move, written evidence must be provided from a solicitor that identifies that such a sale has been completed and contracts have been exchanged. Where parents/carers are applying on the basis of the rental of a property within the catchment area, written evidence of a tenancy agreement will be required.

9. EQUALITIES

The Council's admission arrangements seek to achieve full compliance with all relevant legislation and guidance, with regard to equal opportunities and human rights (Equality Act 2010, the Human Rights Act 1998 and the Welsh Language Act 1993).

The Council wants our services to be accessible to the whole community and will challenge discrimination in our communities, whether it is based on a person's transgender status, race, sex, disability, age, sexual orientation, religion or belief, pregnancy and maternity marriage or civil partnership.

Bridgend County Borough Council's Corporate Equality Scheme sets out how the Council will comply with its Public Sector Equality Duty in the exercise of its functions, having due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act;

- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- foster good relations between persons who share a relevant protected characteristic and persons who do not.

10. CHILDREN OF UK SERVICE PERSONNEL AND OTHER CROWN SERVANTS (including diplomats)

Children of UK service personnel and other crown servants will be treated as in catchment if their application form is accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date and confirmation of the new address. Children of UK service personnel and other crown servants (including diplomats) may be given excepted status for infant class size purposes when admitted to a school outside of the normal admissions round.

11. CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS (SEN)

Children with a statement of SEN will be admitted to the school named on their statement and will not be considered as part of the oversubscription criteria.

12. NURSERY EDUCATION

The Welsh Government requires LAs to secure a free, part-time, Early Years education place for eligible three-year-olds from the term following their third birthday. The place can either be at an LA-maintained school or within the non-maintained sector, with a registered early year's provider. Where parents opt for a place with a registered early year's provider, they will only be eligible to receive funding for a part-time place regardless of whether the place offered is full or part-time. The grant payment in this respect will be made directly to the provider.

Application forms for admission to full-time nursery schools/classes will be available on 7 January 2019 and must be returned to the LA by the 25 March 2019. Parents/carers will be notified of the outcome of their full-time nursery applications on 20 May 2019 and part-time nursery application in November 2019.

The LA is committed to the principle of providing local schools for local children and will make every effort to ensure that parents are able to secure a place for their child(ren) at their catchment school, where parents/carers have expressed a positive preference for that school. The LA will only normally admit up to the school's published admission number when allocating full-time nursery places. Where the number of applications exceeds the number of places available, the LA will apply the following criteria in order of priority to allocate the places available:

Places at LA maintained schools are part-time for three year olds (nursery year one) and full-time for four year-olds (nursery year two).

Over subscription criteria for full-time nursery places:

1. Children who are 'looked-after' and previously 'looked after' children.
2. Children who will be three years of age on or before 31 August 2019 and who normally reside within the community school's catchment area will be considered first. These children will attain their fourth birthday during the academic year

(nursery year two) and will be eligible for a full-time nursery place in September 2019.

Where a school is over-subscribed the LA will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2019-2020. A sibling is classified as a half or full brother/sister; a step brother/sister, an adopted brother/sister; or a child living in the same household. When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the LA will also admit the other sibling(s).
 - b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate). The Council uses GIS software to measure all distances.
3. Children not currently resident within the defined catchment area whose parents have satisfied the LA, by the published closing date for receipt of Admission to Schools preference forms, that the child will be resident within the defined catchment area by the commencement of the school term to which the application relates. Evidence of permanent residence of the child must be supplied (see section 8).

Where a school is over-subscribed the LA will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2019-2020. A sibling is classified as a half or full brother/sister; a step brother/sister, an adopted brother/sister; or a child living in the same household. When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the LA will also admit the other sibling(s).
 - b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate). The Council uses GIS software to accurately measure all distances.
4. Children recommended for placement for medical, psychological, or social reasons (eg young carers). To satisfy the medical and psychological criteria, parents must provide supporting evidence from a registered health professional. The evidence must set out in detail why the named school is the most suitable school and what difficulties would arise if the child had to attend another school.
5. Children living outside the community school's catchment area will be considered for any remaining places in the order of priority set out below:
- a) Children with siblings attending the school in the academic year 2019-2020. A sibling is classified as a half or full brother/sister; a step brother/sister, an adopted brother/sister; or a child living in the same household. When allocating places if the last place is offered to a multiple birth child (eg a twin or triplet), the LA will also admit the other sibling(s).
 - b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate). The Council uses GIS software to measure all distances.

Parents/carers should note that pupils who are admitted to a nursery class of an infant or primary school will not have an automatic right to continued education at the same school when moving to a reception class. All parents/carers of children attending a nursery class, whether residing within the catchment area or outside it, will be required at the appropriate time, to complete an Admission to School form indicating their preference for a school (See Section 2).

Over subscription criteria for part-time nursery places:

1. Children who are 'looked-after' and previously 'looked after' children.
2. Children who will be three years of age on or before 31 December 2019 and who normally reside within the community school's catchment area. These children will be eligible for a part-time place in January 2020 (nursery year one).

Where a school is over-subscribed the LA will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2019-2020. A sibling is classified as a half or full brother/sister; a step brother / sister, an adopted brother/sister; or a child living in the same household. When allocating places if the last place is offered to a multiple birth child (eg a twin or triplet), the LA will also admit the other sibling(s).
 - b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate). The Council uses GIS software to measure all distances.
3. Children not currently resident within the defined catchment area whose parents have satisfied the LA, by the published closing date for receipt of Admission to Schools preference forms, that the child will be resident within the defined catchment area by the commencement of the school term to which the application relates. Evidence of permanent residence of the child must be supplied (see section 8).

Where a school is over-subscribed the LA will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2019-2020. A sibling is classified as a half or full brother/sister; a step brother/sister, an adopted brother/sister; or a child living in the same household. When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the LA will also admit the other sibling(s).
 - b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate). The Council uses GIS software to accurately measure all distances.
4. Children recommended for placement for medical, psychological, or social reasons eg young carers. To satisfy the medical and psychological criterions, parents must

provide supporting evidence from a registered health professional. The evidence must set out in detail why the named school is the most suitable school and what difficulties would arise if the child had to attend another school.

5. Children living outside the community school's catchment area will be considered for any remaining places in the order of priority set out below:
 - a) Children with siblings attending the school in the academic year 2019-2020. A sibling is classified as a half or full brother/sister; a step brother/sister, an adopted brother/sister; or a child living in the same household. When allocating places if the last place is offered to a multiple-birth child (eg a twin or triplet), the LA will also admit the other sibling(s).
 - b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate). The Council uses GIS software to measure all distances.

Parents/carers should note that there is no right of appeal in the case of nursery admissions.

Parents/carers should note the following special arrangements:

1. The Council agreed in November 2012 that the new Linc Cymru development in the north-east of Brackla (known as Trem-Y-Castell), would be assigned to the catchment area of Coychurch Primary School, with effect from September 2014. It was further agreed that the situation would be in place for a period of five years and be reviewed in 2019. For this, the 2019-2020 admission period, it has been determined to continue this arrangement. Children from this area will be entitled to receive free school transport, subject in accordance with the School Transport Policy in force at the time.

If parents/carers have any doubt in which catchment area they reside, they are advised to contact the Learner Support Team on 01656 642637.

13. PRIMARY EDUCATION

Every child is required by law to receive full-time education from the beginning of the school term after his/her fifth birthday. In Bridgend, however, all children are normally admitted to reception classes in the September following their fourth birthday.

Again the LA is committed to the principle of providing local schools for local children and will make every effort to ensure that children are able to secure a place at their catchment school, where parents/carers have expressed a positive preference for that school. However, where the number of applications exceeds the number of places available, the LA will apply the following criteria in order of priority to allocate the places available.

Over subscription criteria:

1. Children who are 'looked-after' and previously 'looked after' children
2. Children who normally reside within the community school's catchment area.

Where a school is over-subscribed the LA will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2019-2020. A sibling is classified as a half or full brother/sister; a step brother/sister, an adopted brother/sister; or a child living in the same household. When allocating places if the last place is offered to a multiple birth child (eg a twin or triplet), the LA will also admit the other sibling(s).
 - b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate). The Council uses GIS software to measure all distances.
3. Children not currently resident within the defined catchment area whose parents have satisfied the LA, by the published closing date for receipt of Admission to Schools preference forms, that the child will be resident within the defined catchment area by the commencement of the school term to which the application relates. Evidence of permanent residence of the child must be supplied (see section 8).

Where a school is over-subscribed the LA will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2019-2020. A sibling is classified as a half or full brother/sister; a step brother/sister, an adopted brother/sister; or a child living in the same household. When allocating places if the last place is offered to a multiple birth child (eg a twin or triplet), the LA will also admit the other sibling(s).
 - b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate). The Council uses GIS software to measure all distances.
4. Children recommended for placement for medical, psychological, or social reasons eg young carers. To satisfy the medical and psychological criteria, parents must provide supporting evidence from a registered health professional. The evidence must set out in detail why the named school is the most suitable school and what difficulties would arise if the child had to attend another school.
5. Children living outside the community school's catchment area will be considered for any remaining places in the order of priority set out below:
- a) Children with siblings attending the school in the academic year 2019-20. A sibling is classified as a half or full brother/sister; a step brother/sister, an adopted brother/sister; or a child living in the same household. When allocating places if the last place is offered to a multiple birth child (eg a twin or triplet), the LA will also admit the other sibling(s).
 - b) Proximity to school, as measured by the nearest available safe walking route (from home to the nearest main school gate). The Council uses GIS software to measure all distances.

Parents/carers should note the following special arrangements:-

1. The Council agreed in November 2012 that the new Linc Cymru development in the north-east of Brackla (known as Trem-Y-Castell), would be assigned to the catchment area of Coychurch Primary School, with effect from September 2014. It was further agreed that the situation would be in place for a period of five years and be reviewed in 2019. For this, the 2019-2020 admission period, it has been determined to continue this arrangement. Children from this area will be entitled to receive free school transport, subject in accordance with the School Transport Policy in force at the time.

If parents/carers have any doubt in which catchment area they reside, they are advised to contact Learner Support Services on 01656 642637.

14. TRANSFER TO A JUNIOR SCHOOL OR TO A JUNIOR DEPARTMENT WITHIN A PRIMARY SCHOOL

Children enter, or transfer to junior school or to a junior department in a primary school, on the first day of the autumn term following their seventh birthday.

Where an area is served by separate infant and junior or primary schools, parents of children in an infant school will need to complete the Admission to Schools Form in order to ensure their request for a place for their child is considered at the time of transfer from the infant school to the respective junior or primary school.

In primary schools, the infant and junior sections are simply departments of the same school and children progress through the school from the infants to juniors without having to transfer elsewhere. Parents are therefore **not** required to complete a form, since the children are already regarded as registered pupils in the primary school.

15. SECONDARY EDUCATION

Children normally transfer from primary school to secondary school at the beginning of the academic year following their eleventh birthday. Being a registered pupil at a feeder junior or primary school does not qualify for automatic admission to the associated secondary school. Where the number of applications exceeds the number of places available, the LA will apply the following criteria in order of priority to allocate the places available:

Over subscription criteria:

1. Children who are 'looked-after' and previously 'looked after' children.
2. Pupils who normally reside within the community school's catchment area.

Where a school is over-subscribed and all applications are within the catchment area, the LA will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2019-2020. A sibling is classified as a half or full brother/sister; a step brother/sister, an adopted brother/sister; or a child living in the same household. When allocating places if the last place is offered to a multiple birth child (eg a twin or triplet), the LA will also admit the other sibling(s).
- b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate). The Council uses GIS software to measure all distances.

3. Children not currently resident within the defined catchment area whose parents have satisfied the LA, by the published closing date for receipt of Admission to Schools preference forms, that the child will be resident within the defined catchment area by the commencement of the school term to which the application relates. Evidence of permanent residence of the child must be supplied (see section 8).

Where a school is over-subscribed the LA will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2019-2020. A sibling is classified as a half or full brother/sister; a step brother / sister, an adopted brother/sister; or a child living in the same household. When allocating places if the last place is offered to a multiple birth child (eg a twin or triplet), the LA will also admit the other sibling(s).
 - b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate). The Council uses GIS software to measure all distances.
4. Children recommended for placement for medical, psychological, or social reasons eg young carers. To satisfy the medical and psychological criteria, parents must provide supporting evidence from a registered health professional. The evidence must set out in detail why the named school is the most suitable school and what difficulties would arise if the child had to attend another school.
 5. Children living outside the community school's catchment area will be considered for any remaining places in the order of priority set out below:
 - a) Children with siblings attending the school in the academic year 2019-20. A sibling is classified as a half or full brother/sister; a step brother/sister, an adopted brother/sister; or a child living in the same household. When allocating places if the last place is offered to a multiple birth child (eg a twin or triplet), the LA will also admit the other sibling(s).
 - b) Proximity to school measured by the nearest available safe walking route (from home to the nearest main school gate). The Council uses GIS software to measure all distances.

Parents/carers should note the following special arrangement:

1. The Council agreed a change in the catchment areas of both Porthcawl and Cynffig Comprehensive Schools, with effect from September 2015. The change results in all of North and South Cornelly falling within the catchment area of Cynffig Comprehensive School. Parents of pupils with an older sibling already attending either of the schools affected by these changes will be able to use their parental choice to request a school place for the younger siblings to attend the same school as the older sibling. For five years following the implementation of these changes, these younger siblings will be treated as living in the 'original' catchment area. This arrangement will cease as from September 2020. Free school transport will continue to be offered as per the existing Home-to-School Transport Policy in force. Under the current policy pupils who attend a school other than their own catchment

school (where there is space available for them in their catchment school) are not entitled to free school transport. Therefore, a school place may be offered (subject to the school not being oversubscribed) on the proviso that the parent would be responsible for transport costs and arrangements of the younger sibling(s).

If parents/carers have any doubt in which catchment area they reside they are advised to contact Learner Support Services on 01656 642637.

16. POST-16 ADMISSIONS

The admission of pupils who wish to progress their post-16 education at a community school's sixth form is, at present, determined by individual schools. This is also the case for pupils wishing to study at post-16 at a further education (FE) institution. Therefore, any applications in this category should be made directly to the school/FE college. Individual schools/FE colleges are responsible for issuing policies on sixth form admissions in respect of entry criteria. The local authority has a policy of open access to schools' sixth forms.

17. OUTCOME OF APPLICATION

Please note that there is no right of appeal for non-statutory education (eg nursery education). Parents/carers will be notified of the outcome of their application in writing. If the application is refused, the letter will set out the reasons for the decision and will advise parents/carers on the appeal process.

18. MID-YEAR ADMISSIONS/TRANSFERS

Parents/carers, who move into the county borough of Bridgend during the academic year, will be required to complete an 'In-Year Transfer' form requesting admission to school. Similarly, if parents move within the County Borough they may wish to seek admission to their catchment area school. An 'In-Year Transfer' form would need to be completed. If you are not moving house you should consider the implications of this transfer request (refer to guidance on 'In-Year Transfer Form'). Copies of the form are available from on the Council's website via the link below, or directly from the Learner Support Team (01656 642637).

<http://www.bridgend.gov.uk/services/schools/school-transfers-in-year-school-transfer-requests.aspx>

Parents/carers may also wish to apply for a place at a different school for other reasons. If you are not moving house, you should talk to the headteacher about the reasons for a change of school. There is a significant amount of research which shows that changing schools is disruptive and can have a negative impact on a pupil's attainment. There are many reasons for this. Hence, it is important that careful consideration is given, particularly in the case of pupils in Years 10 and 11 who would have made their GCSE choices, to any change of school.

In cases involving school transfer requests that do not require a house move, or where there is no need for an immediate move, the LA would normally arrange for the child to start the school at the beginning of the following term, to minimise disruption to their own and other children's education.

Further advice on transferring a child to another school is available from Learner Support Services (01656 642637).

19. WAITING LISTS

The LA does maintain waiting lists for oversubscribed schools. Following the allocation of places during the normal admissions round, children will remain on the waiting list until 30 September 2019. Where applications are received outside the normal admissions round, children will remain on the waiting list for a period of one month.

If additional places do become available, they will be allocated on the basis of the published oversubscription criteria (see relevant section above) and **NOT** the length of time a pupil has been on the waiting list.

20. ADMISSION OUTSIDE THE NORMAL AGE GROUP

Occasionally the parents/carers of gifted or talented children will seek a school place for their child outside their normal age. The LA will consider each case individually and make its decision in consultation with the school and parent/carer.

Other circumstances where a school place will need to be considered outside of a child's normal age range may include where a child has experienced problems or missed part of a year due to ill health.

Where the LA considers that an out-of-year group application is appropriate but that application is refused due to no places being available at the school, the parent/carer will be offered a right of appeal. However, there is no right of appeal if a place has been offered, but not in the desired year group (ie where the place offered is in the correct chronological year group for the child's age).

21. REGISTERING AN APPEAL

In the vast majority of cases, children are offered places in line with their parent's preference of school. If however, a child is unable to gain admission, parents may accept a place offered at an alternative school whilst pursuing a place at their preferred school. If parents feel that they have circumstances which they believe justify further consideration, they may choose to appeal to an independent panel. This panel will consider the grounds put forward by parents for the appeal and determine whether the merits of their case outweigh the arguments presented by the LA. Before they appeal, parents are advised to consider the LA's admission policy.

Parents/carers may lodge a formal appeal against the LA but this must be received within 14 days (10 working days) of being notified of the decision not to admit a child to their preferred school. Parents should submit their appeal in writing, stating their reasons for appeal, to: Learner Support, Education and Family Support Directorate, Civic Offices, Angel Street, Bridgend, CF31 4WB. The LA will refer the appeal to an independent appeal panel. The clerk to the panel will arrange a time and place for the hearing. The panel will give parents an opportunity of appearing before them and making their representations (oral and/or written).

Parents/carers are advised that:

1. they may elect not to attend the appeal meeting and, instead, allow the appeal to be considered on a written statement;
2. the appeal will be decided on the information available if, having failed to give a reasonable explanation, they do not appear;
3. if they cannot attend on the date, and it is not reasonably practicable to offer an adjourned hearing, the appeal will have to be decided on whatever information is available; and
4. they will be given at least 14 days (10 working days) written notice of the meeting of the appeal panel, unless they agree to a shorter period. The parent/carer should confirm this in writing to the clerk to the panel.

Parents/carers can be accompanied by a friend or adviser or an interpreter, however, LA councillors are not permitted to attend. Parents are requested to inform the clerk to the independent appeal panel of any representation at least seven days before the hearing. Parents are also advised that agencies such as SNAP Tel. No. 08451203730 and ACE Tel. No. 03000115142 are available to provide assistance when making appeals.

22. REPEAT APPEALS

Parents/carers generally do not have a right to a second appeal in respect of the same school and the same academic year except where:

- there were faults in the first appeal process and there is a significant possibility that the outcome might have been affected by the faults (this may be on the recommendation of the Public Services Ombudsman); or
- a fresh application is accepted because there has been a significant and material change in the circumstances of the parent or child and that application has also been turned down. Common examples of where a fresh application is considered are where a family has moved address or there are new medical reasons.

Parents/carers who appeal unsuccessfully can re-apply for a place at the same school in respect of a later academic year. If they are again unsuccessful they do have the right of appeal.

23. WELSH EDUCATION

In accordance with statutory requirements, the LA's policy is that every child should have the opportunity to learn and use the Welsh language. Provision is made for this in the following ways:

1. The teaching of Welsh as a second language in English-medium schools.
 - a) At Foundation Phase, Welsh is taught to all pupils. The emphasis is on using the language with purpose and in meaningful situations. In addition, the incidental use of the language during the school day is encouraged.
 - b) At key stage 2, the language is further developed orally, with greater emphasis on reading and writing skills.
 - c) At key stage 3, Welsh is taught to all pupils and at key stage 4, it is now compulsory. Opportunities are provided in all schools for pupils to continue their studies for both the 16+ and 'A' level examinations.
2. Provision for Welsh-medium education.

- a) Welsh-medium education is available at the four Welsh-medium primary schools to all pupils whose parents select that medium of education.
- b) Parents/carers residing in the east of the county borough may wish for their children to attend the Welsh Unit at Dolau Primary School. Bridgend County Borough Council will be responsible for any transport costs for eligible pupils, but only if such pupils reside closer to Dolau than to Ysgol Bro Ogwr.
- c) At Foundation Phase, all subjects are taught and all activities are run through the medium of Welsh.
- d) English is introduced as a subject in key stage 2. Although all the other subjects are taught through the medium of Welsh, standards in English are equally safeguarded.
- e) The arrangement between the education authorities of Bridgend and Rhondda Cynon Taf, will allow pupils currently attending Ysgol Gyfun Llanhari to continue their education at the school.

Entry to Welsh-medium schools is controlled by the application of the same admission criteria expressed within the relevant section of this policy.

24. ADMISSION TO VOLUNTARY-AIDED SCHOOLS

Within the county borough of Bridgend, there are five voluntary-aided schools which are financed largely by the local authority. The governing body of each voluntary-aided school is the admission authority with responsibility for all admission arrangements.

The five voluntary aided schools within the county borough are as follows:

1. St. Mary's Primary Catholic School, Bridgend
2. St. Mary's & St. Patrick's Primary Catholic School, Maesteg
3. St. Roberts Primary Catholic School, Aberkenfig
4. Archbishop McGrath Catholic High School
5. Archdeacon John Lewis Church in Wales Primary School

Parents/carers who wish to seek admissions to these schools are advised to contact the relevant school for further information.

25. ADMISSION TO VOLUNTARY CONTROLLED SCHOOL

The one voluntary controlled school in Bridgend County Borough is Penyfai Church in Wales Primary School, which is financed by the LA. The admission criteria are consistent with that of the LA and with the Trust Deed of the school. Appeal arrangements are managed by the LA and consistent with the provision of the Trust Deed.

26. ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES

Bridgend County Borough has made the following arrangements with Rhondda Cynon Taf County Borough Council, where surplus admission places are available.

1. Pupils from Abercerdin Primary School may attend Tonyrefail Comprehensive School with Bridgend County Borough Council being responsible for transport costs.
2. Pupils from Dolau Primary, Brynna Primary and Llanharan Primary School may attend Pencoed Comprehensive with Rhondda Cynon Taf County Borough Council being responsible for transport costs.

3. Pupils from Bridgend County Borough may attend the Welsh Unit at Dolau Primary with Bridgend County Borough Council being responsible for any transport costs for eligible pupils, but only if such pupils reside closer to Dolau than to Ysgol Bro Ogwr.

Bridgend County Borough Council has no arrangements for the provision of education at schools not maintained by a local authority.

27. SPECIAL SCHOOLS

Bridgend County Borough Council is the responsible authority for determining the special educational provision required by individual children and young people with a statement of special educational needs.

This may involve mainstream or special school provision, and in exceptional cases, placement in schools outside Bridgend County Borough.

The Special Educational Needs Tribunal for Wales, under certain circumstances also has the authority to decide where a child with a statement is to be educated.

Bridgend County Borough's two special schools are regional centres with pupils admitted from neighbouring local authorities.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

3 OCTOBER 2017

REPORT BY THE INTERIM DIRECTOR OF EDUCATION AND FAMILY SUPPORT

APPOINTMENT OF LOCAL AUTHORITY GOVERNORS

1. Purpose of report

- 1.1 The purpose of this report is to seek approval from Cabinet for the appointment of local authority governors to the school governing bodies listed at paragraph 4.1 and 4.2.

2. Connection to the Corporate Improvement Objectives/other corporate priorities

- 2.1 The work of local authority governors supports the raising of educational standards and the wellbeing of children, young people and their local communities. In particular, their work contributes to the following corporate priority:

- Supporting a successful economy.

3. Background

- 3.1 In accordance with the Council's *'Guidance on the appointment of local education authority governors'* approved by Cabinet on the 14 October 2008, consideration has been given by officers to applications received for current and forthcoming vacancies of local authority governors on governing bodies (see paragraphs 4.1, 4.2 and Appendix A).

4. Current situation/proposal

- 4.1 For the nine schools below, there was no competition for any of the vacancies and therefore eleven applicants met the approved criteria for appointment as local authority governor.

Therefore, the recommended appointments are:

Mrs Kim Hore	Betws Primary School
Mr David Robert Pugh	Blaengarw Primary School
Mrs Mari Johns	Bryncethin Primary School
Miss Helen Davies	Cwmfelin Primary School
Mr David Bassett JP	Héronsbridge School
Mr Chris Major MBE	Maes yr Haul Primary School
Mrs Cleone Westwood	Maes yr Haul Primary School
Cllr Tom Giffard	Tremains Primary School
Mr Peter Richard Vincent	Ysgol Bryn Castell
Mrs Mai Jones	Ysgol Cynwyd Sant
Mrs Fiona C Roberts	Ysgol Cynwyd Sant

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

NAME OF SCHOOL	APPLICANTS
Brynteg Comprehensive	Cllr Nicole Burnett Cllr Mrs Julia E Williams
In line with the Council's selection criteria, it was agreed to recommend Cllr Nicole Burnett based on her being a local ward member for any part of the school's catchment area.	

NAME OF SCHOOL	APPLICANTS
Bryntirion Comprehensive	Cllr Jon-Paul Blundell Mrs Cleone Westwood
In line with the Council's selection criteria, it was agreed to recommend Cllr Jon-Paul Blundell based on his being a local ward member for any part of the school's catchment area.	

NAME OF SCHOOL	APPLICANTS
Cefn Glas Infants	Cllr Jon-Paul Blundell Cllr Dr Charles Smith
As Cllr Jon-Paul Blundell had no previous experience as a governor, and in line with the Council's selection criteria, it was agreed to recommend Cllr Dr Charles Smith based on his attendance record at governing body meetings in the previous two years.	

- 4.3 Subject to the above appointments being approved, there are still 25 vacancies that need to be filled in 17 schools (see Appendix A).

5. Effect upon policy framework and procedure rules

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

6. Equality impact assessment

- 6.1 An assessment of the appointment of local authority governors shows that there are no equalities issues related to this report.

7. Financial implications

- 7.1 There are no financial implications regarding this report.

8. Recommendation

8.1 Cabinet is recommended to approve the appointments listed at paragraph 4.1 and 4.2.

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Interim Director of Education and Family Support

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Background documents

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

List of local authority governor vacancies up until December 2017

Name of school	List of current and forthcoming vacancies
Cynffig Comprehensive School	1
Abercerdin Primary School	1
Afon Y Felin Primary School	2
Caerau Primary School	1
Coety Primary School	1 (from September)
Ffaldau Primary School	1
Llangynwyd Primary School	2
Mynydd Cynffig Primary School	2
Penybont Primary School	1
Pil Primary School	2
Plasnewydd Primary School	2
Porthcawl Primary School	2 (1 from September)
Tondu Primary School	1
Tremains Primary School	1
Ysgol Gynradd Gymraeg Cwm Garw	2 (1 from September)
Ysgol Gymraeg Bro Ogwr	2
YGG Llangynwyd	1
Total vacancies	25

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

3 OCTOBER 2017

REPORT OF THE CORPORATE DIRECTOR COMMUNITIES

CONSULTATION ON PUBLIC CONVENIENCES

1. Purpose of Report.

- 1.1 To seek Cabinet approval to formally enter into public consultation on the future of Council owned and operated public conveniences across the County Borough.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 One of the outcomes of the 2016-2020 Corporate Plan (reviewed 2017-2018) is that Bridgend County Borough is a great place to live, work and visit; and that 'our communities are clean and safe.'

- 2.2 As part of the Councils approved Medium Term Financial Strategy (MTFS) potential savings have been identified against the budget for the provision of Council owned and operated public toilets as a part of the Communities Directorate's response to balancing its financial allocation with the level of service provision while taking into consideration the priorities detailed in the Corporate Plan under

- Priority 2 – (helping people become more self-reliant);
- Priority 3 – (smarter use of resources)

3. Background.

- 3.1 As part of the Council's response to cuts to public service funding, measures to achieve savings against the provision of public toilets across the County Borough have been included in the Council's MTFS.

- 3.2 In order to achieve these savings it will be necessary to review the provision and operation of toilet facilities currently operated by the Council.

- 3.3 In future it will also be necessary to review the provision of Public Conveniences following the enactment of The Public Health (Wales) Act 2017 – Local Toilets Strategies, Part 8 of the Public Health (Wales) Act requires local authorities in Wales to prepare and publish local toilets strategies, under regulations yet to be published by the Welsh Government.

4. Current Situation

- 4.1 Public toilet locations and their opening hours are set of for Cabinet in the table below. Currently the Council provides six public toilets, one in Maesteg, two in Bridgend, and Three in Porthcawl.

Public Toilet Locations and Opening Hours

Location	Opening/closing
Maesteg Bus Station	All Year 09.00 – 18.00 Mon-Sat Sun - Closed
Bus station Bridgend	All Year 08.30 – 19.00 Mon – Sat 08.30 – 17.30 Sun
Cheapside Bridgend	09.00 – 18.30 Mon – Sat 08.00 – 17.00 Sun
John Street Porthcawl	Winter 09.00 – 18.00 Mon – Sat 10.00 – 18.00 Sun Summer 09.00 – 20.00 Mon – Fri 09.00 – 18.00 Sat - Sun
Griffin Park Porthcawl	Winter 09.30 – 17.30 Mon – Sat 10.30 – 17.30 Sun Summer 09.30 – 19.30 Mon – Fri 09.30 – 17.30 Sat - Sun
Rest Bay, Porthcawl	Winter 08.30 – 15.30 Summer 08.30 – 18.00

- 4.2 In seeking to inform any future decision that Cabinet may take on the provision of public toilets across the County Borough, approval is sought to enter into a formal public consultation. This consultation will seek the views of the public, Town and Community Councils, citizen's panel, disabled groups and organisations along with any other identified groups or individuals who may have a view on this matter.
- 4.3 The outcome of this consultation will form part of a future report to be presented to Cabinet on measures to achieve the potential savings identified in the MTFs of £150,000 for financial year 20018/19
- 4.4 Members will be aware that the transfer of public toilets to Town and Community Councils forms part of the Councils current objective under its Community Asset Transfer (CAT) programme. This work remains a priority and discussions with Town and Community Councils on the transfer of public toilets are ongoing and will continue while this work is undertaken.
- 4.5 The consultation will seek the public's views on the provision of public toilets by the Council where transfer under the Councils CAT programme has not been possible. This may include but not be limited to options for pay as you use, where financially viable; replacement of public conveniences with the Councils comfort scheme, where businesses make their facilities available to non paying customers and closure of the facilities.

5. Effect upon Policy Framework & Procedure Rules.

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

6. Equality Impact Assessment

6.1 The request made in this report is part of the Councils commitment and duty under the provisions of the Equality Act 2010 to consult with appropriate groups and individuals on proposed changes to service provision. A full EIA will be conducted as part of any proposals with regard to public conveniences that emerge as a result of the consultation.

7. Financial Implications.

7.1 There are no significant additional costs associated with this request. Any costs attached to the consultation process will be met within the current budgets/staffing resources of Street Works.

8. Recommendations.

8.1 Cabinet is recommended to approve that a consultation exercise be conducted as described in 4.2 above and that the outcome of the same will be reported back to Cabinet in due course.

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September 2017

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE CORPORATE DIRECTOR – COMMUNITIES

3 OCTOBER 2017

REPORT TO CABINET

RATIONALISATION OF SUPPORTED BUS SERVICES 2018/2019

1. Purpose of Report.

- 1.1 To make proposals for the rationalisation of supported bus services across the County Borough to meet a proposed budget reduction of £188,000 in 2018/19, as part of the Medium Term Financial Strategy (MTFS).

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

- 2.1 The proposal links to the Corporate Improvement Plan 2016-20 (Reviewed 2017-18) Priority Three – Smarter use of resources with alignment to the MTFS

3. Background.

- 3.1 Bridgend County Borough Council (BCBC) and Welsh Government (WG) support the provision of regional and local bus services by subsidising routes that are not commercially viable. These services serve routes that enable residents who live along them to access employment, education, health care and social activities.
- 3.2 BCBC's core budget for supported bus services is £318,000 in 2017/18.
- 3.2 The allocation provided to BCBC by Welsh Government through the Bus Services Support Grant (BSSG) is £381,193 in 2017/18, of which a base amount of £85,029 should be spent on funding Community Transport with the remainder, £296,164, to be spent on the region's core strategic bus network.
- 3.3 As a result of the above allocations the budget for supported bus services in 2017/18 is £614,064 (£318,000 + £296,164).
- 3.4 It is unknown at this time as to the level of BSSG funding to be allocated in 2018/19, but for the purposes of this report it has been assumed to remain unchanged.
- 3.5 The terms and conditions for the grant provided by Welsh Government for 2017/18 (BSSG) state:-

'The purpose of the funding is to support your expenditure in exercising your powers under the relevant legislation - to support and maintain the core strategic bus network in your area and to improve connectivity.'

Additionally to support the introduction of Voluntary Welsh Bus Quality Standards (VWBQS), and for the provision of certain bus and other local transport services, which may include an extension to or variation of an existing service; or a new bus

or community transport service; plus to develop close and effective partnership working (e.g. statutory bus Quality Partnership Schemes or Quality Contracts).

You should use the grant to promote social inclusion and wellbeing through the provision of public transport services that improve accessibility to essential services and facilities – e.g. training and work, transport interchanges, medical facilities, leisure or community centres

We are keen to encourage sensible and complementary networks of local transport services to promote accessibility and modal shift as well as contributing to improve cross-boundary services

3.6 It is therefore appropriate for the Council to approach the reduction in service provision in a manner that will enable the retention of the BSSG by providing support for core strategic bus network and community transport.

4. Current situation / proposal.

4.1 In the Medium Term Financial Strategy 2017-18 to 2020-21 and Council Tax 2017-18 report that went to Council on the 1st March 2017 in the a reduction of £188,000 is identified from Bridgend’s core budget of £318,000 for supported bus services in 2018/19 which would leave **£130,000** for supported bus services.

4.2 If this reduction is approved, the likely overall budget for supported bus services in 2018/19, is likely to be £426,164 (£130,000 core funding + £296,164 available WG grant).

4.4 During 2012/13 Sewta, the Regional Transport Consortia for South East Wales, set up a Bus Funding Project Board (BFPB) with the remit to develop a mechanism to administer the Regional Transport Services Grant and then to manage it. Prior to Sewta ceasing to operate, its Board decided that the BFPB should continue and manage the BSSG, with Monmouthshire County Council as its lead authority.

4.5 A peer review of the core strategic regional services was undertaken by the BFPB in 2015 to agree what would be classed as strategic services with Bridgend County Borough Council. 6 services and various cross boundary services that were put forward were considered to be appropriate. The various cross boundary services between Bridgend, Rhondda Cynon Taff and the Vale of Glamorgan were considered appropriate as well as community transport support and the grant administration costs. If these regional services were removed then there is a possibility that some of the BSSG would be withdrawn by Welsh Government.

4.6 An impact assessment has also been undertaken on all of the supported public transport routes to assess the impact that the withdrawal might have on the public, with a maximum score of 220 available and a higher score representing the greatest impact. Contracts were assessed and their impact scored on the following basis;

	Impact Assessment Category	Weighting (Maximum Score)
1	The number of users per journey	70
2	The subsidy per passenger	50
3	The unavailability of alternative services	30

4	The likelihood of related commercial bus service withdrawals	25
5	The loss of journeys for shift workers	10
6	The loss of journeys for healthcare and hospital visiting	20
7	The loss of journeys for education and training	15
	MAXIMUM SCORE	220

4.7 Appendix 1 shows the methodology used.

4.8 Table 1 provides a list of supported bus services, cross boundary services and grant administration that have utilised the above methodology and have been scored accordingly and placed in priority order. The cross boundary services have not been given a score as we contribute to other Authorities who pay for the bulk of the services.

4.9 The table also includes the type of service whether it is regional or Local.

Service No	Operator	Route	Impact Assessment July 17 (220)	18/19 Estimated Annual Cost (£)	18/19 Estimated Cumulative Cost (£)	Comments / Implications	Type of Service
	VOG Council	Cross Boundary Services (VOG) Bridgend - Llantwit Major and Greenlinks Service (Community Trans.)		£21,891.86	£21,891.86	Local bus services operated on behalf of VOG Council. Contribution from BCBC for the percentage of the bus service operating in the County of Bridgend.	Regional
	RCT Council	Cross Boundary Services (RCT) - Pontypridd - Bridgend & Porthcawl, Porth - Evanstown, Aberdare - Bridgend via Talbot Green.		£48,871.09	£70,762.95	Local bus services operated on behalf of RCT Council. Contribution from BCBC for the percentage of the bus service operating in the County of Bridgend.	Regional
	BCBC Grant Administration			£25,000.00	£95,762.95	Administration of Grant, by BCBC Finance Department.	Regional and Local
	Possible Indexation All Contracts			£5,000.00	£100,762.95	Indexation on all local bus service contracts excluding deminimis contracts.	Regional and Local
70	FIRST CYMRU	Bridgend to Cymmer (Evenings Mon - Sat)	177	£ 51,311.52	£152,074.47	1) Operates cross boundary into Neath Port Talbot area. 2) Route operates along major traffic corridor in the Llynfi valley. 3) It sieves commuter traffic from going through Junction 36 of the M4. 4) Relieves congestion on the A48 and M4. 5) Connects with trains at Maesteg and Bridgend Railway Stations for commuters (tackles congestion and encourages modal shift). 6) Linking transport and regional hub in Bridgend for connectivity to the regional and national transport network. 7) Improves access to the regional shopping centre (McArthur Glen – Pines), located at Junction 36 of the M4. 8) Improves access to employment in an area of high deprivation. 9) Links to Princess of Wales Hospital, providing health care services.	Regional
67	FIRST CYMRU	Bridgend to Aberkenfig via Pen-y-Fai (Monday to Saturday)	167	£ 18,720.00	£170,794.47	Provides Access to Sarn Surgery No alternative bus services for Aberkenfig & Pen-y-Fai residents to access Sarn Surgery. A through bus is available for Aberkenfig residents travelling between Bridgend and Maesteg (70/71 Service). Reduced service for Pen-y-Fai residents (between 09:15 and 14:40 Monday to Friday only)(Service 81). This contract is part council funded and commercial. There is a likelihood that if funding was removed then it is possible that the commercial section of the route would not be commercially viable	Local
37	EASYWAY	Maesteg Parc Estate, Daytime, (Monday to Saturday)	164	£ 28,750.80	£199,545.27	No alternative bus services for Maesteg Parc Estate residents, apart from accessing the main roads (Commercial Street). However, this is quite a distance for some residents living in Maesteg Parc (0.7miles).	Local
X2	FIRST CYMRU	Bridgend to Porthcawl (Evenings Mon-Sat)	163	£ 9,360.00	£208,905.27	1) Links to cross boundary service into Vale of Glamorgan and Cardiff. 2) Links key regional settlements. 3) Connects with trains at Bridgend Railway Station for commuters (tackles congestion and encourages modal shift). 4) Linking transport and regional hub in Bridgend for connectivity to the regional network. 5) Enhance business case for the METRO.	Regional

63B	FIRST CYMRU	Diversion through Mawdlam and Kenfig (Mon-Sat)	159	£ 9,360.00	£218,265.27	1) Linking transport and regional hub in Bridgend for connectivity to the regional network. 2) Links to Princess of Wales Hospital, providing health care services. 3) Tackles congestion and encourages modal shift. 4) Enhance business case for the METRO.	Regional
65-66	FIRST CYMRU	Bridgend to Talbot Green via Heol-y-Cyw (Early morning, Daytime and Evening Mon-Sat)	142	£ 129,841.92	£348,107.19	1) Operates cross boundary into Rhondda Cynon Taf area. 2) Relieves congestion on the A473, A4119 and M4. 3) Serves a major health facility (Princess of Wales Hospital). 4) Improves access to regional employment centre, especially industrial parks south of the M4. 5) Links to clinic on Wimbourne Road, Pencoed, providing health care services.	Regional
16	EASYWAY	Bridgend to Blaengarw via Heol-y-Myndd and Braich-y-cymmer (Daytime Mon-Sat)	140	£ 45,645.60	£393,752.79	1) Route operates along major traffic corridor in the Garw valley. 2) Connects with trains at Bridgend Railway Station for commuters (tackles congestion and encourages modal shift). 3) Linking transport and regional hub in Bridgend for connectivity to the regional and national transport network. 4) It sieves commuter traffic from going through Junction 36 of the M4. 5) Improves access to the regional shopping centre (McArthur Glen – Pines), located at Junction 36 of the M4. 6) Improves access to employment in an area of high deprivation. 7) Links to Princess of Wales Hospital, providing health care services. Alternative bus services operate on the majority of this route, apart from Heol-y-Mynydd, Wigan Terrace and Braichycymmer. Also Quarella Road, if Service No. 81 is cancelled.	Regional
73	FIRST CYMRU	Bridgend to Blaengarw, Evenings (Monday to Saturday)	140	£ 26,616.72	£420,369.51	Provides Access to Princess of Wales Hospital Commercially operated journeys are available on this service, but at a reduced frequency.	Local
76	FIRST CYMRU	Bridgend to Bettws, Vale View Diversion (Monday to Saturday)	135	£ 3,120.00	£423,489.51	Provides Access to Sarn surgery and Princess of Wales hospital for Vale View residents Commercially operated journeys are available on this service. No alternative service for Vale View, Woodland Way and Highfield Place residents. Residents will need to access the main road (Sarn Hill - 0.25 miles).	Local
51	EASYWAY	Bridgend to Oaklands Road, Daytime, (Monday to Saturday)	125	£ 11,263.20	£434,752.71	Provides Access to Bridgend Library / Rec Centre. No alternative bus services, apart from accessing the main road (Park Street - X1, X2, X4 & 172 Services). However the distance is not excessive (0.2 miles).	Local
803	TRAVELFINAL	Danygraig to Porthcawl - (Monday to Saturday)	125	£ 26,520.00	£461,272.71	Provides Access Portway Surgery Alternative bus services available (X2 and 1 72 Services) except for Danygraig residents, who will have no alternative bus service, apart from accessing the main road (Bridgend Road) which is quite a distance to travel (0.55 miles). This contract is mostly council funded and a small part is commercial. There is likelihood that if funding was removed, then it is possible that the commercial section of the route would not be commercially viable.	Local
61	PEYTON TRAVEL	Nottage to Porthcawl (Circular) (Monday to Saturday)	120	£ 13,712.40	£474,985.11	Provides Access to South Road Surgery and Portway Surgery. The contract has been retendered due to the 14-15 MTFS and new contractor took over in July 15. No alternative bus services for local residents in Nottage and Western Porthcawl. However, an alternative service is available on West Road and South Road (63B Service). However, this is quite a distance for some residents living to the west of Nottage and Porthcawl West (0.8 miles). The route of this service is planned to be extended to Newton Nottage Road, when a new surgery opens.	Local
81	EASYWAY	Bridgend to Pen-y-Fai via Brackla & Coity Morning & Afternoon (Monday to Friday)	118	£ 18,200.00	£493,185.11	Provides Access to Princess of Wales Hospital, as well as Quarella Road/Wildmill Residents. Commercially operated journeys in this timetable are available on this service, but only between 09:15 and 14:40 (Monday to Friday). Outside these times Penyfael will have the 67 Service (if retained). Other services available for Brackla (62, 64, 66 & 404 Services). However residents living on the Princess Way corridor will need to access Brackla triangle (0.82 miles). Coity has an alternative service (73 Service but this service is also under review).	Local
68/69	FIRST CYMRU	Bridgend to Cefn Glas, Early morning and Evening (Monday to Saturday)	115	£ 38,953.20	£532,138.31	Provides access to Bridgend Town Centre No alternative bus services, apart from accessing the main road (Park Street - X1, X2, X4 & 172 Services). However, this is quite a distance for residents living in the northern part of Cefn Glas (0.78 miles). Commercially operated journeys are available on this service throughout the day.	Local
52	EASYWAY	Bridgend to Broadlands, Daytime (Monday to Saturday)	111	£ 11,263.20	£543,401.51	Provides Access to Bridgend Library / Rec Centre No alternative bus services for Broadlands Estate residents, apart from walking to the main	Local

						road (Park Street) for an alternative service (X1, X2, X4 & 172 Services). However, this is quite a distance for some residents living in the Southern part of the Broadlands Estate (0.8 miles).	
63B	FIRST CYMRU	Bridgend to Porthcawl (Early morning and Evening Mon- Sat)	102	£ 43,495.92	£586,897.43	1) Serves areas of major planned population and employment growth. 2) Links to Princess of Wales Hospital, providing health care services. 3) Links key regional settlements. 4) Improves access to employment. 5) Serves areas of major planned population and employment growth. 6) Linking transport and regional hub in Bridgend for connectivity to the regional network. 7) Improves access to the regional shopping centre (McArthur Glen – Pines). 8) Links key regional settlements (Cardiff, Neath Port Talbot, Swansea & Vale of Glamorgan). 9) Enhance business case for the METRO. No alternative bus service. Commercially operated journeys are available on this service throughout the day.	Regional
62	FIRST CYMRU	Bridgend to Pencoed - 2 No. Evening Journey's - (Monday to Saturday)	80	£ 11,441.04	£598,338.47	Provides transport link for residents visiting the Princess of Wales Hospital, via Bridgend Town Centre. Alternative evening bus service from Pencoed Monument (404 Service). However, this is quite a distance for residents living in the western area over the level crossing of Pencoed (0.84 miles). Commercially operated journeys are available on this service throughout the day.	Local
73	EASYWAY	Pyle to Fforddygyfraith, (Tue & Fri only)	80	£ 9,360.00	£607,698.47	Provides access to Princess of Wales Hospital Alternative services available for Pyle residents (63, 63B, X1 & X4 Services), Cefn Cribbwr residents (63 & 63B Service) and Coity (81 Service, but this service is also under review). Fforddygyfraith residents will have no alternative service, apart from accessing the main roads (Cefn Road 1.1 miles – Service No. 63/63B or Maesteg Road A4063 1.7 miles – Service No. 70 & 71).	Local

Table 1

- 4.10 As can be seen from Comments / Implication column of Table 1 there are some routes that have alternative services along the main roads but are not as accessible as the current services. Other routes would be at a reduced frequency.
- 4.11 Based on likely available funding of £426,164, as indicated in paragraph 4.2, and comparing against the Estimated Cumulative Cost column above, the number of services that could be provided within the available funding will end at the '76' service with the current budget reductions.
- 4.12 In terms of impact upon the local communities, discussions have been held previously with the service providers (First Cymru, Easyway and Peyton Travel) on the possible reduction in services as outlined above. At those meetings they could not give an indication as to whether they would operate any removed services commercially, however they would consider the matter further once a decision has been made as to what services would be rationalised.
- 4.13 In seeking to enact the proposal the views of persons impacted upon by the proposed changes needs to be ascertained. This will consist of an initial discussion with the bus operators to ascertain if they would consider taking on any of the routes as commercially viable. Following on from this a wider online consultation including facebook and twitter is to be undertaken advising the proposal and seeking any views. Details of the consultation will also be sent as part of a press release emailed to various stakeholders within the county borough.
- 4.14 A partial mitigation to the above would be to utilise the Bridgend Community Transport. Bridgend Community Transport currently offers accessible transport solutions for charitable and voluntary groups, and individuals, through a range of services including the provision of fully accessible minibuses for community groups, dial a ride, community car, and wheels to work services for individuals. However,

not all their operations permit the use of concessionary passes and persons wishing to use the service would need to register as members of the scheme.

- 4.15 Under the provisions of the contracts between Bridgend County Borough Council and the bus operators, either party has to give a 12-week notice for changes to, or withdrawal of subsidised services.
- 4.16 The current supported bus service contracts commenced in November 2016 to run for 12 months with the option to extend for a further 48 months. In addition to these tendered bus services, the Authority also has de-minimise contracts with bus operators. However the Council or Bus Operator can terminate any of these contracts, as long as twelve weeks' written notice is given by either party.
- 4.17 Looking beyond this review, there is to be further consideration of future provision and the role of bus subsidy within the context of the wider city deal and metro. This is to ensure alignment with emerging regional transport priorities and development of a truly integrated transport system for the Cardiff City region.

5. Effect upon Policy Framework & Procedure Rules.

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

6. Equalities Impact Assessment

- 6.1 An Equality Impact Screening Form has been completed and this highlights potential impacts with a recommendation to complete a full impact assessment before the decision is made to remove any services. It is therefore proposed that, prior to Cabinet approving the permanency of the proposals contained within this report, a period of consultation is undertaken, following which a Full Equality Impact Assessment will be undertaken. The conclusion and future presentation of a Full EIA will support Cabinet in considering a way forward on this proposal.

7. Financial Implications.

- 7.1 A budget reduction will have a financial implication upon Bridgend Bus Station, as following the submitted cabinet report in January 2015, departure charges were introduced on buses using the bus station from 01 April 2015. This was introduced in light of the budget reduction for Bridgend Bus Station of £40,000 for 2015/2016 MTFS proposals. Therefore, if the recommended contracted local bus services supported by BCBC through its own funding were cancelled, then this will reduce the annual income for Bridgend Bus Station by approximately £4,100 as a result of less usage of the bus station by buses.
- 7.2 If the level of saving suggested by this proposal is not met, other public realm services are likely to be impacted upon to make up any shortfall.

8. Recommendation.

- 8.1 It is recommended that Cabinet:
 - Considers the content of this report and agrees that a 12 week consultation is undertaken on the proposals following which a Full Equality Impact Assessment will be undertaken,

- Agrees to a further report outlining the results of the consultation, to be accompanied by a Full Equality Impact Assessment, to be presented at a future meeting of Cabinet in order that the proposals outlined in this report may be considered.

MARK SHEPHARD
September 2017

CORPORATE DIRECTOR - COMMUNITIES

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Background documents - Equalities Impact Screening Form

APPENDIX 1

IMPACT ASSESSMENT SCORING RATIONALE

1 Users per Journey

Users per Journey	Score
1 to 4	20
5 to 9	40
10 to 14	60
15+	70

2 Subsidy per passenger

Subsidy per user	Score
£0.01 to £0.99	50
£1.00 to £1.99	40
£2.00 to £2.99	30
£3.00 to £4.99	20
£5.00 to £9.99	10
£10.00+	0

3 Unavailability of alternative services

Unavailability of alternative services	Score
Mondays to Saturdays Daytime with no alternative service	30
School days only	15
Mondays to Saturdays Evening & Sundays	10
Mondays to Saturdays Daytime with an alternative service	0

4 Likelihood of related commercial bus service withdrawals

	Score
Weekdays	25
Saturday	20
Sunday	10

5 Loss of journeys for shift workers

Mondays to Saturdays - the number of journeys that operate on the supported route before 0800 and after 1800 divided by the total number of journeys on the supported route multiplied by 10.

Sundays - total number of journeys operating on the supported route divided by the total number of journeys on the supported route multiplied by 10.

6 Loss of journeys for healthcare and hospital visiting

Mondays to Saturdays - the number of journeys that operate on the supported route between approximately 0900 & 2200 divided by the total number of journeys on the supported route multiplied by 20.

Sundays - the number of journeys that operate on the supported route between approximately 1300 & 2200 divided by the total number of journeys on the supported route multiplied by 20.

7 Loss of journeys for education and training

Mondays to Fridays - the number of journeys that operate on the supported route after 0800 and before 2100 divided by the total number of journeys on the supported route multiplied by 15.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

3 OCTOBER 2017

REPORT OF THE CORPORATE DIRECTOR COMMUNITIES

BRIDGEND TOWN CENTRE ACCESS INFORMAL CONSULTATION

1 Purpose of Report

1.1 The purpose of the report is to:

- Update Cabinet on the findings of the informal consultation with vulnerable groups and stakeholders regarding Bridgend Town Centre Access.
- Seek approval to undertake statutory consultation on the proposal, and commission detailed design work as a result of that consultation.

2 Connection to Corporate Improvement Plan

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

3 Background

3.1 The initial context for this project was set out in a report to Cabinet on 7th June 2016, which acknowledged changes in the function and purpose of town centres throughout the UK, and the specific impact locally on Bridgend Town Centre. The town centre has seen a decrease in footfall, sales performance and car parking income, and increases in vacancy rates. It further acknowledged that whilst there are many factors responsible for these that are outside the Council's control, it is important that the Council assesses those that are within its control which could bring about positive change to the success and viability of the town centre. The lack of vehicular access to Queen Street, Dunraven Place and Market St has been cited by town centre traders, property agents and developers as a key issue impacting on trade and lettings.

3.2 It was recognised that in order to change access arrangements in these streets there would first need to be a thorough understanding of the equalities implications, risks, costs and physical constraints. These were assessed in an independent feasibility report and presented to Cabinet dated 7th June 2016. The report identified a series of options, the preferred of which (option 3) included bollards and/or street furniture to demarcate the interface between carriageway and footway. This was considered to be the most balanced option in terms of road safety, implementation cost, impact on existing infrastructure, protecting footways from vehicular damage and providing some protection to pedestrians from vehicles mounting the footways.

3.3 Cabinet authorised officers to undertake a full consultation in order to complete the Equality Impact assessment (EIA) on the various options, setting out reasons why option 3 was preferred. The findings of this consultation were reported back to Cabinet on 29th November 2016. It concluded that the majority of respondents supported the proposal to re-introduce vehicles in to Queen Street, Market Street and Dunraven Place, with the inclusion of parking spaces to improve accessibility during the day and evening.

However, prior to a Traffic Order being implemented, further consultation and design would be required. This included informal consultation on the preliminary design with a number of specified groups and organisations, and others considered likely to be affected by the proposals. One of the key aims of the design is to manage the risks of pedestrian / vehicle conflict through physical design and traffic management measures.

4 Current Situation/Proposal

- 4.1 As a result of the Cabinet report dated 29th November 2016, an additional consultation was required in order to consider comments on the revised changes in that report to reintroduce traffic to Queen Street, Dunraven Place and Market St, inclusive of a 20 mph speed limit, two pedestrian crossings, approximately 18 parking/loading bays and a series of street bollards designed to improve safety by delineating the space between pedestrians and vehicles and prevent parking on the footways.
- 4.2 A preliminary scheme detailing the extent of the proposal was produced and sent informally to the consultees detailed in the Cabinet report of 29 November 2016.
- 4.3 In addition, a verbal presentation, including detailed discussions and Q&As was carried out with the following vulnerable groups representing vulnerable people or people with protected characteristics:
- SHOUT
 - BridgendVIS
 - Bridgend Equalities Forum
 - People's 1st Bridgend
 - The Stroke Association
 - Bridgend Youth Cabinet

Individual comments arising from the informal consultation and responses from the Director of Communities are attached in **Appendix 1**.

Key Findings

- 4.4 Four out of the six groups consulted did not support the scheme in the format that was presented to them and suggested further changes.

We have also received a formal response from South Wales Police Operational Support Division indicating the following:

It is the view of the Police that road safety has to be a paramount consideration under this proposal, specifically as the proposal will considerably alter pedestrian perception of traffic movement and therefore the need for greater awareness when crossing the carriageway, which has been pedestrianised for a significant period of time. It is submitted that the initial requirement for the introduction of the pedestrian order needs careful consideration before the current scheme is reviewed and altered.

The proposal will need to include appropriate measures to ensure that vulnerable road users are protected when using the roads subject to the proposed scheme. In addition, that vehicular traffic is regulated and any proposed scheme is engineered to avoid collisions on the carriageways subject to the proposal.

The Police consider that there are a number of issues that need clarification and considerably more detail is required before an informed view could be expressed with regard to this issue.

We would ask that should the council intend to implement this scheme that a detailed design is provided to the Police in accordance with the formal consultation process.

- 4.5 There was a wide range of responses arising from the informal consultation with the groups representing vulnerable people, with the following primary themes mentioned by the groups:
- the time limit and type of parking bays
 - the use of bollards to segregate pedestrians from cars
 - the location of pedestrian crossings
 - increased pollution as a result of vehicles in the town
 - no difference in level between the footway and carriageway.
- 4.6 All bar one of the groups commented that half an hour limited parking bays did not allow enough time for visitors including the blue badge holders to access the town centre in a meaningful way. It was strongly felt that a minimum of an hour would be considered more appropriate. The proposed 30 minute limited waiting was originally suggested due to the limited number of parking bays, the need to maximise their usage by encouraging regular turnover, and the preference for consistency with other limited waiting in the town centre. Increasing this to one hour limited waiting for the users of the parking bays in order to accommodate the concerns of the vulnerable groups could be acceptable, albeit with a reduced turnover in spaces.
- 4.7 In terms of the use of bollards to segregate the footway there was no consistent view expressed by the groups. The incorporation of bollards came out of the feasibility stage report for reasons of public safety, more specifically the risk of cars encroaching on to the footway. The current proposal is to place them at approximately 2 metre intervals subject to site conditions. In addition to these physical barriers, it is proposed that a prohibition of waiting at any time be introduced along the highway including the painting of double yellow lines on the highway. Bridgend VIS expressed concern over the bollards and their frequency, advising that they could be a trip hazard. It was suggested by Bridgend VIS that if they were to remain part of the scheme they should have a contrasting colour at the top of the column. If Cabinet is minded to proceed to detailed design, the design team would consider this proposal as well as the option of increasing the distance between bollards, provided that this would not compromise public safety for the reasons stated above.
- 4.8 The informal consultation with the groups representing vulnerable people confirmed the need for the installation of two formal crossing points which would be located in the vicinity of the job centre and the Wyndham Arms.
- 4.9 As a result of the introduction of vehicles into the town centre, the possibility of increased air pollution in the town centre was commented on by three of the groups. Contact has been made with the Councils Environmental Protection Section who have indicated that with the increasing need to promote sustainable transport and improve local air quality levels, that in line with this proposal, consideration would need to be given on how air quality levels can be improved via the implementation of mitigation measures and strategies. To mitigate the increase in vehicle air pollution, a 20 mph zone would be introduced and freight deliver companies encouraged to use only their

cleaner vehicles in the town centre. Encouragement will also be used to prevent idling vehicles in the town centre.

4.10 Thus in summary the further consultation identified the following key points:

- Suggested increase the available limited waiting from 30 min to 1 hr
- Spacing and colour contrast of bollards to be reviewed
- Concur with the introduction of formal crossings
- Exploration of mitigation of pollutants

Next steps

4.11 If the Council are minded to move forward with the proposal traffic orders associated with the proposal will need to comply with the requirements of the Local Authorities Traffic Orders (Procedures)(England and Wales) Regulations 1996 and the Cabinet report dated 1st April 2014 which stated there will be a need to undertake a statutory consultation and public notice to implement the changed Traffic Order.

4.12 The consultation proposals will be as follows

- Removal of the Pedestrian Order along Queen Street, Dunraven Place and part of Market Street
- Provide 1 hour limited waiting bays 10am to 6pm (No return within 1 hour) along Dunraven Place and Market Street
- Provide 1 hour limited waiting bay 10am to 6pm (No return within 1 hour) and a loading and unloading bay between 6pm and 10am in the layby in Queen Street
- Provide a loading / unloading bay at all times in the layby in Market Street
- Provide pedestrian controlled crossing point at the junction of Market Street and Quarella Road and a pedestrian controlled crossing point in Dunraven Street near the Wyndham Arms
- New Traffic Order to allow access to all vehicles along the northern end of Market Street
- Reversal of traffic flow along Wyndham Street, Cross Street and Caroline Street
- To introduce no waiting at any time along the parts of the road not covered by the parking bays

4.13 It will be necessary to issue a letter and plan explaining the proposal and consult formally on proposals in accordance with Local Authorities Traffic Orders (Procedures)(England and Wales) Regulations 1996 and send out to the following:

- Appropriate Local Ward members
- Chief Constable of Police
- Freight Transport Association
- Road Haulage Association
- Appropriate Ambulance / NHS bodies
- Fire Service
- Appropriate Bus Operators if affected by the scheme
- Other organisations considered likely to be affected by the proposals.
- any additional individuals deemed appropriate who may be affected by the proposal (all the shops / residents that are affected by the proposal within the town centre)

4.14 The responses will then be considered and this may result in the proposals being amended if deemed appropriate.

- 4.15 During this time some initial detailed design can be undertaken although some alterations may be needed after the consultation process has been undertaken
- 4.16 The previous Cabinet report suggested that an experimental traffic order would be an appropriate way to introduce the proposal in order to monitor and review the changes. It is now considered that, it may be more prudent to wait until all the replies have been received from the initial consultation required under the Road Traffic Regulation Act 1984 before deciding whether to introduce the order experimentally or as a permanent change.
- 4.17 It may be that after a statutory consultation process with Emergency Services, Police, Local Councillors and the shops / residents will allow the Council to determine if there is sufficient support for the proposed changes and that the proposed solutions will bring the desirable results.
- 4.18 In the previous Cabinet Report it was considered that an Experimental Traffic Order would be the way forward. The main difference between an ordinary Traffic Regulation Order and an experimental Traffic Regulation Order is that unlike an ordinary Traffic Regulation Order, there is no requirement to give public notice prior to make an experimental Traffic Regulation Order. Instead, public consultation is carried out over a minimum six month period, starting from when the experimental Traffic Regulation Order comes into force on site. However, the proposed 20mph limit and the installation of formal crossings cannot be implemented as part of the experimental order as they are not covered by the appropriate legislation to implement an Experimental Order
- 4.19 For information, an experimental order must mimic in a temporary way what the proposed permanent order will look like. This could mean that temporary barriers, signs and crossing points would be in place for up to 18 months before the order could be made permanent. This would not be aesthetically pleasing to the town environment and may indeed bring negative effects to the town centre, which would be detrimental to the aim of the proposal as well as the significant costs associated with erecting and maintaining the temporary works. Additional costs would also be incurred to remove any temporary physical measures installed as part of any experimental order, should the scheme not be made permanent.
- 4.20 The scheme will now be progressed by as a permanent traffic order, however following completion of the initial stage of the statutory consultation required by the Road Traffic Regulation Act 1984 a further report will be presented to Cabinet which will consider whether the scheme will be progressed by means of a permanent traffic order or an experimental traffic order.

5. Effect Upon Policy Framework and Procedure

5.1 None

6. Equalities Impact Assessment

6.1 It is the duty of the Council to carry out an Equalities Impact Assessment on any proposal. A full EIA report has been undertaken. The EIA recommends the following mitigation measures, which will be addressed through the design and if agreed, the implementation stages of the project:

- consultation with town centre users, in particular those with protected characteristics, on the design and layout of the road system reduce the risks of pedestrian / vehicle conflict through physical design and traffic management measures;
- site visits for disability groups at design stage to ensure the proposed changes made to the road layout are fully understood;
- a robust marketing campaign advising of the changes to the road layout with particular focus on those protected characteristic groups likely to be impacted, including leaflets outlining the changes sent to all nursery, primary and special schools;

7. Financial Implications

7.1 Subject to Cabinet approval, officers have allocated £60,000 from corporate feasibility funding to carry out detailed design in 17/18. Cabinet should understand that external grant funding for scheme implementation is not guaranteed and therefore any design costs incurred would be 'at risk', albeit the design work would not be wasted as the scheme would be ready should any future funding become available.

8. Recommendations:

8.1 Cabinet is recommended to:

- 8.1.1 Consider the key findings of the consultation authorised by the Cabinet report of 29 November 2016;
- 8.1.2 Authorise officers to make the suggested changes to the proposal detailed in 4.6 and 4.7 being to:
 - increase the limited waiting bays from 30 minutes to 1 hour
 - Introduce a no waiting at any time provision along the highway where there are no parking bays along Queen Street, Dunraven Place and Market Street
 - At detailed design stage, the type of bollard and their spaces will be considered
- 8.1.3 Authorise the next steps outlined in in section 4.12, 4.13 and 4.14 to progress statutory consultation to finalise detailed design as detailed in 4.12.
- 8.1.4 Receive a further report upon completion of the initial phase of the statutory consultation to consider and approve a way forward.

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Background documents:

Cabinet Report 7th June 2016 - Bridgend Town Centre Access
Cabinet Report 29th November 2016 - Bridgend Town Centre Access

Comment No.	Comment	Response by Director of Communities
SHOUT Bridgend. Carnegie House, Wyndham St, Bridgend (Tuesday 30th May 2017)		
1	Concerns regarding vehicle congestion as drivers were looking for parking spaces	Due to there being specific bays then this is unlikely to occur
2	Affect street café trade due to vehicle noise and pollution.	Discussions will be held with the Environmental Department to mitigate noise and pollution
3	½ hour parking was not sufficient for disabled people or shoppers. Preference was for 2hrs.	Consideration will be given to increasing the parking time
4	Suggestion of a hop on hop off bus.	Due to the proximity of the bus station it is unlikely that such a facility would be viable
5	The scheme will not benefit disabled people.	It is considered that the scheme will improve access to the town centre for disabled people
6	The scheme will not bring people into the centre.	The town traders consider that improved access will encourage people to utilise the town centre more
7	Cost of scheme outweighs the benefits.	Discussions are ongoing related to this matter
8	Concern for small children who are used to a vehicle free environment	It will be important that parents and children are aware of the vehicular movement at the proposed location
9	Concern that skateboarders would damage the bollards.	This would be monitored
10	Positioning of the proposed bollards (not too far into the footway).	This will be a design issue and will be considered.
11	Too late to give their view through the public consultation exercise in Aug 2016.	The consultation was available for all to respond and lasted 12 weeks
12	The present proposal of 30 minutes free parking was not supported. The group felt that this was not sufficient time for disabled people or shoppers who wished to access parts of town further away e.g. Nolton St.	Consideration will be given to increasing the parking time
13	If the underlying premise for the proposed scheme is to increase trade, then shoppers need more time to park and shop around. 30 minutes is insufficient. 2 hours	Consideration will be given to increasing the parking time

	would be more acceptable to enable this to happen. The group expressed a view that the scheme would be a waste of money; it would not achieve its aims if the parking was limited to 30 minutes.	
14	Wider town centre issues such as the range of shops, free parking, the Rhiw flats and car park, rates, how BCBC are supporting the town centre and examples of other successful towns including Cwmbran.	Noted
15	The public consultation carried out in Aug 2016. Only two members of the group had seen the questionnaire. Over 50% of the group do not use the internet and could not fill the survey out on line (the survey was made available in paper format).	The consultation was available for all to respond and lasted 12 weeks
16	The group would also like an update as the project progresses.	Noted
17	A show of hands on the present proposal was taken; the scheme in its present format was rejected by 22 of the attendees.	Noted
Bridgend Viz Meeting. Evergreen Hall. Bridgend (7th April 2017)		
1	The use of bollards would cause an obstruction. Why not use pedestrian guard railings with intermittent gaps.	This will be considered as part of the design
2	A rail is more useful for helping partially sighted to negotiate their path	Noted and as above
3	The scheme was focusing too much on cars and traders and going against BCBC drive to bring people into the town centre by public transport such as buses.	It is considered by the town traders that a choice of access would improve usage of the town centre
4	Bollards should have different coloured or lit tops for easy identification. It takes time for the eyesight of visually impaired to adjust coming out of a shop into daylight.	This will be considered as part of the design

5	Cars will still park in-between bollards.	This will be considered as part of the design
6	Why is no additional disabled parking being provided?	This will be considered as part of the design
7	30 minutes staying time is too short. Need 2 hours.	Consideration will be given to increasing the parking time
8	This will not regenerate the town centre	The traders and council consider that the proposal will help to regenerate the town centre
9	Why are cars and traders being given the advantage at the detriment of normal pedestrians	There will still be a pedestrian area in Wyndham Street, Caroline Street and Adare Street
10	Where will the crossing points be located?	The crossing points will be located near the bus station and near the Wyndham Arms
11	Better to locate the market street crossing point near Home Bargains	This will be considered as part of the design
12	Any crossing points should have audio beepers	Noted
13	Cars are not going to wait for a parking place (if none exists) they will park anywhere	Double Yellow lines will be painted on the highway and any parking at these locations will be dealt with by Civil Parking Officers
14	What enforcement will be in place with traffic wardens?	The town centre will be covered by the Councils Civil parking Officers as part of their normal duties
15	The scheme will not achieve anything and is a waste of money.	Noted
16	It is supporting shop owners and not the average pedestrian.	It is considered that appropriate measures will be put in place to help pedestrian safety
17	Bollards will be good because guide dogs can be trained to walk on the inside of the bollards	Noted
18	There will be a large volume of traffic using the road causing congestion and making it impossible to get a space.	Noted
19	The road will become a rat run	This will be monitored
20	Visually impaired people are trained to not cross at a junction but to move down the road before crossing.	Noted
21	There will be more fumes by allowing vehicles into town.	Discussions will be held with the Environmental Department to mitigate noise and pollution
22	It will be crucial to enforce the scheme with more traffic	Noted

	wardens in town.	
23	Suggested crossing points at the Wyndham Arms and outside the job centre.	It is important to locate the crossings at places where the majority of pedestrians are likely to cross
24	Existing shops simply do not have the right goods in the window.	Noted
25	To increase trade use weekday markets	Noted
26	Make people walk as it is more healthy for everyone even the elderly	Noted
27	Make local parking cheaper for town centre visitors	There is currently a pilot being undertaken for parking with 2 hours free in the Rhiw Car park
28	Why not have a park and ride facility? Promote public transport instead	This would not be a viable proposition
29	The general opinion, 14 to 1 was against the scheme. Current proposal not acceptable.	Noted
Bridgend Equalities Forum (15th March 2017)		
1	Would the right hand turn from The Rhiw into Queen St need reconfiguring?	This will be looked at as part of the design
2	There needs to be an appropriate crossing point from the Rhiw car park to the Market.	A crossing point has been provided
3	Bollards could cause an obstruction/hazard for blind and partially sighted people.	This will be considered as part of the design
4	BridgeVIS felt that increasing the kerb height would be an appropriate solution and not bollards.	This has been considered on a previous Cabinet report
5	The use of tactile paving was discussed.	Noted
6	Re-education regarding the route would be required for blind and partially sighted.	Noted
7	BCBC officers invited to meet the disability groups on-site to discuss the plan.	Noted
8	There was a request from Y Bont and SHOUT to get involved in the consultation.	Noted

People First Bridgend. One Central Park, Western Avenue, Bridgend (9th May 2017)		
1	Concerns regarding increased air pollution	Discussions will be held with the Environmental Department to mitigate noise and pollution
2	Road safety for pedestrians	This has been highlighted in a previous Cabinet report
3	Cost of scheme	This has been highlighted in a previous Cabinet report
4	Loss of disabled places	The proposal will increase access for the disabled
5	Cut in street activities	Temporary closures will be implemented to ensure no reduction in street activities
6	Speeding cars	Due to the nature of the route it is unlikely that vehicular speeds will increase
7	Speed reduction measures	This will be considered as part of the design
8	Use of bollards versus railings	This will be considered as part of the design
9	Insufficient parking time	Consideration will be given to increasing the parking time
10	Crossing points	This will be considered as part of the design
11	Education and awareness of changes	Noted
12	A discussion took place on Road Safety for pedestrians and how cars would affect movement of individuals who are currently used to crossing at any point. The group felt that safety was an important issue.	Noted
13	Speed reducing measures such as ramps or speed cushions was proposed to reduce vehicle speed on the proposed section of the road.	This will be considered as part of the design
14	The present proposal of 30 minutes free parking was not supported. This was regarded as insufficient time to off-load, set up, shop and then reload and specialist mobility transport. A minimum of 1 hour was suggested.	Consideration will be given to increasing the parking time
15	Safe crossing points were discussed and as to where they might be located.	Crossing points will be located at the appropriate desire lines
16	The loss of disabled spaces was mentioned and disabled badge holders not finding a space as it might	This will be considered as part of the design

	be taken up by a non-blue badge holder.	
17	The use of guard rails or bollards was debated and the group felt that guardrails had advantages but would spoil the shopping experience. Bollards would be preferred and people will have to remember not to simply cross the road.	This will be considered as part of the design
18	Telling everyone about the changes was regarded as a good idea.	Noted
19	Overall the group did not object to the present scheme and would like their views considered. The group would also like a site visit at a later date.	Noted
The Stroke Society. St Johns House, Minerva St, Bridgend (3rd July 2017)		
1	There was a very strong feeling that ½ hour parking was not sufficient for this group. Preference was for 1hr minimum but preferable to have 2 hrs.	Consideration will be given to increasing the parking time
2	The most appropriate location for disabled parking is close to the PO in Wyndham House.	This will be considered as part of the design
3	There was a concern that taxis would wait in the proposed parking bays all day reducing available parking.	The proposed limited waiting will be policed by the Civil Parking Enforcement Officers to prevent such activity
4	Parking bays for disabled users need to be longer than standard bays.	This will be considered as part of the design
5	Many people affected by a stroke have lost their independence by not being able to access the town centre. Being able to get to the PO to collect their pension will change those people's lives.	Noted
6	Why was the group not consulted earlier?	A 12 week consultation was undertaken between August and October 2016 including engagement events
7	If all the roads in the town centre were open to vehicles it would make more of a difference.	It is considered important that some roads remain a pedestrianised zone

8	How will the 20mph limit be enforced?	This will be a police matter but due to the nature of the roads affected it is unlikely that vehicles will exceed this speed limit
9	Wyndham St should be designated for disabled parking.	This is not part of the proposal and will remain pedestrianised
10	It was agreed that the crossing points were in the right place. There was a preference for the crossing point to be close to the PO.	Noted
11	No problems were foreseen with the proposal of installation of bollards.	Noted
12	Other towns are attractive and welcoming with artisan shops. Bridgend is full of pound shops and phone shops. The town needs more policing.	Noted
13	Moving Shopmobility was disastrous. Should not have moved it to the furthest point in town. Need to put Shopmobility back into the Rhiw.	Noted
14	Used to come to town regularly but find it difficult now that the toilets in the Rhiw are shut. Do not come to town anymore.	Noted
15	It was suggested that a disabled person is consulted with for any plans the Council produces.	This is being undertaken
16	Worst thing to have ever done to the town centre was to make Nolton St one way. Has cause gridlock.	The one way system has improved viability for the shops and improved pedestrian safety
17	Need a draw to get people into town.	Noted
18	The town needs more shops / M&S food, less charity shops.	Noted
19	Bridgend lacks a town hall / a focal point.	Noted
20	Bridgend market declining.	Noted
21	The town needs a big clean up and proper policing.	Noted
22	31 were against the scheme in its present format. Only 1 person was in favour. The majority of the group objected to the present scheme and would only support it if the	Noted

	waiting time for disabled people was extended. The group would also like an update as the project progresses.	
Bridgend Youth Cabinet (14th July 2017)		
1	Concerns regarding increased air pollution and impact this will have on asthmatics	Discussions will be held with the Environmental Department to mitigate noise and pollution
2	Road safety for pedestrians especially during the night-time economy.	This has been considered in a previous Cabinet report
3	Convenient for shoppers	Noted
4	Will bring more shoppers into the town centre	Noted
5	There needs to be a time limit on parking bays and this should be enforced in the evening.	Noted
6	Bollards should be made of reflective material to help partially sighted.	This will be part of the design process
7	A discussion took place around why young people do not come to Bridgend and prefer to meet in McArthur Glen.	Noted
8	Overall the group supported the present scheme.	Noted

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE CORPORATE DIRECTOR - COMMUNITIES

CABINET

3 OCTOBER 2017

FLOOD AND WATER MANAGEMENT ACT 2010 ANNUAL FLOOD INVESTIGATION REPORT

1. Purpose of Report

- 1.1 The purpose of this report is present to Cabinet a report prepared in compliance with Section 19 of the Flood and Water Management Act 2010 in respect of the investigation and reporting of flooding incidents.

2. Connection to Corporate Plan / Other Corporate Priority

- 2.1 The investigation of flooding incidents supports the Council's priority of working together to make the best use of our resources.

3. Background

- 3.1 The Flood and Water Management Act 2010 (FWMA 2010) places a number of statutory duties on Local Authorities in their role as Lead Local Flood Authority (LLFA).
- 3.2 On becoming aware of a flood in its area, the BCBC as LLFA must, to the extent that it considers it necessary or appropriate, investigate which risk management authorities have relevant flood risk management functions, and whether each of those risk management authorities has exercised, or is proposing to exercise, those functions in response to the flood.
- 3.3 Where an authority carries out an investigation it must publish the results of its investigation and notify any relevant risk management authorities.

4. Current Situation / Proposal

- 4.1 In compliance with section 19 of the FWMA 2010 an Annual Flood Investigation Report for 2016-2017 has been prepared and is attached at **Appendix 1**.

5. Effect upon Policy Framework & Procedure Rules

- 5.1 None at this time.

6. Equality Impact Assessment

- 6.1 There are no implications.

7. Financial Implications

7.1 The costs of investigation and reporting are met within existing budgets.

8. Recommendation

It is recommended that Members:

8.1 Endorse the actions undertaken to ensure that the Council meets its duties under the Flood and Water Management Act 2010 as set out in the attached Annual Flood Investigation Report 2016-2017.

8.2 Approve the attached Annual Flood Investigation Report 2016-2017.

Mark Shephard
Corporate Director - Communities
September 2017

Contact Officer: **Kevin Mulcahy**
Group Manager – Highways Services
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Bridgend County Borough Council

Annual Flood Investigation Report 2016-2017

1.0 Introduction

The Flood and Water Management Act 2010 (FWMA 2010) places a number of Statutory Duties on Local Authorities in their role as Lead Local Flood Authority (LLFA) including under Section 19 Sub-Section (1) a duty to investigate flooding within its area, to the extent that it considers it necessary or appropriate:

To comply with Section 19, Sub-section (1), of the FWMA, Bridgend County Borough Council (BCBC) encourages the reporting of flooding incidents and investigates those reported, to ascertain which Risk Management Authority has an oversight role and whether this role has been exercised.

The Risk Management Authorities in Wales are Natural Resources Wales (formerly the Environment Agency Wales), which has an oversight role for flooding from main rivers and the sea, Dwr Cymru/Welsh Water (DCWW) which has an oversight role for flooding from public sewers/water mains and BCBC, as LLFA, which has an oversight role for flooding from Ordinary Watercourses, surface water and groundwater.

Note that although these organisations are responsible for managing flood risk, this does not mean that they are liable for damage caused by flooding. Property owners have a responsibility for protecting their properties and for clearing watercourses and rivers where they are the riparian owner.

Under Section 19 Sub-section (2) the Council liaises with the other Risk Management Authorities, in the course of investigations, records the investigation details and will produce and publish an annual report of investigations undertaken to comply with the requirements of the FWMA.

Whilst local information is recorded, due to the restrictions imposed by the Data Protection Act the published report will not identify individual properties; or property owners but will be restricted to the number of incidents investigated, identification of the Risk Management Authority with oversight role, the type of flooding experienced and any action taken.

Information recorded will be retained and used in the review of Flood Risk Assessment for the Borough, including identification of any remedial works to drainage systems under the control of the Council and potential improvements to drainage systems and/or operations.

This initial report covers the period from April 2016 to March 2017; it only includes reference to those flooding incidents of which the Council is aware.

2.0 Flooding incidents 2016/17

During this period 112No. investigations were undertaken, of these 4No. related to DCWW apparatus (public sewer blockages/hydraulic overload), 27No Valleys to coast (V2C) assets, 69 No BCBC assets (culvert/highway drainage/Highway run-off) and 12No. which were established to be domestic private drain blockages or private watercourses. None related to Natural Resources Wales (main rivers or the sea).

Of the flooding incidents that occurred 74No. resulted in internal flooding to properties, 3No. related to DCWW apparatus, 18No. related to Valleys to Coast Assets, 43 No. related to BCBC Assets (Culverts/Highway drainage/Highway run-off) and 10 cases due to a defect in private drainage (Including private watercourses). Internal flooding was avoided in several cases by the timely intervention of BCBC Highways teams, DCWW staff, Fire service and deployment of sand-bags by BCBC. On the 19th/20th November 2016 Bridgend County Borough Council suffered from heavy rainfall throughout the Area. Issues were experienced at a multitude of locations and were caused by a number of reasons (blocked Drains/Overloaded systems/run-off from adjacent land), however in general the cause was the extreme rainfall event. Appendix A shows rain intensity at the BCBC weather stations sited at A4063 Caerau and B4280 Heol-Y-Cyw during the 19th / 20th November 2016. This event was not forecast and no severe weather warning was issued in advance of the particular event. 89 No. properties were affected following the flood event in November 2016 at Garth and Pencoed . The results of the investigation into this event are covered in more detail at Section 2.1 & 2.2

Most incidents involved hydraulic overloading of drainage systems, where flows exceeded the capacity of systems. Where flooding was due to blockages in systems these were dealt with either by BCBC working with the riparian owner to resolve, or, directly by BCBC in cases where the issue was on Council owned apparatus.

Flooding was also avoided in cases where BCBC had been pro-active in checking and clearing culvert grids before and during the flood events.

2.1 Flooding at Garth, Maesteg 20th November 2016

On the 20th November 2016 Bridgend County Borough Council experienced heavy rainfall throughout the area. Issues were experienced at a multitude of locations and were caused by a number of reasons (blocked Drains/Overloaded systems/run-off from adjacent land), however in general the cause was the heavy rainfall event. Calls to the BCBC Out of hour's emergency service began to increase at approximately 03:00 hrs in relation to flooding events generally on the highway.

Within the Garth area of Maesteg there were two main culverts that became blocked and overtopped. The blockages were caused by debris (stones/gravel /Vegetation/other material including household waste) being washed down from the watercourses up stream of the culvert and lodging up against the culvert grids at Heol Faen and Heol Dyfed. A plan is attached which identifies the culverted water courses at Heol Faen and Heol Dyfed at Appendix B.

The Heol Faen culverted water course is under the public highway and the maintenance of this culvert and associated grid entrance rests with the Highway Department of Bridgend County Borough Council.

The Heol Dyfed culverted water course passes through a number of riparian owners including Private ownership, BCBC Highway Authority, BCBC Property, Valleys to Coast Housing Association. The associated grid entrance for the system rests with Valleys to Coast as riparian owner of the land.

Also attached (Appendix C) is a plan of the area showing the routes it is believed that the water took following the overtopping of the culverts. The Blue route has been identified as being caused by the Heol Faen Culvert, and the Green Route, by the Heol Dyfed culvert. This is the best representation based on general assessment of topographical levels and at the Bridgend Road area the flood water is likely to have become inter linked with both culvert blockages contributing to the flows.

Calls were received approximately 06:00/ 07:00 for the Garth Area and works teams were dispatched and were in attendance on site around 06:00 20th November 2016. At this time a number of properties had been affected by the flooding from both culverts and the teams started to deliver sandbags to property owners to attempt to prevent further ingress of water. Once the sand bags had been delivered the teams examined the two culverts. The culvert at Heol Faen was completely blocked and it was assessed that the team required a JCB to clear blockage and this was completed by approximately 08:00. This resulted in the water being retained within the system and no longer flowing over the carriageway.

Whilst waiting for the JCB to attend the works team also attended on the Heol Dyfed culvert, although not BCBC responsibility. Access to this was easier and the blockages were removed by hand.

The culvert at Heol Faen is inspected on a regular basis, and the inspections are undertaken to identify any blockages that could/or may cause the culvert to overtop. These inspections are undertaken each month. The last inspection of Heol Faen Culvert was undertaken on the 26th October 2016 and a copy of the inspection schedule is attached at Appendix D. As can be seen the inspection of the 26th October 2016 identified that there were no issues with the culvert entrance at this time and no clearance works were required.

The complaint logs have been checked for twelve months prior to the incident and No complaints were received regarding the condition of the culvert at Heol Faen or Heol Dyfed by BCBC prior to the date of this incident.

A complaint, HF 121904 was received from a resident of 194 Bridgend Road was received on 2nd March 2016 and related to blocked drains in the highway. The officer attended on the same day and no flooding to the highway was noted, and there was no issue with the highway drains. No other complaints relating to the drains in this area were received between 2nd March 2016 and the incident date.

Following the onset of the incident checking of the complaint system it apparent that a number of calls were received from the South Wales Fire Service at the around 06:50 and at this time BCBC operatives were on site and delivering sandbags and attempting to clear the culvert. Copies of the complaints are attached at Appendix E.

As stated the responsibility for maintenance of the culvert grid at Heol Dyfed rests with V2C Housing association. V2C have confirmed that they undertake regular inspections of the culvert to ensure it is clear. V2C advised that the last inspection of the culvert prior to this incident was undertaken on 5th November 2016

Following the incident a number of residents contacted the Authority through the local members and a number of concerns were identified. These matters have been identified and brought forward to the Actions Table at the end of the document.

2.2 Flooding at Pencoed

Within the Pencoed area there was a flooding event caused by the blockage of a culvert grid at Greenacres Drive, Pencoed. The blockage was caused by debris (stones/gravel /Vegetation) being washed down from the watercourse up stream of the culvert and lodging up against the culvert grid at Greenacres Drive.

The Greenacres Drive culverted water course is under the public highway and the maintenance of this culvert and associated grid entrance rests with the Highway Department of Bridgend County Borough Council.

Attached at Appendix F is a plan of the area showing the location of the culvert and the routes it is believed that the water took following the overtopping of the culvert.

Due to the flooding issues at Garth staff and resources were not available to be dispatched to Pencoed until later in the day of the 20th November 2016. Staff attended approximately 11:30 and the issues caused by the overtopping at the culvert at Greenacres Drive. The culvert at Greenacres Drive was cleared and sandbags were provided to residents over this period.

The flood route taken by the overtopping water traversed in two directions. Part of the water passed through Cefn Nant, Deri Avenue, Hendre Road, and Llwyn Bedw, and the other route was along Greenacres Drive, Hendre Road and Pant Ardwyn.

The culvert at Greenacres Drive is inspected on a regular basis, and the inspections are undertaken to identify any blockages that could/or may cause the culvert to overtop. These inspections are undertaken each month. The last inspection of Greenacres Drive culvert was undertaken on the 28th October 2016 and a copy of the inspection schedule is attached at Appendix G. As can be seen the inspection of the 28th October 2016 identified that there were no issues with the culvert entrance at this time and no clearance works were required.

The complaint logs have been checked for twelve months prior to the incident and no complaints were received regarding the condition of the culvert at Greenacres Drive, Pencoed by BCBC prior to the date of this incident.

3.0 Action plan

Following a review of the flooding events at Pencoed and Garth the following action points have been identified.

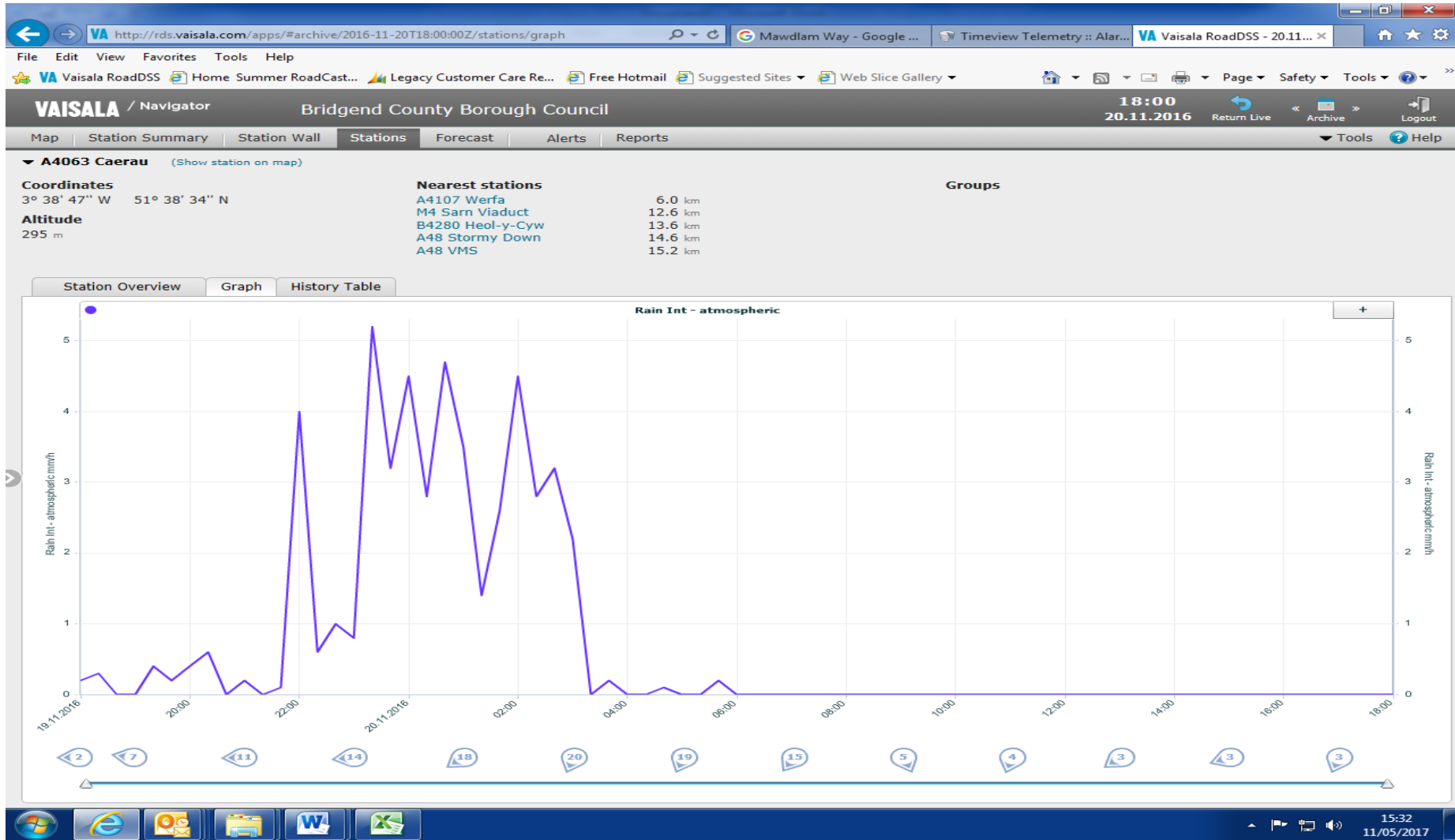
Location	Proposed action	Link to BCBC Flood Risk Management Plan – EU reporting Code	Review date	Status/Notes
Heol Faen, Garth	Electronic flood warning sensors at culvert entrance	M41 – Preparedness	November 2017	Culvert sensor introduced March 2017
Heol Faen, Garth	Improve access culvert entrance	M41- Preparedness	May 2017	Works undertaken February/March 2017
Heol Faen, Garth	CCTV survey of culverted water course	M41- Preparedness	May 2017	Survey undertaken and no defects noted February/march 2017
Heol Faen Garth	Inspect upstream watercourses to assess for future blockages	M41- Preparedness	March 2017	Inspection undertaken, watercourse cleared at entrance to culvert, December 2017
Heol Dyfed, Garth	Engage with riparian owner to ensure area around culvert entrance is clear and secure	M41- Preparedness	March 2017	Meeting held with Valleys to Coast (V2C). 1. V2C cleared areas of flytipping around culvert entrance. 2. V2C secured entrance to area with new locks etc 3. V2C to look to fund fencing around culvert entrance in isolation

Location	Proposed action	Link to BCBC Flood Risk Management Plan – EU reporting Code	Review date	(BCBC to facilitate) Status/Notes
Heol Dyfed, Garth	Inspect upstream watercourses to assess for future blockages	M41- Preparedness	November 2017	Inspection undertaken, Landowners contacted and requested to clear watercourses. BCBC monitoring actions
Heol Dyfed, Garth	CCTV survey of culverted water course	M41- Preparedness	May 2017	Survey undertaken and no defects noted February/march 2017
Heol Dyfed, Garth	Provide advice for additional mitigation in upstream areas, for consideration by riparian owners	M41- Preparedness	November 2017	Issues under discussion with riparian owners
Greenacres Drive, Pencoed	Electronic flood warning sensors at culvert entrance	M41 – Preparedness	November 2017	Culvert sensor introduced March 2017
Greenacres Drive, Pencoed	CCTV survey of existing highway drainage	M41- Preparedness	May 2017	Survey undertaken and no defects noted February/march 2017

Note: BCBC has no statutory duty to clear blockages in watercourses/culverts in areas it does not own; this is the duty of the riparian (land) owner(s). When aware of a problem BCBC will endeavour to persuade a landowner to carry out necessary work. If this fails BCBC does have permissive powers under Section 25(1) of the Land Drainage Act which can be used, after consultation with Natural Resources Wales, to compel a land-owner to take action, or, on expiration of notice to carry out necessary work at the land-owners expense.

Appendix A

A4063 Caerau



B4280 Heol - Cyw

The screenshot shows a web browser window displaying the Vaisala website for station B4280 Heol - Cyw. The browser address bar shows the URL: <http://rds.vaisala.com/apps/#archive/2016-11-20T18:00:00Z/stations/graph>. The page title is "VAISALA / Navigator Bridgend County Borough Council". The current time is 18:00 on 20.11.2016.

The station details section includes:

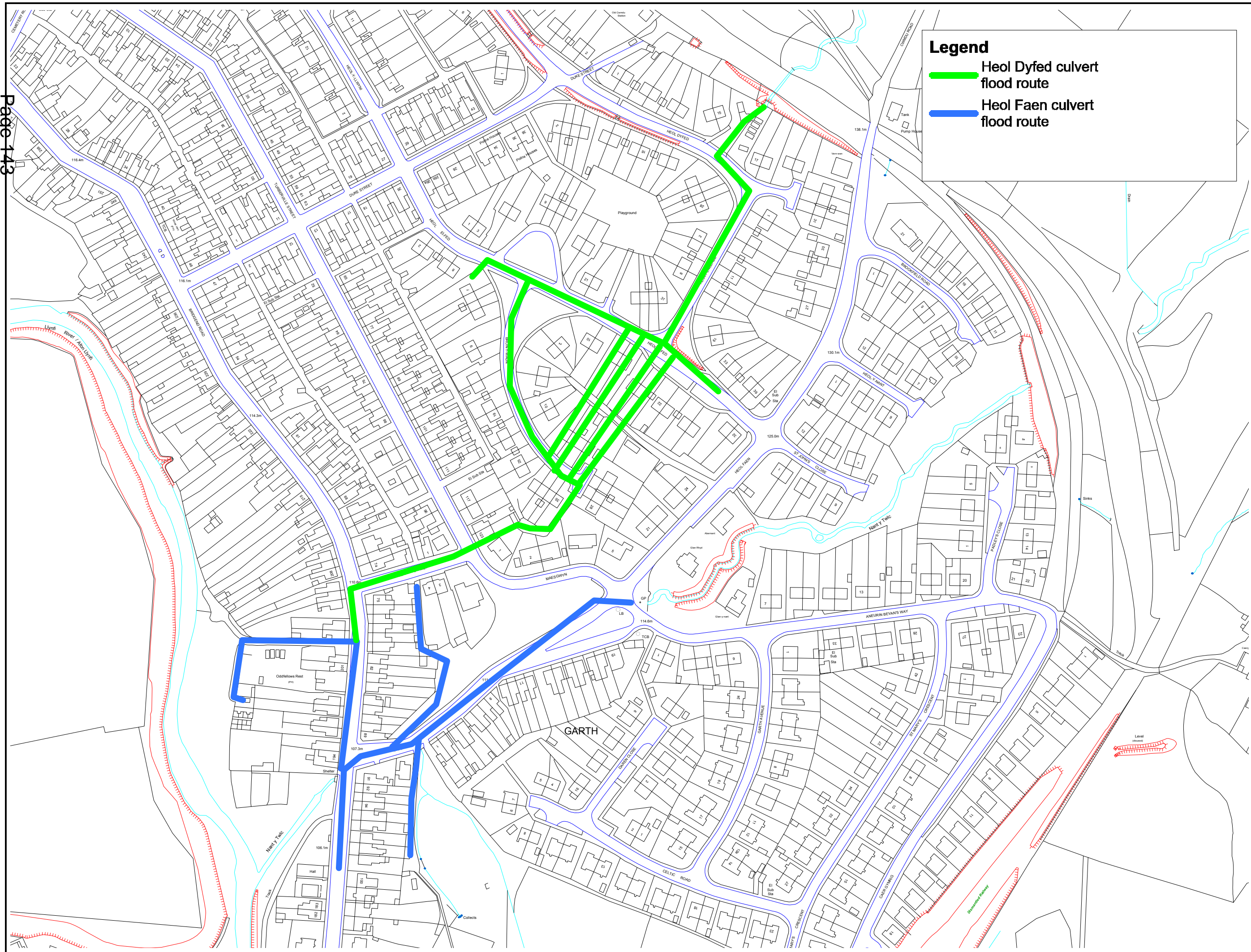
- Coordinates:** 3° 31' 57" W, 51° 32' 34" N
- Altitude:** 90 m
- Nearest stations:**
 - Market Street: 4.9 km
 - M4 Sarn Viaduct: 5.4 km
 - A48 Colwinston: 7.3 km
 - A48 VMS: 9.0 km
 - A48 Stormy Down: 10.0 km
- Groups:** (empty)

The main graph is titled "Rain Int - atmospheric" and shows the rain intensity in mm/h over time. The x-axis represents time from 19:00 on 19/11/2016 to 04:00 on 21/11/2016. The y-axis represents rain intensity in mm/h, ranging from 0 to 12. The graph shows a significant peak in rain intensity around 02:00 on 20/11/2016, reaching approximately 11.5 mm/h. The data points are as follows:

Time	Rain Int - atmospheric (mm/h)
19:00 (19/11/2016)	0
20:00	0
20:30	3.5
21:00	0
22:00	0
22:30	1
23:00	0.5
23:30	1.8
00:00	1.5
00:30	0.5
01:00	1.8
01:30	4.5
02:00	11.5
02:30	6.5
03:00	8
03:30	3
04:00	6.5
04:30	1.5
05:00	1.5
05:30	0.5
06:00	0
06:30	0
07:00	0
07:30	0
08:00	0
08:30	0
09:00	0
09:30	0
10:00	0
10:30	0
11:00	0
11:30	0
12:00	0
12:30	0
13:00	0
13:30	0
14:00	0
14:30	0
15:00	0
15:30	0
16:00	0
16:30	0
17:00	0
17:30	0
18:00	0
18:30	0
19:00	0
19:30	0
20:00	0
20:30	0
21:00	0
21:30	0
22:00	0
22:30	0
23:00	0
23:30	0
00:00 (21/11/2016)	0
00:30	0
01:00	0
01:30	0
02:00	0
02:30	0
03:00	0
03:30	0
04:00	0

The graph also features a temperature scale at the bottom with values: 6, 6, 17, 21, 24, 35, 27, 11, 7, 6, 6, 5, 6.

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BRIDGEND COUNTY BOROUGH COUNCIL
 <****>
 DIRECTORATE

<DIRECTOR NAME>
 Corporate Director - <DIRECTORATE>

Civic Offices
 Angel Street
 Bridgend CF31 4WB
 Telephone (01656) 643643

Scale 1 : 2,000

Date 13/12/2016

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Bridgend County Borough Council

Highway Direct Services

Culvert Inspections - Area A

Location of Culvert / Ditch /Pipe .	Date of Inspection	Inspector	Clear	Action Required	Date works completed
Caerau					
Bedw Street – S/O No 26	25/10/16		✓		
Llynfi View x 3 S/O cycle track x 2 , R/O Bungalow x 1	25/10/16		✓		
Railway Terrace – Rear Lane	25/10/16		✓		
Church St - Rear of 23	25/10/16		✓		
Atlee Terrace – Adj to No 1	25/10/16		✓		
Duffryn Rd , Jct Tudor est	25/10/16		✓		
Duffryn Farm x 2 opp 24 Duffryn Road	25/10/16		✓		
Caerau Square – opp bus stop	25/10/16		✓		
Evans Terrace – Rear of Caerau junior school	25/10/16		✓		
Nantyffyllon					
Coegnant rd r/o Duffryn Hotel at cycle track crossing	25/10/16		✓		
Garnwen Road – opp 53	25/10/16		✓		
Garnwen Road – S/O No 7	25/10/16		✓		
Garnwen Terrace – Adj No 8	25/10/16		✓		
Davies Terrace – Adj No 34 b	25/10/16		✓		
Spelter ind estate – Toncwd Row along footpath	25/10/16		✓		
Maesteg					
Sports Centre – R/O	25/10/16		✓		
Llwydarth Rd – S/O 26	26/10/16		✓		
Alma Rd x1– R/O No 68 , S/O BT Depot	26/10/16		✓		

PTO

Location of Culvert / Ditch	Date of inspection	Inspector	Clear	Action Required	Date Work Completed
Maesteg					
Cemetery Road – S/O No 46	26/10/16		✓		
Yr Ysfa – S/O No 14	26/10/16		✓		
Park St – Opp No 19	26/10/16		✓		
Chestnut Grove S/O No 31	26/10/16		✓		
Cwrt Coed Parc –s/o No1, R/O 125 Llwydarth Rd	26/10/16		✓		
Heol ty Gwyn /jct ind estate Tyle Teg – L/Col No 3	26/10/16		✓		
Garth / Llangwynydd					
Parc tyn y waun – S/O No 95	26/10/16		✓		
Cwmdu Rd – At T Junction x 2 Left & Right side	26/10/16		✓		
Heol Faen – Jct Aneurin Bevans Way	26/10/16		✓		
Heol Faen – Opp Yern Wen bungalow	26/10/16		✓		
Tylers Arms Public House Station Road	26/10/16		✓		
A4063 Lay Bye – Llangwynyd Paper Mills	26/10/16		✓		
Aberkenfig /Coytrahen					
Bridgend Rd – S/O 173	26/10/16		✓		
A4063 -Pwllau House	26/10/16		✓		
Dunraven Street – end of street	27/10/16		✓		
Aberbaiden - Llan Village Mountain Road	27/10/16		✓		
Aberbaiden Road	27/10/16		✓		
Fountain Road L/C No 30	27/10/16		✓		
Open Cast Rd – Nature Res	27/10/16		✓		
Kenfig & Cefn Cribwr					
Bedford Rd	27/10/16		✓		
Waun Bant Rd – Old Clinic	27/10/16		✓		
Cwm ffoes – open cast -ditch	27/10/16		✓		

PTO

**Highways - Inspection Job****Blocked Drain - Wed...****Inspection Details****Reference Numbers**

Third Party ID	130198	Reference ID	HF121904
-----------------------	--------	---------------------	----------

Ticket Number**Customer**

Customer	Unknown, 194, Bridgend Road, Garth, CF34 0NA
-----------------	--

Location Details

Incident Street	Bridgend Road, Garth, Maesteg
------------------------	-------------------------------

Location Details	194
-------------------------	-----

Column Number**Incident Details**

Function	Blocked Drain
-----------------	---------------

Priority	Urgent
-----------------	--------

Additional Information	Blocked storm drain - Spoke to Neil
-------------------------------	-------------------------------------

Incident Date	02/03/2016	Created On	02/03/2016 10:58
----------------------	------------	-------------------	------------------

Inspection Details

Inspector	Neil Minchington	SLA	03/03/2016 10:57
------------------	------------------	------------	------------------

Inspector's Notes	User: R.N.M Reason for 'No Defect': no floods found
--------------------------	---

Inspection Outcome	Closed - All Within Limits	Date Resolved	02/03/2016
---------------------------	----------------------------	----------------------	------------

Inspected Defect Codes	HW;DI;BD
-------------------------------	----------

Response Details			
Response Requested	No	Response Channel	Telephone
Response Type	Standard	Response SLA	16/03/2016 10:57
Custom Response Sent		Date Response Sent	
Status	Inactive		



Highways - Inspection Job

Drainage - Sun Nov 2...

Inspection Details

Reference Numbers

Third Party ID	Reference ID	HF122305
-----------------------	---------------------	----------

Ticket Number

Customer

Customer Fire Service, Unknown, Unknown, Unknown, Unknown

Location Details

Incident Street Bridgend Road, Garth, Maesteg

Location Details Garth, Maesteg

Column Number

Incident Details

Function Drainage

Priority Urgent

Additional Information Sand Bags Requested

Incident Date	20/11/2016	Created On	21/11/2016 09:21
----------------------	------------	-------------------	------------------

Inspection Details

Inspector	Neil Minchington	SLA	21/11/2016 06:49
------------------	------------------	------------	------------------

Inspector's Notes

Inspection Outcome

Date Resolved

Inspected Defect Codes

Response Details	
Response Requested No	Response Channel E-Mail
Response Type	Response SLA 05/12/2016 06:49
Custom Response Sent	Date Response Sent
Status Active	



Highways - Inspection Job

Drainage - Sun Nov 2...

Inspection Details

Reference Numbers

Third Party ID	Reference ID	HF122306
-----------------------	---------------------	----------

Ticket Number

Customer

Customer Fire Service, Pontycymmer Fire Station, Victoria Street, , CF32 8NW

Location Details

Incident Street Heol Faen, Garth, Maesteg

Location Details junction of heol faen and bridgend road.

Column Number

Incident Details

Function Drainage

Priority Urgent

Additional Information half a metre high of water

Incident Date	20/11/2016	Created On	21/11/2016 09:21
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Inspection Details

Inspector	Neil Minchington	SLA	21/11/2016 06:50
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Inspector's Notes

Inspection Outcome	Date Resolved
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Inspected Defect Codes

Response Details	
Response Requested No	Response Channel Telephone
Response Type	Response SLA 05/12/2016 06:50
Custom Response Sent	Date Response Sent
Status Active	



Highways - Inspection Job

Drainage - Sun Nov 2...

Inspection Details

Reference Numbers

Third Party ID	Reference ID	HF122317
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Ticket Number

Customer

Customer	South Wales Fire And Rescue Service, Forest View Business Park, Llanstrisant, , CF72 8LX
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Location Details

Incident Street	Heol Faen, Garth, Maesteg
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Location Details	number 22
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Column Number

Incident Details

Function	Drainage
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Priority	Urgent
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Additional Information	severe flooding
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Incident Date	20/11/2016	Created On	21/11/2016 09:21
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Inspection Details

Inspector	Neil Minchington	SLA	21/11/2016 07:11
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Inspector's Notes

Inspection Outcome

Date Resolved

Inspected Defect Codes

Response Details	
Response Requested No	Response Channel Telephone
Response Type	Response SLA 05/12/2016 07:11
Custom Response Sent	Date Response Sent
Status Active	



Highways - Inspection Job

Drainage - Sun Nov 2...

Inspection Details

Reference Numbers

Third Party ID	Reference ID	HF122322
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Ticket Number

Customer

Customer Fire Service, Unknown, Unknown, Unknown, Unknown

Location Details

Incident Street Heol Faen, Garth, Maesteg

Location Details No. 11

Column Number

Incident Details

Function Drainage

Priority Urgent

Additional Information

Incident Date	20/11/2016	Created On	21/11/2016 09:21
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Inspection Details

Inspector	Neil Minchington	SLA	21/11/2016 07:19
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Inspector's Notes

Inspection Outcome

Date Resolved

Inspected Defect Codes

Response Details	
Response Requested No	Response Channel E-Mail
Response Type	Response SLA 05/12/2016 07:19
Custom Response Sent	Date Response Sent
Status Active	



Highways - Inspection Job

Drainage - Sun Nov 2...

Inspection Details

Reference Numbers

Third Party ID	Reference ID	HF122324
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Ticket Number

Customer

Customer	South Wales Fire And Rescue Service, Forest View Business Park, Llanstrisant, , CF72 8LX
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Location Details

Incident Street	Bridgend Road, Garth, Maesteg
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Location Details	Garth General Stores
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Column Number

Incident Details

Function	Drainage
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Priority	Urgent
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Additional Information	severe flooding
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Incident Date	20/11/2016	Created On	21/11/2016 09:21
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Inspection Details

Inspector	Neil Minchington	SLA	21/11/2016 07:21
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Inspector's Notes

Inspection Outcome

Date Resolved

Inspected Defect Codes

Response Details	
Response Requested No	Response Channel Telephone
Response Type	Response SLA 05/12/2016 07:21
Custom Response Sent	Date Response Sent
Status Active	

**Highways - Inspection Job****Drainage - Sun Nov 2...****Inspection Details****Reference Numbers**

Third Party ID	Reference ID	HF122325
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Ticket Number**Customer**

Customer	Fire Service, Unknown, Unknown, Unknown, Unknown
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Location Details

Incident Street	Bridgend Road, Garth, Maesteg
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Location Details	No. 98
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Column Number**Incident Details**

Function	Drainage
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Priority	Urgent
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Additional Information	Sand bags requested
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Incident Date	20/11/2016	Created On	21/11/2016 09:21
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Inspection Details

Inspector	Neil Minchington	SLA	21/11/2016 07:23
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Inspector's Notes	SANDBAGS DELIVERED
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Inspection Outcome	Closed - All Within Limits	Date Resolved	21/11/2016
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Inspected Defect Codes

Response Details	
Response Requested No	Response Channel Telephone
Response Type	Response SLA 05/12/2016 07:23
Custom Response Sent	Date Response Sent
Status Inactive	



Highways - Inspection Job

Drainage - Sun Nov 2...

Inspection Details

Reference Numbers

Third Party ID	Reference ID	HF122348
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Ticket Number

Customer

Customer	Gillian Thomas, 197, Bridgend Road, Garth, CF34 0NA
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Location Details

Incident Street	Bridgend Road, Garth, Maesteg
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Location Details	197
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Column Number

Incident Details

Function	Drainage
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Priority	Urgent
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Additional Information	Sand bags requested as water has entered property. Also there is approx. 2ft in the garage.
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Incident Date	20/11/2016	Created On	21/11/2016 09:21
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Inspection Details

Inspector	Neil Minchington	SLA	21/11/2016 08:08
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Inspector's Notes	SANDBAGS DELIVERED
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Inspection Outcome	Closed - All Within Limits	Date Resolved	21/11/2016
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Inspected Defect Codes

Response Details	
Response Requested No	Response Channel Telephone
Response Type	Response SLA 05/12/2016 08:08
Custom Response Sent	Date Response Sent
Status Inactive	



Highways - Inspection Job

Culvert - Mon Nov 21...

Inspection Details

Reference Numbers

Third Party ID **Reference ID** HF122424

Ticket Number

Customer

Customer  Mark Jenkins, 91, Bridgend Road, Garth, CF34 0NB

Location Details

Incident Street  Bridgend Road, Garth, Maesteg

Location Details His property

Column Number

Incident Details

Function  Culvert

Priority Urgent

Additional Information Wants to speak to a highways officer regarding the flooding in Garth this weekend and what was the cause. Mr Jenkins has currently got a claim through his house insurance.

Incident Date 21/11/2016 **Created On** 21/11/2016 10:29

Inspection Details

Inspector  Neil Minchington **SLA** 22/11/2016 10:29

Inspector's Notes This relates to Mr Jenkins making a claim, for the flooding on the weekend (19/20 Nov) However as he has made a claim BCBC cannot discuss matter with him,. Response/Report will be completed and sent to him via Insurance section.

Inspection Outcome Closed - No Action **Date Resolved** 05/12/2016

Inspected Defect Codes

Response Details	
Response Requested No	Response Channel Telephone
Response Type	Response SLA 05/12/2016 10:29
Custom Response Sent	Date Response Sent
Status Inactive	

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Bridgend County Borough Council

Highway Direct Services

Culvert Inspections – Area C

Location of Culvert	Date of Inspection	Inspector	Clear	Action Required	Date works completed
Brackla					
Briary Way x 3, L/C No 23, S/O house No 80 + S/O house No 14	27.10.16		✓		
Church Acre – opp L/C No 21	"		✓		
Channel View to Whitethorn Drive cycle track L/C No8	"		✓		
BNDR Brackla rab x 3 , L/C No 6 , L/C No 9 + L/C No17	"		✓		
BNDR Brackla rab – behind wooden fence door	"		✓		
Litchard					
BNDR Heol West Plas rab southbound L/C No 1	"		✓		
Pen Y Cae Lane					
Between L/C N0 4+5 S/O steel doors	"		✓		
Past Old Stone Bridge L/C No14 P	"		✓		
Sunnybank – at jct towards M4 footbridge	"		✓		
Coity					
Heol Las – Pant Y Pwllau cottage	"		✓		
Heol Simonston – S/O pumping station	"		✓		
Longacre Farm / Heol Byeastwood	"		✓		

P.T.C

Coity					
Heol Las – Greenfields House	27.10.16		✓		
Coychurch					
Main Road	28.10.16		✓		
Bryn Road - house No 7	"		✓		
Bryn Road – house No 12	"		✓		
Pencoed					
Glyn Y Mel – Opp L/C No 7	"		✓		
Greenacre Drive – L/C NO 8	"		✓		
Bro Deg – Opp Shops + L/C No 5	"		✓		
Hendre Rd – S/O CCTV camera	"		✓		
Hendre Rd Opp Jct Llwyn Gwern rd	"		✓		
Iestyn Drive S/O No 10	"		✓		
Bridgend					
Merthyr Mawr Village – opp Churchyard = Gullies	"		✓		
B4181 Coychuch Rd 50 mts from Kingdom Hall – L/C No 61	"		✓		
A48 Pandy Farm	"		✓		
B4181 Coychurch Rd opp house No 50	"		✓		
Rhiwcaelog / Pencoed					
S/O Rhiwcaelog Chapel on jct	"		✓		
Minffrwd Road – Ent to Bryngwerith farm	"		✓		
Minffrwd Road x 2 , by Steel b+w bollards (2 locations)	"		✓		

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

3 OCTOBER 2017

REPORT OF THE MONITORING OFFICER

AMENDMENT TO THE SCHEME OF DELEGATIONS

1. Purpose of Report

- 1.1 The purpose of the report is to seek approval for a series of amendments which have been made to the Scheme of Delegation of Functions.

2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

- 2.1 The amendment of the Scheme of Delegations will support effective decision making and the achievement of all the Corporate Priorities.

3. Background

- 3.1 A number of administrative amendments have been made and this report consolidates those updates and advises of the outcomes of the subsequent review of the Scheme of Delegations which was undertaken.

4. Current situation / proposal

4.1 Changes to the titles and responsibilities of Cabinet Members Portfolios.

- 4.1.1 The titles and portfolios of the Cabinet Members have been revised. The functions allocated to each Cabinet Member required some amendments to be made in particular Scheme A to reflect the changes to their responsibilities accordingly.

4.2 Review

- 4.2.1 A desktop review was undertaken to ensure that the Scheme was up-to-date and fit for purpose. Some revisions were required and are identified at **Appendix 1** using tracked changes.

- 4.3 Cabinet is requested to note that a similar report will be presented to Council on 4th October 2017. Once the approval process is completed, the Scheme will be updated, published and Corporate Directors will be requested to update their Register of Delegations to reflect these changes.

5. Effect upon Policy Framework & Procedure Rules

- 5.1 The Scheme of Delegations will be updated accordingly.

6. Equality Impact Assessment

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

7. Financial Implications.

7.1 None.

8. Recommendation.

8.1 Cabinet is recommended to approve the Scheme of Delegations in relation to its functions as attached at Appendix 1.

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

Contact Officer: Gary Jones
Head of Democratic Services

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

Telephones: 01656 643385

Email: Gary.Jones@Bridgend.gov.uk

Background documents:

None

BRIDGEND COUNTY BOROUGH COUNCIL SCHEME OF DELEGATION OF FUNCTIONS

Introduction

Section 13 of the Local Government Act 2000 provides for the determination of which functions of a local authority are the responsibility of the Executive under Executive arrangements. All functions of a local authority must be the responsibility of the Executive unless specified otherwise in Regulations or there are express provisions to the contrary in other legislation.

Part 2 of the Constitution sets out the remit of Council, Council Committees and Cabinet, briefly, Council is responsible for:

- Determination of the policy framework and budget and other constitutional and quasi legislative functions.
- Functions which involve determining an application from a person for a licence approval consent permission or registration (including particular planning permissions and consents) or direct regulation of a person (except in cases where there is only limited discretion in the discharge of the function) together with any related enforcement actions (including prosecutions).
- All other functions not being overview and scrutiny functions are to be the responsibility of the Executive.

Within this framework the role of Members is to concentrate upon broad strategy and policy decisions. Managers are to have clear managerial control and authority to implement those decisions.

It is part of the role of Members to raise concerns, particularly those of constituents, and bring to the attention of Chief Officers matters of concern on any element of a service. Chief Officers will consider the concerns and comments of Members whilst recognising their responsibility to manage service delivery in accordance with the Council's policy framework.

Procedure

1. The Chief Officers referred to in this section are those set out in the Constitution:

- Chief Executive Officer (Head of Paid Service)
- Corporate Director – Education and Family Support
- Corporate Director – Communities
- Corporate Director – Social Services and Wellbeing
- Corporate Director - Operational and Partnership Services

The Chief Executive, ~~Mr Darren Mepham~~ shall undertake his functions but if absent or otherwise unable to act the Corporate Director identified by the Chief Executive from time to time [is empowered to do so](#).

2. Chief Officers and / or Members making decisions in connection with the discharge of the functions allocated to them in this scheme of delegation:

- (a) ~~shall~~ **must** do so on the basis of the merits of the circumstances involved and the public interest;
- (b) ~~shall~~ **must** have regard to any relevant advice provided by other Council Officers, in particular by:

- (i) the Council's Chief Finance Officer acting in pursuance of that Officer's duties under Section 114 of the Local Government Finance Act 1988;
 - (ii) the Council's Monitoring Officer acting in pursuance of that Officer's duties under Section 5 of the Local Government and Housing Act 1989, who should be consulted when there is any doubt as to the Council's power to act, or as to whether the action proposed lies within the policy framework agreed by the Council; where the legal consequences of action or failure to act by the Council might have important repercussions;
- (c) must comply with any conditions or restrictions on the exercise of their discretion which have been laid down either by the Council or the Cabinet;
and
- (d) must take account of any previous decision by the Council or the Cabinet relating to any relevant policies or procedures.
3. In discharging the functions allocated to them Chief Officers and / or Members shall comply with the Council's Contracts Procedure Rules and Financial Procedure Rules in Part 4 of the Council's Constitution, and shall not discharge any function if to do so would have the effect of:
- (a) causing revenue expenditure to be incurred, unless it is incurred in accordance with the Council's approved revenue estimates or the provisions relating to virement contained in the Financial Procedure Rules in Part 4 of the Council's Constitution; or
 - (b) causing capital expenditure to be incurred, other than capital expenditure on the acquisition of land or on preliminary or design work or in connection with a scheme which appears in the Council's approved capital estimates.
4. The allocation of a function on the Authority's behalf to a Chief Officer and / or Member shall in each case include the power to utilise on the Council and/or Cabinet's behalf any statutory power available to the Council as a local authority that will facilitate the discharge of the allocated function.
5. Any Chief Officer or Member to whom a function is allocated may decline to make a decision in connection with the discharge of that function in relation to any particular matter and may instead refer the matter to the relevant decision making body. An example of such a situation would be where the matter is considered to be particularly politically contentious or where the result of the decision being taken is likely to have a greater impact.
6. The Council's Chief Finance Officer and/or the Council's Monitoring Officer may require any Chief Officer or Member to cease to discharge all or any of the functions allocated to that Officer pending the submission of a report to the next meeting of the Council and/or Cabinet.
7. Before making a decision in accordance with Scheme A and/or Scheme B1 of the Schemes of Delegation the Chief Officer and/or the Cabinet Member proposing to make the decision shall:
- (a) complete the prescribed form and send a copy to the Council's Proper Officer for Committees to enable him to make the information available for inspection by Council Members generally;

- (b) not make a final decision in connection with the discharge of the allocated Council and/or Cabinet function until a period of three working days, excluding the day on which it was sent, shall have elapsed from the date on which the prescribed form was sent to the Proper Officer for Committees;
- (c) take into consideration, in addition to the views expressed by the Council Member(s) and/or Council Officer(s) where specified as consultee(s), any views expressed by any Council Member in relation to the proposed decision.
8. Paragraph 7 above shall not apply in respect of a decision made by:
- (a) the Chief Executive or Corporate Director – Communities upon any matter relating to the Council’s emergency planning functions which, for reasons of urgency, cannot await the next meeting of the Cabinet; or
- (b) an officer in exercise of a function allocated to that officer under this Scheme to authorise the settlement of civil and / or criminal proceedings whether commenced or in anticipation or to withdraw or discontinue civil or criminal proceedings; or
- (c) a Cabinet Member in exercise of a function falling within the Cabinet Member’s portfolio (other than decisions which are contrary to the Policy Framework or contrary to or not wholly in accordance with the approved Budget) which, if delayed, would seriously prejudice the Council’s or the public’s interests, subject to the requirements of paragraph 17 of the Overview and Scrutiny Procedure Rules; or
- (d) the Chief Executive or if absent or otherwise unable to act the Corporate Director identified by the Chief Executive from time to time which, for reasons of urgency, cannot await the next meeting of the Council or of any Committee or other body to which the Council has delegated the function in connection with which a decision is required (other than a decision which must by law be taken by the Council itself), subject to the following consultation:
- The Chairperson of any committee or other body to which the Council has delegated the function in respect of which the decision is required or, if there is no such committee or other body, the Mayor;
 - The leader(s) of each political group into which the members of the Council are divided;
 - The Chief Officers (s) (if any) responsible for the function in respect of which the decision is required.
9. Every Chief Officer or Cabinet Member on making a decision after following the evidenced procedure set out in 7 above shall ensure that full details of the decision are completed on the prescribed form in respect of the final decision.
10. Every Chief Officer or Cabinet Member on making a decision under Scheme B2 shall ensure that full details of the decision are completed on the prescribed form in respect of the final decision.
11. The prescribed form shall be signed by the Officer and/or Member making the decision.
12. The written record of a proposed and/or actual decision, the prescribed form, shall be retained for a period of six years from the date of the decision.

13. On completion of the prescribed form in relation to both a proposed and/or actual decision a copy of the prescribed form shall be sent by the Chief Officer and/or Cabinet Member who made the decision:
 - (a) to the Proper Officer for Committees:
 - (b) The Proper Officer for Committees shall supply a copy to the Chairperson of the Overview and Scrutiny Committee responsible for scrutinising decisions made in connection with the discharge of the Cabinet function in respect of which the decision was made.
14. Whilst decisions made in accordance with Scheme A, and Scheme B1 of the Scheme of Delegation, other than those decisions set out in 8 above, are subject to call-in by Overview and Scrutiny Committees, the procedure for which is set out in Part 4 of the Constitution, decisions made in accordance with Scheme B2 of the Scheme of Delegation are not subject to call-in.
15. In the event of any Council Member or Council Officer who is designated in the attached Schedule as a consultee being absent or for any other reason being unable to act as such the Council Member or Council Officer may nominate in writing another Council member or Officer (as the case may be) to act as consultee in his / her place.

General Powers of Chief Officers

The Chief Executive and all Chief Officers have the general powers set out below, in addition, they are authorised to carry out the specific functions of the Council and of the Executive delegated to them in Schemes B1 and B2.

Only in connection with the functions administered by their Directorate/Office, Chief Officers have the power to:

1. Undertake:-
 - (a) the day-to-day management and control of their Directorate/Office, including: directorate, departmental, other divisional reviews of establishment, and amendments to the existing staffing structure which can be funded within existing budgets and / or with the benefit of any additional funding receivable; the approval of shortlists for and making permanent and temporary appointments to all posts within their respective directorates other than those which are the responsibility of Members in accordance with the Local Authorities (Standing Orders) (Wales) Regulations 2006; the determination of applications by staff for special leave of absence.
 - (b) ~~the functions administered by their Directorate/Office and the services for which they are responsible.~~
- 1.1 in pursuance of section 222 of the Local Government Act 1972, in the name of the Council, make representations in the interests of the inhabitants at any public inquiry held by or on behalf of any Minister or public body under any enactment.
- 1.2 exercise the Council's statutory powers to enter upon land and premises for the purposes of inspection, survey, carrying out of any works, investigation of any matter, the taking of samples or for any other purpose for which the Council are so authorised, and to give such notices as may be required in relation thereto.
- 1.3 obtain particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.

- 1.4 make arrangements for the provisions of supplies and services by and for other local authorities and public bodies (as defined) under the Local Authorities (Goods and Services) Act 1970 or other enabling legislation provided the arrangements comply with procurement regulations.
- 1.5 exercise virement within the financial limits contained in the Financial Regulations.
- 1.6 sign on behalf of the Council / Cabinet any document to give effect to any decision made by the Council / Cabinet within the functions of the directorate when authorised to do so.
- 1.7 accept the lowest tender received where payment is to be made by the Council and the highest tender received where payment is to be received by the Council in consultation with the Procurement Manager.
- 1.8 determine applications for Housing Benefit (including Discretionary Housing Payments) and Council Tax Reduction provided that the decision is recorded on the file.
- 1.9 assess the need of people who may be in need of care services and, if appropriate, the ability of carers to provide care; decide, on the basis of the assessment what, if any, services should be provided to meet those needs; and take all necessary steps to provide those services including the making of contracts for their provision.
- 1.10 To determine the priority accorded to individual applications to the Housing Register and to nominate applicants for accommodation with registered social landlords in accordance with the Council's policies.
- 1.11 To determine applications from owner/occupiers to the Housing Register, in accordance with the Council's policies.
- 1.12 To determine applications for housing which may not fully comply with the requirements of the Council's Housing Register and Allocation Rules, but are considered to be of a particularly urgent or sensitive nature.
- 1.13 To determine applications for assistance by homeless persons and persons threatened with homelessness pursuant to Part 2 of the Housing (Wales) Act 2014 and to secure temporary accommodation as appropriate.
- 1.14 To issue Fixed Penalty Notices in accordance with Section 95A and Schedule 4B of the New Roads and Street Works Act 1991, to offer the opportunity of discharging liability to conviction for an offence by payment of a penalty
2. The Scheme of Delegation takes priority over any of the above provisions. Nothing contained in paragraph 1 shall be used when in conflict with Scheme A. ~~affect or detract from the exercise by a Chief Officer of any function conferred directly on the Chief Officer by any provision of this Scheme of Delegation.~~
3. All Chief Officers may authorise in writing any other Officer or Officers of the Council, specified either by name, or by designation and post reference, either generally or specifically for the purpose, to exercise any or all of the powers authorised to be exercised by them, except for this power, provided that:
 - (a) officer reports to or is responsible to the delegator;
 - (b) the officer is appropriately qualified, trained and experienced;

- (c) the functions to be exercised are within that officer's area of responsibility;
 - (d) it is necessary or desirable for the effective performance of the day to day operation of a service, and
 - (e) It is lawful to do so.
- 3.1 Chief Officers must prepare in writing a scheme authorising any other officers to exercise such powers. Chief Officers shall remain accountable for any action or decisions taken under such authority and shall provide the Monitoring Officer with a copy of the Scheme.
- 3.2 For the avoidance of doubt, where under this scheme a subordinate officer exercises a power, duty or function delegated to him by another officer, the delegation is hereby authorised as if Council / Cabinet delegated it directly and particularly.
4. In the event of a Chief Officer post being vacant or the Chief Officer being unavailable then subject to any arrangements provided for in any scheme of delegation prepared by a Chief Officer under paragraph 3 above that Chief Officer's delegated powers may be exercised by the relevant Heads of Service(s) within that Directorate so far as permitted by law.
5. In the event of the Chief Executive being unavailable then subject to any arrangements provided for in any scheme of delegation prepared by the Chief Executive under paragraph 3 above the Chief Executive's delegated powers may be exercised by the Corporate Director identified by the Chief Executive from time to time.
6. Delegation does not extend to any action which affects another Directorate of the Authority or involves the functions of a Directorate, Department or Individual Officer outside the Directorate of the Chief Officer.

SCHEME A

**CABINET FUNCTIONS DELEGATED TO INDIVIDUAL
CABINET MEMBERS**

Where any delegated power is allocated to an individual Cabinet Member and that Member is absent or otherwise unable to act the power is allocated to the Leader and in the Leader's absence to the Deputy Leader.

Any delegated power includes the authority to undertake any action incidental to the application of the delegated power.

1. FUNCTIONS ALLOCATED TO EACH CABINET MEMBER

	<u>Allocated Functions</u>
1.1	Subject to the requirements of paragraph 18 of the Overview and Scrutiny Procedure Rules, to make decisions on any matters falling within the Cabinet Member's portfolio (other than decisions which are contrary to the Policy Framework or contrary to or not wholly in accordance with the approved Budget) which, if delayed, would seriously prejudice the Council's or the public's interests.
1.2	In respect of any contract having an estimated value exceeding £1,000,000 but not exceeding £5,000,000: (a) To authorise the invitation of tenders; and (b) To accept a tender other than the lowest tender received where payment is to be made by the Council, or other than the highest tender received where payment is to be received by the Council where there are special reasons approved by the Section 151 Officer for not accepting the lowest tender or the highest tender as the case may be. (c) To authorise invitation of tenders, to accept a tender or enter into a contract in accordance with any exemption under the Council's Contract Procedure Rules.
1.3	In connection with services falling within the Cabinet Member's portfolio to authorise the submission of tenders for the supply of goods, works or services to another local authority or a public body in accordance with the powers conferred upon the Council by the Local Authorities (Goods and Services) Act 1970 where the estimated value of the proposed tender exceeds £1,000,000 but does not exceed £5,000,000.
1.4	To authorise the disposal of surplus goods acquired in connection with services falling within the Cabinet Member's portfolio having an estimated total value exceeding £100,000 but not exceeding £200,000.
1.5	To declare land or buildings utilised in connection with services falling within the Cabinet Member's portfolio surplus to requirements.
1.6	To approve, subject to the budget process: (1) Fees and charges for new services in accordance with any relevant charging policy approved by the Cabinet; and (2) Increases in existing fees and charges which are in accordance with any relevant charging policy approved by the Cabinet and which are necessary to reflect either inflation or other increases in costs.
1.7	To authorise the appointment of consultants providing a professional service whose fees are estimated to exceed £100,000.

<u>Allocated Functions</u>	
1.8	To make a formal response on behalf of the County Borough Council to any Government Paper or Circular and any draft European Union Directive.

2. FUNCTION ALLOCATED TO THE DEPUTY LEADER AND CABINET MEMBER FOR RESOURCES

<u>Allocated Function</u>	
2.1	To authorise the exercise of rights of pre-emption vested in the Council.
2.2	To allocate Capital Programme funds to Town and Community Councils to facilitate community projects, upon the recommendation of the Chief Finance Officer Corporate Property Group .
2.3	To approve levels of maximum funding to voluntary organisations where the amount of the funding exceeds £50,000.

3. FUNCTIONS ALLOCATED TO THE CABINET MEMBER – COMMUNITIES

<u>Allocated Functions</u>	
3.1	<p>(a) To approve the making of applications for orders in pursuance of Section 116 of the Highways Act 1980 and Sections 247, 248 and 249 of the Town and Country Planning Act 1990 and to approve the making, modification or variation of orders in pursuance of any provision contained in the following enactments (or any statutory modification, re-enactment or amendment thereof): Road Traffic Regulation Act 1984; Road Traffic Regulation (Special Events) Act 1994 Town Police Clauses Act 1847;</p> <p>(b) To confirm, where the Council has power to do so, any proposed Order made in accordance with paragraph (a) above to which there are no objections or in respect of which any objections made are withdrawn;</p> <p>(c) Where the Council does not have power to determine any proposed Order to refer the proposed Order to such determining body (i.e. the National Assembly for Wales, the Magistrate’s Court or the County Court) as is appropriate in the circumstances.</p>
3.2	To decide the name and/or numbering of a street, or to change or alter the name and/or numbering of a street, in accordance with the relevant provisions of the Towns Improvement Clauses Act 1847 and the Public Health Act 1925, and to authorise any action considered appropriate as a result of making such a decision.
3.3	To determine requests for the use of Council car parks for purposes not authorised by the relevant Off-Street Parking Places Order and to suspend the use of any parking place or part thereof when considered appropriate.
3.4	To approve levels of maximum funding to voluntary organisations where the amount of the funding exceeds £50,000.

4. FUNCTIONS ALLOCATED TO THE CABINET MEMBER - SOCIAL SERVICES CARE AND EARLY HELP

<u>Allocated Functions</u>	
4.1	To approve any adjustments in the level of fees paid for placements made in Independent Sector Residential and Nursing Care Homes within the County Borough.
4.2	To approve levels of maximum funding to voluntary organisations which are subject to a formal service agreement where the amount of the funding exceeds £50,000.
4.3	To approve any adjustments in the levels of grants, fees and allowances for Children and Young People and their carers in respect of: Children's Foster Care; Residential Care; Adoption Services; Aftercare Services; Respite Care Services: Volunteer Drivers.
4.4	To approve applications for grants to voluntary organisations in accordance with the policy approved by the Cabinet or Council where the amount of the grant exceeds £50,000.
4.5	To approve levels of maximum funding to voluntary organisations where the amount of the funding exceeds £50,000.

5. FUNCTIONS ALLOCATED TO THE CABINET MEMBER – EDUCATION AND REGENERATION

<u>Allocated Functions</u>	
5.1	In consultation with the Corporate Director - Education and Family Support, to appoint additional LEA school governors to support schools causing concern.
5.2	To approve applications for grants to voluntary organisations in accordance with the policy approved by the Cabinet or Council where the amount of the grant exceeds £50,000.
5.3	To approve levels of maximum funding to voluntary organisations where the amount of the funding exceeds £50,000.

[6. FUNCTIONS ALLOCATED TO THE CABINET MEMBER – WELLBEING AND FUTURE GENERATIONS](#)

<u>Allocated Functions</u>	
6.1	To approve levels of maximum funding to voluntary organisations where the amount of the funding exceeds £50,000

SCHEME B1

FUNCTIONS DELEGATED TO CORPORATE DIRECTORS SUBJECT TO CONSULTATION AND CALL IN

1. FUNCTIONS DELEGATED TO EACH CHIEF OFFICER

A. COUNCIL / CABINET FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
1.1	To authorise the disposal of surplus goods acquired in connection with services for which the Chief Officer concerned is responsible having an estimated total value exceeding £50,000 but not exceeding £100,000.	<p>(1) <u>COUNCIL FUNCTIONS</u> The Chairperson of any committee or other body to which the Council has also delegated the function which includes the service in connection with which the goods were acquired or, if there is no such committee or other body, the Mayor</p> <p>(2) <u>CABINET FUNCTIONS</u> The Cabinet Member with the relevant function</p>
1.2	To authorise the appointment of consultants providing a professional service whose fees are estimated to exceed £50,000 but not exceeding £100,000	<p>(1) <u>COUNCIL FUNCTIONS</u> The Chairperson of any Committee or other body to which the Council has also delegated the function which includes the service in respect of which the fees or charges will be payable or, if there is no such committee or other body, the Mayor</p> <p>(2) <u>CABINET FUNCTIONS</u> The Cabinet Member with the relevant function</p>

B. CABINET FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
1.3	To authorise the submission of tenders for the supply of goods, works or services to another local authority or a public body in accordance with the powers conferred upon the Council by the Local Authorities (Goods and Services) Act 1970 where the estimated value of the proposed tender exceeds £100,000 but does not exceed £1,000,000.	The Cabinet Member with the relevant function
1.4	To approve levels of maximum funding to voluntary organisations which are subject to a formal service agreement where the amount of the funding exceeds £10,000 but does not exceed £50,000.	Cabinet Member with the relevant function

1.5	To approve levels of maximum funding to voluntary organisations where the amount of the funding exceeds £10,000 but does not exceed £50,000.	Cabinet Member with the relevant function
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2. FUNCTIONS ALLOCATED TO THE CHIEF EXECUTIVE (OR IF ABSENT OR OTHERWISE UNABLE TO ACT TO THE CORPORATE DIRECTOR IDENTIFIED BY THE CHIEF EXECUTIVE FROM TIME TO TIME)

A. COUNCIL FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
2.1	To make a decision upon any matter which, for reasons of urgency, cannot await the next meeting of the Council or of any Committee or other body to which the Council has delegated the function in connection with which a decision is required (other than a decision which must by law be taken by the Council itself).	<ul style="list-style-type: none"> (1) The Chairperson of any committee or other body to which the Council has delegated the function in respect of which the decision is required or, if there is no such committee or other body, the Mayor; (2) The leader(s) of each political group into which the members of the Council are divided; (3) The Corporate Director(s) (if any) responsible for the function in respect of which the decision is required

FUNCTIONS ALLOCATED TO THE CHIEF EXECUTIVE

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
2.2	To authorise additional expenditure from within the capital programme for new or existing schemes, subject to a maximum limit of £100,000 and funding availability, which, for reasons of urgency, cannot await the next meeting of the Council.	<ul style="list-style-type: none"> (1) The Chairperson of any committee, or other body to which the Council has delegated the function in respect of which the decision is required or, if there is no such committee or other body, the Mayor; (2) The Section 151 Officer; (3) The Monitoring Officer (only if the delegation is sub-delegated to the Section 151 Officer). (4) The Leader, or in his absence the appropriate Cabinet Member

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3. FUNCTIONS ALLOCATED TO THE CORPORATE DIRECTOR - OPERATIONAL AND PARTNERSHIP SERVICES

B. COUNCIL / CABINET FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
3.1	To instruct counsel or to engage external solicitors in connection with any legal matter affecting the Council where the estimated cost of doing so is estimated to exceed £100,000.	<p><u>COUNCIL FUNCTIONS</u> The Chairperson of any committee or other body to which the Council has delegated the function in respect of which it is proposed to instruct counsel or, if there is no such committee or other body, the Mayor.</p> <p><u>CABINET FUNCTIONS</u> The Cabinet Member with the relevant function</p>
3.2	To authorise the settlement of civil and / or criminal proceedings whether commenced or in anticipation where the amount payable by or to the Council exceeds £100,000.	<p><u>COUNCIL FUNCTIONS</u> The Chairperson of any committee or other body to which the Council has delegated the function to which the proposed relate or, if there is no such committee or other body, the Mayor.</p> <p><u>CABINET FUNCTIONS</u> The Cabinet Member with the relevant function</p>

C. CABINET FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
3.3	To provide observations on behalf of the Council to the National Assembly for Wales upon proposals to amend "Planning Guidance Wales" and related Technical Advice Notes.	The Cabinet Member with the relevant function
3.4	To provide observations on behalf of the Council to the appropriate Government Department upon proposals to amend national planning and environmental policy.	Cabinet Member with the relevant function
3.35	To exercise the functions set out in the Scrap Metal Dealers Act 2013	Cabinet Member with the relevant function
3.46	To determine the award of Discretionary Disabled Facilities Lifetime Grants, and the award of the residual Disabled Facilities Top-Up Grants, in accordance with the Private Sector Housing Renewal & Disabled Adaptions Policy	Cabinet Member with the relevant function

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
3.57	To increase or decrease any of the rates payable for any statutory grants administered under the Housing Grants, Construction and Regeneration Act 1996 and any non-statutory grants administered under the Bridgend County Borough Council Private Sector Housing Renewal Policy.	(1) Cabinet Member with the relevant function (2) Chief Finance Officer
3.6	<u>To approve applications for grants to voluntary organisations in accordance with the policy approved by the Cabinet or Council where the amount of the grant does not exceed £50,000.</u>	<u>Cabinet Member with the relevant function</u>

4. FUNCTIONS ALLOCATED TO THE CORPORATE DIRECTOR - EDUCATION AND FAMILY SUPPORT

A. CABINET FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee</u>
4.1	To issue and serve public notice of proposals to open and to close schools and to consult the public on such proposals.	Cabinet Member with the relevant function
4.2	To approve applications for grants to voluntary organisations in accordance with the policy approved by the Cabinet or Council where the amount of the grant does not exceed £50,000.	Cabinet Member with the relevant function

5. FUNCTIONS ALLOCATED TO THE CORPORATE DIRECTOR – SOCIAL SERVICES & WELLBEING

A. CABINET FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee</u>
5.1	To approve applications for grants to voluntary organisations in accordance with the policy approved by the Cabinet or Council where the amount of the grant does not exceed £50,000.	Cabinet Member with the relevant function
5.2	To issue and serve public notice of proposals to open and to close leisure facilities and to consult the public on such proposals.	Cabinet Member with the relevant function
5.3	To exercise the Council's functions under the Fostering Services (Wales) Regulations <u>2003</u> relating to the appointment from time to time of new members of the Bridgend Fostering Panel (other than the appointment of elected members of the Council) as and when vacancies arise.	Cabinet Member with the relevant function
5.4	To exercise the Council's functions under the Adoption Agencies Regulations 2005 relating to the appointment from time to time of the Chair and Vice-Chair and members of the	Cabinet Member with the relevant function

	<u>Delegated Functions</u>	<u>Consultee</u>
	Bridgend Adoption Panel (other than the appointment of elected members of the Council) as and when vacancies arise.	

6. **FUNCTIONS ALLOCATED TO THE CORPORATE DIRECTOR - COMMUNITIES**

A. **COUNCIL FUNCTIONS:**

	<u>Delegated Functions</u>	<u>Consultee</u>
6.1	To provide observations upon the request of the National Assembly for Wales in respect of applications for offshore dredging submitted to the Crown Estate under the "Government View" procedure.	Chairperson or in their absence the Vice-Chairperson of the Planning and Development Committee

B. **CABINET FUNCTIONS:**

	<u>Allocated Functions</u>	<u>Consultee</u>
6.2	To make a decision upon any matter relating to the Council's emergency planning functions which, for reasons of urgency, cannot await the next meeting of the Cabinet.	Leader or in their absence the Deputy Leader
6.3	To authorise the carrying out of civic amenity schemes.	Cabinet Member with the relevant function
6.4	To undertake projects of Sustainable Waste Management within the County Borough.	Cabinet Member with the relevant function
6.5	To make arrangements for publicity for and public consultation on all proposed waste policy documents.	Cabinet Member with the relevant function
6.56	To approve or amend programmes for the preparation of policy documents required by Section 6 of the Planning and Compulsory Purchase Act 2004.	Cabinet Member with the relevant function
6.67	To provide observations on behalf of the Council to the National Assembly for Wales upon proposals to amend "Planning Guidance Wales" and related Technical Advice Notes.	Cabinet Member with the relevant function
6.78	To provide observations on behalf of the Council to the appropriate Government Department upon proposals to amend national planning and environmental policy.	Cabinet Member with the relevant function

	<u>Allocated Functions</u>	<u>Consultee</u>
6.89	To initiate projects for environmental education improvement and management within the County Borough.	Cabinet Member with the relevant function
6.10	To make arrangements for publicity and public consultation for all Council Policy Documents relating to countryside access and management and building conservation.	Cabinet Member with the relevant function
6.11	To make arrangements for publicity and public consultation on projects for environmental education, improvement and management within the County Borough.	Cabinet Member with the relevant function
6.94 2	To increase or decrease the fees chargeable under the Building Regulations by not more than 10%.	(1) Cabinet Member with the relevant function (2) Chief Finance Officer
6.13 0	To authorise the carrying out of Land Reclamation, Coastal Protection and Land Drainage schemes not exceeding an estimated value of £100,000.	Cabinet Member with the relevant function
6.11 4	To review the prescribed limits of financial assistance provided under the grant schemes operated by the Council pursuant to its economic development powers.	Cabinet Member with the relevant function
6.12 5	To provide observations on behalf of the Council to the National Assembly for Wales upon proposals to amend Highways and Transportation policy and regulations.	Cabinet Member with the relevant function
6.13 6	To issue and serve public notice of proposals to open and to close community facilities and to consult the public on such proposals.	Cabinet Member with the relevant function
6.17 4	To authorise, and agree terms for, the disposal of land and buildings, whether by way of a freehold sale or the grant of a lease, in consideration of the payment of a premium at best consideration having an estimated value not exceeding £500,000.	(1) Cabinet Member with the relevant function (2) Corporate Director - Operational and Partnership Services (3) Section 151 Officer or in the event of sub delegation to the Section 151 Officer, then the Deputy Section 151 officer.

	<u>Allocated Functions</u>	<u>Consultee</u>
6.15 8	To authorise, and approve the terms of, any lease to be granted to or by the Council in consideration of the payment of a rent, including any rent in excess of £100,000 per annum payable: <p style="margin-left: 40px;">(a) by the Council; or</p> <p style="margin-left: 40px;">(b) to the Council.</p>	Cabinet Member with the relevant function
6.16 9	To authorise and agree the release of restrictive covenants in favour of or binding the Council for sums exceeding £50,000.	Cabinet Member with the relevant function
6.17 20	To authorise and agree the terms of the surrender of leases by or to the Council including the payment or receipt of a premium exceeding £50,000.	Cabinet Member with the relevant function
6.18 24	To authorise, and agree terms for, the disposal of land and buildings having an estimated value not exceeding £300,000, at an undervalue where it is considered that: The disposal is in the interests of the economic, social or environmental well being of the whole or any part of the Authority's area, or any or all persons resident or present in the Authority's area; and the disposal is in accordance with the General Disposal Consent (Wales) 2003 , the Authority's approved Disposal Strategy and Community Asset Transfer Guidance; and the disposal is at an undervalue of £300,000 or less provided that the disposal is not in breach of any State Aid requirements. .	<ol style="list-style-type: none"> 1) Cabinet Member with the relevant function 2) Corporate Director - Operational and Partnership Services 3) Section 151 Officer or in the event of sub delegation to the Section 151 Officer, then the Deputy Section 151 officer.
6.19 22	To authorise, and agree terms for, the acquisition of land or buildings in connection with scheme which appears in the Council's approved capital estimates a particular category of scheme which appears in the Council's approved capital estimates, provided that the acquisition will not exceed the aggregate capital estimate for the category of scheme.	Cabinet Member with the relevant function.
6.23 0	To exercise any of the Council's powers in respect of Porthcawl Harbour contained in Part V of the Mid Glamorgan County Council Act 1987.	Cabinet Member with the relevant function

SCHEME B2

FUNCTIONS DELEGATED TO CORPORATE DIRECTORS WITHOUT CONSULTATION AND CALL IN.

1. FUNCTIONS ALLOCATED TO EACH CHIEF OFFICER

A. COUNCIL / CABINET FUNCTIONS:

	<u>Allocated Functions</u>
1.1	To authorise the appointment of consultants providing a professional service whose fees do not exceed £50,000.
1.2	To authorise the application for and acceptance of applications for grant aid to the National Assembly for Wales and other appropriate bodies for purposes connected with matters falling within the Directorate.
1.3	To exercise the powers conferred upon them under the Council's Disciplinary and Grievance Procedures.
1.34	In respect of any contract having an estimated value not exceeding £1,000,000: (a) To authorise the invitation of tenders; and (b) To accept a tender other than the lowest tender received where payment is to be made by the Council, or other than the highest tender received where payment is to be received by the Council where there are special reasons approved by the Corporate Procurement Manager in respect of tenders not in excess of £100,000 and by the Section 151 Officer in respect of tenders in excess of £100,000 for not accepting the lowest tender or the highest tender as the case may be. (c) To authorise invitation of tenders, to accept a tender or enter into a contract in accordance with any exemption under the Council's Contract Procedure Rules. Contract Procedure Rules.

B. CABINET FUNCTIONS:

	<u>Allocated Functions</u>
1.5	To authorise the disposal of surplus goods acquired in connection with services for which the Chief Officer is responsible having an estimated total value not exceeding £50,000.
1.6	To authorise the submission of tenders for the supply of goods, works or services to another local authority or a public body in accordance with the powers conferred upon the Council by the Local Authorities (Goods and Services) Act 1970 where the estimated value of the proposed tender exceeds does not exceed £100,000.
1.7	To take any steps necessary to assist the Council in complying with the obligations imposed under the Data Protection Act 1998 in consultation with the Corporate Director - Operational and Partnership Services.

2. FUNCTIONS ALLOCATED TO THE CHIEF EXECUTIVE

A. CABINET FUNCTIONS:

2.1	To take any steps which the Council is empowered to take to recover National Non-Domestic Rates and Council Tax, including the commencement of proceedings and the taking of any steps in connection with the conduct of proceedings.
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2.2	To determine:
	(a) applications for discretionary rating relief from charities; (b) applications for rating relief on grounds of hardship.
2.3	To recommend to the Corporate Director - Operational and Partnership Services the commencement of criminal proceedings in respect of The Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (Wales) Regulations 2013.
2.4	To take any steps which the Council is empowered to take for the administering of financial penalties in accordance with the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (Wales) Regulations 2013.
2.54	To refer cases of financial impropriety by Council staff or elected members to the Police for investigation.
2.56	To determine applications from persons or bodies for financial assistance which no other officer has been delegated the power to determine.
2.76	To purchase equipment on behalf of all directorates using a loan under the Prudential Code, having regard to the Single Integrated Partnership Plan.
2.87	To take any steps which the Council is empowered to take for the recovery of rents, sums due under Council mortgages and other income due to the Council, including recommending instructing the Corporate Director – Operational and Partnership Services to commence County Court proceedings.
2.98	To determine mortgage interest rates in accordance with statutory requirements.
2.109	To determine and approve applications for the transfer of Council mortgages and applications for mortgagors for the release of a part of a mortgaged property from the mortgage.
2.101	To determine in conjunction with the Corporate Director – Operational and Partnership Services Communities applications for the re-mortgage or transfer of mortgage of properties purchased with assistance under the Homefinders Scheme.
2.12	To approve requests for consent to the transfer of mortgage interests when satisfied that the transferee has sufficient resources to meet the mortgage repayments and the mortgage account is clear of arrears.
2.134	To do anything which the Council has a power or duty to do that is necessary for the enforcement of Section 11-7 of the Road Traffic Regulation Act 1984 and to recommend to the Corporate Director Operational and Partnership Services the institution of criminal proceedings arising from any breach of those provisions.

3. FUNCTIONS ALLOCATED TO CORPORATE DIRECTOR - OPERATIONAL AND PARTNERSHIP SERVICES

A. COUNCIL FUNCTIONS:

	<u>Allocated Functions</u>
3.1	To determine applications for the grant or renewal of approvals of premises for the solemnization of marriages and civil partnerships in pursuance of section 26(1)(bb) of the Marriage Act 1949 and the Civil Partnership Act 2004, and to revoke such approvals.
3.2	To take all steps required to undertake Compulsory Purchase Orders.
3.3	To exercise any powers available to the Council under the provisions of any contract relating to the determination or forfeiture of the contract.
3.4	To confirm unopposed tree preservation orders under Section 199 of the Town and Country Planning Act 1990.
3.5	To exercise the functions of the Council following the service of a Purchase Notice or Blight Notice, including the issue and service of notices or counter notices.
3.6	To appoint authorised officers for the purposes of Part II of the Local Government (Miscellaneous Provisions) Act 1976, the Local Government (Miscellaneous Provisions) Act 1982, the Licensing Act 2003 and the Gambling Act 2005.
3.7	To grant applications for hackney carriage and private hire vehicle licences and private hire operator licences and to revoke existing licences when replacement vehicle licences are granted, in accordance with the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, as appropriate.
3.8	To suspend licences pertaining to hackney carriage and private hire vehicles in accordance with sections 60 and 68 of the Local Government (Miscellaneous Provisions) Act 1976
3.9	To grant, suspend and/or revoke, and reinstate existing hackney carriage and private hire vehicle drivers' licences in accordance with such guidelines, conditions, limitations or restrictions as may be prescribed by the Licensing Committee and in accordance with the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976 as appropriate.
3.10	To grant or renew the under mentioned applications providing no objections or representations have been received from statutory bodies or the public: <ul style="list-style-type: none"> (a) Amusements with Prizes Permits (other than those relating to arcades) (b) Street Trading Consents

Allocated Functions	
	In accordance with the Gaming Act 1968 and Local Government (Miscellaneous Provisions) Act 1982 as appropriate.
3.11	To vary the conditions attached to Premises Licences which involve the giving of written consent for an activity providing no objections or representations have been received from responsible authorities or the public in accordance with the Licensing Act 2003.
3.12	To grant and renew applications for licences, permits and registrations, and to do anything which the Council has a power or duty to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained in the enactments listed below (subject to any policies prescribed by the Licensing Committee): House to House Collection Act 1939 Police, Factories, etc (Miscellaneous Provisions) Act 1916
3.13	To determine or make decisions (as appropriate) under the Licensing Act 2003 regarding the following matters: (a) Applications for personal licenses (if no objection made); (b) Applications for premises / club premises certificates (if no relevant representations made); (c) Applications for provisional statements (if no relevant representations made); (d) Applications to vary premises / club premises certificates (if no relevant representations made); (e) Applications to vary designated premises supervisor (if no police objection); (f) Requests to be removed as designated premises supervisor; (g) Applications for transfer of premises licence (if no police objection); (h) Applications for interim authorities (if no police objection); (i) Whether a complaint or representation is irrelevant, frivolous or vexatious etc. (j) To do anything which the Council has a power to do (including the power to serve any notice or counter notice) that is necessary for the enforcement of any of the provisions contained in the Licensing Act 2003. (k) To do anything which the licensing authority has a duty or power to do in respect of Temporary Event Notices. (l) To determine applications received under the Legislative Reform (Minor Variations to Premises Licences and Club Premises) Order 2009 in accordance with Secretary of State Guidance. (m) To determine applications received under the Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls & community premises) Order 2009 where there is no objection notice received from the Chief Officer of Police.
3.14	To do anything which the Council has a duty or power to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained within the Town Police Clauses Act 1847 , the Local government (Miscellaneous Provisions) Act 1976, and the Local Government (Miscellaneous Provisions) Act 1982.
3.15	To determine applications to amend the register of common land in accordance with the Commons Registration Act 1965 and Commons Act 2006 where no objections have been received following a statutory consultation process.

<u>Allocated Functions</u>	
3.16	To do anything which the Council has a power to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained within the Commons Registration Act 1965 and Commons Act 2006.
3.17	To issue applications to review premises licences in accordance with s. 197 Gambling Act 2005.
3.18	To determine or make decisions (as appropriate) under the Gambling Act 2005 regarding the following matters: <ul style="list-style-type: none"> (a) Applications for premises licence where no representations have been received or where representations have been withdrawn; (b) Applications for a variation to a licence where no representations have been received or where representations have been withdrawn; (c) Applications for a transfer of a licence where no representations have been received from the Gambling Commission; (d) Applications for a provisional statement where no representations have been received or where representations have been withdrawn; (e) Applications for club gaming/club machine permits where no objections have been received or where objections have been withdrawn; (f) Applications for other permits; (g) Cancellation of licensed premises gaming machine permits; (h) Application for occasional use notice; (i) Application for temporary use notice; (j) Determination of whether representations are frivolous, vexatious or certainly will not influence the Authority's determination of an application. (k) Application for the registration as a Small Society Lottery.
3.19	To exercise any power conferred upon the Council to recover expenses incurred by it as a result of the exercise of any of the powers hereby delegated to him by this Scheme of Delegation.
3.20	To issue licences authorising the use of land as a caravan site ("site licences") in accordance with Section 3(3) of the Caravan Sites and Control of Development Act 1960.
3.21	To license the use of moveable dwellings and camping sites in accordance with Section 268(1) of the Public Health Act 1936.
3.22	To license premises for acupuncture, tattooing, ear-piercing and electrolysis in accordance with Section 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982.
3.23	To license dealers in game and the killing and selling of game in accordance with Sections 5,6,17,18 and 21 to 23 of the Game Act 1831.
3.24	To register and approve food business establishments in accordance with Article 31 of EC Regulation 882/2004.

<u>Allocated Functions</u>	
3.25	To license premises for the breeding of dogs in accordance with Section 1 of the Breeding of Dogs Act 1973 and Section 1 of the Breeding and Sale of Dogs (Welfare) Act 1999.
3.26	To license dangerous wild animals in accordance with Section 1 of the Dangerous Wild Animals Act 1976.
3.27	To grant consent for the operation of a loudspeaker in accordance with Schedule 2 of the Noise and Statutory Nuisance Act 1993.
3.28	To licence and record the movements of goats, sheep, cattle, pigs and deer in accordance with the provisions of the Disease Control (Wales) Order 2003.
3.29	To approve product specific establishments subject to approval under the provisions of EC Regulation 853/2004.
3.30	All functions under any of the “relevant statutory provisions” within the meaning of Part I (health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the Council’s capacity as an employer.
3.31	The functions described in paragraphs (2), (3) and (4) of Regulation 2 of the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001 to the extent that they are exercisable in connection with the discharge of the functions listed.
3.32	To issue applications to review premises licenses in accordance with s.197 Gambling Act 2005.
3.33	To provide observations to other authorities when the Council is consulted on planning applications in neighbouring areas and there is insufficient time to report such proposals to the Council, such observations to be subsequently reported to Council for information.
3.334	To determine applications and deal with all other issues relating to the administration and enforcement of the Hypnotism Act 1952.
3.35	To institute proceedings for an injunction pursuant to section 187B of the Town and Country Planning Act 1990;

B COUNCIL/CABINET FUNCTIONS:

<u>Allocated Functions</u>	
3.356	To institute and defend all civil and criminal proceedings (including appeals) on behalf of the Council and any other organisation, and to authorise other organisations to do so on behalf of this Authority, as appropriate, where commenced or in anticipation, other than

	<u>Allocated Functions</u>
	proceedings in respect of which any other Council officer has been allocated a similar function (with the exception of members of staff in the Legal Services Department), and to take any other steps in connection with the conduct of proceedings as he deems appropriate, including their withdrawal or discontinuance.
3.367	To authorise the settlement of civil and / or criminal proceedings whether commenced or in anticipation where the amount payable by or to the Council does not exceed £100,000.
3.387	To instruct Counsel or to engage external solicitors in connection with any legal matter affecting the Council where the estimated cost of so doing does not exceed £100,000.
3.39	To institute and conduct legal proceedings on behalf of any Council employee within the Indemnity Policy.
3.3840	To authorise Legal Services staff to appear on behalf of the Council in county court or magistrates' court proceedings in accordance with Section 60 of the County Court Act 1984 and Section 223 of the Local Government Act 1972.
3.3941	To take all steps required to protect the Authority and/or to enable the Authority to undertake its Statutory and Common Law duties and powers.
3.402	To issue and serve statutory notices requisitioning information in respect of interests in and/or the use of land.
3.431	To give any certificate or notice required for the purpose of registering any statutory or other charge at H.M. Land Registry on behalf of the Council.
3.442	To exercise any powers available to the Council under the provisions of any contract relating to the determination or forfeiture of the contract.

C CABINET FUNCTIONS:

	<u>Allocated Functions</u>
3.435	To issue permits for parking places in accordance with Sections 32(1) and 35(1) of the Road Traffic Regulation Act 1984.
3.446	To take appropriate action to enforce any statutory charge over premises existing in the Council's favour.
3.47	To approve requests for consent to the transfer of mortgage interests when satisfied that the transferee has sufficient resources to meet the mortgage repayments and the mortgage account is clear of arrears.

Allocated Functions	
3.48	To issue and serve Advance Payments Code Notices in accordance with the Highways Act 1980.
3.469	To be the person of appropriate seniority designated by the Council to undertake a review upon any decision pursuant to the provisions of Part VII of the Housing Act 1996 and and Part II of the Housing (Wales) Act 2014.
3.475 0	To approve applications for grants to voluntary organisations in accordance with the policy approved by the Cabinet or the Council where the amount of the grant does not exceed £10,000.
3.485 1	To authorise exhumations subject to any necessary consents being first obtained.
3.495 2	To do anything which the Council has a power or duty to do under the provisions of the following enactments or any subordinate legislation made thereunder: Control of Horses (Wales) Act 2014 Power to seize and impound stray horses Mid Glamorgan County Council Act 1987 – Section 15 Power to seize and impound stray animals. Mid Glamorgan County Council Act 1987 – Section 19 Power to serve notice requiring works to party or boundary walls. Building Act 1984 – Section 77 Power to execute work to dangerous buildings and recover expenses. Building Act 1984 – Section 78 Emergency measures for dealing with dangerous structures
3.530	The service of Improvement Notices and Emergency Prohibition Notices under the following statutory provisions: (a) Food Safety Act 1990; European Communities Act 1972. (b) Service of Remedial Action Notices, Detention Notices, Hygiene Improvement Notices and Hygiene Emergency Prohibition Notices and making of applications for Hygiene Emergency Prohibition Orders under the Food Hygiene (Wales) Regulations 2006.
3.541	Notwithstanding anything contained in this Scheme of Delegations, the Corporate Director Operational and Partnership Services has the power to take any action that he considers necessary to protect the Council's interests in relation to any legislation which provides duties or powers upon the Council.
3.525	To conduct age related surveillance under the Regulation of Investigatory Powers Act 2000
3.536	To approve and execute agreements made pursuant to section 185 of the Water Industry ies Act 1991
3.547	To authorise Officers of the Council to appear on behalf of the Council in magistrates' court proceedings in accordance with Section 223 of the Local Government Act 1972 to obtain approval of authorisations and notices under the Regulation of Investigatory Powers Act

<u>Allocated Functions</u>	
	2000.
3.58	To approve and execute agreements made pursuant to Section 104 of the Water Industry Act 1991
3.595	To apply to the Magistrates' Court for a warrant to enter land under s.196B of the Town and County Planning Act 1990
3.560	To do anything which the Council has the power to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained within the Anti-Social Behaviour, Crime and Policing Act 2014 with the exception of Public Spaces Protection Orders as specified in Part 4, Chapter 2 of the Act.
3.576 4	To determine the award of Mandatory Disabled Facilities Grants and all Discretionary Grants and Loans, and to determine the payment of reasonable and appropriate fees in connection therewith, in accordance with the Private Sector Housing Renewal & Disabled Adaptations Policy, with the exception of the award of Discretionary Disabled Facilities Lifetime Grant.
3.625 8	To authorise, in appropriate circumstances, the waiver of the prior qualifying period for owner-occupiers and tenants specified in the Bridgend County Borough Council Private Sector Housing Renewal Policy in relation to applications for the various types of grant contained therein.
3.596 3	To make discretionary awards to prevent the homelessness of those persons to whom the Authority would otherwise owe a duty to accommodate in accordance with legislation.
3.640	To consider and adjust the professional fees payable to agents engaged by applicants for any grants administered under the Bridgend County Borough Council Private Sector Housing Renewal Policy.
3.651	To adjust grant payments in respect of any statutory grants approved under the Local Government and Housing Act 1989 or the Housing Grants, Construction and Regeneration Act 1996 and any non-statutory grants approved under the Bridgend County Borough Council Private Sector Housing Renewal Policy where: <ul style="list-style-type: none"> (a) Additional works are considered to be necessary which could not have been foreseen at the time of initial approval of the grant; (b) Works which were included in the initial approval have been found to be unnecessary.
3.626	To assess an individual's eligibility for a badge defined in sections 21-21C of the Chronically Sick and Disabled Persons Act 1970 and where appropriate to issue the badge or process an appeals procedure.

4. FUNCTIONS ALLOCATED TO THE CORPORATE DIRECTOR - EDUCATION AND FAMILY SUPPORT

A. CABINET FUNCTIONS:

	<u>Allocated Functions</u>
4.1	To institute proceedings for failures in school attendance pursuant to Section 444 of the Education Act 1996.
4.2	To approve, following appropriate consultation, amendments to the Council's funding formula for schools.
4.3	To approve, following appropriate consultation, amendments to the Council's schools admissions policy.
4.43	To make discretionary awards to students in circumstances falling outside normal guidelines considered by finance and awards.
4.54	To act as the designated officer under the local complaints procedure established under Section 23 of the Education Reform Act 1988.
4.6	To make suitable contractual arrangements for the provision of school transport.
4.7	To terminate school transport contracts in circumstances in which the contractor is in breach of contract.
4.48	To determine and authorise expenditure on projects for which specific approval has been granted by the National Assembly for Wales.
4.59	To approve applications for grants to voluntary organisations in accordance with the policy approved by the Cabinet or the Council where the amount of the grant does not exceed £10,000.
4.610	In the absence of the Cabinet Member responsible for the education function to appoint additional LEA school governors to support schools causing concern.
4.7	To make suitable contractual arrangements for the provision of school transport.
4.8	To terminate school transport contracts in circumstances in which the contractor is in breach of contract.

5. FUNCTIONS ALLOCATED TO THE CORPORATE DIRECTOR – SOCIAL SERVICES & WELLBEING

A. CABINET FUNCTIONS:

	<u>Allocated Functions</u>
5.1	To receive into guardianship persons who are suffering from a mental disorder.
5.2	To approve mental health professionals as having appropriate competence in dealing with persons who are suffering from a mental disorder.
5.3	To exercise powers of a Deputy upon appointment by the Court of Protection.
5.4	To approve levels of maximum funding to voluntary organisations and to individuals where the amount of the funding does not exceed £10,000.
5.5	To authorise temporary closures or variations in the opening hours of recreation centres.
5.6	To perform the functions of a Nearest Relative in accordance with the Mental Health Act 1983 upon appointment by the County Court or on the authority of the person who has been identified as the patient's nearest relative.
5.7	To sign a tenancy agreement pursuant to an order of the Court of Protection on behalf of a named individual or individuals who lack capacity under the Mental Capacity Act 2005.
5.8	To authorise, and agree terms for, deferred payment agreements and legal charges under the Social Services and Well-Being (Wales) Act 2014 and authorise the registering of the legal charges at the Land Registry on behalf of the Council.
5.9	To determine and authorise expenditure on projects for which specific approval has been granted by the National Assembly for Wales.
5.10	After taking into account any recommendations made by the Bridgend Fostering Panel:
	(a) To approve a person as a foster parent;
	(b) To decide, following a review, that a foster parent and a foster parent's household continue to be suitable and that the terms of a foster parent's approval continue to be appropriate;
	(c) To decide, following a review, that the fostering service provider is no longer satisfied that a foster parent and a foster parent's household continue to be suitable or that the terms of a foster parent's approval continue to be appropriate, and either to terminate the approval from a specified date or to determine the revised terms of the approval as the case may be.

5.11	<p>After taking into account any recommendations made by the Bridgend Adoption Panel and any other matters the Council may in its capacity as an adoption agency be obliged to take into account:</p> <ul style="list-style-type: none"> (a) To decide whether adoption is in a child's best interest, and if it is so decided, whether an application should be made to free the child for adoption and whether an allowance should be paid; (b) To decide whether a prospective adopter is suitable to be an adoptive parent and (c) To decide whether a prospective adopter would be a suitable adoptive parent for a particular child.
5.12	To authorise temporary closures or variations in the opening hours of libraries
5.13	To undertake the function of the supervisory body for the purposes of the Mental Capacity Act 2005 Deprivation of Liberty Safeguards, and to act as Authorised Signatory when the supervisory body gives an authorisation for deprivation of liberty.

6. FUNCTIONS ALLOCATED TO THE CORPORATE DIRECTOR - COMMUNITIES

A. COUNCIL FUNCTIONS:

Allocated Functions											
6.1	<p>The following provisions together with:</p> <p>(a) The power to determine: Council applications including those submitted by the Corporate Director Communities unless a material planning objection has been received; any application where a local Member has expressed a material planning concern and the delegated decision is in line with that concern or no other objection has been received within the consultation / publicity period and the Chairman of the Development Control Committee does not consider it necessary to report the application to Committee; any application submitted by a Member, a Chief Officer, or any officer reporting directly to the Chief Officer, or any officer in the Development or Highway Services Departments involved in processing/commenting upon applications (or the spouse or partner of any of these) if a material planning objection has not been received.</p> <p>(b) The power to determine all planning applications and applications for reserved matters approval, advertisement consent, listed building consent, conservation area consent, applications for Tree Preservation Order consent and applications under the High Hedges regulations submitted to the Council except applications falling within any of the categories of excepted applications from time to time prescribed by the Council;</p> <p>(c) The power to determine planning applications in accordance with the scheme approved for the time being by the Council;</p> <p>(d) The power to enter into Section 106 Planning Obligations on applications delegated to the Corporate Director in conjunction with the Corporate Director Operational and Partnership Services power to enter into Section 106 Planning Obligations and agree minor changes to Section 106 Legal Agreements in conjunction with the Corporate Director – Operational and Partnership Services and at the discretion of the Chair of the Development Control Committee.</p> <p>(e) The power to agree and make minor changes to Section 106 Agreements which have been agreed by the Development Control Committee in conjunction with the Corporate Director – Operational and Partnership Services and subject to the discretion of the Chair of the Development Control Committee.</p>										
	<table border="1"> <thead> <tr> <th style="text-align: center;">Provision</th> <th style="text-align: center;">Summary of Effect</th> </tr> </thead> <tbody> <tr> <td>General Development Order Consolidation 1995-Appendix A (Para.5)The Town and Country Planning Act 1990</td> <td>To deal with non-material and minor amendments to planning applications under S.96A and S.73 -in consultation with the Corporate Director Operational and Partnership Services</td> </tr> <tr> <td>Land Compensation Act 1961 – Section 17</td> <td>To determine jointly with the Corporate Director - Operational and Partnership Services applications for Certificate of Appropriate Alternative Development</td> </tr> <tr> <td>Listed Buildings Act 1990 – Section 38</td> <td>To issue listed building enforcement notice.</td> </tr> <tr> <td>Planning and Compensation Act 1991 –Section 191 (as amended by Section 10 of the Planning and Compensation Act 1991).</td> <td>To determine jointly with the Corporate Director - Operational and Partnership Services Certificates of Lawfulness.</td> </tr> </tbody> </table>	Provision	Summary of Effect	General Development Order Consolidation 1995-Appendix A (Para.5)The Town and Country Planning Act 1990	To deal with non-material and minor amendments to planning applications under S.96A and S.73 -in consultation with the Corporate Director Operational and Partnership Services	Land Compensation Act 1961 – Section 17	To determine jointly with the Corporate Director - Operational and Partnership Services applications for Certificate of Appropriate Alternative Development	Listed Buildings Act 1990 – Section 38	To issue listed building enforcement notice.	Planning and Compensation Act 1991 –Section 191 (as amended by Section 10 of the Planning and Compensation Act 1991).	To determine jointly with the Corporate Director - Operational and Partnership Services Certificates of Lawfulness.
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Town and Country Planning Act 1990 – Section 324 and Planning (Listed Buildings and Conservation Areas) Act 1990 – Section 88	To issue written authorisation to appropriate officers to enable them to exercise powers of entry.
Town and Country Planning Act 1990 – Section 330	To issue notices requiring information as to interests in land.
Town and Country Planning (General Permitted Development) Order 1995 – Class A of Part 6 of Schedule 2 to the Order	To determine applications for prior approval in respect of agricultural buildings and operations.
<u>Provision</u>	<u>Summary of Effect</u>
Town and Country Planning (General Permitted Development) Order 1995 – Class A of Part 7 of Schedule 2 to the Order	To determine applications for prior approval in respect of forestry buildings and operations.
Town and Country Planning (General Permitted Development) Order 1995 – Class A of Part 24 of Schedule 2 to the Order	To determine applications for prior approval in respect of development by Telecommunications Code System Operators.
Town and Country Planning (General Permitted Development) Order 1995 – Class A of Part 31 of Schedule 2 to the Order	To determine applications of prior approval of demolition of buildings.
Town and Country Planning Act 1990 – Section 207	The service of tree replacement notices.
Town and Country Planning (General Development Procedure) Order 1995 – Article 21 The Town and Country Planning (Development Management Procedure)(Wales) Order 2012 – Article 23	To authorise works in compliance with conditions imposed on planning permissions.
Town & Country (Environmental Impact Assessment) (England and Wales) Regulations 1999 The Town and Country Planning (Environmental Impact Assessment (Wales) Regulations 2017	To determine whether planning applications should be subject to an environmental assessment.
Town and Country Planning Act 1990 – Section 171C	The service of planning contravention notice and consideration of any offers or representations made in person in response to such a notice.
Town and Country Planning Act 1990 – Section 172	The issue of enforcement notices.
Town and Country Planning Act 1990 – Section 183	The service of stop notices.
Town and Country Planning Act 1990 – Section 171E	The service of temporary stop notices.
Town and Country Planning Act 1990 – Section 187A	The service of breach of condition notices.
Town and Country Planning Act 1990- Section 171A	The service of an Enforcement Warning Notice

	Town and Country Planning Act 1990 – Sections 199 and 201	The power to make a tree preservation order and to include in the order a direction that it shall take effect immediately without previous confirmation.
	Town and Country Planning Act 1990 – Section 333(7)	The power to vary or revoke Tree Preservation Orders in appropriate cases.
	To make emergency Article 4 Directions under the Town and Country Planning (General Permitted Development) Order 1995 (as amended by The Town and Country (General Permitted Development) Order 2013)	To make an emergency Article 4 (2) Direction in Conservation Areas where there is an imminent threat of harm to the character or appearance of Conservation Areas.
6.2	To provide observations to other authorities when the Council is consulted on planning applications in neighbouring areas and there is insufficient time to report such proposals to the Council, such observations to be subsequently reported to Council for information.	
6.23	In consultation with the Corporate Director - Operational and Partnership Services and Monitoring Officer, to determine applications for the use of retail units at the Designer Outlet Village, Bridgend, outside the terms of the agreement concluded under section 106 of the Town and Country Planning Act 1990.	
6.34	To exercise any power conferred upon the Council to recover expenses incurred by it as a result of the exercise of any of the powers hereby delegated to him by this Scheme of Delegation.	
6.4	To authorise the service of Building Preservation Notices on the owners and occupiers of buildings pursuant to the Planning (Listed Buildings and Conservation Areas) Act 1990, Sections 3 and 4 and the Historic Environment (Wales) Act 2016, Section 25.	
6.5	To discuss and express views on behalf of the Council on the development of Strategic Planning Guidance for South East Wales and Waste Planning Policy for South West Wales with other persons and bodies involved in the formulation of national and regional planning policies.	
6.6	Upon being consulted, to provide formal observations, including, where appropriate, objections to neighbouring planning authorities in respect of documents prepared by them to meet requirements of the Planning and Compulsory Purchase Act 2004.	
6.7	To provide observations to other authorities when the Council is consulted on planning applications in neighbouring areas, and to provide a Local Impact Report to the Planning Inspectorate Wales on a Development of National Significance within Bridgend County Borough Council and there is insufficient time to report such proposals to the Council, such observations to be subsequently report to Council for information.	
6.5	To authorise officers to enter land for the purposes set out in section 324 of the Town and Country Planning Act 1990.	
6.86	To exercise the powers relating to the protection of important hedgerows conferred upon the Council by the Hedgerows Regulations 1997.	

6.7	To authorise officers to enter land for the purposes set out in section 196A of the Town and Country Planning Act 1990.
	To provide observations to other authorities when the Council is consulted on planning applications in neighbouring areas and there is insufficient time to report such proposals to the Council, such observations to be subsequently report to Council for information.
6.9	To confirm unopposed tree preservation orders under Section 199 of the Town and Country Planning Act 1990.
6.10	<p>To do anything which the Council has a power or duty to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained in the enactments listed below and any Orders, Regulations or other Instrument made thereunder or relating thereto or any modification or re-enactment of the foregoing and to recommend to the Corporate Director – Operational and Partnership Services the institution of any civil or criminal proceedings arising from any breach of those provisions or that is necessary for the enforcement of any of those provisions:</p> <p>Town and Country Planning Act 1990 Planning (Wales) Act 2015 Criminal Justice Act 2003 Police and Criminal Evidence Act 1984 Town and Country Planning (Control of Advertisements) Regulations 1992 Town and Country Planning (General Permitted Development) Order 1995 Town and Country Planning (Trees) Regulations 1999 Planning (Listed Buildings and Conservation Areas) Act 1990 Historic Environment (Wales) Act 2016</p>

6.11

<p>To do anything which the Council has a power or duty to do under the provisions of the following enactments or any subordinate legislation made thereafter:</p>	
Provision	Summary of Effect
Planning (Listed Buildings and Conservation Areas) Act 1990 – Section 2 and Historic Environment (Wales) Act 2016 – Section 26	Power to publish lists of listed buildings
Planning (Listed Buildings and Conservation Areas) Act 1990 – Section 3 and Historic Environment (Wales) Act 2016 – Section 24	Power to serve notice of listing on owner and occupier
Planning (Listed Buildings and Conservation Areas) Act 1990 – Section 3 and Historic Environment (Wales) Act 2016 – Section 25	Power to temporarily list a building by serving a Building Preservation Notice
Planning (Listed Buildings and Conservation Areas) Act 1990 – Sections 54-60 and Historic Environment (Wales) Act 2016 – Sections 30 and 31	Power to execute urgent works to preserve a listed building and to recover expenses
Planning (Listed Buildings and Conservation Areas) Act 1990 – Sections 57-58	Power to determine applications for grant assistance towards repair or maintenance of historic buildings
Planning (Listed Buildings and	Power to execute urgent works and preserve

Conservation Areas) Act 1990 – Section 76	an unoccupied building in a conservation area and to recover expenses
Planning (Listed Buildings and Conservation Areas) Act 1990 – Sections 79-80	Power to determine applications for grant assistance towards repair or maintenance of historic buildings in a town scheme
Planning (Listed Buildings and Conservation Areas) Act 1990 – Section 44A and the Historic Environment (Wales) Act 2016 – Section 29	Power to serve a Temporary Stop Notice on a person who appears to the authority to be executing the works or causing them to be executed or have an interest in the building

B. CABINET FUNCTIONS:

Allocated Functions	
6.128	To approve applications for grants to voluntary organisations in accordance with the policy approved by the Cabinet or the Council where the amount of the grant does not exceed £10,000.
6.9	To authorise exhumations subject to any necessary consents being first obtained.
6.134 9	To do anything which the Council has a power or duty to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained in the enactments listed below (other than any of those provisions the enforcement of which is not a Cabinet function), and to recommend to the Corporate Director - Operational and Partnership Services the institution of criminal proceedings arising from any breach of those provisions: <ul style="list-style-type: none"> Anti-Social Behaviour Act 2003 Births and Deaths Registration Act 1926 Burial Act 1857 Clean Neighbourhoods & Environment Act 2005 Controlled Waste (England and Wales) Regulations 1992 Cremation Acts 1902 and 1952 Dogs (Fouling of Land) Act 1996 Environmental Protection Act 1990 Health and Safety at Work Act 1974 Local Authorities Cemeteries Order 1977 Local Government Act 1972 Local Government (Miscellaneous Provisions) Act 1982 Mid Glamorgan County Council Act 1987 Refuse Disposal (Amenity) Act 1978
6.144	To exercise the Council's powers under Sections 3, 4, 5 and 6 of the refuse Disposal (Amenity) Act 1978 to remove and dispose of abandoned vehicles and to recover the expenses connected therewith.
6.125	To determine applications for grant assistance under the Inner Urban Areas Act 1978 for improvements to properties in Industrial and Commercial Improvement Areas in accordance with the rules approved by or on behalf of the Council.
6.163	To represent discuss and express views on behalf of the Council on the development of strategic waste planning policies at inter-authority meetings.

6.14	To do anything which the Council has a power or duty to do under the provisions of the following enactments or any subordinate legislation made thereafter:																
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6.15	Upon being consulted, to provide formal observations, including, where appropriate, objections to neighbouring planning authorities in respect of documents prepared by them to meet requirements of Section 6 of the Planning and Compulsory Purchase Act 2004.																
6.16	<u>To provide observations to other authorities when the Council is consulted on planning applications in neighbouring areas, and to provide a Local Impact Report to the Planning Inspectorate Wales on a Development of National Significance within Bridgend County Borough Council and there is insufficient time to report such proposals to the Council, such observations to be subsequently report to Council for information.</u>																
6.161 7	To discuss and express views on behalf of the Council on the development of Strategic Planning Guidance for South East Wales and Waste Planning Policy for South West Wales with other persons and bodies involved in the formulation of national and regional planning policies.																
6.171 8	To renew contractual arrangements with the appropriate Government and / or the National Assembly for Wales to maintain existing arrangements to provide secretarial																

	support to the South Wales Aggregates Working Party.
6.181 79	In consultation with the Corporate Director - Operational and Partnership Services and Monitoring Officer to approve service level agreements with the Natural Resources Wales Countryside Council for Wales , Glamorgan Gwent Archaeological Trust, Groundwork Bridgend and Coed Cymru.
6.192 0	To authorise the service of Building Preservation Notices on the owners and occupiers of buildings pursuant to the Planning (Listed Buildings and Conservation Areas) Act 1990, Sections 3 and 4 and the Historic Environment (Wales) Act 2016, Section 25.
6.202 118	To enter into agreements to enable highways to become maintainable at the public expense in accordance with Part IV of the Highways Act 1980.
6.212 219	To authorise the making of orders relating to highways (other than Orders under s. 257 of the Town and Country Planning Act 1990) and the confirmation, modification or variation thereof in accordance with the provisions contained in the following enactments: <ul style="list-style-type: none"> Cycle Tracks Act 1984 Highways Act 1980 Road Traffic Act 1991 Road Traffic Regulation Act 1984 Road Traffic Regulation (Special Events) Act 1994 Town and Country Planning Act 1990 Town Police Clauses Act 1847 Wildlife and Countryside Act 1981
6.222 03	To take any action as is necessary to declare highways to be maintainable at the public expense including where considered appropriate accepting requests for dedication of highways.
6.232 14	To undertake and maintain all works (including alteration and removal where necessary) for highway purposes in accordance with Part V of the Highways Act 1980, and to enter into any agreements in respect of any of the works referred to in Part V of the Highways Act 1980.
6.242 25	To provide services and amenities over a highway and to give consents to other parties as to execution of works and use of objects in accordance with Part Paragraph VIIA of the Highways Act 1980.
6.252 36	To take such action as is necessary to prevent or remove the unlawful interference with, annoyance or nuisance upon, or obstruction of highways including the service of relevant notices where appropriate.

6.262 47	To give consent where required for interference with or obstruction of a highway in accordance with Part IX of the Highways Act 1980.
6.272 58	To exercise all powers contained in Part XI of the Highways Act 1980 (other than the power contained in Section 205 of that Act) as to making up of Private Streets including powers to enter into agreements and the issuing of notices and determination of payments together with any consents or permissions required.
6.282 69	To exercise any power conferred upon the Council where legislation provides to recover expenses incurred by it as a result of the exercise of any of the powers hereby allocated to them.
6.293 927	To take such action as is necessary to stop up private means of access to the highway in accordance with Part VIII of the Highways act 1980.
6.303 428	To take such action as is necessary to enforce the provisions of the Coast Protection Act 1949.
6.313 229	<p>To do anything which the Council has a power or duty to do that is necessary for the enforcement of any of the provisions contained in the enactments listed below and any Orders, Regulations or other Instrument made thereunder or relating thereto or any modification or re-enactment of the foregoing (other than any of those provisions the enforcement of which is not a Cabinet function) and to recommend to the Corporate Director - Operational and Partnership Services the institution of criminal proceedings arising from any breach of those provisions:</p> <ul style="list-style-type: none"> Animals Act 1971 Coast Protection Act 1949 Highways Act 1980 Countryside and Rights of Way Act 2000 Land Drainage Act 1991 Mines, and Quarries and (Tips) Act 1969 National Parks and Access to the Countryside Act 1949 – Section 57 New Roads and Streetw Works Act 1991 – Part III Reservoirs s Act 1975 Road Traffic Act 1991 Road Traffic Regulation Act 1984 Road Traffic Regulation (Special Events) Act 1994 Town and Country Planning Act 1990 Town Police Clauses Act 1847 Transport Act 1985 Transport Act 2000 Wildlife and Countryside Act 1981
6.323 03	To authorise the making of emergency Traffic Orders under the Road Traffic Regulation Act 1984.

6.333 14	To authorise the making of Orders and the issue of Notices under Section 14 of the Road Traffic Regulation Act 1984.	
6.343 25	To do anything which the Council has a power or duty to do under the provisions of the following enactments or any subordinate legislation made thereunder:	
	<u>Provision</u>	<u>Summary of Effect</u>
	Building Act 1984 – Section 77	Power to execute work to dangerous buildings and recover expenses.
	Building Act 1984 – Section 78	Emergency measures for dealing with dangerous structures
	Highways Act 1980 – Section 37	Provision whereby highway created by dedication may become maintainable at public expense.
	Highways Act 1980 - Section 38	Power of highway authorities to adopt by agreement.
	Highways Act 1980 – Section 57	Default powers of highway authorities in respect of non-repair of privately maintainable highways.
	Highways Act 1980 – Section 59	Recovery of expenses due to extraordinary traffic.
	Highways Act 1980 – Section 73	Power to prescribe improvement line for widening street
	Highways Act 1980 – Section 74	Power to prescribe Building Line.
	Highways Act 1980 – Section 122	Power to make temporary diversion where highway about to be repaired or widened.
	Highways Act 1980 – Section 146	Duty to maintain stiles etc. on footpaths and bridleways.
	Highways Act 1980 – Section 147	Power to authorise the erection of stiles etc. on footpaths and bridleways.
	Highways Act 1980 – Section 278	Contributions towards highway works by persons deriving special benefit from them.
	Highways Act 1980 – Section 286	Power to require angles of new buildings at corners of street to be rounded off.
	Highways Act 1980 – Section 287	Power to erect barriers in streets in cases of emergency etc.
	Highways Act 1980 – Section 288	Power to require gas and water pipes to be moved
	Highways Act 1980 – Section 289	Powers of entry of Highway Authority for purposes of survey.
	Highways Act 1980 – Section 290	Supplementary provisions as to powers of entry for the purpose of survey.
	Highways Act 1980 – Section 291	Powers of entry of highway authority for purpose of maintaining, etc., certain structures and works.
	Highways Act 1980 – Section 292	Compensation for damage resulting from, and offences connected with, exercise of powers of entry etc. under Section 289 or 291.
	Highways Act 1980 – Section 293	Powers of entry for purposes connected with certain orders relating to footpaths and bridleways.
	Highways Act 1980 – Section 294	Entry etc., of premises by highway authority or council for certain purposes.
	Highways Act 1980 – Section 295	Power of councils to dispose of certain materials.
	Highways Act 1980 – Section 297	Power of highway authority or council to require

	information as to ownership of land.
Highways Act 1980 – Section 305	Recovery of expenses by Councils and highway authorities.
Local Government (Miscellaneous Provisions) Act 1976 – Sections 23 and 24.	Powers to deal with dangerous trees.
Local Government (Miscellaneous Provisions) Act 1976 – Sections 25 and 26.	Powers to deal with dangerous excavations.
Mid Glamorgan County Council Act 1987 – Section 10	Power to serve notice to reduce the emission of dust etc. from building operations.
Mid Glamorgan County Council Act 1987 – Section 11	Power to serve notice to reduce dust from movement of coal.
Mid Glamorgan County Council Act 1987 – Section 12	Power to weatherproof walls.
Mid Glamorgan County Council Act 1987 – Section 13	Power to approve of plans etc. of retaining walls.
Mid Glamorgan County Council Act 1987 – Section 14	Power to approve plans etc. of new sewers and to serve notices on persons submitting plans etc.
Mid Glamorgan County Council Act 1987 – Section 17	Power to make an order prohibiting the use of residential streets for parking by heavy vehicles.
Mid Glamorgan County Council Act 1987 – Section 19	Power to serve notice requiring works to party or boundary walls.
Mines, <u>and</u> Quarries <u>and</u> (Tips) Act 1969	Inspections and powers in relation to tips.
National Parks and Access to the Countryside Act 1949 – Section 57	Penalty for displaying on public paths notices deterring public use.
New Roads and Street Works Act 1991 – Part III	Control of street works by public utilities undertakers pursuant to a statutory right or street works licence
Reservoirs Act 1975	Inspection and registration of reservoirs.
Road Traffic Regulation Act 1984 – Section 14(1)	Powers to restrict <u>weight and size of</u> vehicles <u>crossing highway bridges using a road.</u>
Wildlife and Countryside Act 1981 – Section 61	Ploughing of public rights of way.
<u>6.353</u> <u>36</u>	To do anything which the Council has a power or duty to do that is necessary for the enforcement of any of the provisions contained in the enactments listed below and any Orders, Regulations or other Instrument made thereunder or relating thereto or any modification or re-enactment of the foregoing (other than any of those provisions the enforcement of which is not a Cabinet function) and to recommend to the Corporate Director - Operational and Partnership Services the institution of criminal proceedings arising from any breach of those provisions: <ul style="list-style-type: none"> Building Act 1984 Burial Act 1857 Clean Neighbourhoods <u>and</u> Environment Act 2005 Health and Safety at Work etc. Act 1974 Highways Act 1980 <u>Local Government (Miscellaneous Provisions) Act 1964</u> Mid Glamorgan County Council Act 1987 Public Health Act 1961 Road Traffic Acts 1988 and 1991
<u>6.363</u> <u>47</u>	To do anything which the Council has a power or duty to do under the provisions of the Building Regulations and of the Building Act 19 <u>89</u> 4 regarding the passing (with or without

	conditions) or rejection of deposited plans, the giving of notices that deposited plans are of no effect and the removal or alteration of offending work.
6.373 58	To undertake the following functions: Notification of Burials under Births and Deaths Registration Act 1926 Memorial Permits under the Local Authorities Cemeteries Order 1977 Notification of Burial under Births and Deaths Registration Act 1926 Memorial Permits under the Local Authorities Cemeteries Order 1977 Notice of Transfer of Duty of Care under Control of Waste Regulations 1992 Notice of Intention to Remove Abandoned Vehicles under the Refuse Disposal (Amenity) Act 1978
	Enforcement of provisions of the Refuse Disposal (Amenity) Act 1978; Section 132 of the Highways Act 1980; the Environmental Protection Act 1990; Section 224 of the Town & Country Planning Act 1990; the Dogs (Fouling of Land) Act 1996 ; the Anti-Social Behaviour Act 2003; and the Clean Neighbourhoods and Environment Act 2005.
6.383 69	To enter into agreements to create footpaths and bridleways in accordance with section 25 of the Highways Act 1980.
6.393 740	To approve applications by eligible businesses for financial assistance under the grant schemes operated by the Council pursuant to its economic development powers.
6.404 1	To do anything which the Council has a power or duty to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained in the enactments listed below and any Orders, Regulations or other Instrument made thereunder or relating thereto or any modification or re-enactment of the foregoing (other than any of those provisions the enforcement of which is not a Cabinet function) and to recommend to the Corporate Director—Operational and Partnership Services the institution of criminal proceedings arising from any breach of those provisions: Town and Country Planning Act 1990 Planning (Wales) Act 2015 Criminal Justice Act 2003 Police and Criminal Evidence Act 1984 Town and Country Planning (Control of Advertisements) Regulations 1992 Town and Country Planning (General Permitted Development) Order 1995 Town and Country Planning (Trees) Regulations 1999 Planning (Listed Buildings and Conservation Areas) Act 1990 Historic Environment (Wales) Act 2016 To authorise expenditure upon marketing and participation in appropriate economic development activities and events.
6.414 238	To appoint officers from the Communities Directorate to be the Secretary and the Deputy Secretary of the Bridgend Local Access Forum.
6.424 339	To undertake the process laid down in the Countryside Access (Local Access Forums) (Wales) Regulations 2001 to seek nominations for membership of the Bridgend Local Access Forum;

6.434 04	To appoint, following discussions with the Head of Neighbourhood Services and the Bridgend Local Access Forum Secretary appropriate applicants to be members of the Bridgend Local Access Forum.
6.441 5	To exercise any power conferred upon the Council to recover expenses incurred by it as a result of the exercise of any of the powers hereby delegated to him by this Scheme of Delegation.
6.454 26	To approve applications for Industrial Estates Improvement Programme grants under £60,000.00.
6.464 37	To exercise the powers conferred upon the Council under the Commons Act 1899 or any other statutory provision in respect of regulated commons, other than the power to make, revoke or alter any byelaws.
6.474 48	To exercise any power conferred upon the Council relating to the adoption and management of Open Space Land, Parks (enclosed) and Playing Fields, including equipped children's play areas, sports pavilions and associated recreational buildings.
6.484 59	To enter into agency agreements with Town and Community Councils under section 43 of the Highways Act 1980 for the maintenance of public rights of way.
6.494 650	To determine applications for Definitive Map Modification Orders made under the Wildlife and Countryside Act 1981, to either formally approve applications or to formally reject applications where there is insufficient evidence to support the allegation that the Definitive Map and Statement for Bridgend is incorrect.
6.505 147	To determine all applications and administrative arrangements in respect of designated grounds and regulated stands under the Safety of Sports Ground Act 1975 and to issue prohibition notices under Section 10 of the Act.
6.51	To authorise officers to have power of entry, issue prohibition notices under Section 10 and undertake responsibilities as to implementation and enforcement under paragraphs 10B and 11 of the Safety of Sports Grounds Act 1975.
6.524 8	To determine applications by tenants for the Council's consent as landlord for: <ul style="list-style-type: none"> (a) the assignment of their leasehold interests; (b) the subletting or parting with possession of the whole or part of the premises let; (c) the change of use of the premises let provided the proposed use: <ul style="list-style-type: none"> (i) falls within the same use class as defined in the Town and Country Planning (Use Classes) Order 1987 as the current use or (ii) is a change of use for which planning permission has been granted either specifically or by the Town and Country Planning (General Permitted Development) Order 1995

	<p>subject to any arrears of rent being paid and any other breaches of covenant being remedied;</p> <p>(d) the creation of a mortgage or charge over their leasehold interests;</p> <p>(e) the making of internal and external alterations and the erection of additions and extensions subject to the tenant obtaining all necessary statutory consents and complying with such other conditions as may be considered appropriate.</p> <p>(f) the surrender of an underlease</p>
6.534 9	To authorise the grant of a lease or tenancy in circumstances in which the identity of the proposed tenant has changed since the terms of the transaction were approved by or on behalf of the Council.
6.504	To authorise and agree terms for the letting of all properties by or to the Council (including the rent payable) at a rent not exceeding £100,000 per annum.
6.515	To approve the settlement of statutory compensation claims.
6.562	To appoint Estate Agents to market for sale any Council land or buildings.
6.537	To authorise, and agree terms for, the disposal of land and buildings whether by way of a freehold sale or the grant of a lease in consideration of the payment of a premium at best consideration having an estimated value not exceeding £300,000.
6.548	To authorise, and agree terms for, the disposal of land and buildings having an estimated value not exceeding £150,000, at an undervalue where it is considered that: The disposal is in the interests of the economic, social or environmental wellbeing of the whole or any part of the Authority's area, or any or all persons resident or present in the Authority's area; and the disposal is in accordance with the General Disposal Consent (Wales) 2003 , the Authority's approved Disposal Strategy and Community Asset Transfer Guidance; and the disposal is at an undervalue of £50,000 or less provided that the disposal is not in breach of any State Aid requirements.
6.559	To agree terms for the renewal of all leases granted by or to the Council.
6.566 9	To authorise and agree terms for the grant of easements and wayleaves and of licences to occupy land by or to the Council.
6.576 4	To make planning applications in respect of land which the Council is proposing to dispose of.
6.586 2	To arrange for title indemnity insurance to be effected in suitable circumstances.

6.596 3	To authorise the service of notices terminating leases or tenancies (including Those of business premises covered by Part II of the Landlord and Tenant Act 1954) where the Council does not oppose the grant of a new lease or tenancy.
6.604	To authorise the service of notices terminating leases and tenancies (other than those relating to business premises covered by Part II of the Landlord and Tenant Act 1954 where it is not intended to oppose the grant of a new lease or tenancy) and of notices to remedy breaches of covenant.
6.615	To recommend the commencement of forfeiture or other legal proceedings against lessees / tenants to the Corporate Director - Operational and Partnership Services and Monitoring Officer.
6.626	To authorise the service of appropriate notices and counter notices and the taking of any other steps required to protect the Council's interests as lessor or lessee.
6.673	To authorise and agree lodging and settling rating appeals submitted by or on behalf of the Council.
6.684	To authorise and agree the release of restrictive covenants in favour of or binding the Council for sums up to a limit of £100,000.
6.659	To authorise and agree terms for the surrender of leases by or to the Council, including the payment or receipt of a premium not exceeding £50,000.
6.667 0	To authorise and agree terms for the resolution of dilapidation claims made by or against the Council.
6.677 4	To authorise and agree terms for the acquisition of land or buildings having an estimated capital or annual value not exceeding £100,000.
6.726 8	To approve the variation of existing lease terms.
6.736 9	To appoint an expert or arbitrator to determine a rent review or any dispute under the provisions of an existing lease <u>where the estimated cost of so doing does not exceed £100,000.</u>
6.740	To authorise the creation of permissive paths on any Council owned land, in consultation with any holding department
6.751	To authorise the dedication of a public right of way (namely a public footpath, public bridleway, or restricted byway) on any Council owned land, in consultation with any holding department.

6.762	To approve levels of maximum funding to voluntary organisations where the amount of the funding does not exceed £10,000.
6.773	To issue and serve statutory notices, in accordance with the Road Traffic Regulation Act 1984, requisitioning information.
6.784	To determine applications by freeholders for the Council's consent : (a) as covenantee where the Council has the benefit of covenants affecting the freeholder's property; (b) as mortgagee where there is a mortgage registered against the freeholder's property in favour of the Council; (c) where the Council's consent is required in accordance with a restriction registered against the freeholder's property in favour of the Council.
6.795	To authorise and agree terms for a deed of covenant on any land or buildings having an estimated capital or annual value not exceeding £100,000.
6.807	To decide that the rent review provisions contained in a lease of property in the Council's ownership should not be implemented when a rent review is deemed inappropriate due to special circumstances.
6.77	To agree the terms of all rent reviews relating to properties leased by and to the Council
6.78	To issue and serve Advance Payments Code Notices in accordance with the Highways Act 1980.

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

3 OCTOBER 2017

REPORT OF THE CORPORATE DIRECTOR OPERATIONAL AND PARTNERSHIP SERVICES

INFORMATION REPORTS FOR NOTING

1. Purpose of Report .

- 1.1 The purpose of this report is to inform Cabinet of the Information Reports for noting which have been published since its last scheduled meeting.

2. Connection to Corporate Improvement Objectives.

- 2.1 The report relates to the Corporate Priority Smarter Use of Resources by improving the way we communicate and engage with citizens.

3. Background.

- 3.1 At a previous meeting of Cabinet, it was resolved to approve a revised procedure for the presentation to Cabinet of Information Reports for noting.

4. Current situation / proposal.

4.1 Information Reports

The following information reports have been published since the last meeting of Cabinet:-

<u>Title</u>	<u>Date Published</u>
Estyn Inspection Outcomes for Ysgol Gymraeg Bro Ogwr	27 September 2017
Estyn Inspection Outcomes for Mynydd Cynffig	27 September 2017
Estyn Inspection Outcomes for Llangynwyd Primary School	27 September 2017
Estyn Inspection Outcomes for Oldcastle Primary School	27 September 2017

4.2 Availability of Documents

These documents have been circulated to Elected Members electronically via Email and placed on the BCBC website. The documents have been available from the date of publication.

5. Effect upon Policy Framework and Procedure Rules.

- 5.1 This procedure has been adopted within the procedure rules of the Constitution.

6. Equality Impact Assessment

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

7. Financial Implications.

7.1 There are no financial implications regarding this report.

8. Recommendation.

8.1 That Cabinet acknowledges the publication of the documents listed in this report.

P A Jolley
Corporate Director Operational and Partnership Services
September 2017

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Background documents: Reports referred to in Paragraph 4.1 of this report.

BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO CABINET

3 OCTOBER 2017

REPORT OF THE INTERIM DIRECTOR OF EDUCATION AND FAMILY SUPPORT

ESTYN INSPECTION OUTCOMES FOR YSGOL GYMRAEG BRO OGWR

1. Purpose of report

1.1 This report informs Cabinet Members of the outcomes of the recent Estyn inspection of Ysgol Gymraeg Bro Ogwr.

2. Connection to corporate improvement objectives/other corporate priorities

2.1 The information in this report relates to the following strategic priority in the Corporate Plan:

- Supporting a successful economy.

3. Background

3.1 Ysgol Gymraeg Bro Ogwr was inspected by Estyn in June 2017 and the report was published on 8 August 2017. The full text of the report is available on the Estyn website: www.estyn.gov.uk

4. Current situation/proposal

4.1 Inspectors reached the following judgements:

Current Performance	Good
Prospects for Improvement	Good

How good are outcomes?	Good
Standards	Good
Wellbeing	Good

How good is provision?	Good
Learning experiences	Good
Teaching	Good
Care, support and guidance	Good
Learning environment	Adequate

How good are leadership and management?	Good
Leadership	Adequate
Improving quality	Good
Partnership working	Good
Resource management	Good

The school's current performance is good because:

- most pupils make good progress in their learning;
- nearly all pupils feel happy and safe at school, and know whom to approach if they need help or support;
- staff provide comprehensive learning experience for pupils, which engage their interest and motivate them well;
- staff apply the requirements of the National Literacy and Numeracy Framework purposefully to their schemes of work to enable most pupils to make good progress in their literacy and numeracy skills over a period of time;
- provision for the Welsh language and the Welsh dimension is effective;
- the quality of teaching is effective in many classes;
- it is a caring community in which pupils' wellbeing is a clear priority, and all pupils treat each other with respect and care; and
- there is a homely and inclusive ethos.

Prospects for improvement are good because:

- the acting headteacher, with the valuable support and contribution of the senior management team, sets a purposeful strategic direction for developing the school;
- leaders evaluate the quality of the school's work systematically by implementing a cycle of effective monitoring activities that have been planned well;
- the school development plan is comprehensive and identifies a number of relevant improvement targets;
- the school works successfully with a variety of partners in a way that has a positive effect on pupils' standards and wellbeing, and expands their learning experiences well;
- the school is staffed effectively and makes successful use of individuals' expertise to enrich teaching and learning;
- support staff are an integral part of the team and contribute significantly towards the success of learning; and
- the school provides good value for money.

4.2 The report included the following recommendations:

- R1 Respond to the health and safety issues that were raised during the inspection
- R2 Improve pupils' information and communication technology (ICT) skills
- R3 Improve pupils' ability to work independently and take responsibility for their own learning
- R4 Share best practice in the Foundation Phase across the phase
- R5 Develop the strategic role of governors to enable them to challenge the school effectively about its performance

4.3 The school will draw up a post-inspection action plan which will show how it will address the recommendations.

4.4 The local authority with Central South Consortium will support the school to continue to improve outcomes and address all the recommendations.

5. Effect upon policy framework and procedure rules

5.1 There is no impact on the Council's policy framework or procedure rules.

6. Equality Impact Assessment

6.1 There are no direct equality impact issues arising from this report.

7. Financial implications

7.1 There are no financial implications arising directly from this information report.

8. Recommendation

8.1 It is recommended that Cabinet notes the content of this report.

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Background documents

Estyn inspection report

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BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO CABINET

3 OCTOBER 2017

REPORT OF THE INTERIM DIRECTOR OF EDUCATION AND FAMILY SUPPORT

ESTYN INSPECTION OUTCOMES FOR MYNYDD CYNFFIG PRIMARY

1. Purpose of report

1.1 This report informs Cabinet Members of the outcomes of the recent Estyn inspection of Mynydd Cynffig Primary School.

2. Connection to corporate improvement objectives/other corporate priorities

2.1 The information in this report relates to the following strategic priority in the Corporate Plan:

- Supporting a successful economy

3. Background

3.1 Mynydd Cynffig Primary School was inspected by Estyn in July 2017 and the report was published 6 September 2017. The full text of the report is available on the Estyn website: www.estyn.gov.uk

4. Current situation/proposal

4.1 Inspectors reached the following judgements:

Current Performance	Good
Prospects for Improvement	Good

How good are outcomes?	Good
Standards	Good
Wellbeing	Good

How good is provision?	Good
Learning experiences	Excellent
Teaching	Good
Care, support and guidance	Good
Learning environment	Good

How good are leadership and management?	Good
Leadership	Good
Improving quality	Good
Partnership working	Good
Resource management	Good

The school's current performance is good because:

- nearly all pupils make good progress and achieve well;
- a few pupils make excellent progress and achieve beyond expectations for their age by the end of key stage 2;
- most pupils with additional learning needs make good progress from their starting points and achieve their targets;
- most pupils make very good progress in their speaking, listening and writing skills and apply them well in their work across the curriculum;
- nearly all pupils feel happy and safe in school and enjoy learning;
- pupils' whole-hearted participation in expressive arts lessons is excellent;
- standards of behaviour are good throughout the school;
- the school provides a rich range of stimulating learning experiences for pupils, particularly through the excellent expressive arts curriculum;
- teachers have high expectations of pupils and the overall quality of teaching is good; and
- the school is a happy, inclusive and nurturing community, which supports pupils' wellbeing very effectively.

The school's prospects for improvement are good because:

- the headteacher is a visible and active presence around the school and knows staff and pupils very well;
- he has high expectations and a clear vision, which all members of staff share, for developing the school as an educational, stimulating environment;
- the school's innovative work as a curriculum pioneer for the expressive arts is uniting staff in the recently amalgamated school;
- leaders of different areas of learning work productively in cross-phase teams to address whole-school priorities;
- the governing body has a good understanding of the school's strengths and areas for development and holds the school to account effectively;
- the school has successful systems to identify its strengths and areas for improvement and the self-evaluation report provides an honest and accurate picture;
- staff respond constructively to parents' suggestions and to any concerns;
- the headteacher and governors manage school finances carefully and ensure that identified priorities receive appropriate funding; and
- the school has a good track record in addressing identified areas for improvement effectively.

4.2 The report included the following recommendations:

R1 In key stage 2, increase less confident readers' enthusiasm for reading and the range of books they read.

R2 Continue to develop a whole primary school ethos.

R3 Further develop shared leadership and ensure joint policies and working practices across the school.

4.3 The school will draw up a post-inspection action plan which will show how it will address the recommendations.

4.4 Estyn will invite the school to prepare a written case study, describing the excellent practice identified during the inspection.

4.5 The local authority, with Central South Consortium, will support the school to continue to improve outcomes and address all the recommendations.

5. Effect upon policy framework and procedure rules.

5.1 There is no impact on the Council's policy framework or procedure rules.

6. Equality Impact Assessment

6.1 There are no direct equality impact issues arising from this report.

7. Financial implications

7.1 There are no financial implications arising directly from this information report.

8. Recommendation

8.1 It is recommended that Cabinet notes the content of this report.

Lindsay Harvey

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Background documents

Estyn inspection report

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BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO CABINET

3 OCTOBER 2017

REPORT OF THE INTERIM DIRECTOR OF EDUCATION AND FAMILY SUPPORT

ESTYN INSPECTION OUTCOMES FOR LLANGYNWYD PRIMARY SCHOOL

1. Purpose of report

- 1.1 This report informs Cabinet Members of the outcomes of the recent Estyn inspection of Llangynwyd Primary School.

2. Connection to corporate improvement objectives/other corporate priorities

- 2.1 The information in this report relates to the following strategic priority in the Corporate Plan:
- Supporting a successful economy.

3. Background

- 3.1 Llangynwyd Primary School was inspected by Estyn in June 2017 and the report was published on 22 August 2017. The full text of the report is available on the Estyn website: www.estyn.gov.uk

4. Current situation/proposal

- 4.1 Inspectors reached the following judgements:

Current Performance	Adequate
Prospects for Improvement	Adequate

How good are outcomes?	Adequate
Standards	Adequate
Wellbeing	Good

How good is provision?	Adequate
Learning experiences	Adequate
Teaching	Adequate
Care, support and guidance	Good
Learning environment	Good

How good are leadership and management?	Adequate
Leadership	Adequate
Improving quality	Adequate
Partnership working	Good
Resource management	Adequate

The school's current performance is adequate because:

- many pupils make suitable progress from their individual starting points;
- most pupils are keen to learn and show good levels of concentration;
- pupils generally behave well and are polite and respectful towards each other;
- the school uses a good range of intervention and support programmes to improve the basic skills of pupils whose progress is less than expected;
- most teachers plan and deliver lessons that engage pupils and stimulate their curiosity;
- the school's attention to pupils' wellbeing means that levels of care, support and guidance are high; and
- staff ensure an inclusive and welcoming environment in which all pupils are treated equally in all aspects of school life.

However:

- many pupils in key stage 2 use only a limited range of literacy and numeracy skills across the curriculum; and
- pupils' experiences are not planned effectively enough to ensure that all pupils benefit fully from a broad and balanced curriculum.

The school's prospects for improvement are adequate because:

- school leaders and managers share a clear vision for the future of the school that is based on inclusiveness and ensuring pupils' wellbeing;
- there is an ethos of effective teamwork among all members of staff;
- governors make a worthwhile contribution to the process of self-evaluation and planning for improvement;
- self-evaluation procedures give leaders a reasonably accurate picture of the school's strengths and areas for improvement;
- the school works effectively with a wide range of partners, which has a beneficial effect on pupils' learning and wellbeing; and
- leaders and managers deploy the school's finances and resources efficiently.

However:

- senior leaders have not been fully effective in addressing shortcomings in the curriculum or in ensuring appropriate levels of challenge for all pupils.

4.2 The report included the following recommendations:

- R1 Improve pupils' ability to apply their literacy and numeracy skills in work across the curriculum
- R2 Improve pupils' spelling, handwriting and presentation in key stage 2
- R3 Ensure that key stage 2 pupils have access to the full range of the National Curriculum
- R4 In key stage 2, raise teachers' expectations of what pupils should achieve
- R5 Include targets in future development plans that focus clearly on improving outcomes for pupils

4.3 The school will draw up a post-inspection action plan which will show how it will address the recommendations. Estyn will review the school's progress.

4.4 The local authority with Central South Consortium will support the school to continue to improve outcomes and address all the recommendations.

5. Effect upon policy framework and procedure rules

5.1 There is no impact on the Council's policy framework or procedure rules.

6. Equality Impact Assessment

6.1 There are no direct equality impact issues arising from this report.

7. Financial implications

7.1 There are no financial implications arising directly from this information report.

8. Recommendation

8.1 It is recommended that Cabinet notes the content of this report.

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Background documents

Estyn inspection report

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BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO CABINET

3 OCTOBER 2017

REPORT OF THE INTERIM DIRECTOR OF EDUCATION AND FAMILY SUPPORT

ESTYN INSPECTION OUTCOMES FOR OLDCASTLE PRIMARY SCHOOL

1. Purpose of report

1.1 This report informs Cabinet Members of the outcomes of the recent Estyn inspection of Oldcastle Primary School.

2. Connection to corporate improvement objectives/other corporate priorities

2.1 The information in this report relates to the following strategic priority in the Corporate Plan:

- Supporting a successful economy

3. Background

3.1 Oldcastle Primary School was inspected by Estyn in June 2017 and the report was published on 8 August 2017. The full text of the report is available on the Estyn website: www.estyn.gov.uk

4. Current situation/proposal

4.1 Inspectors reached the following judgements:

Current Performance	Good
Prospects for Improvement	Good

How good are outcomes?	Good
Standards	Good
Wellbeing	Good

How good is provision?	Good
Learning experiences	Good
Teaching	Good
Care, support and guidance	Excellent
Learning environment	Good

How good are leadership and management?	Good
Leadership	Good
Improving quality	Good
Partnership working	Excellent
Resource management	Excellent

The school's current performance is good because:

- nearly all pupils, including those with additional needs, make good progress from their starting points during their time at the school;
- most pupils have very well developed oracy skills, and have strong reading and writing skills;
- most pupils achieve well in mathematics and have well developed skills in numeracy and information and communication technology (ICT);
- pupils' wellbeing is good; most pupils behave well, engage in their learning and work collaboratively with their peers;
- attendance has improved and places the school in the top 25% compared with similar schools;
- the quality of teaching is good, and most lessons are interesting and exciting; and
- pupils receive excellent care, support and guidance, especially those whose circumstances may make them vulnerable, or those with additional needs.

The school's prospects for improvement are good because:

- the headteacher is a creative and innovative leader, and is supported well by a highly motivated senior leadership team;
- the governing body is active in its support of the school;
- there is a comprehensive and effective process for self-evaluation, which results in a useful plan for improvement;
- there is an efficient performance management structure in place for all staff, which is monitored robustly;
- a wide range of highly effective partnerships enrich the curriculum and support pupils' learning and wellbeing exceptionally well; and
- the school is a highly innovative learning community, which manages its financial and human resources extremely efficiently.

4.2 The report included the following recommendations:

R1 Ensure that teachers match classroom activities to pupils' learning needs more specifically, especially for pupils who need support with basic skills

R2 Strengthen the role of the governing body

R3 Ensure that monitoring secures improvement

4.3 The school will draw up a post-inspection action plan which will show how it will address the recommendations.

4.4 Estyn will invite the school to prepare a written case study, describing the excellent practice identified during the inspection.

4.5 The local authority, with Central South Consortium, will support the school to continue to improve outcomes and address all the recommendations.

5. Effect upon policy framework and procedure rules.

5.1 There is no impact on the Council's policy framework or procedure rules.

6. Equality Impact Assessment

6.1 There are no direct equality impact issues arising from this report.

7. Financial implications

7.1 There are no financial implications arising directly from this information report.

8. Recommendation

8.1 It is recommended that Cabinet notes the content of this report.

Lindsay Harvey

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Background documents

Estyn Inspection Report

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

3 OCTOBER 2017

JOINT REPORT OF THE CORPORATE DIRECTOR OF SOCIAL SERVICES AND WELLBEING AND HEAD OF FINANCE

FINANCIAL ASSESSMENT AND CHARGING FRAMEWORK UNDER THE SOCIAL SERVICES AND WELLBEING (WALES) ACT 2014

PAYING FOR CARE

1. Purpose of Report.

- 1.1 To seek Cabinet approval, following the formal consultation exercise, to implement a new Charging Policy for residential services and update the policy for non-residential care services following the implementation of the Social Services and Wellbeing (Wales) Act 2014.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

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

3. Background.

- 3.1 Prior to the introduction of the Social Services and Wellbeing (Wales) Act 2014, residential charges were assessed in line with Welsh Government Guidance, Charges for Residential Accommodation Guide (CRAG) and the National Assistance Act 1948. Non Residential care charges were assessed in line with the Fairer Charging Policy and the Social Care Charges (Wales) Measure 2010. The introduction of the 2014 Act provides for a single legal framework for charging for care and support. It provides a local authority with the discretion to charge.
- 3.2 On 15th March 2016 Cabinet received a report outlining the main areas within the 2014 Act that provide the council with discretion to charge for:
- Residential care;
 - Short-term residential care after 8 weeks;
 - Interest on deferred payments and levying administration costs;
 - Preventative services and assistance;
 - Arranging care and support in a care home for residents who have savings above the capital threshold of £30,000 from 10th April 2017;
 - Services directly provided to carers as a result of a carer's assessment.

- 3.3 The report also stated that the non-residential charging policy, which was agreed by Cabinet on 30th April 2013, would also be reviewed as part of the consultation exercise.
- 3.4 Cabinet approved the undertaking of a formal consultation exercise to inform a new charging policy for residential care services and to update the non- residential care charging policy as a result of the 2014 Act.

4. Current situation / proposal.

- 4.1 Following the March 2016 Cabinet report, detailed work has been undertaken to look at the implications of changing the discretionary aspects of the charging policy. A consultation exercise has also taken place.

Consultation

- 4.2 In December 2016, the consultation document was published on the council's website for a twelve week period. The consultation document was circulated to the following stakeholder groups:
- Head of Demographic services for distribution to County Borough Councillors;
 - Bridgend Association of Voluntary Organisations (BAVO) for circulation to the Health, Social Care and Wellbeing Network;
 - Bridgend Public Services Board;
 - Relevant officers within Adult Social Care.
- 4.3 Facebook and twitter were used to promote the consultation including a Facebook advert and the council tweeted its 8314 @Bridgend CBC followers and posted to its 6832 Facebook users.
- 4.4 The online survey gave respondents the ability to respond on a variety of devices including laptops and smartphones.

Summary of Responses

- 4.5 The responses received via various channels are detailed below:
- 214 responses to the consultation were received in total. Of the responses received they were all online submissions and no paper versions of the survey were returned;
 - There were 60 interactions using social media;
 - 2 queries were received by email. There were no responses by letter or telephone;
 - 100% of the responses were received in English; no one elected to complete the survey in Welsh.
- 4.6 Almost 97% of the responses received identified that they were living within the Borough, with 31% identifying themselves as a family member or friend, 20% stating that they were a carer and the remaining 39% stating that they preferred not to say.

- 4.7 When analysing the age of respondents, two in three respondents were aged between 45 and 64 years of age with 3% having identified themselves as having received care from preventative services or prison based services in the past. Only 1% of people identified themselves as having received care in a care home setting.
- 4.8 Whilst 50% of respondents said that they were likely or very likely to end services if the proposals were introduced and whilst 40% chose neither unlikely nor likely, only 4% identified themselves as service users.

Responses to the proposals were as follows:

- 4.9 Questions asked:-
- a) The council is proposing to charge for the cost of care and support in a care home;**
b) The council is proposing to apply an inflationary increase to these costs each year.
- 4.10 The council has a responsibility to keep a sustainable market; the funding received via the Revenue Support Grant has always been based on the assumption that income would be collected via charging (previously under Charging for Residential Accommodation Guide (CRAG)).
- 4.9 Bridgend County Borough Council collected £4.688m via care home charges in 2016/17. This level of income is part of the core budgets for Adult Social Care, In essence, if the council does not charge for care home placements, there would be a deficit in the budget in excess of £4.6m which equates to a full year cost of 164 placements per year or other services. On an annual basis, both locally and nationally, the council is fully aware of the pay and price increases that care providers face, but has a responsibility to maintain and support a sustainable care market so charges will need to reflect pay and price increases.
- 4.10 The response to the survey is as follows:

Table 1

The council is proposing to charge for the cost of care and support in a care home and apply an inflationary increase each year.	
Agree	41%
Disagree	47%
Neither Agree/Disagree	12%

- 4.11 Whilst 47% disagree with the proposal to charge for the cost of care and support in a care home, the council has responsibility to keep a sustainable market that is fit for purpose and has a responsibility to ensure a quality workforce. The council also needs to take into account the Consumer Price Index (CPI) and national living wage increases.
- 4.12 It is recommended that:
- a) The council continues to charge for the cost of care and support in a care home;**

b) The council applies an inflationary increase each year.

4.13 Questions asked:-

a) The council is proposing to charge administration fees (on a cost-neutral basis) for the arrangement of a Deferred Payment Agreement for those in residential care;

b) The council is also proposing to charge interest on any debt secured against an interest in land/property, from the date of death.

4.14 Both of these are new abilities to apply a charge. A Deferred Payment is offered to a resident who owns /or has a share in a property and has assets over the funding limit as a result of this interest in property. The Deferred Payment allows a resident to accrue a debt against the value of their property until such time that it is sold or the resident's estate is settled.

4.15 Historically, the council has offered this arrangement informally and has been unable to charge to make these arrangements, however, the legislation now requires councils to formalise this via Deferred Payment Arrangements (DPAs).

4.16 Due to the strict criteria contained within a formal DPA, not all cases meet this criteria and so there are others ways councils are able to secure debts against property. The new charge is to take account of the additional work that is required to implement the formal arrangement.

4.17 There are currently nine formal DPAs in place and there have been twenty five applications for DPAs in the last three years. There are many variances as to the cost of setting up the DPA but it is estimated, on average, that this costs £500 to set up each agreement taking into account officer time. Using last year figures as a general guide, this would generate an annual income of £4,500.

4.18 In terms of charging interest on any debt that is secured against a property, the majority of properties are sold during a person's lifetime. However, there are some cases where this doesn't happen and there can be long delays in families taking the appropriate action to administer an estate where the majority of money is owed to the council. Charging interest after death would ensure that the administration of an estate is dealt with in a timely manner.

4.19 Currently, there are 17 cases where there is a debt secured against their property where the property forms part of the residents estate, with a total estimated debt of £334,000. If these cases are used as an example and the highest rate of interest is applied in line with that of the County Court rate of 8%, this would generate an income of £26,720.

4.20 The response to the survey is as follows:

Table 2

<p>The council is proposing to charge administration fees (on a cost-neutral basis) for the arrangement of a Deferred Payment Agreement for those in residential care. The council is also proposing to charge interest on any debt secured against an interest in land/property, from the date of death.</p>

Agree	18%
Disagree	74%
Neither Agree/Disagree	8%

4.21 Whilst this is an additional burden on the Service, the numbers could be absorbed into current staffing levels and it is noted that 74% of respondents disagreed with the proposals.

4.22 It is recommended that:

- a) **The council does not charge administration fees for the arranging of a DPA;**
- b) **The council does not charge interest on any debt secured against an interest in land/property from the date of death.**

4.23 Questions asked:-

The council is proposing to:

- a) **Continue to charge any temporary respite stays in a care home that exceeds eight weeks (but not a permanent stay) under the residential charging rules.**
- b) **Continue to allow a £10 per week discretionary allowance for temporary respite stays.**
- c) **Not charge for short term respite (up to 8 weeks) for service users under the age of 21.**

4.24 Prior to the new legislation, all respite care was charged under the residential charging rules known as CRAG regardless of the length of their respite stay. The new legislation states that short break stays of 8 weeks or less should be charged under the non-residential rules and, as such, would be charged no more than £70 per week. This change in the rules means that a person who already receives homecare or day care may not pay any more for the respite care that they receive. The legislation allows councils to charge for any respite stays that are extended over the 8 weeks or are longer than 8 weeks under the residential charging rules.

4.25 Historically the council has:

- always allowed people to retain an additional allowance for temporary respite stays of £10 per week to meet any ongoing commitment associated with the costs of maintaining their home.
- not charged for respite services offered to people who receive the service between the ages of 18-21.

4.26 Whilst the council has not charged historically for respite services between the ages of 18-21, this was a local agreement and not part of the charging regulations. In terms of a consistent policy for all ages, the council could now charge for this age category. Currently there are two service users who are within this age group, if it is decided to charge for all ages, there could be a transitional period for these two current service users until they attain the age of 21. Therefore, all new service users would be charged in line with the policy.

4.27 The response to the survey is as follows:

Table 3

The council is proposing to charge any temporary respite stays in a care home that exceeds eight weeks (but not a permanent stay) under the residential rules, continue to allow a £10 per week discretionary allowance and not charge for short term respite (up to 8 weeks) for service users under the age of 21.	
Agree	43%
Disagree	47%
Neither Agree/Disagree	10%

4.28 It is recommended that:

- a) **Temporary respite stays over more than 8 weeks, or stays that are intended to last more than 8 weeks from the outset, be charged under the residential charging rules.**
- b) **A £10 home commitments allowance should be made for all temporary respite stays.**
- c) **Charge all adults over the age of 18 for respite services and offer a transitional period for people between the ages of 18-21 that are already receiving this service.**

4.29 Question asked:-

- a) **The council is proposing the introduction of a (cost neutral) annual fee to cover administrative costs of arranging care and support in a care home with a care provider when asked to do so. (This will only affect residents with savings above £30,000).**

4.30 The legislation now allows people to approach the council for support and assistance in arranging care and support in a care home where a resident has the financial means above the funding threshold (currently £30k). Prior to the new legislation, BCBC was not involved with the arrangements for these placements; therefore, this places an additional burden on the council, in terms of care management, finance and administration time. To date there has been involvement in making arrangements for six placements under this new responsibility.

4.31 The response to the survey is as follows:-

Table 4

The council is suggesting the introduction of a (cost neutral) annual fee to cover administrative costs of arranging care and support in a care home with a care provider when asked to do so. This will only affect residents with savings above £30,000.	
Agree	57%
Disagree	31%
Neither Agree/Disagree	12%

4.32 As this is a new responsibility with additional costs, it is recommended that an annual fee is applied for arranging a placement and that this is increased annually

in line with inflation. The fee has not been calculated as it would be difficult to estimate the time required for each case however we would take into account time based on the case, the administration and financial charging time involved.

4.33 It is recommended that;

a) A cost neutral administration fee is introduced to recover the additional costs councils face. The introduction of this fee would assist in recovering the cost of the new service without the need to cover the same from existing budgets.

4.34 Question asked:

a) The council is proposing to continue not to charge for services directly provided to carers as a result of a carers' assessment.

4.35 A key priority for the Authority in line with the new Act, is to support carers to continue in their caring role. This is supported nationally and figures from carers in Wales show that they save the economy £8.1 billion a year by providing the care and support that they do.

4.36 Research conducted by Carers Wales demonstrated that a Carer providing just three hours of care per week would save services significant amounts of money on an ongoing basis. If, for example, a carer in Bridgend provided over 10 hours of care per week it would cost the Authority in the region of £10k to purchase the same level of care, if that figure was then applied to the 18,000 carers identified in the population assessment, figures would be significant. Carers provide a highly valued role and service and save the Authority a significant amount of money because of the role that they carry out. The income generated from charging carers would be small in comparison to increased costs if people chose not to continue with their caring role as a result of charging.

4.37 Also, if carers are not able to meet their own wellbeing needs, they are at risk of becoming unwell and requiring support services of their own, this would be in addition to the support that the council would need to provide to the person that they care for, potentially increasing costs and demands further.

4.38 The response to the survey is as follows:

Table 5

The council is proposing to continue not to charge for services directly provided to carers as a result of a carers' assessment	
Agree	74%
Disagree	14%
Neither Agree/Disagree	12%

4.39 It is recommended that:

a) The council continues not to charge for services directly provided to carers as a result of a carers' assessment.

4.40 Question asked:

a) The council is proposing to continue not to charge for preventative services and services provided in prisons.

4.41 In relation to preventative services, the Council has taken the view that because these largely consist of information, advice and short term support services it would not be reasonable to charge in the same way as managed care services are charged for. Preventative services are designed to help individuals and families remain independent for as long as possible and so these services should be readily available and accessible to communities without a charge. Furthermore, many preventative services are provided in partnership with third sector and voluntary organisations. It would be against the aims and objectives of these organisations to charge for their services.

4.42 The response to the survey is as follows:

Table 6

The council is proposing to continue not to charge for preventative services and services provided in prisons	
Agree	44%
Disagree	38%
Neither Agree/Disagree	18%

4.43 It is recommended that:

a) The council continues not to charge for preventative services and services provided in prisons.

4.44 Issues to consider

Impact on Service Users

Based on the number of people currently being charged the above proposals would not affect 80% of them. In the majority of cases, most service users will see no real change to their current charge as a result of these proposals. The most significant change would be to those service users who have the means to pay the fees themselves either because they have a property or savings more than £30,000.

Neighbouring Councils

4.45 As part of the development of this policy, a comparison has been made with other local authorities in Wales. The majority of the new legislation would be consistently applied to any person in Wales, however, the discretionary elements will be locally considered. The main areas that are different include:

- Deferred payments;
- Interest charged on debts that are secured over land/property after the person has died.

Implications for Bridgend County Borough Council

- 4.46 The council needs to fully comply with legislation laid down in the Social Services and Wellbeing (Wales) Act 2014.
- 4.47 Largely, the proposals are to mirror existing charging arrangements or to cover additional expenditure that councils will incur. The greatest impact would be on those people that have savings over the capital threshold (currently £30,000), such as the setting up the arrangements for a DPA or setting up a contract for a residential placement where the resident has the financial means to make their own arrangements.

Effect upon Policy Framework and Procedure Rules

- 5.1 The changes to the charging policy are set out in this report.

6.0 Equality Impact Assessment

- 6.1 An initial Equality Impact Assessment (EIA) screening and full EIA was completed prior to this report. Please see attached at **Appendix 1**.
- 6.2 The Adult Social Care charging policy applies only to people who are receiving social care services. This can include people from any of the specific equality groups. The policy does not have a differential impact on people in these groups as it is applied in a consistent manner.
- 6.3 The Full Equality Impact Assessment reinforces the detail in the initial screening which is that services are provided to the most vulnerable groups such as disabled and older people and, as such, there will be a greater impact on these protected characteristic groups. However, any agreed changes to the policy will apply across all equality groups.

7. Financial Implications.

- 7.1 The financial implications are difficult to predict for a number of reasons. Largely these charging arrangements will mirror existing arrangements and many people will see no change to their charge.
- 7.2 The greatest impact would be for people who have the means to pay their care costs in full themselves, either because they have a property or savings more than the capital limit.
- 7.3 As the council's policy prior to the Act was not to contract for residents who have the financial assets to pay in full themselves, there is a lack of clarity regarding the numbers of people within Bridgend that may now ask the council to do this.

8. Recommendation.

- 8.1 Cabinet is recommended to note the report and the consultation exercise and approve that the Council:
- Continues to charge for the cost of care and support in a care home;

- Applies an inflationary increase each year for the cost of care and support in a care home;
- Does not charge administration fees for the arranging of a Deferred Payment Agreement;
- Does not charge interest on any debt secured against an interest in land/property from the date of death;
- Under the residential charging rules begin to charge for temporary respite stays over more than 8 weeks, or stays that are intended to last more than 8 weeks and that a £10 commitments allowance should be made for all temporary respite stays;
- Charge all adults over the age of 18 for respite services and offer a transitional period for people between the age of 18-21 that are already receiving this service;
- Introduce a cost neutral administration fee to cover additional costs that the Council would face when arranging care and support in a care home with a care provider when asked to do so (this will only affect residents with savings above £30,000);
- Continue not to charge for services directly provided to carers as a result of a carers' assessment;
- Continue not to charge for preventative services and services provided in prisons.

Susan Cooper
Corporate Director – Social Services and Wellbeing
September 2017

9.0 Contact Officer: Sian Paddick
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10.0 Background documents

Equality Impact Assessment
 Part 5 of the Social Services and Wellbeing (Wales) Act 2014

Full Equality Impact Assessment

Name of project, policy, function, service or proposal being assessed:	Charging for Care and Support
Date assessment completed	09/06/17

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

1. Introduction

Historically within Bridgend County Borough, the majority of council provided residential and non-residential care services have been chargeable. On 15th March 2016 the Corporate Director of Social Services and Wellbeing's presented a Cabinet report which provided an update and main background to the Social Services & Wellbeing (Wales) Act 2014, as councils are now given discretion to charge for care and support services. Within this report, Cabinet approval was sought to undertake a formal consultation exercise to inform a new charging policy for residential care and update the non-residential care charging policy in line with the regulations that are laid down in the Social Services & Wellbeing (Wales) Act 2014.

The initial EIA screening form, completed on 18th August 2016, prior to the consultation, identified that a full EIA should be completed within 3 years of screening.

2. Consultation Overview

A public consultation, reviewing the current policy on charging for non-residential care services and formalising a charging policy for residential care services, was undertaken over a 12 week period from 1 December 2016 to 23 February 2017. The consultation elicited 274 interactions from a combination of the consultation survey (214) and social media interactions (60).

The survey was available to complete online through a link on the consultations page of the council's website. Paper copies of the consultation were available to be sent directly to residents upon request in either English or Welsh.

Six questions around paying for care requiring replies from respondents were asked; all other questions in the survey were optional and offered the option of anonymity. The council's standard set of equalities monitoring questions were included in the survey and comments regarding the consultation were invited via letter, email and phone.

The consultation focused on six questions, the full details of which including responses can be seen in the consultation report (appendix 1). The six questions were to elicit opinions on:

1. Continuing to charge for the cost of care and support in a care home and apply an inflationary increase each year;
2. Charging administration fees (on a cost neutral basis) for the arranging of a Deferred Payment Agreement for those in residential care. The council is also proposing to charge interest on any debts secured against an interest in land/property from the date of death;
3. Charging for temporary respite stays in a care home that exceed 8 weeks (but not a permanent stay) under the residential rules;
4. Introducing a (cost neutral) annual fee to cover administrative costs of arranging care and support in a care home with a care provider, when asked to do so. This will only affect residents with savings above the relevant capital threshold (currently £30,000);
5. Continuing not to charge for services directly provided to carers that are provided as a result of a carers assessment;
6. Continuing not to charge for preventative services and services provided in prisons

Promotional tools and engagement methods

Details of the consultation were sent to:

- Elected members
- BAVO, for circulation to their Health Social Care and Wellbeing Network

- Bridgend Public Service Board
- All BCBC care managers and related administration staff

In addition, the consultation was:

- Posted to BCBC’s 6,832 Facebook members; and
- Tweeted to the Council’s 8314 followers

3. Using the consultation data to understand the impact on protected characteristics

214 responses were received in total with 97% stating that they live within the County Borough. 31% of respondents identified themselves as family or friend of a service user and 20% of respondents selected carer. 4% identified themselves as service users with the remaining 39% stating that they would prefer not to say. The age breakdown of respondents to the survey was as follows:

Age	Percentage
Under 34	6
35-44	12
45-54	29
55-64	37

65+	13
Prefer not to say	3
Total	100%

3% of the total respondents identified themselves as having care from preventative or prison based services in the past, with only 1% identifying as receiving long term residential care services. When asked how likely or unlikely they were to bring their service to an end if any of the proposals were introduced, 50% selected likely or very likely; 40% stated neither unlikely nor likely to bring services to an end.

2. Consultation

Action Points	
<p>Who do you need to consult with (which equality groups)?</p>	<p>The council was mindful that the full impact of the proposals would potentially be negative. The council was also mindful that in order to maximise its reach in its communities and the family members of people who use its services, it needed to consider further innovative engagement methods such as</p>
	<p>The approach adopted by the council is described in the paragraphs above</p>

	<p>social media. Hard copies were also sent to various stakeholders and public sector groups.</p>	
<p>How will you ensure your consultation is inclusive?</p>	<p>The council was mindful that different groups have different needs in terms of accessibility. The consultation was therefore carried out in as inclusive a manner as possible.</p>	<p>The consultation methods comprised of hard copy materials sent the organisations listed in the paragraphs above, and online methods for customers who wished to feedback in a digital environment.</p>

<p>What consultation was carried out? Consider any consultation activity already carried out, which may not have been specifically about equality but may have information you can use</p>	<ul style="list-style-type: none"> • Elected members • BAVO for circulation to their Health Social are and Wellbeing Network • Bridgend Public Service Board • All BCBC care managers and related administration staff • Posted to BCBC's 6,832 Facebook members • Council tweeted its' 8314 followers 	<p>Please see consultation report for full details.</p>
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3. Assessment of Impact

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

- a) Liaise with the Engagement Team who may seek legal advice as to whether, based on the evidence provided, an adverse impact is or is potentially discriminatory, and**
- b) Identify steps to mitigate any adverse impact – these actions will need to be included in your action plan.**

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

Impact or potential impact

The Full Equality Impact Assessment reinforces the detail in the initial screening which is that services are provided to the most vulnerable groups such as disabled and older people and, as such, there will be a greater impact on these protected characteristic groups. However, any agreed changes to the policy will apply across all equality groups. The table below provides the numbers of services provided for residential and non-residential services as at 31st March 2017.

Service	Age Band	
	18-64	65+
Intermediate Services	9	112
Domiciliary Care	188	778
Day Care	85	133
Extra Care	8	31
Meals At Home	12	141
Reablement inc Residential Reablement	15	102
Recreational, Lifelong Learning (DAT's, ILC & Localised Day)	130	27
Supported Accommodation	121	29
Assistive Technology	346	1876
Adaptations	61	47
Direct Payments	137	24
Adult Placements	23	3
Respite	8	14
Adult Residential Care	45	283
Nursing Care	8	131

	1196		3731
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Actions to Mitigate

The current maximum charge for non-residential services is set by Welsh Government at £70 per week and so no one receiving these services would pay more than this amount. For both residential services and non-residential services, people are charged in line with the Social Services & Wellbeing (Wales) Act 2014

Any income raised from charges is used to reinvest into Social Services and without this income stream the council would have to close or reduce services.

Currently the income raised for both residential and non-residential services is around £6.8million: The table below provides the breakdown across each service sector and the potential impact of not receiving the income shown in the number of placements or hours provided.

	Income from charging 16/17	Income equates to/supports:
In-house residential	£1.459m	47 residential placements
Private residential	£1.984m	72 placements
Private nursing	£1.245m	45 placements

placements		
Homecare, Dom care and Day Care	£2.079m	120,000 homecare hours

As a council we are also mindful of the Welfare Reform Act which aims to make the benefit system fairer and reduce poverty, worklessness and welfare dependency. We recognise that this has brought about a significant change to the administration and the distribution of benefits and in turn will have an impact on people's income. Within the Act, discretion is applied across all service areas and there are cases where charges are waived because of the financial circumstances and the responsibilities imposed on the families by their wider caring responsibilities. There are also examples of charges being subsidised across all services to support a person being able to return to a stable living situation.

For example, in learning disability services there are 260 people who live at home with their families. In order to support the caring responsibilities of these families the Council provides a range of services including short break/respite services, day services, and domiciliary services. These services help families to care for their loved one, as well as providing stimulating experiences for the person with a learning disability.

If these support services were removed there would be serious consequences for the families and their ability to continue to care and maintain their routine and employment. There would inevitably

be family breakdowns and crises which would result in the Council having to make expensive emergency placements and arrangements which would be highly costly.

We are also mindful of the hidden financial contribution that carers make. Carers in Wales save the economy £8.1 billion a year by providing the care and support that they do. Research conducted by Carers Wales (Circa 2012) demonstrated that a carer providing just 3 hours of care per week would save services £19,997 per annum.

If we put that into context for Bridgend, the 2011 census told us that of the 17,919 identified carers in Bridgend, 9,553 provide between 1-19 hours of care a week. If these carers were only offering one hour of support per week, the cost of replacing this care with an independent domiciliary care agency, would be in the region of £8 million; we are very aware that many carers are offering high levels of care and support to people each week to people in our community.

Also if carers are not able to meet their own wellbeing needs, they are then at risk of becoming unwell and requiring support services of their own, this is in addition to the support that we would need to provide to the person that they care for.

Under the Welsh Language Standards, EIAs must also consider:

- whether the policy would impact on people's opportunity to a) use the Welsh language in a positive or negative way and b) treat both languages equally;

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

Welsh Language	Impact or potential impact	Actions to mitigate
<p>Identify the impact/potential impact on Bridgend County Borough Council, the Welsh Language, Welsh Culture, Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.</p>	<p>There is not expected to be a positive or negative impact on the Welsh language.</p> <p>The application of and compliance with the Welsh Language Standards (other than those currently under appeal) is now business as usual for the council and there is not expected to be an impact on the Welsh language. However, services will continue</p>	

	to be delivered in Welsh where requested / identified via the active offer.	
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The following Section only applies where there is a potential impact (negative, positive or neutral) on children

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

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

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

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

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

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

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

What do we mean by “best interests”?

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

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

Please detail below the assessment / judgement of the impact of this policy on children aged 0 –

18. Where there is an impact on “Best interests” and “Survival and development”, please outline mitigation and any further steps to be considered.

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

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

4. Action Plan

Action	Lead Person	Target for completion	Resources needed	Service Development plan for this action
Report to cabinet regarding the outcome of the consultation.	Head of Service Older people/Finance with support from the Consultation and Engagement Team	Within the financial year	Staff Time	Each relevant service area
Develop a charging policy	Head of Finance	Within the Financial year	Staff Time	Each relevant service area

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

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

The EIA will be monitored annually alongside the annual review of charges, a full review will be undertaken during 2020.

Signed: *S O'Connell* **Date:** *25th September 2017*

Head of Adult Social Care

By virtue of paragraph(s) 12 of Part 4 of Schedule 12A of the Local Government Act 1972.

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