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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.



Dear Councillor,

Gwasanaethau Gweithredol a Phartneriaethol / Operational and Partnership Services

Deialu uniongyrchol / Direct line /: (01656)

643147/643148

Gofynnwch am / Ask for: Andrew Rees

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

Dyddiad/Date: Wednesday, 24 January 2018

CABINET

A meeting of the Cabinet will be held in the Council Chamber - Civic Offices Angel Street Bridgend CF31 4WB on **Tuesday**, **30 January 2018** at **14:30**.

AGENDA

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 To receive for approval the Minutes of 19/12/17	3 - 10
4.	Budget Monitoring 2017-18 - Quarter 3 Forecast	11 - 42
5.	Re-Development of Maesteg Town Hall	43 - 48
6.	Croesty Primary School & Pencoed Comprehensive School - Safe Routes in Communities Scheme Expenditure Increase	49 - 52
7.	Children's Social Care - University Fees	53 - 62
8.	Welsh Library Standards - Performance	63 - 74
9.	Proposal to Establish an Autistic Spectrum Disorder (ASD) Learning Resource Centre (LRC) at Pencoed Primary School	75 - 110
10.	Local Authority Governor Applications	111 - 114
11.	School Modernisation Programme - Band B	115 - 120

12.	Estyn Inspection Outcomes for Cynffig Comprehensive School	121 - 122
13.	Estyn Inspection Outcomes for Ogmore Vale Primary School	123 - 124
14.	Private Sector Renewal Policy	125 - 154
15.	Public Space Protection Order	155 - 212
16.	Data Retention Policy	213 - 276
17.	Commissioning and Award of Contracts in Respect of the Supporting People Programme	277 - 280
18.	Information Reports for Noting	281 - 308
19.	Urgent Items To consider any items of business that by reason of special circumstances the chis of the opinion should be considered at the meeting as a matter of urgency in act with paragraph 2.4 (e) of the Cabinet Procedure Rules within the Constitution.	
20.	Medium Term Financial Strategy 2018-19 to 2021-22 and Draft Budget Consultation Process	309 - 338
21.	Exclusion of the Public The following item is not for publication as it contains exempt information as defin Paragraph 14 of Part 4 and Paragraph 21 of Part 5, Schedule 12A of the Local Gate 1972, as amended by the Local Government (Access to Information) (Variation Order 2007.	overnment

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

22. <u>Disposal of Land at Parc Afon Ewenni (Former John Raymond Transport</u> 339 - 344 <u>Depot)</u>

Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

Councillors:CouncillorsCouncillorsHJ DavidPJ WhiteD PatelCE SmithHM WilliamsRE Young

Agenda Item 3

CABINET - TUESDAY, 19 DECEMBER 2017

MINUTES OF A MEETING OF THE CABINET HELD IN COMMITTEE ROOMS 1/2/3 - CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON TUESDAY, 19 DECEMBER 2017 AT 14:30

Present

Councillor HJ David - Chairperson

CE Smith PJ White HM Williams D Patel

RE Young

Apologies for Absence

Officers:

Kelly Watson Group Manager Legal & Democratic Services

Randal Hemingway Head of Finance & Section 151 Officer

Darren Mepham Chief Executive

Mark Shephard Corporate Director - Communities

Susan Cooper Corporate Director - Social Services & Wellbeing
Andrew Rees Senior Democratic Services Officer - Committees
Lindsay Harvey Corporate Director Education and Family Support

122. DECLARATIONS OF INTEREST

None.

123. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of Cabinet of 28 November 2017 be

approved as a true and accurate record.

124. <u>ADDITIONAL LEARNING NEEDS REFORM - RECOMMENDATIONS OF THE</u> SUBJECT OVERVIEW AND SCRUTINY COMMITTEE 1

Councillor M Jones presented the recommendations of the Subject Overview and Scrutiny Committee 1 on the reform of Additional Learning Needs (ALN), which he requested be considered in principle pending the outcome of the Bill. Cabinet was also requested to forward a number of recommendations which had been made by the Committee to the Welsh Government for consideration as part of the implementation of the Additional Learning Needs and Education Tribunal (Wales) Bill and the reform of ALN.

The Leader placed on record his thanks to the Subject Overview and Scrutiny Committee 1 on the work it had undertaken in producing recommendations on the reform of ALN and advised that Cabinet would be considering the recommendations in due course when it would also receive a report on the reform of ALN from the Corporate Director Education and Family Support.

RESOLVED: That Cabinet:-

(1) Considered the recommendations at paragraph 4.2 of the report from the Subject Overview and Scrutiny Committee 1 in principle pending the outcome of the Bill in relation to the Authority's response to the ALN Bill and ALN Reform;

(2) That Cabinet agreed to forward the recommendations at paragraph 4.3 of the report, from the Subject Overview and Scrutiny Committee 1 to Welsh Government, for consideration as part of the implementation of the ALN and Education Tribunal (Wales) Bill and ALN Reform.

125. OUTCOME OF THE CONSULTATION 'SHAPING BRIDGEND'S FUTURE'

The Head of Finance and Section 151 Officer submitted a report which informed Cabinet of the Outcome of the 'Shaping Bridgend's Future' 2017 consultation which asked citizens to share their views on a number of key budget proposals being considered over the Medium Term Financial Strategy (MTFS) period.

He explained that respondents were asked to share their views on a range of budget proposals, being considered between 2018-19 and 2021-22, including: proposed increases to council tax; which services to protect and / or cut over others; investments and commercial services, regulatory services; back office administration; leisure and cultural services; social services and nursery education. He stated that the budget consultation overview, document and surveys were made available online via the Council's website between 12 October and 3 December 2017. The consultation was aimed at reaching key stakeholders which included citizens, schools, Cabinet Members/ Councillors, local businesses, the third sector, council staff, town and community councils, partner organisations, community and equality groups, youth services/ council and local media. The consultation was supported by a full communications and promotional plan. Additionally, methods of engagement included a survey, available both online and in hard copy format; community engagement events, elected member workshops; other meetings / networking events; social media debates and comments and a dedicated Citizens' Panel survey.

The Head of Finance and Section 151 Officer informed Cabinet that 2619 responses were received and the responses received represented a 3.4% increase on last year. He stated that of the five choices, the most popular response was that people were not prepared to increase council tax in order to help protect current service levels, with 25% of respondents agreeing overall. He also stated that 17% of respondents were prepared to increase council tax by 5% and that demographically, more respondents over 65 were prepared to increase council tax by 5% whilst those under 65 were only prepared to increase it by 1%. He informed Cabinet that 21% of respondents chose to protect care of older people and services for disabled people through an increase in council tax whilst knowing that the council would have to cut other services more severely to achieve this. This was closely followed by 19% of respondents wishing to protect schools, youth services and children's social services. Based on the responses from the survey, in order to minimise the increase on council tax and save other services, cultural services including libraries, art centres and theatres and sports and recreational services were the two main services the public are willing to cut by 39% and 31% respectively. He stated that 30% of participants also said they did not want to cut any services. He also highlighted the other key findings arising from the consultation.

The Deputy Leader thanked the staff involved in the consultation and acknowledged the contribution made by residents in responding to the consultation, particularly the appetite shown in completing the survey online which had seen a 56% increase. He stated that the Cabinet would consider the responses from residents in shaping the budget proposals. The cabinet Member Communities expressed his disappointment at the number of respondents who had supported cuts being made to cultural services. The Cabinet Member Social Services and Early Help was pleased to see the responses favoured charging extra for sports pitches which was a small price to pay to ensure

those facilities were maintained. The Leader commented on the success of the engagement on the budget with residents and that it was pleasing to note that their priorities for services were also the Cabinet's priorities.

RESOLVED: That Cabinet noted the outcome of the consultation with interested

parties as detailed in the Consultation Report attached to the

covering report.

126. EXTENSION OF THE FINANCIAL INFORMATION SYSTEM CONTRACT

The Group Manager Legal reported that the existing financial information system, E5, provides a suite of fully integrated component modules including general ledger, accounts payable, accounts receivable and purchase management to over 500 users across the Council. She stated that the current supplier, Advanced Business Software and Solutions Limited (ABS), is the sole owner and developer of the financial information system E5.

The Group Manager Legal also reported that Cabinet in May 2015 approved the continued use of the financial information system E5 but on an in-house basis following the expiry of the hosted arrangement on 31 March 2016. It also approved the extension of the license and maintenance support with ABS until 31 March 2018. She stated that the move from a hosted arrangement to an in-house arrangement contributed to a Medium Term Financial Strategy saving of £200,000 within the software budget.

The Group Manager Legal reported on a proposal to issue an invitation to tender or the provision of financial information services within Bridgend County Borough Council, to include, general ledger, accounts payable, accounts receivable and purchasing management. The process will use a mini competition utilising the Crown Commercial Services Framework which has fourteen registered suppliers including the existing supplier ABS. She stated that the returns will be evaluated using a 60/40 split of price against quality. It was proposed that the Council will enter into a contract with the successful supplier for three years with an option of a one year plus one year extension beginning the 1 April 2018.

The Deputy Leader in commending the proposal stated that savings would be derived through bringing the system in-house. The Leader stated that bringing the system in-house had produced savings of £200,000 per year.

RESOLVED: That Cabinet:-

- (1) Noted the intention to retender for the Financial Information System;
- (2) Authorised the Corporate Director Operational and Partnership Services to enter into a contract extension for a period of 12 months with the current provider of the Financial Information System, if necessary, to allow for the mobilisation and build of such a new system, when the current Contract ends in March 2018.

127. PORTHCAWL REGENERATION SCHEME

The Corporate Director Communities presented an update on the Porthcawl Regeneration Scheme and advised that a proposal has been received from the Evans' families, to sell to the Council their leasehold interest in Phase 1 – land at Salt Lake Car Park. He advised Cabinet of the terms of this proposal, and set out the consequential

impact on the remainder of the Porthcawl Regeneration Scheme. He also advised Cabinet of the 'due diligence' undertaken to date, and the further measures to be put in place to protect the public interest.

He reported that in 2006 the owners of development land in Porthcawl agreed to work jointly, by bringing together the freehold and leasehold interests which overlay substantial land holdings within the town. The aim was to bring forward the land for sale, providing the owners with sale receipts to be split on a pre-agreed basis subject to minimum prices being achieved; and to deliver a clear planning context for disposal of sites for third party development. Following the adoption of the Porthcawl Regeneration Supplementary Planning Guidance in 2007, land had been set aside for new homes within the overall area, plus major retail and leisure developments community provision, new road systems, land set aside for health provision, and other areas of public amenity, including new sea defences along Eastern Promenade and the Sandy Bay frontage.

The Corporate Director Communities reported that an Owners Agreement (OA) was signed in 2011 between the Council and the Evans Families, with the underlying principle being the disposal of land and all net proceeds would be split in a 60:40 proportion in the Council's in favour (subject to minimum prices being obtained). Phase 1 incorporated retail, community, leisure and housing uses would be the earlier phase for disposal. Phase Two of the site (which was predominantly residential) would follow on at a later date.

The Corporate Director Communities also reported on the disposal history of the land, in that in 2014, following the failure of the sale of the site to Morrisons (and bids for sale of the site in 2010 to Tesco / Chelverton), various offers were made to acquire the Council's interest. These were turned down as there was no market exposure (in terms of securing best consideration) and the nature of the offer did not meet either the minimum price requirement or the regeneration objectives of the Council. In 2015 the parties then agreed to review the development proposals in light of the large scale food retailers retreat from the market and a new Master Plan was commissioned to support the existing Supplementary Planning Guidance. However, the owners could not agree the final makeup of the overall development proposals. In the summer of 2016 discussions on the Master Plan floundered, and the Evans' subsequently proposed that the Council consider purchasing their leasehold interest within Phase 1.

He reported that within the terms of the OA the Council agreed to fund "necessary expenditure" such as planning costs, in order to enable the development scheme to proceed, on the basis that it would be reimbursed from the capital receipts generated from land sales. He stated that no receipts had yet to be generated and that within the terms of the Owners Agreement the Evans' are required to reimburse the Council on 5th anniversary of the expenditure, commencing on the date of the Owners Agreement. No payment had yet been received as this and related commercial matters had yet to be agreed.

The Corporate Director Communities explained the advantages and disadvantages of acquiring the Evans' interest, and provided that this could be achieved on terms favourable to the Council, there was merit in this option as it would enable regeneration of the site to proceed. He stated that a preliminary valuation was undertaken by an independent Property Agent, in order to establish the price range within which the Council could consider acquisition, and following this, a provisional offer was made by the Council in September 2017, with a short expiry date. Terms had now been provisionally agreed to acquire the Evans' interest on the heads of terms detailed.

The Corporate Director Communities also reported that as part of the terms for the purchase of the Evans' interest, it would be necessary to amend the Owners Agreement.

He outlined the key changes necessary. He also outlined the due diligence undertaken whereby the Council had consulted with the Wales Audit Office in relation to the steps it should undertake to ensure that it has followed due process and safeguards the public interest. Two independent valuers had been appointed to consider and provide their advice on the market value of the land. The Corporate Director Communities outlined the key risks and issues which had been considered, along with mitigation measures, prior to entering into the agreement.

The Corporate Director Communities informed Cabinet that the capital programme included a scheme entitled 'Porthcawl Infrastructure' with a budget of £5.507 million. He stated that this scheme approved in September 2012 was to fund the infrastructure works, with the cost being met initially from prudential borrowing until the Council secured the capital receipt arising from the sale of the land. As such, this scheme is not cash-backed and cannot be used for another scheme without the guarantee of a resultant capital receipt to repay any borrowing. A decision was still needed on the future use of the land, it was recommended that this scheme be removed from the capital programme and replaced at a future date with a revised proposal and associated costs and funding. It was proposed that the repayment of the necessary expenditure of £330,000 would be treated as an earmark reserve to fund the future resourcing costs required to bring the site forward for disposal. He informed Cabinet that the cost of the transaction to the Council is £3,330,000 plus VAT (recoverable) of £666,000 and Stamp Duty Land Tax of £178,800, which totalled £4,174,800.

The Corporate Director Communities informed Cabinet that the terms are very specific and also time limited and that the negotiations are based on the recommendations to Cabinet and Council.

The Cabinet Member Education and Regeneration in commending the proposal hoped that it would lead to a quality development on site which would complement the developments at Cosy Corner and the Jennings Building. The Deputy Leader commented that this was an important milestone to deliver investment and regeneration in Porthcawl and that as this is a commercial investment by the authority it was vital for it to have return on investment. The Leader stated that he was reassured at the robust process undertaken by officers including two independent valuations of the land value in the proposals and he thanked them for their part in the negotiations.

RESOLVED: That Cabinet:-

- (1) authorised the Corporate Director Communities, in consultation with the S151 Officer and the Monitoring Officer, to:
- (a) Acquire the Evans' families head lease and sub lease interests in Salt Lake Car Park, Porthcawl, at the price of £3,330,000, and terms set out in Appendix 1 of the report, and
- (b) Vary the existing Owners Agreement dated 11 March 2011 between the Council and the Evans families, on the terms outlined in paragraph 4.11 of the report.
- (2) agreed to submit the revised Capital Programme to Council for approval, as set out in Appendix 2 of the report.

128. SCHOOL MODERNISATION PROGRAMME: OUTCOME OF PUBLIC NOTICE ON PROPOSAL TO MAKE A REGULATED ALTERATION TO COYCHURCH PRIMARY IN THE FORM OF AN ENLARGEMENT

The Interim Corporate Director Education and Family Support reported on the outcome of the Public Notice on the proposal to make a regulated alteration to Coychurch Primary School by permanently enlarging the school with effect from 1 January 2018 and requested that Cabinet issue a Determination as per the proposal.

He reported that Cabinet at its meeting on 25 July 2017 had approved consultation on the proposal to make a regulated alteration in the form of an enlargement and consultation was carried out between 6 September and 17 October 2017 in accordance with the statutory School Organisation Code. Public notice was issued on 6 November 2017 lasting 28 days, with no objections received during this period.

RESOLVED: That Cabinet:

- (1) Considered the outcome of the Public Notice as detailed in the report;
- (2) Approved the implementation of the proposal to make a regulated alteration to Coychurch Primary in the form of an enlargement effective from 1 January 2018.

129. HEALTHCARE NEEDS POLICY

The Interim Corporate Director Education and Family Support sought approval of the Healthcare Needs Policy.

He reported as a result of Guidance from Welsh Government, all maintained nursery, primary, secondary and special schools, pupil referral units and local authorities in Wales are required to implement a Healthcare Needs Policy.

The Leader asked if school governing bodies will be notified so they can implement the policy. The Interim Corporate Director Education and Family Support informed Cabinet that heads would be consulted on the implementation of the policy at cross phase meetings and governors would need to endorse the policy.

RESOLVED: That Cabinet approved the Healthcare Needs Policy at Appendix A to the report.

130. WELSH IN EDUCATION STRATEGIC PLAN

The Interim Corporate Director Education and Family Support reported on the progress made on the Welsh in Education Strategic Plan (WESP) and sought approval for the publication of the document in line with the requirements of the Welsh Government.

He reported that the School Standards and Organisation (Wales) Act 2013 became law on 4 March 2014 and placed a statutory requirement on local authorities to prepare and introduce a Welsh in Education Strategic Plan (WESP). He stated that the first WESP received Cabinet approval in March 2014 and since then has been reviewed and updated annually prior to approval being sought from the Welsh Government.

He also reported that the Welsh Government had issued new guidance for the WESP, 2017-2020, providing a clear link to the work of the WESPs to the Welsh Language Standards and to drive local authorities towards Welsh Government's stated aim of

having one million Welsh speakers by 2050. The WESP was now a more concise document with very clear aims and objectives to meet the seven outcomes.

The Interim Corporate Director Education and Family Support informed Cabinet that the Welsh Government will seek to approve all plans by the end of January 2018.

The Cabinet Member Education and Regeneration in commending the WESP commented on the ambitious target set by the Welsh Government to have one million Welsh speakers by 2050.

RESOLVED: That Cabinet approved the new WESP, and authorised publication

of the revised WESP on the BCBC website from 1 June 2018.

131. MR RANDAL HEMINGWAY

The Leader announced that this would be the last meeting of Cabinet to be attended by Mr Randal Hemingway, Head of Finance and Section 151 Officer prior to him leaving the authority to take up a new position. He thanked Mr Hemingway on behalf of Cabinet for the advice and support he had given to the Cabinet and he left the authority with robust management processes in place. He wished him every success in his new position with Carmarthenshire County Council.

All members of Cabinet also thanked Mr Hemingway for his guidance and for the quality of advice he had given and for enabling projects such as the Porthcawl Regeneration Scheme come to fruition.

Mr Hemingway suitably responded and thanked the Cabinet for their support in his role.

132. URGENT ITEMS

There were no urgent items.

The meeting closed at 15:45



Agenda Item 4

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE INTERIM HEAD OF FINANCE

BUDGET MONITORING 2017-18 – QUARTER 3 FORECAST

1.0 Purpose of this report

1.1 The purpose of this report is to provide Cabinet with an update on the Council's financial position as at 31st December 2017.

2.0 Connections to Corporate Improvement Objectives and Other Corporate Priorities

2.1 The budget monitoring report provides an overview of the current financial position and projected outturn for the year against the budget approved by Council in March 2017. The allocation of budget determines the extent to which the Council's corporate improvement priorities can be delivered.

3.0 Background

3.1 On 1st March 2017, Council approved a net revenue budget of £258.093 million for 2017-18, along with a capital programme for the year of £63.854 million, which has since been updated to £49.893 million taking into account new approvals and slippage of schemes into 2018-19. As part of the Performance Management Framework, budget projections are reviewed regularly and reported to Cabinet on a quarterly basis. The delivery of agreed budget reductions is also kept under review and reported to Cabinet as part of this process.

4.0 Current Situation

4.1 Summary financial position at 31st December 2017

4.1.1 The Council's net revenue budget and projected outturn for 2017-18 is shown in Table 1 below.

Table 1- Comparison of budget against projected outturn at 31st December 2017

Directorate/Budget Area	Original Budget 2017-18	Revised Budget 2017-18 £'000	Projected Outturn 2017-18 £'000	Projected Over / (Under) Spend Qtr 3 2017-18	Projected Over / (Under) Spend Qtr 2 2017- 18 £'000
D'estant.	£'000	£ 000	2.000	£'000	2.000
Directorate					
Education and Family Support	108,448	108,396	108,230	(166)	(274)
Social Services and Wellbeing	64,683	64,809	66,831	2,022	1,937
Communities	23,858	23,795	23,783	(12)	(119)
Operational and Partnership Services	15,249	15,359	14,633	(726)	(723)
Chief Executives and Finance	3,886	3,921	3,750	(171)	(111)
Total Directorate Budgets	216,124	216,280	217,227	947	710
Council Wide Budgets					
Capital Financing	10,184	10,184	8,835	(1,349)	(1,325)
Levies	7,020	6,952	6,982	30	15
Apprenticeship Levy	700	700	612	(88)	(91)
Council Tax Reduction Scheme	14,254	14,254	13,667	(587)	(449)
Insurance Premiums	1,559	1,559	1,559	0	0
Building Maintenance	900	889	807	(82)	0
Pension Related Costs	1,258	1,203	430	(773)	(773)
Other Council Wide Budgets	6,094	6,072	3,585	(2,487)	(585)
Total Council Wide Budgets	41,969	41,813	36,477	(5,336)	(3,208)
Appropriations to / from Earmarked to Reserves			3,144	3,144	3
Total	258,093	258,093	256,848	(1,245)	(2,495)

- 4.1.2 The overall projected position at 31st December 2017 is a net under spend of £1.245 million, comprising £947,000 net over spend on directorates and £5.336 million net under spend on Council wide budgets. The under spend on Council wide budgets' has increased since the last quarter as a result of reduced demand to date for additional pay and price inflationary increases, and delays in the implementation of welsh language standards, following appeals. In addition, funding for a number of budget pressures were no longer required. Going forward, in 2018-19 there is a proposal to reduce these budgets by £2.610 million as part of MTFS budget reductions, which will reduce the capacity within these budgets to meet unexpected pressures. The net position takes into account the draw down by directorates of £2.788 million from earmarked reserves during the year. A detailed analysis of the more significant projected under and over spends is set out in section 4.3.
- 4.1.3 There have been no significant virements between budgets since those reported to Cabinet at the end of quarter 2 in October 2017. The only adjustments made are a technical adjustment to allocate additional price inflation for learner transport contracts from September 2017.

- 4.1.4 Previous reports to Cabinet identified potential in-year budget pressures in respect of energy increases for both gas and electricity, and indicated that further analysis would be undertaken to establish the impact on directorate budgets. We are still not in a position to know the full impact of any price rises, so the position will continue to be monitored during the winter period and any adjustments needed to directorate budgets will be processed as figures become more certain. A worst case assumption of price increases of around 30%, with a financial impact of £750,000 to £1 million has been built into current projections for pay and prices in 2017-18.
- 4.1.5 A large increase in energy prices would commit funding available within corporate budgets, and will put pressure on budgets going forward into 2018-19, where they are subject to significant reductions. Inflation rates are gradually increasing (CPI was 3.0% in December 2017 compared to 1.8% in January 2017), so the budget will continue to be monitored closely during the remainder of the year.
- 4.1.6 The net budget for the financial year has been set assuming full implementation of the current year budget reduction requirements across the Council's budget, which amount to £5.852 million. Where proposals to meet this requirement have been delayed or are not achievable, directorates have been tasked with identifying alternative proposals to meet their requirements such as vacancy management, or bringing forward alternative budget reduction proposals.
- 4.1.7 In November 2017 Cabinet was presented with the draft Medium Term Financial Strategy (MTFS) for 2018-19 to 2021-22. It included a number of pressures facing Welsh Councils over the life of the MTFS. This reiterated the need to develop recurrent budget reduction proposals, based on the most likely scenario, amounting to £31.9 million over the next four years. Since then, the Welsh Government has published its Final Local Government Settlement on 20th December, the key headline being that core funding for local government in 2018-19 will increase by 0.2% compared to the current year, with a projected reduction of 1.0% indicated for the following year.

Against that background it is essential that expenditure is kept within the overall approved budget and that longer term proposals continue to be developed so that the Council has as much flexibility as possible to meet the challenges which lie ahead.

4.1.8 At year end consideration will be given to requests from directors to carry forward any planned directorate under spends for specific purposes into the following year, in line with the Council's Reserves and Balances Protocol, as long as these can be met from within the Council's cash limited budget for 2017-18. This is in line with the reports to Cabinet and Council on the MTFS, and the Council's Financial Procedure Rules. Similarly, consideration will be given to any over spends to determine whether these should be carried forward as a first call on the directorate budget for the following year. Finally, outstanding prudential borrowing will be repaid, where possible, to reduce future capital financing charges. However, a decision will not be made until towards the end of the financial year when the overall outturn position is more definite.

4.2 Monitoring of Budget Reduction Proposals

Budget Reductions 2016-17

4.2.1 A report was presented to Cabinet on 27th June 2017 on Financial Performance 2016-17. In the report it was highlighted that, of the £7.477 million budget reduction proposals for 2016-17, £2.385 million were not met in full, with a shortfall in the financial year of £1.845 million. The report stated that these proposals would continue to be monitored alongside current year proposals, with mitigating action to achieve them to be identified. At quarter 2 there was still £755,000 outstanding, but for quarter 3 this has reduced to £705,000. A summary of the latest position is attached as Appendix 1. This comprises the following budget reduction proposals set out in Table 2 below:

Table 2 – Monitoring of Budget Reductions 2016-17

Ref	Budget Reduction Proposal	Target Saving £000	Current Shortfall £000
RES40	Change Out of Hours Service provided by Built Environment	22	22
ASC19	Develop a Delivery Model for the Bridgend Resource Centre	108	100
CH25	Reduction in Safeguarding LAC numbers and related reduction in costs	357	357
ASC6	Management, Admin and Training Implement measures to achieve 7% and 5% across the 2 years	76	26
ASC23	Changes in Workforce	100	100
CH22	Remodelling of Children's Respite and Residential Care	200	100
	Total	863	705

4.2.2 Directorates are seeking to identify mitigating actions to meet the balance of the 2016-17 budget reduction shortfalls in this financial year. In the longer term, these proposals must be realised or must be met through alternative budget reduction proposals in order to deliver a balanced budget position. Some of these will be met through new models of working, such as the Corporate Landlord model or remodelling of social care.

Budget Reductions 2017-18

4.2.3 The budget approved for 2017-18 included budget reduction proposals totalling £5.852 million, which is broken down in Appendix 2 and summarised in Table 3 below. The current position is a projected shortfall on the savings target of £1.840 million, or 31% of the overall reduction target. This has increased since quarter 2, when the shortfall was projected to be £1.726 million.

Table 3 – Monitoring of Budget Reductions 2017-18

	Total Budget Reductions Required	Total Budget Reductions Likely to be Achieved	Shortfall
DIRECTORATE /BUDGET REDUCTION AREA	£'000	£'000	£'000
Education and Family Support	577	411	166
Schools	869	869	0
Social Services and Wellbeing	2,283	1,049	1,234
Communities	767	402	365
Operational and Partnership Services	535	535	0
Chief Executive & Finance	414	339	75
Council Wide Budgets	407	407	0
TOTAL	5,852	4,012	1,840

A comparison of the RAG position against quarter 2 in 2017-18 is provided below. To ensure consistent reporting across directorates a clearer definition of each RAG status is now provided as a key to Appendices 1 and 2:

	2017-18 Q3		2017-	18 Q2
	£000	£000 %		<u>%</u>
Green	2,583	44%	2,604	44%
Amber	1,527	26%	1,741	30%
Red	1,742	30%	1,507	26%
Total	5,852	100%	5,852	100%

Whilst the overall value and percentage of budget reduction proposals classed as GREEN has stayed the same between quarters 2 and 3, the total and percentage classed as RED has increased. Shortfalls have increased in both the Education and Family Support Directorate (increase of £74,000) and Communities Directorate (increase of £40,000). Any non-achievement will have a significant impact on the outturn position.

4.2.4 The most significant budget reduction proposals unlikely to be achieved include:

- EFS1 and EFS2 Implementation of Learner Transport Policy and School Transport efficiencies (£60,000);
- EFS15 Delegation of Speech and Language Therapy to Schools (£75,000);
- ASC17 Managed Service Reductions Residential and Respite Care (£414,000);
- CH25 Reduction in Safeguarding Looked After Children (LAC) numbers (£260.000):
- SSW1 Impact of the Prevention and Wellbeing agenda (£668,000);
- COM18 Reductions to the budget for the Materials Recovery and Energy Centre (MREC) (£200,000);
- COM19 Introduction of Permitting Scheme for Road Works (£100,000);
- CEX3 To put Council Tax and some aspects of benefits online and to collaborate with others (£150,000)

Appendix 2 identifies the projected amount of saving against these proposals and action to be taken by the directorate to mitigate the shortfall. Directors continue to work with their staff to deliver their proposals or alternatives and this is reflected in the forecast outturn for the year.

4.2.5 As outlined in the MTFS reports to Cabinet and Council, MTFS Principle 12 states that "Resources are allocated to deliver the Bridgend Change Programme based on clear strategic plans that are kept under review by Corporate Directors to maintain alignment with the MTFS and a MTFS Budget Reduction Contingency will be maintained". A Budget Reduction Contingency was established in 2016-17 and used to partly mitigate shortfalls on a number of budget reduction proposals. This reserve was increased at the end of 2016-17 to provide capacity to support shortfalls on budget reduction proposals in 2017-18 and, following agreement with the S151 officer, is being used to mitigate the shortfall on the following budget reduction proposal in this financial year.

COM 18	MREC	£200,000
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During the remainder of the financial year the S151 officer will consider further applications from directorates to the MTFS Budget Reduction Contingency Reserve to mitigate some of the shortfalls.

4.3 Commentary on the financial position as at 31st December 2017

A summary of the financial position for each main service area is attached as Appendix 3 to this report and comments on the most significant variances are provided below. Any further draw down from earmarked reserves will be undertaken at year end.

4.3.1 Education and Family Support Directorate

The net budget for the Directorate for 2017-18 is £108.396 million. Current projections indicate an under spend of £166,000 at year end. The main variances are:

EDUCATION & FAMILY SUPPORT DIRECTORATE	Net Budget £'000	Projected Outturn £'000	Projected Variance Over/(under) budget £'000	% Variance
Inter Authority Recoupment	(499)	(367)	132	-26.5%
Home to School Transport	4,774	5,078	304	6.4%
Pupil Support	388	284	(104)	-26.8%
Catering Services	718	545	(173)	-24.1%
Integrated Working	898	645	(253)	-28.2%
Youth Justice	366	307	(59)	-16.1%

Schools' Delegated Budgets

• The schools' delegated budget is reported as balanced in any one year as any under or over spend is automatically carried forward, in line with legislation, into

- the new financial year before being considered by the Director of Education and Family Support in line with the 'Guidance on Managing School Surplus Balances'.
- Net overall school balances totalled £866,000 at the start of the financial year. In quarter 2 it was reported that 31 schools (25 primary, 5 secondary and 1 special) were projecting a deficit balance at year end, with a projected overall deficit balance for school delegated budgets of £1.234 million. At the end of quarter 3, 26 primary schools, 4 secondary schools and 1 special school (52.5% of all schools) are projecting a deficit balance at year end with a projected overall deficit balance for school delegated budgets of £1.159 million.

Central Education and Family Support Budgets

Inter Authority Recoupment

• There is a projected over spend of £132,000 on the recoupment expenditure budget due to an increase in out of county placements from 24 at the end of 2016-17 to 26 currently, with 1 new placement pending, in order to meet the needs of individual pupils. In addition, there is a projected shortfall in recoupment income of £100,000 due to a reduction in other local authority placements at Heronsbridge and Ysgol Bryn Castell from 33 in the Summer Term to 27 from December 2017.

Home to School Transport

• There is a projected over spend of £304,000 on Home to School Transport. There have been significant increases in eligible pupils for both Post 16 Home to College transport and primary education of 16.5% and 18.1% respectively from 2016-2017 to 2017-2018. There are also significant additional pressures caused by increased numbers of eligible pupils with Additional Learning Needs, in particular those pupils with autism spectrum disorders. Although a learner travel policy was approved by Cabinet in September 2015 with subsequent budget reductions of £1.6 million the savings generated have not been as high as anticipated due to the need to undertake safe route assessments and deal with legal challenges. Safe route assessments which will allow the full implementation of the new policy have not progressed as quickly as anticipated but should be complete by the end of the year.

Pupil Support

 There is a projected under spend of £104,000 which has arisen primarily due to the cessation of the volunteer driver service pending the outcome of the review of the service.

Catering Services

 The under spend of £173,000 has primarily arisen as a result of higher demand for meals than anticipated when the budget was set as well as strong performance on vacancy management.

Integrated Working

• There is a projected under spend of £253,000. £165,000 of this is due to maximisation of grant funding and £88,000 due to vacancy management within the Integrated Family Support Service (IFSS). These savings are not recurring.

Youth Justice

 There is an under spend of £59,000 as a consequence of moving to alternative premises. This saving will contribute to future MTFS savings.

4.3.2 **Social Services and Wellbeing Directorate**

The Directorate's net budget for 2017-18 is £64.809 million. Current projections indicate an over spend of £2.022 million at year end. The main variances are:

SOCIAL SERVICES AND WELLBEING DIRECTORATE	Net Budget £'000	Projected Outturn £'000	Projected Variance Over/(under) budget £'000	% Variance
Services to Older People	19,581	19,781	200	1.0%
Adult Social Care - Assessment and Care				
Management	4,713	4,232	(481)	-10.2%
Learning Disabilities Residential Care	1,347	1,474	127	9.4%
Care at Home for Learning Disabilities	7,334	7,828	494	6.7%
Services to Adults with Learning Disabilities	(166)	141	307	-184.9%
Physical Disabilities - Equipment and Adaptions	859	936	77	9.0%
Looked after Children - LAC	10,690	11,739	1,049	9.8%

Services to Older People

 There is a projected over spend of £200,000 against older person services in total. The main reason for this is due to MTFS budget reductions being applied to the budget but actual savings being unrealised to date. The directorate is currently undertaking a full financial review and formulating a financial plan to identify alternative cost reduction opportunities.

Adult Social Care - Assessment and Care Management

There is a projected under spend of £481,000 across assessment and care
management in adult social care, including £121,000 on assessment and care
management for older people and £180,000 on services for people with
physical disabilities, arising mainly from staff vacancies. The directorate has
managed these vacancies in order to generate cost savings inyear. Potentially, these vacant posts will need to be filled over the next year.

Learning Disabilities Residential Care

 There is a projected over spend of £127,000 as a result of the complexity of needs within the learning disability residential service together with the demand for residential respite services. The cost for learning difficulties care and support can be very high with the average cost of learning difficulty residential care totalling £1,360 per week or £71,000 per annum.

Care at Home for Adults with Learning Disabilities

 There is a projected over spend of £494,000 as a result of increased spend on direct payments for adults with learning disabilities, along with an over spend on domiciliary care and supported living schemes. The average number of direct payment recipients has increased from 98 in 2016-17 to 108 in 2017-18 to date. Also, due to the complex nature of care and support within learning difficulties, the costs of packages of care for domiciliary care and support increased significantly.

Services to Adults with Learning Disabilities

• There is a projected over spend of £307,000 due to MTFS budget reductions being applied to the budget but actual savings being unrealised to date. The directorate is currently undertaking a full financial review and formulating a financial plan to identify alternative cost reduction opportunities.

Physical Disabilities – Equipment and Adaptations

 There is a projected over spend due to increased spend on equipment and adaptations in order to allow people to live independently within their own homes. This is a more cost effective service delivery model than alternatives, which could include residential provision or even hospital stays, resulting in further social services intervention.

Looked After Children (LAC)

- There is currently a projected over spend of £1.049 million on LAC prior to the draw down of any earmarked reserves. MTFS budget reductions have resulted in the budget being reduced by around £1 million over the last three years, including a reduction of £260,000 in 2017-18. However, compared to the outturn position in 2016-17 of £1.4 million over spend before drawdown of earmarked reserves, the current financial projection represents a significant improvement, which reflects the service's strategy to place more children into more cost effective placements.
- Whilst the average number of LAC has increased to 387 compared to 385 in 2016-17, there has been a substantial change in the type of placements, which is driving the reduction in expenditure per child.
- Consideration will be given during the final quarter of the year to draw down of funding from the LAC earmarked reserve.

4.3.3 Communities Directorate

The net budget for the Directorate for 2017-18 is £23.795 million and the current projection is an anticipated under spend of £12,000. The main variances are:

COMMUNITIES DIRECTORATE	Net Budget £'000	Projected Outturn £'000	Projected Variance Over/(under) budget £'000	% Variance
Development	310	470	160	51.6%
Waste Disposal	4,613	4,798	185	4.0%
Waste Collection	2,732	2,935	203	7.4%
Street Lighting	1,550	1,450	(100)	-6.5%
Highways Service (DSO)	2,533	2,383	(150)	-5.9%
Network Management	128	188	60	46.9%
Fleet Services	(22)	148	170	-772.7%
Car Parking	(369)	(314)	55	-14.9%
Engineering Services	84	(71)	(155)	-184.5%
Parks & Open Spaces	2,236	1,976	(260)	-11.6%

COMMUNITIES DIRECTORATE	Net Budget £'000	Projected Outturn £'000	Projected Variance Over/(under) budget £'000	% Variance
Streetscene Support	304	229	(75)	-24.7%
Property (Estates)	1,333	1,203	(130)	-9.8%

Development

 The projected over spend in Development is primarily due to a downturn in planning application income in Development Control (£165,000). Fee income is subject to considerable fluctuations between years, depending on number and type of applications. For example in 2016-17, the service generated a surplus of £139,000 which was used to balance the overall Communities Directorate position.

Waste Disposal

• There is a budget reduction target of £200,000 for 2017-18 in respect of the MREC. As the procurement exercise to secure a new operator for the facility is still ongoing, as outlined in paragraph 4.2.5, the MTFS Budget Reduction Contingency is being applied against this proposal. The majority of the over spend (£130,000) has occurred due to the long standing fixed price minimum tonnage disposal contract which the Council is committed to honouring with its neighbour Neath Port Talbot (NPT) CBC, combined with a secondary issue of separation and classification of waste from Community Recycling Centres (this specific issue has now been resolved). The Council is currently working closely with Neath Port Talbot to renegotiate the terms of this arrangement.

Waste Collection

There is a projected over spend of £203,000 on waste collection services. This is due to a combination of factors. The fixed price, minimum tonnage, disposal contract, which the Council is committed to honouring with its neighbour Neath Port Talbot (NPT) CBC, is a contributing factor as a drop in commercial waste tonnage and income (£220,000) has not generated a corresponding reduction in cost. The Council is currently working closely with Neath Port Talbot CBC to renegotiate the terms of this arrangement. There have been higher than anticipated costs (£185,000) early on in the new waste collection contract due to better than expected take up of the Council's new Absorbent Hygiene Products (AHP) collection service, which has given a welcome boost to the Council's performance against the Welsh Government's statutory recycling target. These over spends have been offset by reduced costs arising from a delay in undertaking capital works at Tondu depot (£65,000), and the consequent revenue implications of these, and under spends on the waste awareness budget (£75,000) and one-off income from Waste and Resources Action Programme (WRAP).

Street Lighting

• The projected under spend of £100,000 has arisen following the LGBI programme of replacements of lanterns and subsequent reduction in energy costs and required maintenance. This will contribute to future MTFS targets.

Highways Services

 There is a projected under spend of £150,000 as a result of additional resurfacing works on the A470 and M4 commissioned by the South East Wales Trunk Road Agency (SWTRA), which is responsible for managing, maintaining and improving the motorways, trunk roads and associated assets throughout the South Wales region on behalf of the Welsh Government.

Network Management

• The over spend of £60,000 is primarily due to the delay in the implementation of the MTFS target of £100,000 against the introduction of a permit scheme, resulting from time taken to progress the business case with Welsh Government, which is partly offset by staff vacancies (£40,000).

Fleet Services

There is a projected over spend across the service, similar to 2016-17, due to a
downturn in income arising from reduced spend by directorates. The directorate
has sought to mitigate this during the financial year and is currently undertaking
a review of the fleet service.

Car Parking

 There is a projected over spend across the service of £55,000. This is due to the projected non-achievement of the 2017-18 budget reduction target of £50,000 pending a review of car park charges, including staff and members, with the balance from historic shortfalls in car pass income. The car park review has been updated and a project board has been established to take this forward.

Engineering Services

 There is a projected under spend across the service of £155,000 as a result of an anticipated higher than budgeted level of income. This is due to the balance of work on EU/non EU funded projects compared with previous years and the differing chargeable rates allowed.

Parks & Open Spaces

• There is a projected under spend of £260,000 across the service. This is mainly due to under spends in staffing (£205,000), in particular seasonal grounds maintenance staff where it has been difficult to recruit this year (£135,000) and vacancy management to meet streetworks efficiency MTFS targets in 2018-19 (£70,000). The balance of the projected under spend of £50,000 is due to the proposed timescale in respect of a tender for children's playground equipment, where works will partly slip into 2018-19.

Streetscene Support

 There is a projected under spend across the service of £75,000 as a result of staffing vacancies and efficiencies on non-staffing budgets pending future MTFS budget reduction targets.

Property (Estates)

• There is a projected under spend across the service of £130,000. This is as a result of a combination of staff vacancies in the service (£200,000), an under spend on running costs for corporate buildings (£30,000), and an under spend on corporate cleaning (£60,000), which are partly offset by a projected shortfall

in income targets of £165,000 primarily due to under occupancy at the Innovation Centre and Bridgend Market. This service is within the scope of the Corporate Landlord review, so may be impacted by the outcome of that review.

4.3.4 **Operational and Partnership Services Directorate**

The net budget for the Directorate for 2017-18 is £15.359 million and current projections anticipate an under spend against this budget of £726,000. The main variances are:

OPERATIONAL AND PARTNERSHIP SERVICES DIRECTORATE	Net Budget £'000	Projected Outturn £'000	Projected Variance Over/(under) budget £'000	% Variance
Housing Options and Homelessness	1,557	1,343	(214)	-13.7%
Legal (including Admin)	2,510	2,326	(184)	-7.3%
Member and Mayoral Services	1,850	1,662	(188)	-10.2%
Customer Services	1,284	1,058	(226)	-17.6%
ICT	3,823	4,137	314	8.2%

Housing Options and Homelessness

• The net under spend of £214,000 is a combination of reduced costs on temporary accommodation, following the receipt of non-recurrent grant funding, and also vacancy savings across the service, including community safety. In October 2017, Council approved the use of £120,000 of the service under spend towards structural repairs at Brynmenyn Homelessness Unit. A further commitment has been made to meet the cost of an out of county housing related placement. Any recurrent savings will be put towards the MTFS for next year.

Legal Services

 The under spend on legal services is due mainly to staffing vacancies, and some under spends on non-pay budgets. These will be considered as part of the MTFS for 2018-19.

Member and Mayoral Services

 The majority of the projected under spend (£145,000) is in respect of the Members' Community Action Fund following the delay in implementation after the Council elections in May. Any under spend will be carried forward and ringfenced for members to use prior to the end of October 2018, as agreed in the training provided.

<u>Customer Services</u>

• The under spend relates partly to posts held vacant in preparation for future MTFS savings, in addition to savings arising from a temporary secondment to progress digital transformation, which is funded from an earmarked reserve (£62,000), and under spends on superannuation costs (£42,000).

ICT

• The net over spend has arisen as a result of under spends on vacancies within the team, along with an under spend of approximately £275,000 on software licences, which are offset by revenue contributions to capital for investment in PCs, digital meeting rooms, and data storage, totalling £790,000, as approved by Council on 4th October 2017. The majority of the savings on software are ring-fenced for 2018-19 MTFS savings.

4.3.5 Chief Executives and Finance

The net budget for the Directorate for 2017-18 is £3.921 million and current projections anticipate an under spend against this budget of £171,000. The main variances are:

CHIEF EXECUTIVES AND FINANCE	Net Budget £'000	Projected Outturn £'000	Projected Variance Over/(under) budget £'000	% Variance
	2 000	200	2	
Internal Audit	313	283	(30)	-9.6%
Internal Audit Housing Benefits Administration				-9.6% -26.6%

Internal Audit

• The under spend mainly relates to a rebate in respect of a reduced number of audit days received in the 2016-17 financial year as a result of staff vacancies within the service. There is currently a review of the staffing structure in progress.

Housing Benefits Administration

• There is an under spend in respect of the administration of housing benefit arising mainly from staffing vacancies, but also changes in staffing hours, additional annual leave purchases and unanticipated grant income.

Taxation and Sundry Debtors

• There is a projected shortfall of £85,000 on income from court costs, as well as an over spend on staffing arising from the delay in implementing channel shift.

4.3.6 Council Wide budgets

This section includes budgets, provisions and services which are council wide, and not managed by an individual directorate. The budget is £41.813 million and the projected outturn is £36.477 million, resulting in a projected under spend of £5.336 million. The main variances are detailed below:

COUNCIL WIDE BUDGETS	Net Budget £'000	Projected Outturn £'000	Projected Variance Over/(under) budget £'000	% Variance
Capital Financing Costs	10,184	8,835	(1,349)	-13.2%
Council Tax Reduction Scheme	14,254	13,667	(587)	-4.1%
Pension Related Costs	1,203	430	(773)	-64.3%
Other Council Wide Budgets	6,072	3,585	(2,487)	-41.0%

Capital Financing

 The projected under spend of £1.349 million is a combination of an under spend on interest paid due to lower borrowing than anticipated (£1.26 million), as Council uses its own internal resources to finance schemes, and additional interest received from current investments. A review will be undertaken during the final quarter of the year to identify any further debt repayment opportunities.

Council Tax Reduction Scheme

• The projected under spend of £587,000 is a result of lower demand than forecast for the Council Tax Reduction Scheme. This a demand led budget which is based on full take up, but actual take up is not known until year end. There was a £300,000 budget reduction in the MTFS for 2017-18 and further reductions are proposed for future years.

Pension Related Costs

 The projected under spend of £773,000 is a consequence of low demand on the budget for auto enrolment, with the September 2017 deadline for take-up having now passed, and low demand for funding in respect of other in-year pension or national insurance pressures. These under spends will be put forward for future MTFS savings.

Other Council Wide Budgets

- The under spend of £2.487 million has increased from the quarter 2 projection for a number of reasons, not least more up to date information on likely demand for additional funding for unknown budget pressures and inflation increases. In general it is a combination of lower than anticipated requirements for funding of inflationery pressures, delays in implementation of certain welsh language standards following appeal (£307,000) as well as under spends on the Glamorgan Records Office (£80,000), following the repayment of prudential borrowing at the end of 2016-17. It also includes an under spend on the PFI equalisation reserve (£187,000) as sufficient reserve has now been built up.
- It should be noted that this projection could change significantly during the remainder of the financial year, depending on inflationary increases referred to in section 4.1, the extent of inclement weather during the winter period and further demands on the Council Tax Reduction Scheme. At this point in the financial year it is prudent to assume that all other budgets will be fully spent by year end.

These budgets have been reviewed as part of the MTFS 2018-19 to 2021-22 and will be subject to significant reductions over the life of the MTFS.

4.4 Capital programme monitoring

- 4.4.1 This section of the report provides Members with an update on the Council's capital programme for 2017-18. The original budget approved by Council on 1st March 2017 has been further revised and approved by Council during the year to incorporate budgets brought forward from 2016-17 and any new schemes and grant approvals. The revised programme for 2017-18, which was approved by Council on 20th December 2017, totalled £49.893 million. Since then there have been new approvals of £434,000 and slippage of £4.495 million into 2018-19, following discussions with directorates on scheme progress, bringing the revised programme to £45.832 million, of which £34.103 million is met from BCBC resources, including capital receipts and revenue contributions from earmarked reserves, with the remaining £11.729 million coming from external resources. The main areas of slippage are:
 - Penyfai Primary School (£357,000) final payments in respect of outstanding land issues;
 - Porthcawl Sea Defences (£1.072 million) contract has been awarded, awaiting spend profile from contractor;
 - Fleet Vehicle Replacement (£500,000) a fleet replacement plan has been drawn up, but unlikely to be implemented in this financial year.
 - Mandatory Disabled Facilities Grants (£500,000) funding committed but not likely to be incurred in this financial year.
- 4.4.2 Appendix 4 provides details of the individual schemes within the capital programme, showing the budget available in 2017-18 compared to the projected spend. Commentary is provided detailing any issues associated with these projects, and the reason for any slippage.
- 4.4.3 At this point in the financial year, and following discussions with directorates, it is assumed that all other projects will be in line with the budget as set out in Appendix 4. However, this will depend upon scheme progress during the financial year and any inclement weather experienced, which may place additional pressure on project timescales.

4.5 Review of Earmarked reserves

- 4.5.1 The Council is required to maintain adequate financial reserves to meet the needs of the organisation. The MTFS includes the Council's Reserves and Balances Protocol which sets out how the Council will determine and review the level of its Council Fund balance and Earmarked Reserves. A quarter 3 review of the particular pressures that were to be covered by earmarked reserves was undertaken and Directorates have drawn down funding.
- 4.5.2 The cumulative draw down by Directorates is £2.788 million from specific earmarked reserves and there have been net additions of £3.743 million (£598,000 of which has been incurred against directorate budgets) as shown in Table 4 below.

Table 4 - Movement on Earmarked Reserves to the end of Quarter 3

Opening Balance 1/04/17 £'000	Reserve	Net Additions / Re- classifications £'000	Draw-down	Closing Balance 31/12/17 £'000
	Corporate Reserves:-			
	Education & Family Support	30	-475	
	Social Services & Wellbeing	0	-63	
	Communities	996	-863	
	Operational and Partnership Services	0	-288	
	Chief Executives & Finance	300	-19	
	Non-Directorate	1,038	0	
39,260	Total Corporate Reserve	2,364	-1,708	39,916
	Directorate Earmarked Reserves:-			
663	Education & Family Support	20	-57	626
1,916	Social Services & Wellbeing	0	-191	1,725
1,167	Communities	1,021	-150	2,038
246	Operational and Partnership Services	286	-22	510
300	Chief Executives & Finance	0	-6	294
4,292	Total Directorate Reserves	1,327	-426	5,193
	Equalisation & Grant Earmarked Reserves:-			
230	Education & Family Support	0	-200	30
0	Social Services & Wellbeing	0	0	0
2,364	Communities	52	-346	2,070
153	Operational and Partnership Services	0	-73	80
45	Chief Executives & Finance	0	-35	10
2,792	Total Directorate Reserves	52	-654	2,190
46,344	Total Usable Reserves	3,743	-2,788	47,299

4.5.3 The review also examined:-

- commitments against existing reserves and whether these were still valid;
- earmarked reserve requests from Directorates as a result of emerging issues and;
- emerging risks for the Council as a whole.

Table 5 below details the creation of new earmarked reserves, increases to existing earmarked reserves and amounts that have been unwound from reserves.

Table 5 - Net Appropriations to/from Earmarked Reserves during Quarter 3

	Additions/ Unwound up to Qtr 2 £'000	New/ Addition to Reserves Qtr 3 £'000	Additions/ Unwound up to Qtr 3 £'000
Corporate Reserves:-			
Major Claims Reserve	62	0	62
Building Maintenance Reserve	30	0	30
Capital Feasibility Fund	0	102	102
Corporate Pressures Contingency	0	1,000	1,000
Capital Programme Contribution	0	889	889
Property Disposal Strategy	0	5	5
ICT & Finance Systems	-24	300	276
Total Corporate Reserves	68	2,296	2,364
Directorate Reserves:-			
Directorate Issues	100	721	821
City Deal Reserve	598	0	598
Porthcawl Regeneration	0	80	80
Car Parking Strategy	-175	0	-175
Donations Reserve Account	2	1	3
Total Directorate Reserves	525	802	1,327
Equalisation & Grant Reserves:-			
Highways Reserve	9	43	52
Total Equalisation & Grant Reserves	9	43	52
Total Usable Reserves	602	3,141	3,743

- 4.5.4 The additions include an increase of £889,000 to the Capital Programme Contribution Reserve and £102,000 for Capital Feasibility, a new Corporate Pressures Contingency Reserve of £1 million to provide one off temporary relief in the event of unforeseen over-spends on corporate budgets following significant reductions proposed in the 2018-19 budget, and an additional £721,000 for various Directorate Issues, as well as £300,000 for ICT potential re-tender costs. These additions have been funded from the projected under spend on other non-Directorate budgets at period 9. There are also additions which are from de-minimis capital receipts (£5,000) and highways commuted sums (£43,000).
- 4.5.5 A full breakdown of total movement on earmarked reserves at 31st December is provided in Appendix 5.

5.0 Effect upon policy framework & procedural rules

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

Chief Finance Officer with such information as is required to facilitate and monitor budgetary control.

6.0 Equality Impact Assessment

6.1 There are no implications in this report.

7.0 Financial implications

7.1 These are reflected in the body of the report.

8.0 Recommendations

- 8.1 Cabinet is requested to
 - note the projected revenue and capital outturn position for 2017-18;

Gill Lewis Interim Head of Finance and Section 151 Officer January 2018

Contact Officer

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Background Papers

Individual Directorate Monitoring Reports
MTFS Report to Council – 1st March 2017
Council report on 20th December 2017: Porthcawl Regeneration Scheme (Revised capital programme 2017-18 to 2026-27)

MONITORING OF OUTSTANDING 2016-17 BUDGET REDUCTIONS

Ref.	Budget Reduction Proposal	Original RAG 2016-17 £000	Current RAG £000	Amount of saving likely to be achieved £000	Comments
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RAG STA	TUS KEY
RED	Not likely to be achieved at all in this financial year or less than 25%.
AMBER	Reduction not likely to be achieved in full in financial year but greater than 25%
GREEN	Reduction likely to be achieved in full

EDUCATION & FAMILY SUPPORT

CH3	Retender Learner Transport contracts	100	100	Re-alignment of budgets within the Education and Family
CH4	Rationalise Special Education Needs transport	150	150	Support Directorate for 2017-18 (mainly from Inter Authority Recoupment budget) have mitigated the pressure from Learner Travel historic saving proposals.
CH9	School transport route efficiencies	200	200	pressure from Learner Traver filstonic saving proposals.
RES40	Change Out of Hours Service provided by Built Environment	22	_	To be delivered through the Corporate Landlord model. New structure agreed and consultation due to commence.
	Total Education and Family Support	472	450	

SOCIAL SERVICES & WELLBEING

	DERVIOLO & TILLEBERTO			
Theme 1	- Remodel Service Delivery			
ASC19	Develop a Delivery Model for the Bridgend Resource Centre	108	8	Budget reduction of £100k unlikely to be achieved in 2017-18. This is contributing to the current overspend within Social Services. The directorate is reviewing all its budgets with a view to reducing costs elsewhere to offset this.
ASC21	Transfer Family Care Service to the Community Hubs	210	210	The shortfall was met from underspends across the service in 2016-17. Full year saving should be achieved in 2017-18
CH25	Reduction in Safeguarding LAC numbers and related reduction in costs	357	0	The early intervention and safeguarding board are working to reduce the number of looked after children and related costs.
Theme 1	- Remodel Service Delivery - sub-total	675	218	
Theme 2	- Service Efficiencies			
ASC6	Management, Admin and Training Implement measures to achieve 7% and 5% across the 2 vears	76	50	The shortfall was offset from underspends across the service in 2016-17. Staffing budgets being reviewed as they become vacant
ASC23	Changes in Workforce	100	0	The shortfall was offset from underspends across the service in 2016-17. Staffing budgets being reviewed as they become vacant
CH22	Remodelling of Children's Respite and Residential Care	200	100	Remodelling underway. £100k achieved to date. Further remodelling will hopefully result in further savings against out of county costs contributing to this proposal.
Thoma 2	- Service Efficiencies - sub-total	270	450	
Theme 2	- Service Efficiencies - Sub-total	376	150	
Thoma 2	- Income Generation			
Theme 3				This proposal is unlikely to generate the level of savings
ASC20	Introduce charges for supplementary holiday support in Learning Disabilities	100	100	against this particular proposal, so budgets have been realigned across the directorate.
Theme 3	- Income Generation	100	100	
	Total Social Services & Wellbeing Directorate	1,151	468	

COMMUNITIES

СОМ9	Review of Highways maintenance/DLO Services	417	417	Restructures have now been completed and were in place for the start of the 2017-18 financial year.
COM21	Review of overtime across Highways/Streetscene	90	90	Restructures in COM 9 took into consideration overtime budgets. Restructures have now been completed and were in place for the start of the 2017-18 financial year.

Ref.	Budget Reduction Proposal	Original RAG 2016-17 £000	Current RAG £000	Amount of saving likely to be achieved £000	Comments
RES29	To rationalise the core office estate - leasing of Raven's Court	195		195	A one-off payment of prudential borrowing in 2017-18 in respect of Raven's Court to reduce future capital financing costs, has enabled the re-alignment of budgets to ensure the MTFS saving can be realised going forward.
	T-t-1 Oiti Dire-tt-	700		700	_
	Total Communities Directorate	702		702	

CHIEF EXECUTIVE FINANCE

I RESU	To put Council Tax and some aspects of benefits online and to collaborate with others	60	60	Savings made elsewhere in 16-17 (Housing Benefit Admin under-spend), and restructure in 17-18 will achieve the £60k annual saving.
	Total Chief Executive	60	60	

REDUCTIONS SHORTFALL 705

Ref.	Budget Reduction Proposal	Original 2017-18 £'000	Current RAG Status (RAG)	Amount of saving likely to be achieved £000	Mitigating Actions
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RAG STATUS KEY				
RED	Not likely to be achieved at all in this financial year or less than 25%.			
AMBER	Reduction not likely to be achieved in full in financial year but greater than 25%			
GREEN	Reduction likely to be achieved in full			

EDUCATION & FAMILY SUPPORT

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CENTRAL	EDITICATION	& EVMII A	CLIDDODT

	ON & FAMILY SUPPORT EDUCATION & FAMILY SUPPORT			
EFS1	Phased implementation of Learner Transport Policy regarding statutory distances for free travel.	20	0	Underspends across other directorate areas would have to meet any shortfall
EFS2	School transport route efficiencies.	40	0	Underspends across other directorate areas would have to meet any shortfall
EFS3	Achieve full cost recovery on Catering Service, through a combination of efficiencies and price increase	79	79	None required
EFS4	Reduction in budget for Development Team	68	68	None required
EFS5	Removal of Nursery development grant to private settings - Nursery Development Grant which is currently used for Grants to the childcare sector and training to improve the quality of early years provision in Bridgend and to enable the childcare workforce to meet and fulfil their legal requirement.	30	30	None required
EFS7	To review the Built Environment Service Level Agreement with Schools to achieve full cost recovery.	31	0	Underspends from vacancy management within Built Environment will have to meet this shortfall. This MTFS proposal will have to be the first call on savings identified from the Corporate Landlord Review.
EFS10	Transfer of management of the centre to Flying Start along with efficiency review of running costs of the building	75	75	Will require close monitoring in-year to ensure target is met.
EFS13	WJEC - re-alignment of budget to reflect actual charge from WJEC.	10	10	None required
EFS15	Speech and language therapy - This is a proposal to delegate the Speech and Language Service to schools- School Based Model. Other Local Authorities such as Cardiff, Neath Port Talbot and Swansea have moved towards a school based model with the involvement of an SLA with Health which has proven to be a successful model. This proposal would negate the local authority's requirement to manage the service resulting in a release of the management structure of the service.	75	0	Vacant posts held to meet delay in implementation
EFS24	It is proposed to undertake a restructure to Business/Management Support to look for efficiencies.	74	74	None required
EFS25	Education Psychology - This proposal is predicated on losing the post of Lead Education Psychologist. Through Collaboration with other Local Authorities in the Consortia the role of the Lead Education Psychologist could potentially be shared. The Education Psychology part of this role will remain to ensure there is no reduction in EP capacity. The management capacity is what would be potentially lost.	75	0	Alternative savings put forward by the Directorate to mitigate the removal of this saving proposal (see below)
	Alternative to EFS25: Reduction to Central Special Educational Needs Budget (£20,000), Equipment budget (£26,000) and vacant posts	0	75	Permanent alternative savings across the Inclusion Service identified to meet the shortfall from EFS25 not being implemented.
SCHOOL S	Total Education and Family Support	577	411	
SCHOOL:	Removal of Protection to Schools Budgets	869	869	The impact of the 1% efficiency saving on schools will require close monitoring during 2017/18. Movement on current deficit/surplus balance projections throughout 17/18 will provide evidence as to how much of this saving is likely to be achieved.
	Total Schools	869	869	
	Total Education & Family Support Directorate	1,446	1,280	

SOCIAL SERVICES & WELLBEING

Theme 1	- Remodel Service Delivery			
ASC3	Link the work on the new assessment framework to the new national eligibility criteria as part of the Social Services and Wellbeing Act	150	150	None required
ASC7	Reprovision and remodelling of Shared Lives	50	50	None required
ASC9	Review Continuing Health Care (CHC)-eligible cases to secure appropriate contribution to packages of care	100	100	None required
ASC17	Managed Service Reductions Residential & Respite Care	414	200	The directorate is currently reviewing all of its budgets with a view to reducing budgets elsewhere to contribute to this shortfall

Ref.	Budget Reduction Proposal	Original 2017-18 £'000	Current RAG Status (RAG)	Amount of saving likely to be achieved £000	Mitigating Actions
CH25	Reduction in Safeguarding LAC numbers and related reduction in costs	260		0	The service is continuing work to identify high cost placements and alternative lower cost placements that would benefit the child themselves
COM13	Transfer of directly operated centres and review of grant support to voluntary organisations	39		20	Shortfall will have to be met from underspends in other service areas.
SSW4	New models of service delivery within AWEN cultural trust.	101		101	None required
Theme 1 -	Remodel Service Delivery - sub-total	1,114		621	
	Service Efficiencies	400		400	
	Continued efficiencies within LD Day Services Review Healthy Living Partnership Contract	120 308		120 308	None required None required
	Service Efficiencies - sub-total	428		428	
Theme 3 -	Income Generation				
ASC10	Develop income stream for specialist Mental Health placements at Glyn Cynffig	73		0	The service is looking at other budget reduction opportunities within Glyn Cynffig following a
Theme 3 -	Income Generation sub-total	73		0	failure to sell placements.
Theme 4	Prevention and Wellbeing				
SSW1	Impact of the Prevention and Wellbeing agenda	668		0	Robust budget monitoring via the Head of Service, Group and team managers continues on a monthly basis to ensure that all possible action is taken to manage this savings target. There is a risk however that due to demographic and complex needs of individuals that this target may not be met. The directorate is currently reviewing all of its budgets with a view to reducing budgets elsewhere to contribute to this shortfall
Theme 4 -	Prevention and Wellbeing sub-total	668		0	
	Total Social Services & Wellbeing Directorate	2,283		1,049	
COME					
	rkeduction to winter Maintenance Buddet	60		60	None required
COM7	Reduction to Winter Maintenance Budget Technical Surveys - Reduction in budget to cover only costs of	60 5		60 5	None required None required
COM7					·
COM7 COM8 COM9	Technical Surveys - Reduction in budget to cover only costs of SCRIM/SCANNER and a number of other required inspections Reduction in road marking maintenance Removal of Security budget Waterton	5		5	None required None required None required
COM7 COM8 COM9	Technical Surveys - Reduction in budget to cover only costs of SCRIM/SCANNER and a number of other required inspections Reduction in road marking maintenance	5 10		5 10	None required None required None required Underspends across other directorate areas will have to meet this shortfall
COM7 COM8 COM9 COM12	Technical Surveys - Reduction in budget to cover only costs of SCRIM/SCANNER and a number of other required inspections Reduction in road marking maintenance Removal of Security budget Waterton Broad review of car park charging including staff and elected member parking passes Reduction in Adult Community Learning provision	5 10 20		5 10 20	None required None required None required Underspends across other directorate areas will
COM7 COM8 COM9 COM12 COM14	Technical Surveys - Reduction in budget to cover only costs of SCRIM/SCANNER and a number of other required inspections Reduction in road marking maintenance Removal of Security budget Waterton Broad review of car park charging including staff and elected member parking passes	5 10 20 50		5 10 20 0	None required None required None required Underspends across other directorate areas will have to meet this shortfall Ongoing review required of appointments of
COM7 COM8 COM9 COM12 COM14	Technical Surveys - Reduction in budget to cover only costs of SCRIM/SCANNER and a number of other required inspections Reduction in road marking maintenance Removal of Security budget Waterton Broad review of car park charging including staff and elected member parking passes Reduction in Adult Community Learning provision A substantial cut of 2376 was infact to the service in 2013/10 on top of savings in previous years, limiting the scope for further reductions. 2017/18 - £21k - A reduction in the BCBC tourism marketing budget, and reducing the mobile TIC budget, for the financial year 2017/2018. 2018/19 -£40k cut in commissioning budget to support 3rd Sector with Community Asset Transfer. This is part of the Strategic Regeneration Fund. 2019/20 -£20k reduction in the Events budget in 2019/20. It is not possible to reduce the budget prior to this due to existing commitments (Urdd, Women's Open, Senior Open, Town Centre Events programme). This is a part of the SRF match-funding budget.	5 10 20 50 70		5 10 20 0 70	None required None required Underspends across other directorate areas will have to meet this shortfall Ongoing review required of appointments of Adult Tutors to maintain this underspend.
COM7 COM8 COM9 COM12 COM14 COM16	Technical Surveys - Reduction in budget to cover only costs of SCRIM/SCANNER and a number of other required inspections Reduction in road marking maintenance Removal of Security budget Waterton Broad review of car park charging including staff and elected member parking passes Reduction in Adult Community Learning provision **Reduction** Substantial cut of 23.76 was made to the service in 20.13 for on top of savings in previous years, limiting the scope for further reductions. 2017/18 - £21k - A reduction in the BCBC tourism marketing budget, and reducing the mobile TIC budget, for the financial year 2017/2018. 2018/19 -£40k cut in commissioning budget to support 3rd Sector with Community Asset Transfer. This is part of the Strategic Regeneration Fund. 2019/20 -£20k reduction in the Events budget in 2019/20. It is not possible to reduce the budget prior to this due to existing commitments (Urdd, Women's Open, Senior Open, Town Centre Events programme). This is a part of the SRF match-funding budget. Reduction to core budget for Civil Parking Enforcement Team. Reductions to the budget for the Materials Recovery and Energy Centre (MREC) Introduction in 17/18 of savings achieved through the current procurement being undertaken with Neath Port Talbot CBC for the provision of new operator arrangements for the MREC facility at	5 10 20 50 70		5 10 20 0 70	None required None required Underspends across other directorate areas will have to meet this shortfall Ongoing review required of appointments of Adult Tutors to maintain this underspend. None required
COM7 COM8 COM9 COM12 COM14 COM16 COM16	Technical Surveys - Reduction in budget to cover only costs of SCRIM/SCANNER and a number of other required inspections Reduction in road marking maintenance Removal of Security budget Waterton Broad review of car park charging including staff and elected member parking passes Reduction in Adult Community Learning provision A substantial cut of 23.78 was made to the service in 2013/10 of top of savings in previous years, limiting the scope for further reductions. 2017/18 - £21k – A reduction in the BCBC tourism marketing budget, and reducing the mobile TIC budget, for the financial year 2017/2018. 2018/19 -£40k cut in commissioning budget to support 3rd Sector with Community Asset Transfer. This is part of the Strategic Regeneration Fund. 2019/20 -£20k reduction in the Events budget in 2019/20. It is not possible to reduce the budget prior to this due to existing commitments (Urdd, Women's Open, Senior Open, Town Centre Events programme). This is a part of the SRF match-funding budget. Reduction to core budget for Civil Parking Enforcement Team. Reductions to the budget for the Materials Recovery and Energy Centre (MREC) Introduction in 17/18 of savings achieved through the current procurement being undertaken with Neath Port Talbot CBC for the	5 10 20 50 70 21		5 10 20 0 70 21	None required None required None required Underspends across other directorate areas will have to meet this shortfall Ongoing review required of appointments of Adult Tutors to maintain this underspend. None required Will require close monitoring in-year. None required Underspends across other directorate areas
COM7 COM8 COM9 COM12 COM14 COM16 COM16 COM17 COM17	Technical Surveys - Reduction in budget to cover only costs of SCRIM/SCANNER and a number of other required inspections Reduction in road marking maintenance Removal of Security budget Waterton Broad review of car park charging including staff and elected member parking passes Reduction in Adult Community Learning provision **Reduction** Savings in previous years, limiting the scope for further reductions. 2017/18 - £21k – A reduction in the BCBC tourism marketing budget, and reducing the mobile TIC budget, for the financial year 2017/2018. 2018/19 -£40k cut in commissioning budget to support 3rd Sector with Community Asset Transfer. This is part of the Strategic Regeneration Fund. 2019/20 -£20k reduction in the Events budget in 2019/20. It is not possible to reduce the budget prior to this due to existing commitments (Urdd, Women's Open, Senior Open, Town Centre Events programme). This is a part of the SRF match-funding budget. Reduction to core budget for Civil Parking Enforcement Team. Reductions to the budget for the Materials Recovery and Energy Centre (MREC) Introduction in 17/18 of savings achieved through the current procurement being undertaken with Neath Port Talbot CBC for the provision of new operator arrangements for the MREC facility at Crumlyn Burrows.	5 10 20 50 70 21 21		5 10 20 0 70 21	None required None required None required Underspends across other directorate areas will have to meet this shortfall Ongoing review required of appointments of Adult Tutors to maintain this underspend. None required Will require close monitoring in-year.
COM7 COM8 COM9 COM12 COM14 COM16 COM16 COM17 COM18 COM19 COM21	Technical Surveys - Reduction in budget to cover only costs of SCRIM/SCANNER and a number of other required inspections Reduction in road marking maintenance Removal of Security budget Waterton Broad review of car park charging including staff and elected member parking passes Reduction in Adult Community Learning provision A substantial cut of 2.376 was made to the service in 2.017 to on top of savings in previous years, limiting the scope for further reductions. 2017/18 - £21k – A reduction in the BCBC tourism marketing budget, and reducing the mobile TIC budget, for the financial year 2017/2018. 2018/19 -£40k cut in commissioning budget to support 3rd Sector with Community Asset Transfer. This is part of the Strategic Regeneration Fund. 2019/20 -£20k reduction in the Events budget in 2019/20. It is not possible to reduce the budget prior to this due to existing commitments (Urdd, Women's Open, Senior Open, Town Centre Events programme). This is a part of the SRF match-funding budget. Reduction to core budget for Civil Parking Enforcement Team. Reductions to the budget for the Materials Recovery and Energy Centre (MREC) Introduction in 17/18 of savings achieved through the current procurement being undertaken with Neath Port Talbot CBC for the provision of new operator arrangements for the MREC facility at Crumlyn Burrows. Permitting Scheme road works net of existing income of £95,000 Rights of Way - removal of contribution to Coity Walia AD procurement - Reduction in budget through savings in the treatment of the Councils domestic food waste, through a joint procurement exercise with the City and County of Swansea (CCS) for the treatment of food waste by anaerobic digestion (AD)	5 10 20 50 70 21 21 20 200		5 10 20 0 70 21 21	None required None required Underspends across other directorate areas will have to meet this shortfall Ongoing review required of appointments of Adult Tutors to maintain this underspend. None required Will require close monitoring in-year. None required Underspends across other directorate areas would have to meet any shortfall Underspends across other directorate areas
COM17 COM16 COM17 COM17 COM18 COM19 COM21 COM24	Technical Surveys - Reduction in budget to cover only costs of SCRIM/SCANNER and a number of other required inspections Reduction in road marking maintenance Removal of Security budget Waterton Broad review of car park charging including staff and elected member parking passes Reduction in Adult Community Learning provision **Reduction** A substantial cut of 23.76 was made to the service in 2013 for our top of savings in previous years, limiting the scope for further reductions. 2017/18 - £21k - A reduction in the BCBC tourism marketing budget, and reducing the mobile TIC budget, for the financial year 2017/2018. 2018/19 -£40k cut in commissioning budget to support 3rd Sector with Community Asset Transfer. This is part of the Strategic Regeneration Fund. 2019/20 -£20k reduction in the Events budget in 2019/20. It is not possible to reduce the budget prior to this due to existing commitments (Urdd, Women's Open, Senior Open, Town Centre Events programme). This is a part of the SRF match-funding budget. Reduction to core budget for Civil Parking Enforcement Team. Reductions to the budget for the Materials Recovery and Energy Centre (MREC) Introduction in 17/18 of savings achieved through the current procurement being undertaken with Neath Port Talbot CBC for the provision of new operator arrangements for the MREC facility at Crumlyn Burrows. Permitting Scheme road works net of existing income of £95,000 Rights of Way - removal of contribution to Coity Walia AD procurement - Reduction in budget through savings in the treatment of the Councils domestic food waste, through a joint procurement exercise with the City and County of Swansea (CCS)	5 10 20 50 70 21 21		5 10 20 0 70 21 21 21	None required None required None required Underspends across other directorate areas will have to meet this shortfall Ongoing review required of appointments of Adult Tutors to maintain this underspend. None required Will require close monitoring in-year. None required Underspends across other directorate areas would have to meet any shortfall Underspends across other directorate areas would have to meet any shortfall

Ref.	Budget Reduction Proposal	Original 2017-18 £'000	Current RAG Status (RAG)	Amount of saving likely to be achieved £000	Mitigating Actions				
	CHIEF EXECUTIVES FINANCE								
FINANCE CEX1	To reduce the number of Finance and accountancy staff	50		50	None required				
CEX2	To reduce the number of Internal Audit hours commissioned from joint service	60		60	None required				
CEX3	To put Council Tax and some aspects of benefits online and to collaborate with others	150		75	Allocated between Housing Benefits & Council Tax. Council tax savings will not be achieved until Channel Shift has been incorporated for several months and actual savings will not be realised until 18-19. Under-spends realised elsewhere will mitigate overall.				
CEX6	To reduce the number of corporate directors	120		120	None required				
CEX11	Implement fines for non return of Single Person Discounts	34		34	Actual implementation will not be until end of 2017-18 so should be achieved. If not, under spends realised elsewhere will mitigate overall.				
	Total Chief Executives	414		339	0				
	ONAL AND PARTNERSHIP SERVICES				[N				
OPS1	Public Protection Collaboration	20		20	None required.				
OPS2	Restructure of Legal, Democratic and Procurement.	150		135	Savings made elsewhere due to reallocation of target.				
	Non staff Budget, Review Service Level Agreements and Staffing.	50		50	None required.				
OPS4	To reduce number of staff in HR, OD and Communications and business support	140		118	Savings made elsewhere because the MTFS saving target was reallocated within the directorate.				
OPS5	Non Staffing	10		10	None required.				
ICT									
OPS6	Call tariff efficiency	40		25	Savings made from Software				
OPS7 Transform	Review non staff budgets for communications, supplies training and equipment	65		155	None required.				
OPS8	Staff restructure	60		22	Remainder of target met from Performance section of Legal.				
	Total Operational & Partnership Services	535		535					
CORPOR	ATE / COUNCIL WIDE								
CWD2	Reduction in other Corporate budgets including pay and price provision.	107		107	None required				
CWD4	Reduction in provision for Council Tax Reduction Scheme	300		300	None required				
	Total Corporate / Council Wide	407		407					
	GRAND TOTAL REDUCTIONS	5,852		4,012					
	REDUCTIONS SHORTFALL			1,840					
	REDUCTIONS SHOULT ALL			1,540					

 2,523
 2,583

 2,794
 1,527

 535
 1,742

 5,852
 5,852

69%



	Budget 2017-18					
BRIDGEND COUNTY BOROUGH COUNCIL	Expenditure Budget	Income Budget	Net Budget	Projected Outturn	Projected Variance Over/(under) budget	% Variance
	£000	£000	£000	£000	£000	
EDUCATION AND FAMILY SUPPORT						
School Delegated Budgets	109,011	(21,802)	87,209	87,209	0	0.0%
Learning	10,126	(3,159)	6,967	7,086	119	1.7%
Strategic Partnerships & Comm	24,682	(11,403)	13,279	13,015	(264)	-2.0%
Built Environment	5,378	(4,437)	941	920	(21)	-2.2%
TOTAL EDUCATION AND FAMILY SUPPORT	149,197	(40,801)	108,396	108,230	(166)	-0.2%
	110,101	(10,001)	100,000	700,200	(100)	01270
SOCIAL SERVICES AND WELLBEING DIRECTORATE	1					
Adult Social Care	57,145	(15,772)	41,373	42,254	881	2.1%
Sport, Play and Active Wellbeing	6,044	(873)	5,171	5,166	(5)	-0.1%
Safeguarding & Family Support	19,083	(818)	18,265	19,411	1,146	6.3%
TOTAL COOLAL CERVICES AND WELL BEING	00.070	(47.400)	04.000	00.004	2 222	0.40/
TOTAL SOCIAL SERVICES AND WELLBEING	82,272	(17,463)	64,809	66,831	2,022	3.1%
	1					
COMMUNITIES DIRECTORATE	4.000	(0.457)	0.005	2.025	240	7 40/
Regeneration & Development Street Scene	4,983 33,885	(2,157) (14,937)	2,825 18,948	3,035 18,851	210 (97)	7.4% -0.5%
Directorate Business Unit	446	(14,937)	446	426	(20)	-4.4%
Culture	284	(174)	110	135	25	22.8%
Property Services	3,965	(2,633)	1,333	1,203	(130)	-9.8%
Elections	133	-	133	133	0	0.0%
TOTAL COMMUNITIES	43,696	(19,902)	23,795	23,784	(12)	0.0%
	10,000	(10,002)	20,100	20,101	(/	01070
OPERATIONAL & PARTNERSHIP SERVICES DIRECTORATE	1					
Legal Services and Democratic Services	5,152	(542)	4,610	4,184	(426)	-9.2%
Regulatory Services	1,838	(403)	1,435	1,330	(105)	-7.3%
Transformation, Performance and Partnerships	560	(87)	473	462	(11)	-2.3%
ICT	4,989	(1,165)	3,823	4,137	314	8.2%
Human Resources	3,807	(346)	3,461	3,177	(284)	-8.2%
Housing and Homelessness	8,808	(7,251)	1,557	1,343	(214)	-13.7%
TOTAL OPERATIONAL & PARTNERSHIP SERVICES	25,154	(9,795)	15,359	14,633	(726)	-4.7%
				·		
Chief Executives						
Chief Executive	513	-	513	500	(13)	-2.5%
Finance	53,316	(50,221)	3,096	2,968	(128)	-4.1%
Internal Audit	313	-	313	283	(30)	-9.6%
TOTAL CHIEF EXECUTIVES	54,143	(50,221)	3,921	3,750	(171)	-4.4%
TOTAL DIRECTORATE BUDGETS	354,461	(138,181)	216,280	217,228	947	0.4%
	·			,		
Council Wide Budgets	42,700	(887)	41,813	36,477	(5,336)	-12.8%
Appropriations to / from Earmarked Reserves				3,144	3,144	0.0%
NET BRIDGEND CRC	207.464	(130.060)	259 002	256 040	(4.245)	_O 50/
NET BRIDGEND CBC	397,161	(139,068)	258,093	256,849	(1,245)	-0.5%

NB: Differences due to rounding of £000's



CAPITAL MONITORING TO END OF DECEMBER 2017

Main Scheme	Whole Scheme	_	New Approvals	Virement	Slippage to	Revised	Total Exp to	Projected	Over / (Under)	Comments
Φ	Budget*	(Council 20.12.17)			2018-19	Budget 2017- 18	date	Spend	spend	
37	£'000	£'000	£'000	£'000		£'000	£'000	£'000	£'000	
Education & Family Support										
Learning										
YSGOL BRYN CASTELL	96	96	-	-	-	96	10	96	-	Delegated Powers signed in early December for the urgent provision of new classrooms
PENYFAI PRIMARY	7,239	392	-	-	(357)	35	30	35	-	Scheme complete -outstanding payments expected
BRYNMENYN PRIMARY	8,360	7,010	-	-	-	7,010	5,990	7,010	-	Construction underway
GATEWAY TO THE VALLEYS SECONDARY SCHOOL	39,488	155	-	-	(150)	5	-	5		
COITY PRIMARY SCHOOL	8,560	77	-	-	-	77	(112)	77	-	Scheme complete - final account to be paid in current year
GARW VALLEY SOUTH PRIMARY PROVISION	10,800	8,327	-	-	-	8,327	3,590	8,327	-	Construction underway - awaiting a revised spend profile from QS
PENCOED PRIMARY GARW VALLEY PRIMARY HIGHWAYS	10,834	9,650 358	-	-	-	9,650 358	2,305	9,650 358		Construction underway - awaiting a revised spend profile from QS
PENCOED PRY SCH HIGHWAYS WORKS	370	332	-	30	-	362	229	362	-	Additional highways costs due to the hiring of temporary lights
BRYNMENYN SCHOOL HIGHWAYS WORK	807	807	_	- 30	_	807	353	807	-	Additional highways costs due to the hiring of temporary lights
OGMORE COMPREHENSIVE	4,120	59	-	-	-	59	(88)	59	-	Scheme complete - final account to be paid in current year
MINOR WORKS	505	505	-	(30)	(475)		-	-	-	Continue complete in the account to account of the continue contin
HERONSBRIDGE SCHOOL	300	280	-		_	280	214	280	 -	
EARLY YEARS CAPITAL	966	14	-	-	-	14	-	-	(14)	
SCHOOLS TRAFFIC SAFETY	500	319	-	-	(289)	30	21	30	\ /	Works planned in school summer holidays (July / August)
MAESTEG COMP HIGHWAYS	500	88	-	-	(80)	8	(6)	8		7 7 9 7
EDUCATION S106 SCHEMES	-	-	3	-	-` ′	3	3	3	-	Funded by S106
COMPLEX & MEDICAL NEEDS SCHOOLS	600	270	-	-	(100)	170	79	170		Works planned in school summer holidays (July / August)
TOTAL Learning	94,445	28,739	3	-	(1,451)	27,291	12,621	27,277	(14)	
Built Environment					1					
SOLAR PANELS CIVIC OFFICES	40	12	-	-	-	12	1	12		Completed as part of Civic Envelope Works - to be paid in current year
TOTAL Built Environment	40	12	-	•	-	12	1	12	-	
TOTAL Education & Family Support	94,485	28,751	3	0	-1,451	27,303	12,622	27,289	-14	
The state of the s	· ·	•					·	·		
Social Services and Wellbeing		_								
BRYNGARW HOUSE	-	-	-	-	-	-	1	-	-	Budget held centrally for Minor Works
MINOR WORKS	121	43	-	(43)		-	-	-	-	Minor works
MULTI AGENCY SAFEGUARDING HUB (MASH)	205		-	- 70	(105)	100	-	100	-	Scheme approved in Oct 17
BAKERS WAY MINOR WORKS	-	-	-	70	(65)		5	5	-	Regulatory refurbishment works at Bakers Way delayed until after summer holidays
CARE STANDARDS HARWOOD HOUSE	153 286		-	-	(100)	22 255	- 258	22 255		
EXTRA CARE FACILITIES	3,000	1,500	-	-	-	1,500	341	1,500		Scheme due to be completed in 2018 - awaiting profile of spend from contractor
MODERNISATION OF HOMECARE WORKFORCE	72	63	-	_	-	63	36	63	-	CONTRACTOR
BRIDGELINK	30		-	-	-	30	-	30		
SPORTS FACILITIES	63		23	-	-	23	19	23		Payment for all weather pitch funded from an Escrow
TOTAL Social Services & Wellbeing	3,930	2,218		27	(270)		660	1,998		
			•							
Communities Street Scene										
Communities Street Scene PLAYGROUND FFORDD YR EGLWYS	75		-	-	-	25	-	25		Remainder of budget held for post contract work and remedials
Communities Street Scene PLAYGROUND FFORDD YR EGLWYS PARKS PAVILIONS	1,011	111			-	111	(14)	111	-	
Communities Street Scene PLAYGROUND FFORDD YR EGLWYS PARKS PAVILIONS PORTHCAWL TOWN SEA DEFENCE	1,011 3,548	2,094	-	-	- (1,072)	111	(14) 89	111 1,022	-	Remainder of budget held for post contract work and remedials Contract has been awarded - awaiting update on spend from contractor by end of January
Communities Street Scene PLAYGROUND FFORDD YR EGLWYS PARKS PAVILIONS	1,011	111 2,094 280	-	-	-	111 1,022 280	(14)	111	-	Contract has been awarded - awaiting update on spend from contractor

<u>Main Scheme</u>	Whole Scheme Budget*	Budget 17-18 (Council 20.12.17) £'000	New Approvals	Virement £'000	Slippage to 2018-19	Revised Budget 2017- 18 £'000	Total Exp to date	Projected Spend £'000	Over / (Under) spend £'000	Comments
C IYI L PARKING ENFORCEMENT CAR	68		-	£ 000 -	(68)		-	- 2 000	-	Vehicle will be purchased after the appointment of a Civil Parking
a					(==/					Enforcement Officer (interviews taking place shortly)
SOFE ROUTES TO SCHOOL	786	711	75	-	-	786	167	786	-	Works have commenced. An additional £75k Safe Routes in
ROAD SAFETY SCHEMES	241	115	_	(10)		105	44	105	_	Communities WG grant
HCHWAYS STRUCTURES	200		-	- (10)	-	200	18	200	-	Anticipated start date Jan 18 for completion by end of financial year
HIGHWAYS MAINTENANCE	250		-	-	-	250	227	250	-	Schemes currently ongoing
A48 WATERTON TO LALESTON	100		100	-	-	100	-	100	-	WG Local Transport Fund Grant (Road Safety Capital)
PUBLIC RIGHTS OF WAY	40	1.7	-	-	-	40	15	40	-	
CARRIAGE RECONSTRUCTION ATN ROUTE 2	7,885		-	-	-	-	(17)	-	-	Final retentions due in current year
A48-A473 LINK RD	-	-	-	-	-	-	(2)	-	-	
METRO NATIONAL CYCLE NETWORK	421		-	-	_	421	5	421	-	Starting on site in January
REPLACEMENT OF STREET LIGHTING	500		-	-	-	500	75	500	-	
BRIDGE STRENGTHENING A4061	2,450	340	-	-	-	340	124	340	-	Investigations and design ongoing
COMMUNITIES MINOR WORKS	205		-	10	-	210	16	210	-	
RIVER PROTECTION MEASURES	203	203	-	-	-	203	39	203	-	One scheme complete. Further design and tender documents being
DETAINING WALL DEDLAGENER DETTAG	4==				(400)		2:			prepared for others
RETAINING WALL REPLACEMENT BETTWS	175	175	-	-	(100)	75	21	75	-	Design complete, carrying out consultation prior to tender and construction
RESIDENTS PARKING BRIDGEND TOWN CENTRE	130	128	-	-	(128)	-	-	-	-	Able to progress when resources are available
COITY BY PASS/PARC DERWEN	-	-	-	-	-	-	4	4	4	
FLEET VEHICLES	500		-	-	(500)	-	2	-	-	Fleet replacement plan being drawn up - unlikely vehicles will be delivered this financial year
RELOCATE RECYCLING CENTRE	1,328		-	-	-	2	-	2	-	Scheme at planning application stage
HEOL SIMONSTONE/COYCHURCH ROAD	297	33	-	-	-	33	-	33	-	
S106 HIGHWAYS SMALL SCHEMES TOTAL Streetscene	20,869		23 198	-	(1,978)	100 4,808	91 1,165	100 4,812	- 4	S106 monies received for pedestrian crossing facilities
Regeneration & Development BRIDGEND BUSINESS SUPPORT NETWORK	120		-	10	-	130	101	130	-	
PORTHCAWL RESORT INVESTMENT FOCUS	168		-	-	-	168	36	168	-	
EU CONVERGENCE SRF BUDGET	90		-	(10)	(80)	- 0.500	-	- 0.500	-	
PURCHASE OF SALT LAKE CAR PARK, PORTHCAWL	3,509	·	-	-	-	3,509	-	3,509	-	Purchase of land at Salt Lake Car Park in Porthcawl approved in Dec 17
TOWN & COMMUNITY COUNCIL FUND NANTYMOEL COMMUNITY FACILITIES	214 200		-	-	(164)	50	36	50	-	Depart want to Cabinat in New 47 to extend the deadline to 24 May 40 fee
			-	-	(200)	-	•	-	-	Report went to Cabinet in Nov 17 to extend the deadline to 31 Mar 19 for the budget to be spent
BRIDGEND TOWNSCAPE HERITAGE	2,380		(18)	-	(7)	390	263	390	-	WO want for viraling was jest in Bouth coul
PORTHCAWL TOWNSCAPE HERITAGE TOTAL Regeneration & Development	1,007 7,688		58 40	-	(451)	283 4,530	211 647	283 4,530		WG grant for pipeline project in Porthcawl
TOTAL Regeneration & Development	7,000	7,071	40		(+01)	4,550	047	4,550		
Property								1		
SCIENCE PARK DRAINAGE UPGRADING INDUSTRIAL ESTATES	200		-	-	(170)	30	4	30	t e	Contract out to tender next financial year
BRIDGEND MARKET	40 20		-	-	-	17 19	- 11	17 19	-	
DDA WORKS	34		-	171	<u> </u>	171	26	171	-	Budget held centrally for Minor Works
DDA WORKS AT CIVIC OFFICES	120		-	-	-	120	26	120	-	All building works complete at Civic with lift complete by end of Feb
MINOR WORKS	1,288		-	(379)	(75)		319	728	-	Budget held centrally for Minor Works. Some spend incurred on revenue cost centres and transferred at year-end
MAESTEG TOWN HALL	-	-	-	-		-	(2)	-		Retention payment for roof at Maesteg Town Hall to be paid this year
FIRE PRECAUTIONS MINOR WORKS	222		-	181	-	181	56	181	-	
BRYNCETHIN DEPOT FACILITIES	4,316	100	-	-	400	500	143	500	-	The project board is currently reviewing the proposals for this scheme
CIVIC OFFICE ENVELOPE	2,545		-	-	-	1,012	848	952		Scheme scheduled to be completed this financial year
Total Property	8,785	2,650	-	(27)	155	2,778	1,431	2,718	(60)	
TOTAL Communities	37,342	14,179	238	-27	-2,274	12,116	3,243	12,060	-56	
Housing/Homelessness										
BRYNMENYN HOMELESSNESS UNIT	120	120	-	-	-	120	-	120	-	Scheme approved in Oct 17 - BCBC met with builders in Jan and a more reliable projection will be known in Feb

Main Scheme	Whole Scheme Budget*	(Council 20.12.17)	New Approvals	Virement	Slippage to 2018-19	Revised Budget 2017- 18	Total Exp to date	Projected Spend	Over / (Under) spend	Comments
	£'000	£'000	£'000	£'000		£'000	£'000	£'000	£'000	
TARGET HARDENING GRANTS	-	-	-	-	-	-	3	-	-	Budget included above
HOUSING RENEWAL AREA	100	100	-	-	-	100	76	100		Budget included above
EMPTY HOMES GRANTS	-	-	-	-	-	-	89	-		Budget included above
COMFORT SAFE & SECURITY GRANTS	-	-	-	-	-	-	6	-		Budget included above
EMBRGENCY REPAIR LIFETIME GRANT	-	-	-	-	-	-	30	-	-	Budget included above
EMBLE-SUPPORT FOR INDEPENDENT LIVING GRANT	-	-	170	-	-	170	75	170	-	WG Enable Grant
HOMES IN TOWN GRANT	-	-	-	-	-	-	168	-	-	Budget included above
TOTAL Housing/Homelessness	3,492	3,492	170	-	(500)	3,162	1,758	3,162	-	
ICT LAPTOP REPLACEMENT	250	250	- 1	- 1	-	250	-	250	-	Projected to spend this financial year
COMPUTER EQUIPMENT	360	360	 			360	- (1)	360	-	Scheme approved in Oct 17 and projected to spend this financial year
ICT DATA STORAGE	400	400	-	-	-	400	400	400	-	Scheme approved in Oct 17 and projected to spend this financial year
DIGITAL MEETING SPACES	150	150	-	-		150	-	150		Scheme approved in Oct 17 and projected to spend this financial year
DIGITAL TRANSFORMATION	1,000	70	-	-		70	70	70		Scheme approved in Oct 17 and projected to spend this initialicial year
TOTAL ICT	2,160	1,230	-	-	-	1,230	469	1,230	-	
TOTALICI	2,100	1,200				1,200	703	1,200		
Legal & Regulatory Services										
PURCHASE OF MAYORS CAR	23	23	-	-	-	23	-	23	-	Car being delivered in January
Total Legal & Regulatory Services	23	23	-	-	-	23	-	23	-	
TOTAL Operational & Partnership Services	5,675	4,745	170	0	-500	4,415	2,227	4,415	0	
GRAND TOTAL	141,432	49,893	434	-	(4,495)	45,832	18,752	45,762	(70)	

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TOTAL MOVEMENT ON EARMARKED RESERVES AS AT 31 DECEMBER 2017

1	Corporate Reserves:- Capital Programme Contribution	Additions/ Reclassification £'000	Drawdown	
1	•		£'000	£'000
11,380	Capital Programme Contribution			
	o aprilant i o grammino o o commo amorti	889	(466)	11,803
	Major Claims Reserve	62	-	8,513
	Service Reconfiguration	-	(119)	7,984
2,335	Insurance Reserve	-	-	2,335
	Digital Transformation	-	(232)	1,704
	Change Management	-	(331)	1,257
	ICT & Finance Systems	276	(13)	1,531
1,262	Asset Management Plan	-	(148)	1,114
-	Corporate Pressures Contingency	1,000	-	1,000
1,000	MTFS Budget Contingency	-	(200)	800
718	Building Maintenance Reserve	30	-	748
500	Welfare Reform Bill	-	-	500
	Capital Feasibility Fund	102	(36)	315
182	DDA Emergency Works	-	(38)	144
138	Property Disposal Strategy	5	(58)	85
146	Public Realm	-	(63)	83
4	Waste Management Contract	-	(4)	-
39,260	Total Corporate Reserves	2,364	(1,708)	39,916
	Directorate Reserves:-			
1,036	Looked After Children	-	(62)	974
	Wellbeing Projects	-	(129)	751
651	Directorate Issues	821	(48)	1,424
175	Car Parking Strategy	(175)	-	-
-	City Deal Reserve	598	-	598
431	School Projects Reserve	-	(24)	407
250	Property Reserve	-	(16)	234
250	Porthcawl Regeneration	80	-	330
250	Waste Awareness Reserve	-	(72)	178
171	Safe Routes to Schools	-	(61)	110
-	Chief Executive Partnership Reserve	97	-	97
	Donations Reserve Account	3	-	53
	Human Resources Reserve	-	(10)	15
20	Local Development Plan IT System	-	- ()	20
	Webcasting Reserve	_	(4)	2
	Partnership Reserve	(66)	(¬)	_
	Community Safety Reserve	(31)		_
	Total Directorate Reserves	1,327	(426)	5,193

Opening Balance 1 April 2017	Reserve	Movement as at	Closing Balance 31 December 2017	
£'000		Additions/ Reclassification £'000	Drawdown £'000	£'000
	Equalisation & Grant Reserves:-			
832	Highways Reserve	52	(125)	759
841	IFRS Grants	-	(326)	515
533	Special Regeneration Fund	-	(30)	503
201	Election Costs	-	(173)	28
196	Local Development Plan	-	1	196
174	Civil Parking Enforcement	-	1	174
15	Building Control Reserve	-	-	15
2,792	Equalisation & Grant Reserves	52	(654)	2,190
46,344	TOTAL RESERVES	3,743	(2,788)	47,299

BRIDGEND COUNTY BOROUGH COUNCIL

CABINET

30 JANUARY 2018

REPORT OF THE CORPORATE DIRECTOR COMMUNITIES AND INTERIM HEAD OF FINANCE.

RE-DEVELOPMENT OF MAESTEG TOWN HALL

1. Purpose of Report

- 1.1 To provide an update on the Maesteg Town Hall Project and obtain approval from Cabinet to present a report to Council proposing a revision to the capital programme for 2017-18 to 2026 27.
- 2. Connection to Corporate Improvement Plan / Other Corporate Priority.
- 2.1 This report supports the following corporate priorities:
 - Supporting a successful local economy
 - Smarter use of resources
 - Working together to improve lives

3. Background

- 3.1 A report on the proposed restoration and redevelopment of Maesteg Town Hall was presented to Cabinet on 4th October 2016. This is an update to that report and sets out the further project development work that has been undertaken and the current position in terms of project cost and funding.
- 3.2 Following the transfer of management of the Town Hall to Awen Cultural Trust in 2015, the Council and Awen commissioned initial feasibility work for the restoration and renovation of the building, and creation of a modern, multi-purpose culture and arts venue. Part of the proposal included the provision of a new library in the lower ground floor of the building and the closure of the indoor market, with opportunities for traders to relocate in to the new outdoor market. The development concept was the subject of extensive public consultation.
- 3.3 The initial feasibility and concept design informed an expression of interest (EOI) made to Welsh Government (WG) under its Building for the Future programme (B4F), which is supported by European funding. The scheme proposal was prioritised by WG as one of 7 projects in south east Wales, and a full business case for the project is now required. The initial feasibility work and concept design also informed the submission of a stage 1 bid to Heritage Lottery in November 2017, a decision on which is expected at the end of February 2018.
- 4. Current situation / proposal.

4.1 Project Update

- 4.1.1 The full business case to Welsh Government for B4F requires more detailed information on the project, taking it from concept, to more developed design and costing, underpinned by investigation and survey work. Mace Group was commissioned in August 2017 to develop the design concept and provide more accurate cost estimates for the project.
- 4.1.2 This work is ongoing and has identified the need for significant repair and restoration to be undertaken to secure the future of the building. Earlier proposals for enhancing the first floor auditorium and creating a modern and flexible library space within the existing market hall have been developed further. Other aspects of the design, such as an extension to provide new access, circulation and commercial facilities (cafe, bar), and a modern studio to increase commercial opportunities, are being assessed in the context of feasibility, cost and budget.
- 4.1.3 Following the previous decision to incorporate a new library facility in the lower ground floor of the building, discussions have been ongoing with indoor market tenants to provide alternative accommodation in the new outdoor market. All bar one of the indoor traders has chosen to relocate to the outdoor units. The remaining trader has also been offered a unit in the outdoor market when their existing lease expires in April. Partnership work with the market traders is ongoing in relation to the project itself and opportunities for marketing and promotion of the market.

4.2 Project Cost and Funding

- 4.2.1 The detailed feasibility work is scheduled for completion by March, and will include an updated project cost estimate. The scheme is anticipated to cost £5–6 million inclusive of fees and professional services. The increase over the original estimate (£4–5 million) reflects the more detailed design work and engineering analysis undertaken since, and will be further refined by the ongoing work. However, until tenders are received, the cost estimate will remain indicative, albeit informed by design and feasibility work carried out to date. A further report will be presented to cabinet when the feasibility work and cost plan have been completed.
- 4.2.2 The current funding package for the capital project is complex and includes a number of potential funding sources, as set out below:

Source	Amount (£) Capital	Amount (£) Revenue
Building for the Future (WG and EU)	2,860,000	Revende
Heritage Lottery	508,000	96,800
Awen Cultural Trust (external funding	500,000	
bids)		
BCBC Capital Programme	500,000	
BCBC – Ewenny Road capital receipt	800,000	
BCBC – fees (to date/current)		207,000
Total	5,168,000	303,800

Funding sources:

Building for the Future

A funding bid will be submitted to Welsh Government (WG) by March/April 2018. WG have confirmed that the maximum available grant is £2.86 million.

Heritage Lottery

A stage 1 bid was resubmitted in November 2017, following an unsuccessful bid earlier in the year. A decision is expected in February. If approved, Heritage Lottery will release £96,800 of grant funding to enable further detailed design work and remaining surveys to be undertaken prior to the second stage submission later in 2018.

Awen

Awen has indicated that it will commit to sourcing charitable contributions to match fund £500,000 towards the project cost through external grant that will require funding bids.

BCBC

The Council has agreed previously to allocate £500,000 from its capital programme towards the project.

Cabinet has also resolved (10th May 2016) to ring fence £800,000 of the anticipated receipt from the sale of land at Ewenny Road for regeneration in the Llynfi Valley. In order to provide the required funding assurances to Welsh Government and Heritage Lottery at bidding stage, this commitment will need to be made specific to the Maesteg Town Hall project. In addition, it will be necessary for the local authority to underwrite the receipt to meet programme milestones. The land at Ewenny Road was originally bought with a grant from Welsh Government, Welsh Government have confirmed that they would not wish to clawback the original grant value. The financial implications are set out in more detail in section 7 of this report.

The £207,000 for fees (to date) is covered by a combination of secured corporate feasibility funding and Special Regeneration Fund revenue allocations. Further fees will be necessary to complete the final detailed design stage and the full suite of additional survey and investigative work that will be necessary to satisfy planning and enable tenders to be invited. The estimated cost of these is £175,000 and has been incorporated in to the above capital budget allocation. To avoid the Council incurring potentially abortive further expenditure, these fees would not be committed until conditional approvals are received from Heritage Lottery and Welsh Government.

Timetable and Next Steps

- 4.2.3 The completion of the current consultancy work in March will allow for development of the business case for submission to Welsh Government in spring this year. Prior to that, a decision is expected from Heritage Lottery in response to the stage 1 bid. If that is successful, a stage 2 bid will be submitted in Autumn 2018.
- 4.2.4 There will be a requirement for a partnership agreement to be drawn up between the Council and Awen covering project delivery, project risks and financial and

- management arrangements for the contract and the Town Hall. It is not clear at this stage when this will be required by Welsh Government and Heritage Lottery.
- 4.2.5 The Council will continue to liaise with the remaining indoor market tenant on the opportunity for taking up a stall in the outdoor market. However, formal steps have been taken to bring the tenancy to an end if this offer is declined.
- 4.2.6 Assuming that all funding is secured, as currently planned and programmed, procurement is envisaged to start by summer 2019, with commencement on site early in 2020. The provisional works contract is expected to take approximately 16 months.

Key interim milestones

HLF Stage 1 determination	Feb 2018
ERDF Business Case submission to WG	March / April
	2018
ERDF determination in principle	July 2018
Appointment of final design and technical stage	Sept 2018
Planning application submission	December 2018
HLF Stage 2 submission	February 2019
HLF final funding decision	May 2019
Invitation of tenders for works contract	June 2019
Appointment of contractor and temporary	October 2019
closure of town hall	
Commencement of works on site	January 2020

5. Effect upon Policy Framework & Procedure Rules

5.1 None

6 Equality Impact Assessment

6.1 Screening has highlighted that no issues arise as a result of this report. The proposed scheme will develop full disabled access to the Town Hall for the first time.

7. Financial Implications.

- 7.1 See Section 4.2. A critical part of the funding package is the use of a capital receipt from the disposal of the land at Ewenny Road which is yet to happen. It is therefore unsecured and would require explicit agreement by Cabinet for it to be used for the Maesteg Town Hall project.
- 7.2 Secured match funding for the project will be a requirement for WG and Heritage Lottery Fund (HLF) prior to final grant approvals being issued. The Council would therefore need to ensure that the sale transaction is complete prior to May 2019 using the projected milestones above. Given the external funding programmes and anticipated timescales for completion of the sale, this will not be achievable. Furthermore, the receipt from the land at Ewenny Road will come in to the Council as staged payments and the Council will not be in possession of the full amount

prior to the intended commencement of the Town Hall restoration and redevelopment contract. Cabinet will therefore need to consider and recommend that Council amends its capital programme to incorporate this.

- 7.3 The Stage 1 Heritage Lottery bid is being considered by the HLF Finance Panel at the end of February 2018. HF has indicated that the prospect of a positive decision would be enhanced if the Council were able to confirm its commitment to the project match funding prior to the panel meeting.
- 7.4 Discussions with the prospective purchaser of land at Ewenny Road are at an advanced stage but until sale of the site is secured there remains a risk to the Council. In the event that the existing negotiations fail to result in a sale, the Council will re-market the site.
- 7.5 WG and HLF funding is currently unsecured. See table in 4.2.6 for anticipated timescales for funding decisions.
- 7.6 There is a commitment from Awen Cultural Trust to source charitable grant contributions towards the overall project cost to the value of £500,000. These funds are currently unsecured.
- 7.7 Cabinet should note that no capital works will be carried out or capital expenditure incurred until the external funding position has been finalised in line with the Council's financial procedure rules. However, to meet the requirement of funders at business plan stage, the Council will need to demonstrate that it has the means to deliver the project.
- 7.8 The finalised project cost estimate will not be known until the current feasibility, design and survey work is completed in March 2018, following this a further report will be submitted to Cabinet on cost and budget.

8. Recommendations

8.1 Cabinet is requested to:

Recommend obtaining approval from Council for an increased capital budget of £5.186 million for the proposed redevelopment of Maesteg Town Hall, which includes an additional £800,000 of capital receipts, generated either by the sale of the land at Ewenny Road, or general capital receipts, in the event that the Ewenny Road receipt fails to materialise or is lower than the anticipated receipt together with revised funding from external sources.

MARK SHEPHARD Corporate Director - Communities

GILL LEWIS
Interim Head of Finance and Section 151 Officer

22nd January 2018

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11. Background documents

Report to Cabinet: 4th October 2016
 Report to Cabinet: 10th May 2016
 Report to Cabinet: 9th February 2010

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

REPORT OF THE CORPORATE DIRECTOR - COMMUNITIES

30 JANUARY 2018

CROESTY PRIMARY SCHOOL & PENCOED COMPREHENSIVE SCHOOL - SAFE ROUTES IN COMMUNITIES SCHEME EXPENDITURE INCREASE

- 1. Purpose of Report.
- 1.1 The purpose of the report is to:
 - request Cabinet approval to increase the contract expenditure for Phase 2 of the Croesty Primary and Pencoed Comprehensive School capital scheme which is being funded by the Welsh Government's Safe Routes in Communities programme; and
 - b) seek a waiver under Contract Procedure Rule 3.2.5 from the requirement to obtain quotes or tenders for the above to allow the extension of the contract with the current contractor.
- 2. Connection to Corporate Improvement Objectives / Other Corporate Priorities
- 2.1 The development of active travel routes, in particular routes which connect to key destinations such as education or employment facilities, can contribute to the achievement of the following corporate improvement priorities and their supporting aims identified in the 2017-18 update to the Corporate Plan (2016-2020):
 - Priority One Supporting a successful economy:
 - To create conditions for growth and enterprise; and
 - To create successful town centres
 - Priority Three Smarter Use of Resources:
 - To make the most of our physical assets, including school buildings
- 2.2 The creation of a network of walking and cycling routes within the County Borough will assist the Council in meeting its obligations under the Well-being of Future Generations Act, and will also contribute towards addressing priority issues such as childhood obesity and mental wellbeing, encouraging and promoting life-long physical activity and promoting low-cost and accessible activities such as walking and cycling.
- 2.3 The continuous improvement and provision of facilities for pedestrians and cyclists required by the Act will contribute to the development of the cycle route network in the County Borough. It is also a major element in the Council's Local Transport Plan, Walking and Cycling Strategy, and the Rights of Way Improvement Plan (RoWIP).

3. Background.

3.1 In March 2017, the Council was allocated funding of £600,000 to deliver, within the 2017/18 financial year, Phase 2 of a scheme to enhance walking and cycling routes to Croesty Primary School and Pencoed Comprehensive School in Pencoed. A mini-competition tender exercise was carried out in September 2017, and the contract was awarded to the lowest tenderer, Alun Griffiths (Contractors) Limited, for the tender offer in the sum of £434,425.59 on the 3rd October 2017. The remaining funding will cover costs and professional fees in respect of supervision, design amendments, surveys, scheme monitoring, contract variation and contingency.

4. Current Situation / Proposal.

- 4.1 On 30th November 2017, an email was received from the Welsh Government's Active Travel Delivery Manager which included a request for an update on scheme progress, and indicated the possibility of additional in-year funding allocations becoming available to deliver further elements of the scheme if suitable works could be identified.
- 4.2 Following internal discussions, a proposal that would enable advanced works to deliver sections of a potential Phase 3 of the scheme was submitted to Welsh Government via email on the 7th December 2017, with an estimated cost of £75,000 including works and professional fees.
- 4.3 Confirmation that the additional funding award of £75,000 had been approved by the Cabinet Secretary for Economy and Infrastructure was provided by the Active Travel Delivery Manager on 15th December 2017, and a formal revised funding award letter was received on 18th December 2017 which confirmed the revised funding amount available for the scheme as £675,000.
- 4.4 It is anticipated that the additional works will be undertaken by the contractor currently on site and delivering the scheme. However, prior to approving an additional spend greater than 10% of the original contract value, it is necessary to secure Cabinet approval.

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 Assessment (EIA) screening form for the scheme has been completed previously and a copy of the screening form has been included as a background document.

7. Financial Implications.

7.1 It is anticipated that the full costs of the original scheme and the additional works identified, including any further cost increases that may occur as a result of issues encountered on site, will be deliverable within the revised funding allocation of £675,000, subject to the submission and approval of an acceptable quotation to undertake the additional works being submitted by Alun Griffiths (Contractors) Limited.

8. Recommendation.

- 8.1 It is recommended that Cabinet:
 - (a) approve the additional expenditure on the scheme;
 - (b) authorise a waiver under Contract Procedure Rule 3.2.5 from the requirement to obtain quotes or tenders for the above to allow the extension of the contract with the current contractor.

MARK SHEPHARD CORPORATE DIRECTOR - COMMUNITIES

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BRIDGEND, CF31 4WB

Background documents:

Equalities Impact Assessment Scoping Report



BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE CORPORATE DIRECTOR, SOCIAL SERVICES AND WELLBEING

CHILDREN'S SOCIAL CARE - UNIVERSITY FEES

1.0 Purpose of Report

- 1.1 To inform Cabinet of the review that is underway in relation to financial support provided to care leavers with university fees and associated costs.
- 1.2 To seek approval to formally consult on the proposed three financial options to support care leavers attending University.

2.0 Connection to Corporate Plan

- 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.

Plus the following background document:

Medium Term Financial Strategy (MTFS)

3.0 Background

- 3.1 The Authority has for many years provided young people who were previously looked after children with financial assistance, to attend university and higher education courses. This financial support has enabled young people to meet the costs of term time and vacation accommodation, pay for tuition fees and receive weekly maintenance payments.
- 3.2 Such assistance has been provided to young people in the absence of an agreed and ratified policy and there is currently no identified budget from which this financial support can be drawn from. To date it has come out of the care leavers generic support budget.
- 3.3 In the absence of a financial formula there is no guarantee of consistency of practice or equity of the financial support provided to individuals.
- 3.4 In November 2013, Welsh Government commissioned a Review of Higher Education Funding and Student Finance Arrangements in Wales. The Review, chaired by Professor Sir Ian Diamond, ran from April 2014 to September 2016. On 27 September 2016, the Cabinet Secretary for Education published the Review Panel's final report which proposes a costed package of recommendations for the future funding of higher education in Wales. Welsh Government has accepted these

- recommendations and plans to start implementing them in the next academic year. (2018/19) This report is also written in light of these recommendations.
- 3.5 The Authority is currently supporting nine care leavers to attend university, and have identified that over the next three years this number is likely to increase. This is very positive and, as Corporate Parents who want to achieve the best outcomes for our young people, it is recognised that there is a need to devise a policy that ensures appropriate levels of financial support, fairness and consistency.
- 3.6 The Social Services and Well Being (Wales) Act 2014, (SSWBA), lays down the Authority's responsibilities with regards to care leavers over the age of 18 who wish to continue their education and sets out what financial assistance the Authority must provide. This will be the basis from which the policy is developed.
- 3.7 In her Hidden Ambitions spotlight report published in February 2017, the Children's Commissioner for Wales, Sally Holland, asks local and national government to pledge their support to realising the ambitions of young people leaving care. The Commissioner wants to ensure that young people leaving care have the same expectations in terms of care and support as their peers and to have an education that helps them to fulfil their potential. To show commitment to children and young people who have been in care, Welsh Government wants to guarantee financial support for care leavers going onto higher education.

4.0 Current position/ proposal

- 4.1 Currently the Authority pays for each student's term time (approximately £5,532 per year) and holiday time accommodation costs, the shortfall of their tuition fees that is not covered by the Tuition Fee Grant (£3,900 per year based on 16/17 rates), and a weekly maintenance payment during both term and non-term time (as students are not eligible for any government benefits during non-term time) Approximately £4,138 per year). This equates to an average payment of £13,570 per year per student. Most students complete three years of study.
- 4.2 Individual annual payments vary as each student will have different accommodation costs/maintenance requirements depending on where they stay during term time and within the holiday period. The types of arrangements individuals opt for include halls of residence, shared housing, independent living and supported lodgings for example.
- 4.3 The financial assistance currently provided to students by the Authority is in addition to the grants and loans available to all young people attending such education provisions.
- 4.4 Independently of the Authority, each student is currently in receipt of a Tuition Fee Grant (£5,100 per year) and a Welsh Government Learning Grant (WGLG) (£5,161 per year). This is standardised. Students are supported by their Personal Advisor or Social Worker to ensure that these grants are applied for. They do not need to be paid back by the student.
- 4.5 Within the SSWBA, it is clear that the responsible authority must provide to any young person pursuing higher education, a higher education bursary of £2,000 and provide suitable vacation accommodation, or pay the young person enough to

- secure vacation accommodation. Currently the Authority is not making a specific bursary payment.
- 4.6 The financial support currently provided to care leavers attending university varies greatly amongst local authorities (see **Appendix A**). There is no consistency between local authorities and so it is difficult to use other local authorities for bench marking purposes.
- 4.7 Those young people who are already in University continue to receive support as per our current arrangements as outlined in the table below:

BCBC Current Position

Annual Costs	Paid by BCBC	Paid by Student
Tuition Fees top up (as per 16/17)	£3,900	Nil
Accommodation Costs (term time)		
*assumed average	£5,532	Nil
Weekly maintenance (term time)	£4,138	Nil
Bursary	£0	Nil
Total	£13,570	Nil

Proposals

- 4.8 Commencing at the start of the next academic year (2018/19) Welsh Government will no longer be providing students with Tuition Fee Grants. Instead students will be able to apply for a Tuition Fee Loan to cover the total amount of their fees each year which they will have to pay back once earning over an agreed amount.
- 4.9 Welsh Government will provide all students with a minimum £1,000 non means tested Maintenance Grant. Care leavers will be entitled to the highest level of this Grant; £8,100 per year from Welsh Government and the option of a £900 loan to provide up to £9,000 for maintenance. Note that these figures are for outside of London.
- 4.10 This report proposes three alternative options to the current position. Each proposal has been carefully considered and would not compromise individuals but would enable the Authority to support them in their further education and subsequent independence and in the same way as responsible parents would ordinarily do. All three options will be consistent in ensuring that the Authority is compliant with the SSWBA in that it funds vacation time accommodation and provides each student with a bursary payment as a minimum. The different options proposed vary in what is provided to each student in addition to this minimum requirement.
- 4.11 All students will be supported to apply for the means tested Living Costs Grant which is currently £8,100 all care leavers will be eligible for the full amount. All students will be supported to apply for the £900 loan should they require it.
- 4.12 All students will be supported to apply for a Tuition Fee (repayable) Loan of up to £9,000 which pays for their tuition fees in full if it is a proposal in the chosen option.

- 4.13 As stipulated in the SSWBA, the Authority will provide every student with a bursary of £2,000 which will be paid in three equal instalments at each completed year end. This will be an additional cost to the Authority and so will be factored into the proposed options below.
- 4.14 The Authority will continue to pay vacation accommodation costs. This will not be factored into the options below as it presents no additional costs or savings to the Authority and has to be paid.
- 4.15 Any additional maintenance / discretionary payments made to individuals will be based on an individual assessed need basis and as such are not factored into the three options proposed.

Options

4.16 **Option 1**

- Student pays accommodation costs during term time through loans/grants (see para 4.9).
- Authority funds tuition fee of £9,000 instead of the student applying for the loan

Risk

The risk in not assisting with term time accommodation costs is that in some cases a guarantor may be required or upfront payment of rent. Where this scenario arises the student will be provided with the option to use some of the £9,000 to secure and part-finance their term time accommodation. The student will then need to pay the top up for tuition fees and any remaining accommodation costs through loans. This creates an additional risk on non-payment. This does not encourage the student to financially invest in their future.

Benefit

By ensuring the full tuition cost is paid the student secures their university place. This option would ensure equity as each student would receive an equal amount of funding.

Option 1

Annual Costs	Paid by BCBC	Paid by Student
Tuition Fees	£9000*	Nil
Accommodation Costs (term time)	£0	£5532
*assumed average		
Bursary	£667	
Total	£9667	£5532

^{* £9,000} applies to Welsh Universities and would be £9,250 for outside of Wales.

4.17 **Option 2**

- The Authority does not contribute towards either tuition fees or term time accommodation costs.
- Fees are funded from the Tuition Fee Loan. This would be paid directly to the .University from Welsh Government.

Student maximises maintenance loans to pay for accommodation costs and daily living

Risk

The risk of not providing any financial support for higher education above the statutory requirements is the student cannot manage financially whilst at university. Not providing term time accommodation costs may cause issues as a guarantor maybe required for private accommodation.

All financial responsibility would be on the student.

It may lead to lots of applications for discretionary payments.

This does not fit with the ethos of supporting care leavers in higher education.

Benefit

Minimum cost to the Authority unless any discretionary payments made exceed top up tuition fees or accommodation costs.

Option 2

Annual Costs	Paid by BCBC	Paid by Student
Tuition Fees	£0	£9,000*
Accommodation Costs (term time)	£0	£5,532
*assumed average		
Bursary	£667	
Total	£667	£14,532

^{* £9,000} applies to Welsh Universities and would be £9,250 for outside of Wales.

4.18 Option 3 (Preferred option)

- The Authority pays weekly incentive for 40 weeks (e.g. £25 per week)
- Student funds tuition fee of £9000 from Tuition Fee Loan
- Student funds accommodation and maintenance costs from Living Costs Grant.

Risk

The risk of not providing full financial support for higher education is that the student may not manage financially whilst at university.

Not providing term time accommodation costs may cause issues as a guarantor maybe required for private accommodation.

All financial responsibility would be on the student.

Benefit

The student will benefit from the weekly incentive payment in addition to the loans and grants available to them.

The Bursary (one third of £2000) will be provided at the completion of each academic year to support the student over summer vacation from university.

The incentive payment can be made weekly or monthly to support the student.

Option 3

	Paid by BCBC	Paid by Student
Annual Costs	-	_
Tuition Fees		£9000*
Accommodation Costs (term time)		
*assumed average		£5532
40 Week incentive payment	£1000	
Bursary	£667	
Total	£1667	£14532

^{* £9,000} applies to Welsh Universities and would be £9,250 for outside of Wales.

Next Steps

4.19 Cabinet is recommended to consider the information in this report and agree to proceed to 12 week consultation with young people who are currently in higher education and those who are about to take up higher education opportunities. This will involve focus groups, face to face and written communication to ensure that the proposed options are fully explored by those involved.

5.0 Effect upon Policy Framework and Procedure Rules

5.1 There is no impact on the policy framework and procedure rules.

6.0 Equality Impact Assessment

- 6.1 An EIA screening has been completed which shows there will be an impact on a small group of young people. When the consultation has been completed and the policy has been finalised, the EIA screening will be revisited to assess the impact and decide if a full EIA is needed.
- 6.2 Appropriate consultation will be arranged ensuring that relevant policies are applied throughout the process.

7.0 Financial Implications

7.1 These are detailed in paragraphs 4.16, 4.17 and 4.18 above. The financial implications of the three options are summarised below:

	Current		Opti	on 1	Opt	ion 2	Option 3	
Costs	всвс	Paid by Student	•	Paid by Student	_	Paid by Student	_	Paid by Student
Tuition Fees top up	£3,900	Nil	£9,000*	£0	£0	£9,000*	£0	£9,000*
Accommoda tion Costs (term time)	£5,532	Nil	£0	£5,532	£	£5,532	£0	£5,532
Incentive Payment							£1,000	
Bursary			£667	£0	£667	£0	£667	£0
Weekly Maintenance	£4,138							
Total	£13,570	Nil	£9,667	£5,532	£667	£14,532	£1,667	£14,532

^{* £9,000} applies to Welsh Universities and would be £9,250 for outside of Wales.

- 7.2 To date students have been in receipt of approximately £18,670 per year made up of grants and contributions from the Local Authority. Under the preferred option, option 3, the student will be in receipt of £18,000 funded from loans and grants and in addition will receive a further £1667 per year from the Local Authority in incentive and bursary payments. The student will have a total of £19,667 available to them and so will not be financially disadvantaged during their time of study.
- 7.3 It is noted, however, that it is possible students will leave university with a maximum loan to be repaid of £27,000 (Tuition Fee Loans over 3 years), and £2,700 if they opt to take out the top up maintenance loan. Loan repayments are only payable when students earn an income above thresholds specified by the Government.

8 Recommendation

- 8.1 Cabinet is recommended to:
 - Note the information contained in this report;
 - Approve a formal 12 week consultation on the options detailed in this report;
 - Receive a report with the outcome of the consultation, which will have included Overview and Scrutiny Committee members, in order for Cabinet to make a final decision.

Susan Cooper

Corporate Director – Social Services and Wellbeing January 2018

9.0 Contact Officer

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10.0 Background Documents

10.1 None

APPENDIX A

Finances provided by other Local Authorities to their care leavers attending university

The information below was provided verbally by other authorities in May 2017. Many local authorities advised that they were currently revising their financial policy in regard to financial support to care leavers attending University. Actual figures were not provided.

LA payments	Tuition Fees	Term-time Accommodation	Weekly maintenance	Utilities	Non term time Accommodation	Non term time Maintenance	Bursary	Other
RCT	Yes	Yes	No	No	Yes	Yes	Yes	
Merthyr	No	Yes	No	No	Yes	Yes	Yes	
NPT	No	No	Yes	Yes	Yes	Yes	No	£15 per week
Ceredigion	No	No	No	No	Yes	Yes	No	£1500 per year
BCBC	Yes	Yes	Yes	Yes	Yes	Yes	No	



BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE CORPORATE DIRECTOR, SOCIAL SERVICES AND WELLBEING

WELSH LIBRARY STANDARDS - PERFORMANCE

1. Purpose of Report

1.1 The purpose of this report is to present to Cabinet the Council's performance against the Welsh Public Library Standards (WPLS) Fifth Framework for the period 2016-17 and to gain approval for the Library Service's strategic principles.

2. Connection to Corporate Improvement Plan / Other Corporate Priority

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

3. Background

- 3.1 The provision of Public Library Services in the United Kingdom was made a statutory service for local government as a result of The Public Libraries and Museums Act 1964. This legislation requires local authorities to provide a "comprehensive and efficient Library Service for persons desiring to make use thereof".
- 3.2 The responsibility for overseeing the terms of the 1964 Act and how it is applied in Wales rests currently with the Minister for Culture, Tourism and Sport who has a duty under Section 1 of the Act "to superintend and promote the improvement of the public Library Services provided by Local Authorities, and to secure the proper discharge by Local Authorities of the functions in relation to libraries conferred upon them as library authorities by or under the 1964 Act".
- 3.3 In order to assist in discharging this responsibility, in 2002 the Welsh Government established a Framework of Standards for the management of Local Authority Library Services, by local authorities, the WLGA and other relevant bodies. As part of this framework, new targets relating to provision and performance are reviewed and set every three years. One of the overall objectives of the standards is that libraries offer all the services and facilities listed as core entitlements within the framework with quality being measured via a range of performance indicators and impact measures. The current Framework of Standards is the fifth, "Libraries Making A Difference-2014-17", and is in its third and final year, requiring Local

Authorities to meet this range of provision and performance targets for public libraries by March 2017.

- 3.4 On an annual basis, Bridgend Council as the Public Library Authority is required to submit a Welsh Public Library Standards (WPLS) annual return for consideration by assessors. A report is issued in turn by the Museums, Archives and Libraries Division (MALD) of the Welsh Government, who have responsibility for administering the Framework. The report produced represents the considered view of the assessors on the Council's performance for the given year.
- 3.5 On 1st October 2015, BCBC transferred the operational management of a range of cultural services, including the Library Service, to the Awen Cultural Trust. The statutory duty to provide the Library Service and report on its performance remains with the Council but Awen, under the terms of the management agreement, provides the Council with the information required on performance in relation to the standards to satisfy itself that the service is meeting the desired outcomes.

4. Current situation / proposal

- 4.1 Attached as Appendix 1 is the 2016/17 report from MALD in response to the Library Service self-assessment return against the Fifth Framework of Welsh Public Library Standards 2014-17.
- 4.2 The overall assessment underlines the quality of the Library Service being delivered to the citizens of the County Borough of Bridgend by Awen as part of the partnership agreement with BCBC. The report highlights the programming of a good range of library based events and activities and acknowledges that the service benefits from detailed strategic planning and management. Although there are some challenges which, in the main, relate to a reduction in performance against traditional measures which is a common theme across Library Services in Wales and beyond, the report concludes that "the service has considerable potential, particularly building on its engagement strengths and more future strategic opportunities".
- 4.3 The MALD report explains that the Library Service in Bridgend now meets all eighteen of the core citizen entitlements in full and also in relation to the seven target based quality indicators, five were fully met and one part met.
- 4.4 The assessment that the service meets a wide range of both core entitlements and quality indicators shows that the Library Service plays an important role in promoting citizens' digital skills and inclusion, that the locations of libraries are close to where their customers live and, in response to the medium term financial strategy of the Council, has continued to maintain opening hours and service availability. The Library Service has demonstrated its strategic commitment to supporting children's literacy through increased purchasing of children's books and by programming events and activities to engage with this important population group.
- 4.5 Only one quality indicator was not met in 2016-17 and this was the result of a strategic decision to prioritise investment into the purchase of materials for young people based on identified local need. This highlights one of the challenges resulting from the Welsh Public Library Standards, whereby attempts to further develop and measure a wide range of inputs and outcomes may not contribute to all

desired outcomes. The MALD report indicates that BCBC has maintained its level of book acquisitions within the Awen provided service, but not met one indicator relating to the percentage of the book fund invested in books for children. The fact that only one quality indicator has not been met, relates to meeting the definition of the standards rather than the spirit and aspirations of the framework to respond to local needs. The new 2017-2020 framework of the WPLS has been revised to prevent such a scenario from recurring.

- 4.6 The focus given to offering an engaging and varied range of events and activities for children and young people is reflected in the fact that attendances at such events organised by libraries in Bridgend is the third highest in Wales in relation to population.
- 4.7 The case studies provided to Welsh Government as part of the Authority's standards return demonstrate how the Library Service contributes to a range of outcomes which go far beyond the traditional view of what a library does. For example, Maesteg Library's outreach work with vulnerable adults in day care facilities helps to reduce social isolation, digital drop-in sessions in libraries help older users to use social media and government websites whilst coding clubs help young people engage with STEM (science, technology, engineering and maths) subjects, build confidence and develop new skills.
- 4.8 The service's performance against the Welsh Public Library Standards should be considered in the context of a £300,000 reduction in library budget between 2011 and 2015 and a further £625,000 saving against the portfolio of transferred services to Awen since its inception in 2015. Moreover, as reported to Cabinet in 2016, in relation to delivering the outcomes required by the Council, Awen Cultural Trust may need to review the delivery of the Library Service in a way which may not meet the short-term requirements of all of the entitlements and indicators because of locally identified needs and strategic prioritisation e.g. Awen may choose (because of the excellent quality of the book stock in the county borough's libraries) to make a positive decision to reduce the investment in stock on a temporary basis and instead focus more on other strategic outcomes deemed locally important. This could include improvement of digital skills, developing library spaces or enhanced marketing of library events and activities. This approach, approved by Cabinet in 2016, will continue to provide a strategic focus for the development of the Library Service and will better suit the aspirations and needs of the citizens of the County Borough.
- 4.9 Welsh Government publishes Welsh Public Library Standards assessment reports on its website which enables Bridgend's performance to be compared and contrasted with that of other Local Authorities. For example in 2017-18, of the quality standards with related targets, Bridgend, performed better than identifiable comparators amongst other local authorities.

Service development planning 2018-19

4.10 BCBC, as part of its partnership agreement with Awen Cultural Trust and its agreed service development plan for 2017-18, made a strategic commitment to improve efficiency and meet present-day demand across the portfolio of services that were transferred to Awen. An options appraisal is being progressed linked to the Medium Term Financial Strategy to identify a range of opportunities where further

efficiencies can be considered across the Awen contract whilst being mindful of the statutory duty as the library authority and related responsibility for the related standards.

- 4.11 BCBC, through its partnership with Awen Cultural Trust, currently operates two Mobile Library Services including the traditional Mobile Library Service that visits customers according to a published timetable at identified locations. Secondly, there is a "Booklink" service that visits referred housebound customers in their own homes. Awen have previously agreed with BCBC to review the mobile library service and that review has been conducted and is being considered within the terms of the contract.
- 4.12 The rationale for the continuation of a traditional Mobile Library Service is changing over time. It is recognised that within any related review it would be important to establish the detail of accessibility and impact on service usage of any proposed changes and also that the Booklink service is more than a Library Service. For the housebound it provides a value for money intervention that supports people to be self-reliant and remain in their own homes. The larger mobile library vehicle is approaching the end of its lifespan and cost effective alternatives will need to be considered.
- 4.13 In November 2015, Cabinet gave approval for the Council's continued approach to library development through the Life Centre and cultural-hub model in partnership with Awen Cultural Trust. This approach gave impetus to the aspiration to redevelop and remodel Maesteg Town Hall, incorporating a new library that would replace the existing split-site provision in the town and create a building that would reflect both the heritage and potential of Maesteg.
- 4.15 Building on principles of co-location of library facilities and in recognition of the proposed redevelopment of the Sunnyside site, the potential has been identified to relocate in the redeveloped Maesteg Town Hall the resources currently housed at the Local and Family History Centre at Ty'r Ardd, Bridgend, which could create the first purpose-built local heritage centre for the County Borough as well as releasing space within Ty'r Ardd.
- 4.16 The co-location model has already been taken forward within the Healthy Living Partnership with GLL/Halo Leisure directly operating Library Services at Ogmore Valley Life Centre and Garw Valley Life Centre and it will be important to ensure that performance is maximised across the library estate. Awen also currently operate Library Services within Halo Facilities at Bridgend Life Centre and Maesteg Sports Centre.
- 4.17 The focus on Library Service development and library related performance will be integrated within the annual service development planning process for 2018/19 recognising both opportunities and challenges in relation to WPLS.
- 4.18 An opportunity has also been identified in relation to the renewal and replacement of ICT infrastructure to ensure that approaches recognise changes in service user behaviours including accessing digital services and self-service based systems. It is also recognised that there are people who remain digitally excluded and that Library Services are well placed to support their development.

5. Effect upon Policy Framework and Procedure Rules.

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

6. Equality Impact Assessments.

6.1 An EIA would be undertaken at the time of any change to the current model of operating services. An EIA was conducted when the partnership with the Awen Trust was established indicating positive outcomes would be delivered.

7. Financial Implications.

7.1 There are no identified financial implications to the proposals and all proposals will need to work within existing or reduced budget provision.

8. Recommendation.

- 8.1 Cabinet is recommended to consider and note the content of the report and appendix, recognising a successful year of progress against the Welsh Public Library Standards.
- 8.2 It is recommended that Cabinet approve the strategic principles for development including the potential co-location of facilities and options for the mobile library service to be progressed as part of the service development plan for 2018/19.

Sue Cooper Corporate Director – Social Services and Wellbeing January 2018

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10 Background documents:

WPLS Assessment 2015-16

Welsh Public Library Standards 2014-17

Bridgend County Borough Council (Awen Cultural Trust)

Annual Assessment Report 2016-17

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

1) Executive summary

Bridgend now meets all of the 18 core entitlements in full, an improvement over the position last year.

Of the 7 quality indicators which have targets, Bridgend achieved 5 in full, 1 in part and failed to achieve 1.

The service is providing a good range of events and activities and benefits from detailed strategic planning and management. There has been a slight decline in performance in several areas this year, however, and the quantitative evidence of impact remains slightly below average. Overall the service has considerable potential, particularly building on its engagement strengths and more future strategic opportunities.

- Bridgend carried out an impact survey of children in March 2017, with 82% indicating that the library helps them learn and find out new things, and with an average rating of 9.0 out of 10.
- The number of attendances at events and activities organised by the library increased by 36% and Bridgend currently has the third highest level of attendances per capita in Wales.
- All static libraries provide the full range of services in support of individual development with all staff offered refresher courses in digital resources, although levels of informal training have decreased since last year.
- Usage of some physical services has fallen slightly with Bridgend recording the third lowest number of visits per capita in 2016-17. Virtual visits per capita have increased although they remain below the median for Wales.

Following improvements in stock provision in 2015-16, 2016-17 has seen the level of acquisitions per capita stabilise somewhat and it remains above the median for Wales. Overall materials expenditure per capita has fallen slightly, however it remains above the median for Wales as a whole and meets the target.

 The percentage of materials expenditure spent on children's material is the fourth highest in Wales, and the service prioritises spend on children's resources to meet Authority-wide priorities. However, it is not awarded the target due to this over- provision on children's materials compared to the proportion of the population.

- A restructure at Library Manager level sees a slight fall in the number of staff; however the number of staff holding professional qualifications has been sustained and achieves the target – one of only seven authorities to achieve this in 2016-17.
- Following a decrease of 18% in 2015-16, revenue expenditure has fallen slightly in 2016-17 and it remains below the median for Wales. Net cost per visit is £2.72, and is currently above the median for Wales as a whole.

Considering the four areas in the framework (*Customers and communities; Access for all; Learning for life;* and *Leadership and development*) in comparison to the rest of Wales, Bridgend continues to show a mixed performance with indicators of good and poorer performance in all areas.

Compared to the previous year, performance is mixed, with small improvements in some areas balanced by a slight decline in performance in others.

2) Performance against the standards

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

a) Core entitlements

Bridgend now meets all of the 18 core entitlements in full, following investment in a new website.

b) Quality indicators with targets

There are 16 quality indicators (QI) within the framework. Of the 7 which have targets, Bridgend is achieving 5 in full, 1 in part and failing to achieve 1:

Quality Indicator	Met?	
QI 3 Individual development:		Met in full
a) ICT support	✓	
b) Skills training	✓	
c) Information literacy	✓	
d) E-government support	✓	
e) Reader development	✓	
QI 5 Location of service points	✓	Met in full
QI 8 Up-to-date reading material:		Met in full
 a) Acquisitions per capita 	✓	
or Materials spend per capita	×	
b) Replenishment rate	✓	
QI 9 Appropriate reading material:		Not met
 a) % of material budget on children 	×	
b) % of material budget spent on Welsh	×	
or Spend on Welsh per capita	×	

Quality Indicator	Met?	
QI 10 Online access:		Met in full
a) All service points	✓	
Computers per capita	•	
b) Wi-Fi provision	✓	
QI 13 Staffing levels and qualifications:		Partially met
a) Staff per capita	×	
b) Professional staff per capita	✓	
c) Head of service qualification/training	•	
d) CPD percentage	✓	
QI 16 Opening hours per capita	~	Met in full

This is a poorer performance than last year in that Bridgend strategically focuses on children's stock to support literacy and educational attainment, spending 21% of the materials budget on children, but as a result fails to meet the target in QI 9 with this over-provision on children's materials compared to the proportion of the population. It has also failed to meet the target for spending on materials in the Welsh language this year.

c) Impact measures

The framework contains 3 indicators which seek to gather evidence of the impact that using the Library Service has on people's lives. Through these and other indicators it is possible to see how the Library Service is contributing towards educational, social, economic and health and wellbeing local and national agendas. These indicators do not have targets. Not all Authorities collected data for the impact indicators, and ranks are included out of the numbers of respondents stated, where 1 is the highest scoring authority.

Bridgend conducted an impact survey of adults in November 2015 and an impact survey of children in March 2017.

Performance indicator		Rank	Lowest	Median	Highest
QI 1 Making a difference					
b) % of children who think that the library helps them learn and find things out:	82%	18/19	68%	93%	100%
 e) % of adults who think that the library has made a difference to their lives: 	37%	18/19	36%	86%	97%
% of children who think that the library has made a difference to their lives:	n/a		58%	82%	98%
QI 4 b) % of attendees of training sessions who said that the training had helped them achieve their goals:	98%	5/19	80%	97%	100%

Bridgend provided 4 good impact case studies including quotes from users describing the difference the Library Service has made to them:

- Outreach work with vulnerable adults in day care and nursing home settings, reducing social isolation.
- Digital drop-in sessions for older users who have gained confidence in using social media and government web sites.

- One member of the Coding Club who has increased confidence and now helps others. The club has grown and draws users from a wide area.
- Users of the community delivery network including working with outside agencies to deliver additional services, and comments from users of the community bookshelves.

d) Quality performance indicators and benchmarks

The remaining indicators do not have targets, but allow performance to be compared between Authorities. The following table summarises Bridgend's position for 2016-17. Ranks are included out of 22, where 1 is the highest, and 22 the lowest scoring Authority, unless stated otherwise. Indicators where fewer than 22 Authorities supplied data are those where relevant data elements were not available to some Authorities. Figures reported in respect of the first 2 years of the framework for QI 4 to QI 16 are repeated for convenience of comparison. Note that indicators 'per capita' are calculated per 1,000 population.

Performance indicator			Lowest	Median	Highest	2015/16	Rank	2014/15	Rank
QI 1 Making a difference									
a) new skills	23%	19 /19		71%	93%				
c) health and well-being	34%	18 /20		56%	94%				
d) enjoyable, safe and inclusive	97%	12 /19	93%	98%	100%				
QI 2 Customer satisfaction a) 'very good' or 'good' choice	91%	6 /20	74%	90%	98%				
of books									
b) 'very good' or 'good' customer care	99%	4 /20	90%	99%	100%				
c) 'very good' or 'good' overall;	97%	10 /20	92%	97%	100%				
d) child rating out of ten	9.0	12 /19	8.6	9.1	10.0				
QI 4 User training									
a) attendances per capita	19	17	3	34	248	18	15	27	10
c) informal training per capita	60	17 /20	1	156	712	75	17/19	107	17/21
QI 6 Library use									
a) visits per capita	2,753	20	2,453	4,033	6,751	3,180	18	3,330	19
b) virtual visits per capita	851	14 /21	341	922	2,299	810	16	736	14
c) active borrowers per capita	162	8	77	153	235	164	9	176	8
QI 7 attendances at events per capita	489	3	62	214	496	362	4	395	2
QI 11 Use of ICT - % of available time used by the public									
a) equipment	24%	17 /21	16%	32%	69%	26%	17	30%	17
QI 12 Supply of requests									
a) % available within 7 days	68%	15 /21	48%	70%	82%	71%	12	72%	7
b) % available within 15 days	79%	18 /21	65%	85%	96%	81%	19	80%	19
QI 13 Staffing levels and qualifications									
(v) a) total volunteers	14	14	0	24	209	17	12	16	10
b) total volunteer hours	903	12	0	798	5,156	632	11	544	11

Performance indicator			Lowest	Median	Highest	2015/16	Rank	2014/15	Rank
QI 14 Operational expenditure	QI 14 Operational expenditure								
a) total expenditure per capita	£10,58 8	15/21	£6,745	£11,979	£16,968	£10,984	17/21	£13,370	14
b) % on staff	72%	5 /21	46%	58%	75%	72%	3/21	71%	3
% on information resources	17%	4 /21	4%	13%	25%	16%	5/21	13%	11
% on equipment and buildings	1%	19/21	0%	4%	20%	1%	19/21	2%	19
% on other operational costs	10%	19/21	9%	22%	37%	10%	19/21	14%	17
c) capital expenditure per capita	£209	12/21	£0	£341	£16,692	£0	14/21	£0	16
QI 15 Net cost per visit	£2.72	6 /20	£1.50	£2.33	£3.30	£2.58	7/21	n/a*	
QI 16 Opening hours (see note)									
(ii) a) % hours unplanned closure of static service points	0.00%	1	0.00%	0.00%	0.48%	0.01%	13	0.03%	13
b) % mobile stops / home deliveries missed	0.00%	1 /19	0.00%	0.13%	8.33%	0.00%	1 /19	0.0%	1 /19

Note: Rankings here have been reversed, so that 1 is the lowest scoring (best performing) authority.

Data on Wi-Fi usage has only been provided by three authorities for 2016-17 and so is not included in the table above.

3) Analysis of performance

The core entitlements and quality indicators are divided into 4 key areas. This section of the report outlines performance against the quality indicators within these 4 areas, and compares results with those from the first 2 years of the framework.

a) Customers and communities

Bridgend carried out a children's customer survey in March 2017, with below average results on both the impact measures and customer satisfaction. It fully met the standard for individual development, with all static libraries providing the full range of facilities and services and all staff were offered refresher courses in providing digital support to the public. Attendance at pre-arranged training sessions has increased slightly since last year, although it remains below the median for Wales. 98% of attendees said that attendance had helped them to achieve their goals, a similar level to last year. Following an increase last year, levels of informal training have decreased, and are below the median for Wales as a whole.

b) Access for all

Bridgend has 99% of its population within easy reach of a library, although the average number of physical visits per capita declined by 13.4% in 2016-17,

^{*} Income data for 2014-15 not available to calculate this figure.

and remains below the median for Wales as a whole. Virtual visits per capita have increased slightly over last year; however, they also remain below the median for Wales. Attendances at events and activities organised by the library have increased by 36% compared to last year, and Bridgend now records the third highest per capita level in Wales.

c) Learning for life

Bridgend has maintained the level of acquisitions over the last year and remains above the median for Wales as a whole. In support of its strategic aim to improve children's literacy, Bridgend has again increased spending on children's materials. 2015-16 saw a strategic decision to invest heavily in Welsh language materials, however, this year the onus has shifted to promoting the use of these resources so that the proportion of materials expenditure accounted for by Welsh language materials has fallen and does not meet the target.

Targets for online access continue to be met, although there has been a further slight fall in the proportion of time for which ICT facilities are used. Bridgend has indicated that it has introduced a programme to replace the least used computers with iPads and workstations for laptop users to combat the historic over-provision of PCs.

The percentage of requests fulfilled within 7 and 15 days have fallen slightly and they are both now below the median for Wales.

d) Leadership and development

Due to a restructure of management, the total number of staff has fallen slightly compared to last year; however, the average number of staff per capita is above the median for Wales as a whole. The levels of professional staff continue to meet the target, and the head of service is appropriately qualified. Reported CPD training has increased this year and the target has once again been reached. The proportion of staff time spent training at Bridgend is currently the third highest in Wales. The number of volunteers (14) has fallen slightly over last year, with each volunteer providing an average of 65 hours to the service. Revenue expenditure per capita has fallen by 3.6% over the last year; however, this follows an 18% decrease in 2015-16 and total revenue per capita remains below the median for Wales. The breakdown of expenditure is on a similar level to last year, with 72% accounted for by staff and 17% accounted for by materials – the fourth highest in Wales.

Opening hours have increased by 2.4% so that the average number of hours open per capita is above the target set and is the highest in Wales. No opening hours were lost to emergency closure of static service points and no mobile stops were missed during the year.

4) Strategic context

Bridgend CBC will continue its programme of co-location of libraries with complementary services. Work experience placements are being used to support digital inclusion. The Awen Cultural Trust 5 year plan is aligned to the Wellbeing of Future Generations Act, with a priority being to provide space and opportunity for people to enjoy vibrant cultural experiences.

5) Future direction

4 strategic priorities have been identified – to develop new library spaces; have a positive impact on children's literacy and reading; support digital inclusion; and develop the library role in improving the wellbeing of citizens.

6) Conclusion

The service is providing a good range of events and activities and benefits from detailed strategic planning and management. There has been a slight decline in performance in several areas this year, however, and the quantitative evidence of impact remains slightly below average. Overall the service has considerable potential, particularly building on its engagement strengths and more future strategic opportunities.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE INTERIM CORPORATE DIRECTOR – EDUCATION AND FAMILY SUPPORT

PROPOSAL TO ESTABLISH AN AUTISTIC SPECTRUM DISORDER (ASD) LEARNING RESOURCE CENTRE (LRC) AT PENCOED PRIMARY SCHOOL

1. Purpose of report

1.1 The purpose of this report is to seek Cabinet's approval to consult formally with the parents, staff and governing body of Pencoed Primary School and other interested parties on the proposal to establish a LRC for pupils with ASD at Pencoed Primary School.

2. Connection to the corporate improvement plan/other corporate priorities

- 2.1 These proposals are related both to the Corporate Plan 2016-2020 and the Education Inclusion Programme and, in particular, the following corporate improvement priority:
 - Supporting a successful economy

3. Background

- 3.1 In December 2011, Cabinet received an update on the review of support and provision for the inclusion of children and young people with ALN.
- 3.2 Currently, in conjunction with this proposal there is also a proposal to establish a Welsh-medium ASD LRC at Ysgol Gyfun Gymraeg Llangynwyd which is at public notice stage of the consultation process.
- 3.3 In addition, a proposal to open an ASD LRC in one of the Welsh-medium primary schools will be submitted to Cabinet to undergo a consultation exercise once the feeder primary school has been identified.
- 3.4 The Council supports the principles that, when possible, children should be educated within a mainstream school environment and as near to their home as possible. The proposal to open an ASD LRC at Pencoed Primary School would afford those children with ASD living in the east locality of Bridgend County Borough to be educated locally.

4. Current situation/proposal

4.1 A copy of the consultation paper is annexed at **Appendix 1**. The proposal, if approved, would mean that:

- an LRC at Pencoed Primary School for a maximum of 8 pupils with ASD would be established from 1 September 2018;
- there would be a graduated intake from 1 September 2018 and the admissions for the LRC would be decided upon through an admissions panel;
- the LRC would be an integrated part of the mainstream school, providing an appropriate environment in which pupils can develop and thrive within their peer group and have normal access to mainstream curriculum, where appropriate; and
- the LRC would provide specialist learning facilities within the school. It would also provide specialist expertise in respect of ASD to mainstream classes.
- 4.2 From the pupils' point of view, they would have access to individual, small-group and whole-class experiences, as appropriate. Their progress would be closely monitored and individual plans regularly reviewed.
- 4.3 Other mainstream pupils at Pencoed Primary School with ASD would also benefit from this proposal as it seeks to widen the specialist learning facilities within the school and provide expertise and advice to all staff.

5. Effect upon policy framework and procedure rules

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

6. Equality impact assessment

- 6.1 The Council has a duty to consult and fully consider the implications of any proposal on all members of the local community who may be affected unfairly as a result of the proposal being carried out.
- 6.2 A full equality impact assessment will be undertaken in parallel with the consultation process. The outcomes and actions identified by this assessment will be included in a report to Cabinet on the consultation process.

7. Financial implications

- 7.1 The funding for the learning resource centre would be allocated through the mainstream school's delegated budget, via the school's formula allocation, and using a combination of the age-weighted pupil unit (AWPU) element, plus a per place factor.
- 7.2 Funding levels would be derived from notional current staffing needs. If pupil numbers remain constant, then the cost of the provision would be largely unchanged. The number of places would be reviewed annually and agreed with the headteacher to enable staffing stability and to assist in school planning.
- 7.3 These proposed funding arrangements are similar to those implemented for secondary schools in 2013-2014, that were part of the annual consultation with governing bodies and the School Budget Forum on changes to the schools' funding formulae. One-off funding for the set-up costs would be £10k.

7.4 As part of the medium-term financial strategy budget-setting process for 2017-2018, a total of £263k was allocated under budget pressures to establish additional learning resource centres for pupils with ASD in two Welsh-medium schools and two English-medium schools with effect from the academic year 2017-2018. This allocation will be used to fund the LRC at Pencoed Primary School if the proposal goes ahead.

8. Recommendations

8.1 Cabinet is recommended to agree to consult formally on the proposal to establish a LRC for pupils with ASD at Pencoed Primary School and for the outcome of the consultation to be reported back to Cabinet so that an informed decision can then be made on the proposal with effect from 1 September 2018.

Lindsay Harvey Interim Corporate Director, Education and Family Support

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Postal Address Civic Offices

Angel Street Bridgend CF31 4WB

Background documents

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



Bridgend County Borough Council



Proposal to establish provision for pupils with additional learning needs (ALN) at Pencoed Primary School

Consultation document

Date of issue: 7 February 2018

Action required: Responses by 21 March 2018

Tel: (01656) 815 253

Email: Anne.Whittome@bridgend.gov.uk

Web: www.bridgend.gov.uk/consultation



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Overview

The consultation is to invite your views on the proposal to establish a learning resource class (LRC) for a maximum of eight pupils with autistic spectrum disorders (ASD) at Pencoed Primary School.

How to respond

This consultation period will begin on 7 February 2018 and close on 21 March 2018. You can respond or ask further questions in the following ways;

Tel: (01656) 815253

Email:

Anne.Whittome@bridgend.gov.uk

Online: <u>Click here</u> or visit <u>www.bridgend.gov.uk/consultation</u>

Post: Education and Family Support Directorate, Bridgend County Borough Council, Angel Street, Bridgend, CF31 4WB.

Alternative formats are also available upon request.

Data protection

How we use the views and information you share with us.

All responses received by Bridgend County Borough Council will be seen in full by its staff members involved in the consultation process. The information may also be seen by other departments within the Council or local service board members to help improve upon the services provided.

The Council may also the use information gathered to publish subsequent documents both directly indirectly linked to this and consultation, however the Council will disclose never any personal information such names as addresses that could identify an individual.

If you do not wish for your opinions to be publicised, please state so in your response.

Related documents

For more information on consultations in Bridgend County Borough or how to join our Citizens' Panel.

Visit:

www.bridgend.gov.uk/CitizensPanel

Background and information

- In December 2011, Cabinet received an update on the review of support and provision for the inclusion of children and young people with additional learning needs (ALN).
- Currently, in conjunction with this proposal there is also a proposal to establish a Welsh-medium ASD LRC at Ysgol Gyfun Gymraeg Llangynwyd which is at public notice stage of the consultation process.
- In addition, a proposal to open an ASD LRC in one of the Welsh-medium primary schools will be submitted to Cabinet to undergo a consultation exercise once the feeder primary school has been identified.
- The Council supports the principles that, when possible, children should be
 educated within a mainstream school environment and as near to their home
 as possible. The proposal to open an ASD LRC at Pencoed Primary School
 would afford those pupils with ASD living in the east locality of the Bridgend
 County Borough to be educated locally.

The proposal

- This is a proposal to establish provision for pupils at Pencoed Primary School.
 In order to meet the needs of pupils with a diagnosis of ASD, it is proposed to establish a LRC for a maximum of 8 pupils. The proposed LRC would open in conjunction with the opening of the new school building.
- The consultation exercise will seek the views of staff, parents, pupils, interested parties and the governing body as the first step in the statutory process. If the proposals are supported they would come into effect on 1 September 2018.

Why has this proposal been brought forward?

• The proposal is being raised in order to meet the needs of children and young people with ASD. There is a need for additional resource to be opened in order to meet the increase of need for pupils with a diagnosis of ASD. As a result of opening a LRC for ASD pupils in the east locality of Bridgend County Borough Council, pupils will be able to continue their education as near to their home as is possible.

What the proposal means in practice

The proposal if approved would mean that:

- A LRC at Pencoed Primary School for a maximum of 8 pupils with ASD would open from 1 September 2018.
- There would be a graduated intake from 1 September 2018. LRC admissions would be decided upon through an admissions panel.
- The LRC would be an integrated part of the mainstream school, providing an appropriate environment in which pupils can develop and thrive within their peer group and have normal access to mainstream curriculum, where appropriate.
- The LRC would provide specialist learning facilities within the school, it would also provide ASD specialist expertise to mainstream classes.
- The Council supports the principles that, as far as possible, children should be educated within a mainstream school environment and as near to their home as possible.
- The proposal of establishing a LRC at Pencoed Primary School would afford those pupils with ASD to be educated in a specialist provision in the East locality of Bridgend County Borough Council.

What are the advantages if the proposal goes ahead?

- There would be increased resource within Bridgend County Borough Council to meet the demand of places for pupils with a diagnosis of ASD.
- There would be an ASD LRC established in the east locality therefore affording pupils the opportunity to be educated as close to their home as possible.

What are the potential disadvantages if the proposal goes ahead?

There are not any foreseen disadvantages to this proposal.

Impact of the proposals

Quality and standards in education

- There will be no likely impact on the quality of outcomes, provision and leadership and management in Pencoed Primary School, regarding the proposal to establish a LRC for pupils with a diagnosis of ASD.
- There will be no likely impact of the proposal on the ability of Pencoed Primary School to deliver the full curriculum at each key stage of education.

Other considerations

• The National Categorisation School Report 2016-2017 for Pencoed Primary School is included at Appendix A.

Quality and standards in education

Outcomes (standards and wellbeing)

- In the foundation phase at the expected outcome the school has fluctuated between the higher 50% and the lower 50% over the past three years.
- At the higher than expected outcome standards have again fluctuated over the last three years, but have mostly been in the higher 50% over this period when compared to similar schools.
- Pupils who are not entitled to free school meals (nFSM) outperform pupils who are entitled to free school meals (eFSM) in the Foundation Phase.
- Boys outperform girls in all indicators with the exception of personal and social development, both at the expected and higher outcomes.
- At the expected level in key stage 2 the school's performance in many key indicators over the past three years has fluctuated between the lower 50% and the bottom 25%. However at the higher level the school has been predominantly in the higher 50% when compared to similar schools.
- The school's own disaggregated data places it in the top 25% and the higher 50% for all key indicators in key stage 2.
- Girls outperform boys in all key indicators at the end of key stage 2.
- Leaders and staff have developed a shared vision and there is a very clear strategy that has improved outcomes for nearly all learners. The highly motivational and enthusiastic approach of senior leaders results in very high levels of commitment and professionalism from all staff across the school.
- Leaders and staff are highly effective in their analysis and use of the available performance data and evidence about the quality of learning and teaching and pupils' work to identify strengths and set improvement priorities.
- The school has a very good track record in raising the achievement of nearly all pupils, including vulnerable learners over at least a three-year period. Analysis of the school's own data shows that nearly all pupils identified as having special educational needs make progress in line with their stage of development.

Provision (learning experiences, teaching, staffing, care support and guidance, and learning environment)

- The quality of teaching across the school, and the impact on nearly all pupils' learning and progress, is consistently good and often excellent. The school's monitoring records show that most teaching is good or better. In-house sharing of good practice and coaching has been used successfully to address shortcomings in teaching.
- All staff have a shared understanding of the characteristics of excellent and good teaching and demonstrate these in classroom practice. The school has developed its own "lesson map" which through the input of all staff, clearly identifies the features of good and excellent teaching.

- Processes to track pupils' progress, identify needs and provide support are robust and effective in nearly all cases. The school reviews and monitors its high quality tracking systems diligently and as a result of robust intervention programmes the school meets pupils' needs successfully.
- Teacher assessment is consistent and accurate. The school's assessments have been consistently agreed during cluster moderation meetings.

Leadership and management (leadership, improving quality, partnership working and resource management)

- The highly motivational and enthusiastic approach of senior leaders results in very high levels of commitment and professionalism from staff across the school.
- Leaders demonstrate a very strong capacity to plan and implement change and sustain improvement successfully in nearly all aspects. They engage all staff and other partners very effectively in the change process. This has been highlighted by the formation of a Family Forum, through which parents are actively engaged in self-evaluation and school improvement activities.
- Self-evaluation is accurate, robust, systematic and well established. Selfevaluation is highly effective in contributing to improving standards, learning and teaching.
- Leaders and staff have a relentless focus on raising standards. Targets reflect high expectations for the future achievement of all pupils and these are met consistently.
- Leaders and staff work very successfully with schools and other partners to enhance significantly their own capacity to bring about improvement.
- Governors have a very good understanding of the school's strengths and areas for improvement and are highly effective in supporting and challenging the school's performance. All governing body members are linked to an area of the school improvement plan and hold the senior leadership team to account through relevant and challenging questioning.
- Leaders and staff have well defined roles and responsibilities and exhibit high professional standards.
- Improvement planning at all levels is highly effective in addressing the areas in need most of improvement. Action, including the use of resources, has led to sustained improvement in outcomes in key indicators for nearly all pupils, including those eligible for free school meals and vulnerable groups.

Other considerations

Travel arrangements and accessibility impact

- The proposal would have no impact on the current travel arrangements as transport is available for those pupils who are eligible for a place at an LRC.
- Consideration would be given to the appropriate mode of transport for those pupils with ASD who would be accessing the LRC at Pencoed Primary School.

Land and buildings

 The proposal will not involve any potential transfer or disposal of land, nor is there any planned building associated with the proposal.

Impact Assessments

Community Impact Assessment

There is no significant negative impact on the community.
 Please see appendix D.

Equality Impact Assessment

- The Council has a duty to consider the implications of this proposal on all members of the local community who may be affected unfairly as a result of the proposal being carried out.
- An initial impact screening assessment has been undertaken (see Appendix
 E). The outcomes and actions identified by this assessment will be included in
 a report to Cabinet on the consultation process and will help to create a full
 equality impact assessment (EIA).
- If you have any views on the potential of this proposal to affect any groups or individuals either positively or adversely, then we would welcome your comments as part of this consultation. Please see consultation proforma.

Risks

- There are no current risks associated with this proposal. The LRC will increase the expertise amongst the staff of Pencoed Primary School to accommodate the needs of other pupils who are known to demonstrate ASD traits in the absence of a formal diagnosis.
- The full EIA will assess any potential impacts.

Alternative

 An alternative to opening the LRC at Pencoed Primary would be to request the existing LRC's at Llangynwyd Junior School and Llangewydd Primary School to have surplus places.

- Another alternative would be to support the pupils in mainstream and for them not to have access appropriate small class environment.
- The likely consequence of both of these alternatives is that the pupils' needs with ASD would not be met in the most appropriate way.

Alternative Provision

 There is an LRC for pupils with a diagnosis of ASD at Llangynwyd Primary School and Llangewydd Junior School. Each one of these LRC's is for a maximum of 8 pupils. There is currently no capacity in either of the LRCs. Estyn Inspection Report for Llangewydd Junior School is attached at Appendix B and Estyn Inspection Report for Llangynwyd Primary School is attached at Appendix C.

Details of the affected school(s)

Pencoed Primary School Pencoed Bridgend CF35 6RH

The table below provides details of the January 2017 numbers on roll at Pencoed Primary School and the figures recorded for the previous three annual censuses.

Pencoed Primary School – Pupils on Roll								
Jan 14 Jan 15 Jan 16 Jan 17								
468	474	492	487					

The following table provides a five-year projection of pupil population for Pencoed Primary School which is an English-medium primary school with an age range of 4 to 11 and a pupil capacity of 451 places excluding nursery.

	N1	N2	R	1	2	3	4	5	6	Cyfanswm /Total	Cyfanswm /Total
Blwyddyn /Year	Oed / Age 2 - 3	Oed / Age 3 - 4	Oed / Age 4 - 5	Oed / Age 5 - 6	Oed / Age 6 - 7	Oed / Age 7 - 8	Oed / Age 8 - 9	Oed / Age 9 - 10	Oed / Age 10 - 11	2-11	4-11
				103%	99%	105%	99%	100%	100%		
2017	14	62	63	76	73	64	72	70	69	563	487
2018	6	66	70	65	76	77	64	72	70	566	494
2019	7	66	67	72	64	79	76	64	72	567	494
2020	7	66	67	68	72	67	79	76	63	565	492
2021	7	66	66	68	68	75	67	79	76	572	499
2022	7	66	67	68	68	71	75	67	79	568	495
2023	7	66	67	69	67	71	71	75	67	560	487

The condition of the accommodation at Pencoed Primary School is graded as condition C. Grade C means that it is poor and exhibiting major defects/and/or not opening as intended. There is no sufficiency grading available for this school. The

suitability of the Pencoed Primary School accommodation is graded C. Grade C means that it is exhibiting major defects and or/not operating as intended.

The proposed ASD LRC would open in conjunction with the opening of Pencoed Primary School on a new site.

Llangewydd Junior School Llangewydd Road Bridgend CF31 4JT

The table below provides details of the January 2017 numbers on roll at Llangewydd Junior School and the figures recorded for the previous four annual censuses.

Llangewydd Junior School– Pupils on Roll								
Jan 14	Jan 15	Jan 16	Jan 17					
308	331	333	324					

The following table provides a five year projection of pupil population for Llangewydd Junior School which is an English- medium primary school with an age range of 7 to 11 and a pupil capacity of 302 places.

	N1	N2	R	1	2	3	4	5	6	Cyfanswm /Total	Cyfanswm /Total
Blwyddyn /Year	Oed / Age 2 - 3	Oed / Age 3 - 4	Oed / Age 4 - 5	Oed / Age 5 - 6	Oed / Age 6 - 7	Oed / Age 7 - 8 100%	Oed / Age 8 - 9 98%	Oed / Age 9 - 10 104%	Oed / Age 10 - 11 103%	2-11	4-11
2017						89	67	87	81	324	324
2018						101	87	69	89	346	346
2019						87	99	91	71	348	348
2020						99	85	102	93	379	379
2021						103	97	88	105	393	393
2022						87	101	100	90	378	378
2023						87	85	104	103	379	379

The condition of the accommodation at Llangewydd Junior School is graded as condition C. Grade C means that it is poor and exhibiting major defects and/or not operating as intended. The sufficiency grade is B. Grade B means that it is mostly suitable/sufficient with some minor issues. The suitability of the Llangewydd accommodation is graded B. Grade B means that it is mostly suitable/sufficient with some minor issues.

Llangynwyd Primary School Heol Cadrawd Llangynwyd Maesteg Bridgend CF34 9TE

The table below provides details of the January 2017 numbers on roll at Llangynwyd Primary School and the figures recorded for the previous three annual censuses.

Llangynwyd Primary School – Pupils on Roll								
Jan 14	Jan 15	Jan 16	Jan 17					
89	93	98	102					

The following table provides a five-year projection of pupil population for Llangynwyd Primary School which is an English-medium primary school with an age range of 4 to 11 and a pupil capacity of 102 places excluding nursery.

	N1	N2	R	1	2	3	4	5	6	Cyfanswm /Total	Cyfanswm /Total
Blwyddyn /Year	Oed / Age 2 - 3	Oed / Age 3 - 4	Oed / Age 4 - 5	Oed / Age 5 - 6 110%	Oed / Age 6 - 7 105%	Oed / Age 7 - 8 96%	Oed / Age 8 - 9 122%	Oed / Age 9 - 10 108%	Oed / Age 10 - 11 115%	2-11	4-11
2017	4	10	11	13	19	13	16	18	12	116	102
2018	3	10	17	12	14	18	16	17	21	128	115
2019	3	10	14	18	13	13	22	17	20	130	117
2020	3	10	14	15	19	12	16	24	20	133	120
2021	3	10	10	15	16	19	15	17	28	133	120
2022	3	10	14	11	16	15	23	16	20	128	115
2023	3	10	14	15	12	15	19	25	19	132	119

The condition of the accommodation at Llangynwyd Primary School is graded as condition B. Grade B means that it is mostly suitable/sufficient with some minor issues. The sufficiency grade is B. Grade B means that it is mostly suitable/sufficient with some minor issues. The suitability of the Llangynwyd accommodation is graded B. Grade B means that it is mostly suitable/sufficient with some minor issues.

Finance

- The funding for the ASD LRC would be allocated through the mainstream school's delegated budget, via the school's formula allocation, and using a combination of the age-weighted pupil unit (AWPU) element, plus a per place factor.
- Funding levels would be derived from notional current staffing needs. If pupil
 numbers remain constant, then the cost of the provision would be largely
 unchanged. The number of places would be reviewed annually and agreed

- with the headteacher to enable staffing stability and to assist in school planning.
- These proposed funding arrangements are similar to those implemented for secondary schools in 2013-2014, that were part of the annual consultation with governing bodies and the School Budget Forum on changes to the schools' funding formulae. One-off funding for the set-up costs would be £10k.
- As part of the medium-term financial strategy budget-setting process for 2017-2018, a total of £263k was allocated under budget pressures to establish additional learning resource centres for pupils with ASD in two Welsh-medium schools and two English-medium schools with effect from the academic year 2017-2018. This allocation will be used to fund the LRC at Pencoed Primary School if the proposal goes ahead.

The consultation process

- The consultation process will be completed by 21 March 2018 and the outcomes (which will be incorporated into the proposal where possible) will be reported to Cabinet. If there is a decision not to proceed, that will be the end of this proposal for the future and an alternative proposal will need to be sought.
- If the decision is to go ahead, a statutory notice outlining the proposals would need to be published for a period of 28 days. If there are no objections to the proposal, then it will go ahead subject to final approval by Cabinet. If there are objections at the Public Notice stage, an objection report must be published. Cabinet could determine to accept, reject or modify the proposal.
- It is proposed to implement the proposal from 1 September 2018.

Activity	Date
Consultation period where we welcome your views on the proposal*.	7 February 2018 to 21 March 2018
Consultation Report to Cabinet on the outcomes of the consultation.	24 April 2018
Publish Consultation Report on BCBC website, hard copies available on request.	2 May 2018
If agreed by the Cabinet of Bridgend County Borough Council, a public notice will be published and there will be a period of 28 days in which to submit any objections to the proposal in writing.	3 May 2018
End of Public Notice period. If there are no objections Cabinet can immediately decide whether to proceed or not. If there are any objections, an Objections Report will be published and forwarded to Cabinet for their consideration and subsequent determination.	31 May 2018
Potential implementation.	1 September 2018

^{*}Please note that responses to consultation will not be counted as objections to the proposal and that objections can only be registered following publication of the public notice.

What do you now have to consider?

You are invited to consider the proposal and submit your views as to whether or not you support the proposal to establish a LRC for pupils with ASD at Pencoed Primary School from 1 September 2018.

How to make your views known?

There will be consultation meetings held as detailed below for the different interested parties. You are invited to attend the relevant meetings where you can hear an explanation of the proposal, put questions and express any views or concerns you may have.

Venue: Pencoed Primary School	Date	Time
School Council of Pencoed Primary School	26 February 2018	2.45pm
Staff of Pencoed Primary School	26 February 2018	3.40pm
Governing body of Pencoed Primary School	26 February 2018	4.30pm
Parents of pupils at Pencoed Primary School and other interested parties	26 February 2018	5.30pm

If you have any further questions regarding this proposal, wish to put your views in writing, suggest alternative proposals or request a copy of the consultation report when published, please contact (using the pro forma):

Post: Interim Director of Education and Family Support Education and Family Support Directorate, Civic Offices Angel Street Bridgend CF31 4WB Please mark for the attention of Anne Whittome, or **Email**: Anne.Whittome@bridgend.gov.uk

Online: <u>Click here</u> Tel: (01656) 815253

Alternative formats are also available upon request.

All views must be received by no later than 21 March 2018

Pro forma Pro forma - Proposal to establish the autistic disorders learning resource centre at Pencoed Primary School Name: Contact details: Are you (please tick): School governor Parent/guardian School pupil **School staff** Other interested party (please specify) Comment/suggestions/requests/questions:

Appendix A

National Categorisation Report 2016/2017 Pencoed Primary School.

Appendix B

Estyn Inspection Report Llangewydd Junior School November 2015

Appendix C

Estyn Inspection Report Llangynwyd Primary School June 2017

Appendix D

Communities impact assessment (CIA) initial screening

Appendix E

Equalities impact assessment (EIA) initial screening.

National Categorisation Report 2016/2017 Pencoed Primary School

Quality Assurance					
Reg Mod.					
Nat. Ver					

School	Pencoed Primary School
Region	Primary

Step 1 - Standards Category

Based upon the National Categorisation for standards the school is judged to be: 2

School Context

- The school's three-year average for the percentage of pupils eligible for free school meals (e-FSM) is
- 17.7%, (CSC 21.1%, Wales 19.6%).
- There were 60 pupils in Year 2 and 68 pupils in Year 6 in 2015-2016.
- The percentage of pupils identified as having special educational needs is about average when compared locally, regionally and nationally.
- The school houses three learning resource bases for the local authority.

Evaluation

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

- All of the school's published data for Foundation Phase and key stage 2 is inclusive of pupils in the learning resource bases.
- In the Foundation Phase at the expected outcome the school has fluctuated between the higher 50% and the lower 50% over the past three years.
- At the higher than expected outcome standards have again fluctuated over the last three years, but have mostly been in the higher 50% over this period when compared to similar schools.
- The school's own disaggregated data places the school in the top 25% or higher 50% for all key indicators in the Foundation Phase in 2015-2016.
- The school's own rigorous assessment data demonstrates that all pupils in the Foundation Phase observation class make good progress.
- Boys outperform girls in all indicators with the exception of personal and social development, both at the
 expected and higher outcomes. The national test data does not support this as the performance of
 boys and girls is shown to be very similar in all three tests.
- Pupils who are not entitled to free school meals (nFSM) outperform pupils who are entitled to free school meals (eFSM) in many key indicators in the Foundation Phase. The data for the national reading test supports this. However procedural test data shows that eFSM pupils outperformed nFSM pupils at the higher level (>115 standardised score) and in the reasoning test the percentage of pupils attaining the expected level and above (>85 standardised score) is almost identical.
- At the expected level in key stage 2 the school's performance in many key indicators over the past three
 years has fluctuated between the lower 50% and the bottom 25%. However at the higher level the school
 has been predominantly in the higher 50% when compared to similar schools.
- The school's own disaggregated data places it the top 25% and higher 50% for all key indicators in key stage 2.
- The school's own rigorous assessment data demonstrates that all pupils in the key stage 2 learning resource base make good progress.
- Girls outperform boys in all key indicators in at the end of key stage 2. The school's disaggregated
 data highlights boys' writing at the higher level as an area for improvement. The national test data for
 all three tests supports this in terms of pupils who attained the expected level, however at the higher

level in the reasoning and procedural tests boys outperformed girls.

Pupils who are not entitled to free school meals (nFSM) outperform pupils who are entitled to free school meals (eFSM) in all key indicators at the end of key stage 2. The national test data supports this in all three tests.

After a fall in attendance in 2014-2015 which moved the school into the lower 50%, attendance levels in 2015-2016 rose by 0.4 percentage points which is the highest achieved by the school in the past three years.

Areas for further improvement

The school's leaders and the challenge adviser agree that there is a need to secure further improvement in the following areas:

To improve the standard of boys' writing at the higher level in key stage 2.

To improve performance at the expected level in the national numeracy tests in lower key stage 2.

Step 2 - Improvement Category

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

Evaluation

Leaders and staff have developed a shared vision and there is a very clear strategy that has improved outcomes for nearly all learners. The highly motivational and enthusiastic approach of senior leaders results in very high levels of commitment and professionalism from all staff across the school.

Leaders demonstrate a very strong capacity to plan and implement change and sustain improvement successfully in nearly all respects. They engage all staff and other partners very effectively in the change process. This has been highlighted by the formation of a Family Forum, through which parents are actively engaged in self-evaluation and school-improvement activities.

Self-evaluation is accurate, robust, systematic and well established. Self-evaluation is highly effective in contributing to improving standards, learning and teaching. New processes have ensured that the views of pupils and staff are regularly received by the senior leadership team and feed directly

into the self-evaluation process.

Leaders and staff are highly effective in their analysis and use of the available performance data and evidence about the quality of learning and teaching and pupils' work to identify strengths and set improvement priorities. Detailed and robust analysis of data is ongoing throughout the year. Trends in performance of classes, year groups and vulnerable groups are accurately identified and regular feedback is given to the governing body. This enables the governing body to effectively challenge the school on its performance.

Leaders and staff have a relentless focus on raising standards. Targets reflect high expectations for the future achievement of all pupils and these are met consistently. This is clearly evidenced in the school's tracking system which identifies the high level of progress made by most pupils. The school has a very good track record in raising the achievement of nearly all pupils, including vulnerable learners over at least a three-year period. Analysis of the school's own data shows that nearly all pupils identified as having special educational needs make progress in line with their stage of

development.

Improvement planning at all levels is highly effective in addressing the areas in need of most improvement. Action, including the use of resources, has led to sustained improvement in outcomes in key indicators for nearly all pupils, including those eligible for free school meals and other vulnerable groups. Identification of the need to improve attainment at outcome 6 in the Foundation Phase led the school to make changes to planning and provision. The school's own data for mainstream pupils shows increases of 9 percentages points in LLC, 19 percentage points in MD and 34 percentage points in PSD over the past three years as a result.

The school has a very strong track record in implementing successfully national and local priorities to improve standards and the quality of learning and teaching. The school has successfully embedded both the literacy and numeracy framework and the Foundation Phase. The school has rightly identified the digital competence framework in its school improvement plan for 2016-2017 and is well placed to

implement change

- Leaders and staff work very successfully with schools and other partners to enhance significantly
 their own capacity to bring about improvement. The school has extensive experience of providing
 support to other schools through its cluster and school improvement group and is currently a
 professional learning hub, providing training schools on parental engagement. However, the
 school is not yet fully able to identify the impact of its work within the settings it has supported.
- The challenge adviser can confirm that governors have a very good understanding of the school's strengths and areas for improvement and are highly effective in supporting and challenging the school's performance. All governing body members are linked to an area of the school improvement plan and hold the senior leadership team to account through relevant and challenging questioning.
- Leaders and staff have well defined roles and responsibilities and exhibit high professional standards. The school has a very clear line management structure which enables excellent communication and highly effective collaboration between teachers and support staff throughout the school.
- The school's leaders and governors give a high priority to developing the workforce: performance
 management and professional development are highly successful in improving pupils' progress,
 classroom practice and in dealing with underperformance. Professional development opportunities
 link directly to priorities in the school improvement plan and performance management activities
 measure their impact and success.
- The quality of teaching across the school, and the impact on nearly all pupils' learning and
 progress, is consistently good and often excellent. The school's monitoring records show that most
 teaching is good or better. In-house sharing of good practice and coaching has been used
 successfully to address shortcomings in teaching.
- All staff have a shared understanding of the characteristics of excellent and good teaching and demonstrate these in classroom practice. The school has developed its own 'lesson map' which, through the input of all staff, clearly identifies the features of good and excellent teaching. Processes to lead, identify, validate and share effective practice achieve continuous improvement in the quality of learning and teaching across the school as a whole.
- Processes to track pupils' progress, identify needs and provide support are robust and effective in nearly all cases. The school reviews and monitors its high quality tracking systems diligently and as a result of robust intervention programmes the school meets pupils' needs successfully.
- Teacher assessment is consistent and accurate. The school's assessments have been consistently agreed during cluster moderation activities.

Recommendations

The headteacher, governors and challenge advisor agreed that the following represent areas where further improvement is necessary:

• The school needs to be able to measure the impact of its of professional learning work with other schools on those particular settings.

Evidence scrutinised to make the judgement

- performance data at whole-school, cohort and pupil level;
- comparative performance data;
- value-added data and data about pupils' progress;
- the school's self-evaluation report and improvement plan;
- the school's targets;
- the previous categorisation report;
- previous notes of visits and/or progress reports;
- documentation relating to the headteacher's performance management;
- reports relating to the school's inspection where relevant;
- first-hand knowledge of the life and work of the school.

Governing Body Ratification

Step3-SupportCategory

Exceptions

Exceptions have been applied:

Potential rare exceptions

Other circumstances where the matrix has been overridden (please list reasons and evidence)

Other circumstances where the matrix has been overridden (please list reasons and evidence below) Explanation base with evidence:

The Overall Support category for the school is judged to be: Green

Categorisation Overview

Step 1	Step 2	Step 3	Exceptions Applied
2	Α	Green	1



This categorisation report will be shared with Governing Body after the National Verification meeting.

A report on Llangewydd Junior School November 2015

Summary

The school's current performance	Good
The school's prospects for improvement	Excellent

Current performance

The school's current performance are good because:

- Many pupils make at least good progress and build on their skills well as they move through the school
- Pupils of all abilities make good progress in learning and using Welsh as a second language
- Pupils' behaviour and their level of engagement are good
- Listening and responding to pupils' views are a strength
- There is a robust system for assessing and tracking pupils' progress regularly
- There are outstanding levels of care, support and guidance for all pupils, which also have a positive impact on parents
- The school is a vibrant community where staff recognise and celebrate the diversity of its pupils

Prospects for improvement

The school's prospects for improvement are excellent because:

- The headteacher provides highly effective leadership and direction for the school
- The governing body carries out its duties very well and contributes extensively to the strategic direction of the school
- The school's arrangements for self-evaluation, monitoring and planning for further improvements are well established and very effective
- The school has developed an excellent partnership with parents
- The school has an important and active role within the local community, where outstanding relationships are evident
- Leaders manage the deployment of staff and resources highly effectively
- The school uses its resources well to ensure that all groups of pupils achieve successfully

A report on Llangynwyd Primary School June 2017

Summary

The school's current performance	Adequate		
The school's prospects for improvement	Adequate		

Current performance

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
- 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
- Pupils' experiences are not planned effectively enough to ensure that all pupils benefit fully from a broad and balanced curriculum

Prospects for improvement

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
- 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

Community Impact Assessment

Draft – to be updated following consultation

Name of proposal:

Proposal to establish a LRC at Pencoed Primary School for a maximum of 8 pupils with ASD from 1 September 2018.

Who will make the decision?:

Cabinet

Who has been involved in developing the proposal? :

Interim Director of Education and Family Support

Group Manager Inclusion and School Improvement

Aims and objectives: The ASD provision at Pencoed Primary School

Key actions: Statutory procedure to establish a LRC at Pencoed Primary School for a maximum of 8 pupils with ASD from 1 September 2018.

Expected outcomes: To establish a LRC for pupils with ASD with proposed implementation 1 September 2018.

Who will be affected: Staff, governors, pupils, parents and the community.

Approximately how many people will be affected: There are minimal people affected by this proposal. There will be an additional two members of staff at Pencoed Primary School.

Expected date of decision: June 2018

Scope/focus of the assessment: Consideration given to:

- Current quality and standards in education
- School priority targets (in the statement of action)
- Current provision of additional learning needs (ALN)
- Relationship of school with stakeholders.
- Potential impact of introducing the proposal on pupils and staff.

- Potential impact on the community.
- Potential impact on protected characteristics (outlined in the EIA).

Relevant data and/or research:

 The following table provides a five year projection of pupil population for Pencoed Primary School which is an English-medium primary school with an age range of 4 to 11 and a pupil capacity of 451 places excluding nursery.

	N1	N2	R	1	2	3	4	5	6	Cyfanswm /Total	Cyfanswm /Total
Blwyddyn /Year	Oed / Age 2 - 3	Oed / Age 3 - 4	Oed / Age 4 - 5	Oed / Age 5 - 6	Oed / Age 6 - 7	Oed / Age 7 - 8	Oed / Age 8 - 9	Oed / Age 9 – 10	Oed / Age 10 - 11	2-11	4-11
				103%	99%	105%	99%	100%	100%		
2017	14	62	63	76	73	64	72	70	69	563	487
2018	6	66	70	65	76	77	64	72	70	566	494
2019	7	66	67	72	64	79	76	64	72	567	494
2020	7	66	67	68	72	67	79	76	63	565	492
2021	7	66	66	68	68	75	67	79	76	572	499
2022	7	66	67	68	68	71	75	67	79	568	495
2023	7	66	67	69	67	71	71	75	67	560	487

In December 2011, Cabinet received an update on the review of support and provision for the inclusion of children and young people with additional learning needs (ALN).

Findings:

• The projected level of enrolment between 2016–2020 has no expected level of significant fluctuation that would impact the proposal (table regarding future projected level of enrolment provided in 'relevant data' section above).

Inclusion of children and young people:

 This proposal follows the 'inclusion of young people with additional learning needs' policy.

Impact on extended community

• There is no significant negative impact on the community.

Impact on other schools

 There is no impact upon other schools as the LRC's within the alternative schools are at capacity.

How will the decision affect people with different protected characteristics?:

The ratio is 1 teacher to 8 pupils for an ASD LRC All other ASDLRC's work to this. Those pupils in English-medium primary education with a diagnosis of ASD will be able to transition to the English-medium secondary school.

Consultation

Has there been specific consultation on this decision (if not, state why not and/or when this may happen):

Consultation will commence early February 2018.

What were the results of the consultation?:

The impact of this proposal has been considered and further responses have been requested as part of this consultation, the outcome of which will be recorded and reported to Cabinet in the Consultation Report.

Across the protected characteristics, what difference in views did analysis of the consultation reveal?

To be completed upon completion of consultation.

What conclusions have been drawn from the analysis on how the decision will affect people with different protected characteristics?

To be completed upon completion of consultation.

Assessment of impact on staff

There is no impact upon the reduction of staffing. An additional teacher and learning support officer will be required.

Assessment of impact on wider community

There is no significant negative impact on the wider community.

Analysis of impact by protected characteristics Please summarise the results of the analysis:

To be completed upon completion of consultation.

Assess the relevance and impact of the decision to people with different characteristics Relevance = High/Low/None Impact = High/Low/Neutral.

Characteristic	Relevance	Impact
Age	High	Low
Disability	High	Low
Gender reassignment	None	Neutral
Marriage and civil partnership	None	Neutral
Pregnancy and maternity	None	Neutral
Race	None	Neutral
Religion or belief	None	Neutral
Sex	None	Neutral
Sexual orientation	None	Neutral
Other socially excluded groups (include health inequalities)	None	Neutral

Where any negative impact has been identified, please outline the measures taken to mitigate against it:

Subject to the outcome of consultation on this proposal:

There are no current risks associated with this proposal. The LRC will
increase the expertise amongst the staff of Pencoed Primary School to
accommodate the needs of other pupils who are known to demonstrate ASD
traits in the absence of a formal diagnosis.

Please advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact:

An EIA has been conducted taking into account protected characteristics and any other potential impacts on minority groups. Once the consultation is complete and the results comprehensively considered, a full community impact assessment and equalities impact assessment will be provided along with the final report on the outcomes of the consultation.

igned:	
M Hatcher	
Date: 02:01:18	

Equality impact assessment (EIA) screening form

Please refer to the guidance notes when completing this form.

Proposal being screened

Proposal to establish a LRC at Pencoed Primary School for a maximum of 8 pupils with ASD from 1 September 2018.

Brief description of the proposal

The proposal is for a maximum of 8 pupils with ASD to access the LRC from 1 September 2018. Consultees will include staff, governors, pupils and parents of the school, members of the local community and any other interested parties.

Does this policy relate to any other policies?

In December 2011, Cabinet received an update on the review of support and provision for the inclusion of children and young people with additional learning needs (ALN).

What is the aim or purpose of the policy?

The Council supports the principles that, when possible, children should be educated within a mainstream school environment and as near to their home as possible.

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

Pupils with special educational needs, parents, existing staff members in Pencoed Primary School.

Who is responsible for delivery of the policy?

Interim Corporate Director (Education and Family Support).

Is this a review of an existing policy?

No.

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

No.

Has an EIA previously been carried out on this policy?

No.

Screening questions

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

Yes.

- 2. Is it possible that any aspect of the policy will impact on people from different groups in different ways? (See guidance for list of 'protected characteristics' to consider) No for the following reasons:-
 - There would be growth for pupils with a diagnosis of ASD through the medium of English.
 - Capacity would be created for a maximum of 8 pupils.

Characteristic	Yes	No	Unknown	Explanation of impact
Age		X		There will be growth for pupils with ASD to access support through the medium of English at primary school
Disability		X		There will be growth for pupils with ASD and to access support through the medium of English.
Gender reassignment		X		Gender Reassignment is not expected to be impacted by this proposal.
Pregnancy and maternity		X		Pregnancy and Maternity is not expected to be impacted by this proposal.
Race		X		Race is not expected to be impacted by this proposal.
Religion/belief		X		Religion and Belief is not expected to be impacted by this proposal.
Sex		X		Sex is not expected to be impacted by this proposal.
Sexual orientation		X		Sexual Orientation is not expected to be impacted by this proposal.
Civil Partnerships and Marriage		x		Civil Partnerships and Marriage is not expected to be impacted by this proposal.

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

There is no risk for pupils diagnosed with ASD as there would be growth of provision in this area; this is new provision for English-medium education.

What action has been taken to mitigate this risk? Guidance

Please expand on your answer:

4. Could any aspect of the policy help BCBC to meet the main public sector duties? Bear in mind that the duty covers 9 <u>protected characteristics</u>. Guidance

Duty	YES	NO	Unknow n
Eliminate discrimination, harassment, victimisation and any other		Х	
conduct that is prohibited by the Act			
Advance equality of opportunity between persons who a relevant	Х		
protected characteristic and persons who do not share it			
Foster good relations between persons who share a relevant	Х		
protected characteristic and persons who do not share it			

Please set out fully your reasoning for the answers given to question 4 including an awareness of how your decisions are justified.

The policy enables those with learning difficulties (disability being a protected characteristic) to be taught in an English-medium mainstream school facility which could potentially create relationships between pupils that are categorised as having 'special education needs' and pupils from 'mainstream' teaching at Pencoed Primary School thereby removing divisions between pupils.

- 5. Could any aspect of this "policy" assist Bridgend County Borough Council with its compliance with the Welsh Language Standards and the Welsh Language (Wales) Measure 2011 which are to consider:-
 - The proposal is to grow ALN provision through the medium of English.
 - The proposal offers those pupils with ASD to be educated as near to their home as is possible.
- 6. Are you aware of any evidence that different groups have different needs, experiences, issues and/or priorities in relation to this policy?

Yes No Unknown (Guidance)

No.

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

No – there will be minimal change to the community as pupils with ASD will be able to attend a local English-medium primary school.

Conclusions

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

HIGH - full EIA within is to be undertaken.

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

High – to ensure the policy is correctly implemented.

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

(Guidance)

Activity	Date
Consultation period where we welcome your views and observations on the proposal*.	7 February 2018- 21 March 2018
Report to Cabinet on the outcomes of the consultation.	24 April 2018
Publish Consultation Report on BCBC website, hard copies available on request.	2 May 2018
If agreed by the Cabinet of Bridgend County Borough Council, a Public Notice will be published and there will be a period of 28 days in which to submit any objections to the proposal in writing.	3 May 2018
End of Public Notice period. If there are no objections Cabinet can immediately decide whether to proceed or not. If there are any objections, an Objections Report will be published and forwarded to Cabinet for their consideration and subsequent determination.	31 May 2018

Potential implementation.	1 September 2018

10. Who will carry out the full EIA?

Education and Family Support Directorate – Group Manager and / or Corporate Director.

EIA screening completed by: Michelle Hatcher Date: 02:01:18

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

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 (LA) governors to the school governing bodies listed in paragraphs 4.1 and 4.2.

2. Connection to Corporate Improvement Plan/other corporate priority

- 2.1 The work of LA governors supports the raising of educational standards and the well-being of children, young people and their local communities. In particular, their work contributes to the 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 of applications received for current and forthcoming vacancies of LA governors on governing bodies (see paragraphs 4.1 and 4.2, and Appendix A).

4. Current situation/proposal

4.1 For the 12 schools below, the 15 applicants met the approved criteria for appointment as LA governors and there was no competition for any of the vacancies. Therefore, the recommended appointments are:

Mrs Pamela Davies	Bryntirion Infants School
Mrs Diane Tiltman	Coety Primary School
Ms Danisha Patel	Coleg Cymunedol Y Dderwen
Mr Ramsey Jamil	Coleg Cymunedol Y Dderwen
Community Cllr Neil Dewar	Cynffig Comprehensive School
Cllr Jane Gebbie	Mynydd Cynffig Primary School
Cllr David Owen	Ogmore Vale Primary School
Reverend Leonard Grabham	Pil Primary School
Cllr Jane Gebbie	Pil Primary School
Miss Helen Davies	Plasnewydd Primary School
Mr John Winkworth Bunker	Porthcawl Primary School
Mr Cynwyd Williams	Porthcawl Primary School
Mr Gareth Pope	Tondu Primary School

Cllr John Spanswick	Tremains Primary School
Mr Stephen Hiscocks	Ysgol Gymraeg Bro Ogwr

4.2 There was competition, however, for 5 vacancies at 4 schools. The officer panel scrutinised the applications received and recommended the following appointments:

NAME OF SCHOOL	APPLICANTS
Cefn Cribwr Primary School	Mr Kevin George Burnell Mr Geraint John Carpenter Mrs Trudy Carpenter

In line with the Council's selection criteria, it was agreed to recommend Mr. Kevin George Burnell due to him previously being a governor and his knowledge of the relevant phase of education.

NAME OF SCHOOL	APPLICANTS
Ffaldau Primary School	Mr Clive J Callard-Sage Mr Ramsev Jamil
Ffaldau Primary School	Mr Ramsey Jamil

In line with the Council's selection criteria, it was agreed by the officer panel to recommend Mr Ramsey Jamil based on his greater experience and relevant knowledge of educational issues.

NAME OF SCHOOL	APPLICANTS
	Cllr Ms Nicole Burnett
Penybont Primary School	Mr Andrew Dix

In line with the Council's selection criteria, it was agreed to recommend Cllr Ms Nicole Burnett based on her being a local ward member for any part of the school's catchment area.

NAME OF SCHOOL	APPLICANTS
Ysgol Gynradd Gymraeg Cwm Garw	Mr Clive J Callard-Sage Community Cllr Ryan Clatworthy Mr Ramsey Jamil Mrs Louvain Lake

In line with the Council's selection criteria, it was agreed to recommend community Cllr Ryan Clatworthy based on his knowledge and understanding of the role and functions of the LA. It was also agreed to recommend Mrs Louvain Lake due to her being a previous governor at the school and her attendance records at governing body meetings in the previous two years.

4.3 Subject to the above appointments being approved, there are still 14 vacancies that need to be filled in 12 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 in paragraphs 4.1 and 4.2.

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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

Appendix A

List of LA governor vacancies up until end of January 2018

Name of school	List of current and forthcoming vacancies	
Abercerdin Primary School	1	
Afon Y Felin Primary School	2	
Caerau Primary School	1	
Cefn Glas Infants School	1	
Llangewydd Junior School	1	
Llangynywd Primary School	2	
Mynydd Cynffig Primary School	1	
Pil Primary School	1 (from January)	
Plasnewydd Primary School	1	
Tremains Primary School	1	
Ysgol Gymraeg Bro Ogwr	1	
Ysgol Gyfun Gymraeg Llangynwyd	1	
Total vacancies	14	

BRIDGEND COUNTY BOROUGH COUNCIL

JOINT REPORT TO CABINET

30 JANUARY 2018

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

SCHOOL MODERNISATION PROGRAMME - BAND B

1. Purpose of report

- 1.1 The purpose of this report is to seek Cabinet endorsement of the financial commitment required for Band B of the School Modernisation Programme prior to submission to Council.
- 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 (SOP). The 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.
- 3.6 Band A schemes, which are funded on a 50/50 basis with Welsh Government, are due for completion in 2018-2019 and are at various stages. The SEN provision at Bryncethin Campus, Coety Primary School, two additional teaching spaces at Heronsbridge Special School and Betws Primary School schemes have been completed. Work is well underway on the remaining schemes within Band A (ie the replacement YGG Cwm Garw, Brynmenyn Primary School and Pencoed Primary 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).
- 3.10 The school modernisation workstream considered relevant data to assist in prioritising the future investment in schools, including suitability, condition, maintenance backlog, population growth, projections of pupil population, housing developments identified within the Local Development Plan (LDP) and pupil places.
- 3.11 In 2017, Welsh Government requested that local authorities submit a new SOP, updated to reflect revised priorities. The revision was submitted on 31 July 2017, with the proviso that no political support and financial commitment had been received.
- 3.12 In October 2017, Cabinet was presented with a report detailing the outcome of the work of the school modernisation workstream and the revised SOP submission and gave approval to discontinue the original Band B schemes identified in the November 2010 Cabinet report, and approved the revised Band B schemes detailed below:
 - Bridgend North East (2 form entry (FE)) capital grant
 - Bridgend South East (2.5FE) capital grant
 - Bridgend Special School (270 places) Mutual Investment Model
 - Bridgend West Welsh-medium (2FE) capital grant
 - Bridgend West English-medium (2FE) capital grant

4. Current situation

- 4.1 On 6 December 2017, Welsh Government's Department for Education gave 'approval in principle' for Bridgend's second wave of investment, which at this stage has an estimated programme envelope cost of £68.2m. Further costs, which are yet to be determined, may be required and these would be associated with additional infrastructure capacity.
- 4.2 All schemes being taken forward in Band B will be required to follow a rigorous Welsh Government business case process and officers will explore the available opportunities through options appraisals and feasibility studies.
- 4.3 Initial work has commenced on the programme and project teams are in the process of being established. The work of the project teams will determine any additional requirements to deliver on the individual schemes (eg highway improvements).

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 sufficiently developed, they will be subject to a separate EIA, as the detail will

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 overall programme envelope is estimated to be in the region of £68.2m, of which approximately £43.2m is anticipated to be capital funded, the balance proposed to be funded through the Welsh Government Mutual Investment Model (MIM). The Welsh Government capital grant intervention rate is set at 50% for this second wave of investment, with the caveat that only the approved cost on an elemental basis will secure this rate any abnormals or "additional" design features will require 100% Bridgend County Borough Council (BCBC) funding.
- 7.2 In order to receive this funding, the Council will need to submit detailed business cases for each project including details of how the match funding (circa £22.8m) required from the Council will be provided. It is proposed that this be met from general capital funding in the first instance (subject to Local Government settlements from Welsh Government), with the balance to be met from \$106 funding, receipts from the sale of school and other sites, earmarked reserves and unsupported borrowing. These figures cannot be firmed up at this point in time, but unsupported borrowing will not be drawn upon until such time as general capital funding, \$106 funding and available capital receipts and earmarked capital reserves have been exhausted, as this will require a recurrent revenue budget to meet the borrowing costs.
- 7.3 The following projects have been included in the Council's capital programme, but will only be confirmed once Welsh Government approve the final business cases and sufficient funding has been generated:
 - Bridgend North East (2 form entry (FE));
 - Bridgend South East (2.5FE);
 - Bridgend West Welsh-medium (2FE); and
 - Bridgend West English-medium (2FE).
- 7.4 Given the uncertainty around the contribution from each funding source, for the moment it is assumed in the capital programme that the full match funding element of around £23m will be met from unsupported borrowing. This is the worst-case scenario and would require a maximum annual revenue payment of around £1.1m at full borrowing take-up, which will need to be built into the budget pressures considered as part of the medium-term financial strategy (MTFS) process from 2019-2020.
- 7.5 The capital programme will be updated with individual scheme costs and revised funding as each business case is approved, and reported through the appropriate channels.
- 7.6 The Bridgend Special School scheme which is being progressed via the MIM could benefit from a 75% Welsh Government intervention rate. However, this will require revenue match funding from the authority of around £750k per annum over a 25-year period. This is not currently built into the MTFS.

7.7 A feasibility budget of £111,366 has been secured for the 2017-2018 financial year to commence progressing Band B schemes and a further funding bid for feasibility work is in the process of being considered for 2018-2019.

8. Recommendations

- 8.1 Cabinet is recommended to give approval in principle for the financial commitment required for Band B of the School Modernisation Programme. The approval would be subject to sufficient resources being identified and allocated to meet the match funding commitment.
- 8.2 Cabinet is recommended to give approval for a report to be submitted to Council to amend the capital programme for Band B of the School Modernisation Programme.

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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 PROGRAMMEOVERVIEW 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"

Cabinet Report (3 October 2017): "SCHOOL MODERNISATION PROGRAMME – BAND B (2019-2024)"



BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE INTERIM DIRECTOR OF EDUCATION AND FAMILY SUPPORT

ESTYN INSPECTION OUTCOMES FOR CYNFFIG COMPREHENSIVE SCHOOL

1. Purpose of report

1.1 This report informs Cabinet Members of the outcomes of the recent Estyn inspection of Cynffig Comprehensive 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 Cynffig Comprehensive School was inspected by Estyn in October 2017 and the report was published on 4 December 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:

Inspection Area	Judgement
Standards	Adequate and needs improvement
Wellbeing and attitudes to learning	Adequate and needs improvement
Teaching and learning experiences	Adequate and needs improvement
Care, support and guidance	Good
Learning and management	Adequate and needs improvement

- 4.2 The report included the following recommendations:
 - R1 Improve the progress made by all pupils in lessons and, in particular, their development of reading and writing skills
 - R2 Improve pupils' behaviour in lessons
 - R3 Improve the quality of teaching
 - R4 Improve the quality of self-evaluation and improvement planning
- 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

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE INTERIM DIRECTOR OF EDUCATION AND FAMILY SUPPORT

ESTYN INSPECTION OUTCOMES FOR OGMORE VALE PRIMARY SCHOOL

1. Purpose of report

1.1 This report informs Cabinet Members of the outcomes of the recent Estyn inspection of Ogmore Vale 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 Ogmore Vale Primary School was inspected by Estyn in October 2017 and the report was published on 4 December 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:

Inspection Area	Judgement
Standards	Adequate and needs improvement
Wellbeing and attitudes to learning	Adequate and needs improvement
Teaching and learning experiences	Adequate and needs improvement
Care, support and guidance	Adequate and needs improvement
Learning and management	Unsatisfactory and needs urgent
Learning and management	improvement

- 4.2 The report included the following recommendations:
 - R1 Improve strategic planning systems and communication to involve all staff and enable the school to make and sustain improvements
 - R2 Monitor the school's work rigorously so that leaders can evaluate strengths and weaknesses accurately, identify priorities precisely and challenge underperformance
 - R3 Improve the quality of teaching and assessment across the school
 - R4 Raise standards of reading and spelling
 - R5 Analyse the progress of specific groups of pupils to target and evaluate the effectiveness of interventions

- R6 Increase opportunities for pupils to contribute purposefully to the life and work of the school
- 4.3 The school will draw up a post-inspection action plan, which shows how it is going to address the recommendations. Estyn will monitor the school's progress about 12 months after the publication of this report.
- 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

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE CORPORATE DIRECTOR, OPERATIONAL & PARTNERSHIP SERVICES

PRIVATE SECTOR RENEWAL POLICY

- 1.0 **Purpose of Report**
- 1.1 To seek Cabinet approval to amend the Private Sector Housing Renewal and Disabled Adaptations Policy (**Appendix 1**) to reflect the Welsh Government changes to the terms and conditions of the 'Houses into Homes' empty property loan scheme.
- 2.0 Connection to Corporate Plan / Other Corporate Priority
- 2.1 The Policy contributes to the following Corporate Priorities;
 - Supporting a successful economy; and
 - Smarter use of resources.

3.0 Background

- The Private Sector Housing Renewal and Disabled Adaptations Policy sets out the assistance provided by the Authority to; address poor and hazardous housing conditions; bring empty properties back into use and; enable the homes of disabled and elderly people to be adapted to meet their needs.
- 3.2 There are specific schemes included in the Policy for bringing empty properties back into use and one of these schemes is the Welsh Government 'Houses into Homes' empty property loan scheme.
- The scheme forms part of the Authority's overall approach to tackling empty properties in the Borough and enables the renovation and improvement of single properties or their conversion into a number of units i.e. a three storey house into three flats, in order for them to be suitable for use as residential accommodation.
- Loans are provided by the Authority to owners of empty properties where the property has been empty for six months or longer. The maximum loan amount per unit of accommodation is £25,000 and the maximum loan amount per applicant is £150,000. The empty property must be sold or rented on the open market following completion of the works. Owners have a specified loan term by which they have to pay back the loan to the Authority.
- 3.5 The specific terms and conditions of the loan scheme are prescribed by Welsh Government and are contained on pages 11 to 14 of the Policy (Appendix 1).

4.0 Current situation / proposal

- 4.1 Welsh Government have changed the terms and conditions of the 'Houses into Homes' empty property loan scheme. The changes are as follows:
 - Increased the loan term for empty properties intended for rental from a maximum of 3 years to 5 years. This assists applicants by giving them longer to pay back the loan.
 - Increased the maximum loan offered per applicant for empty properties from £150,000 to £250,000 (10 units at £25,000 per unit). This assists applicants who may own a number of empty properties or who are looking to convert a large building into a number of flats.

5.0 Effect upon Policy Framework& Procedure Rules

5.1 There is no impact on the policy framework and procedure rules.

6.0 Equality Impact Assessment

- 6.1 An Equality Impact Assessment was undertaken when the Policy was initially approved by Cabinet on 7th June 2016 to assess its relevance to the Authority's public equality duties and potential impact on protected equality characteristics.
- This policy has been assessed as relevant to the Authority's general and specific duties to promote equality and eliminate discrimination with regard to gender, disability, race, religion and belief and age.
- The policy has also been assessed as relevant to the Authority's duty to promote and protect human rights (specifically protection of property and right to respect for private and family life).
- The proposed amendments made to the Policy have no effect on this EIA.

7.0 Financial Implications

7.1 The total funding for the scheme is £900,010 and is provided by Welsh Government. The funding does not have to be paid back to Welsh Government. The funding is recycled to other applicants upon repayment of loans.

8.0 Recommendation

8.1 Cabinet is recommended to approve the revised Private Sector Renewal and Disabled Adaptation Policy, specifically, the changes to the 'Houses into Homes' empty property loan scheme as outlined in section 4.1 of the report.

ANDREW JOLLEY

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3rd January 2018

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Background documents

None





PRIVATE SECTOR HOUSING RENEWAL AND DISABLED ADAPTATIONS POLICY JANUARY 2018

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1.0 INTRODUCTION

This document sets out the assistance provided by Bridgend County Borough Council to address poor and hazardous housing conditions and to enable the homes of disabled and elderly people to be adapted to their needs.

It is not the Authority's intention to provide public money to tackle all the problems of poor and unsuitable housing in the private sector, but to encourage people requiring assistance under this policy to consider options available in improving their quality of life.

2.0 LEGISLATION

The Housing Grants, Construction and Regeneration Act 1996, confers on local authorities a statutory duty to provide assistance for the provision of facilities for disabled persons in the form of mandatory Disabled Facilities Grants.

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 confers on local authorities the discretionary power to provide grant assistance in a flexible way to meet local needs.

Additionally, local authorities have statutory powers in relation to unfit and hazardous properties, and to encourage safe, secure and healthy living accommodation.

3.0 BRIDGEND COUNTY BOROUGH PROFILE

A Local Housing Market Assessment (LMHA) and Stock Condition Survey (SCS) of the County Borough were undertaken in 2009 by Fordham Research (updated 2012). The surveys identified that 86.3% of the properties in the County Borough were privately owned, consisting of 76.4% owner occupied and 9.9% privately rented, the remaining 13.7% being social rented. Of the privately owned properties 540 were identified as being empty.

The Welsh Government published a Welsh Index of Multiple Deprivation in 2005 updated in 2008. The index identified four wards in the County Borough that rank within the top 100 most deprived wards. The most deprived ward identified was the village of Caerau in the Llynfi Valley. The Caerau ward including the village of Nantyfyllon was declared a Housing Renewal Area in 2006. Caerau is a Communities First area and the Caerau ward benefits from investment from Communities First and Regeneration funding for community and environmental projects.

Health Inequalities in the County Borough

A clear link has been shown between levels of deprivation and the health of the population, as people in deprived areas tend to age quicker, develop diseases earlier and die younger.

Qualitative evidence of the extent to which the population of the County Borough suffers from poor health is provided in the Authority's LHMA 2009.

The highest categories of households needing support are shown as those having a physical disability, medical condition, and frail older people. The chart below shows the remainder of the categories.

Support Needs Categories			
Category	No. of	% of all	% of support
	households	households	needs
			households
Frail older people	2,920	5.0%	18.6%
Medical condition	8,878	15.1%	56.4%
Physical disability	7,466	12.7%	47.5%
Learning difficulty	1,788	3.0%	11.4%
Mental health	2,929	5,0%	18.6%
Sensory impairment	1,147	1.9%	7.3%
Substance misuse	310	0.5%	2.0%
Other	267	0.5%	1.7%

The number of people with limiting long-term illness, infant mortality and the number of deaths caused by cancer are all higher than the average for Wales. Those suffering from limiting long-term illness tend to be in the northern wards of the County Borough, stretching from Caerau in the north-west to Blackmill in the north-east. In Blaengarw, nearly one quarter of the total population is suffering from a long-term illness.

The most commonly used measures of health needs are mortality and hospital admissions. The major categories of disease causing death are respiratory, circulatory, cancers, injuries and 'other'.

4.0 POLICY REVIEW

The Private Sector Housing Renewal and Disabled Adaptations Policy 2016 is underpinned by evidence from a number of sources, which have informed the new arrangements for the provision of grants and assistance. These include:

- Data from the LHMA and SCS 2009 (2012) in relation to stock profile and disability;
- Internally generated data on disabled facilities grants;
- A partnership action plan to improve the delivery of adaptation services;
- Equality Impact Assessment.

The key priorities to emerge from the review are set out below:

- Enable older and disabled people, and people suffering from domestic abuse, where appropriate, to remain in their own homes and live independently;
- Create more affordable housing by bringing empty homes back into use;
 and
- Deliver housing renewal on an area basis, focusing on areas where social need is greatest.

5.0 SUMMARY OF ASSISTANCE

Mandatory Assistance

Disabled Facilities Grant

Discretionary Assistance

Disabled Facilities Lifetime Grant
Adapted Home Relocation Grant
Comfort Safety and Security Scheme
Healthy Home Assistance
Empty Homes Grant
Empty Property Loans
Group Repair Scheme
Assistance to RSLs in Strategic Regeneration
Homes In Town Grant
Home Security Grant

5.1 Grant-Based Assistance

In respect of all types of grant applications the applicant should not be made a formal offer of grant aid or assistance unless they can satisfy all the qualifying criteria applicable for that particular type of grant. All applications must be submitted using the Authority's prescribed forms and applications must be accompanied by the appropriate owner-occupation or tenancy certificates.

5.1.1 Disabled Facilities Grant (DFG)

The disabled facilities grant is a mandatory 'means-tested' grant, to help meet the cost of adapting a property (this can include mobile homes or houseboats) in which a disabled person lives. Owners, occupiers and tenants may apply for the grant. The means testing of applicants for a Disabled Facilities Grant will be used to determine the level of contribution, if any, which the applicant would need to contribute towards the overall costs of the works.

The adaptations subject to the grant must meet the specific needs of the disabled person as identified by the Authority's appointed Occupational Therapist (OT) or Trusted Assessor.

Eligibility

Applicants may be entitled to the grant if the Authority is satisfied that the proposed adaptations are necessary and appropriate to meet the needs of the disabled person, and reasonable and practicable in relation to the age and condition of the property. The Authority will advise applicants how the assessment will be arranged.

Maximum Grant Amount £36,000

If the cost of the works is more than the grant, applicants may be able to:

- apply for a Discretionary Disabled Facilities Lifetime Grant; or
- apply for help to move to an adapted, or more easily adapted, property through an Adapted Home Relocation Grant.
- reduce the scheme of works to the maximum grant amount if deemed appropriate by the Authority's appointed Occupational Therapist or Trusted Assessor.

(The details of these alternative grant options are set out later in this policy).

If the cost of the works are less than £5,000 (exclusive of fees and VAT, if applicable), such as fast track installation works, the Authority deems the cost of the work to be reasonable and practicable and will provide a DFG that will be processed more efficiently.

Applicants cannot normally get a disabled facilities grant if:

- Works are in excess of, or differ from those assessed as being necessary and appropriate to meet the needs of the disabled person and reasonable and practicable in relation to the age and condition of the property, as assessed by the Authority's appointed Occupational Therapist or Trusted Assessor and Surveyor.
- Works have previously been funded through a Disabled Facilities Grant and that have fallen into disrepair.
- The applicant is a tenant of a Registered Social Landlord (with the exception of Valley's to Coast Housing Association). In such circumstances, assistance is available directly from the Landlord.

Applicants' financial circumstances

- The DFG is subject to a means test. The amount of grant will depend on the financial circumstances of the disabled person for whom the adaptation is being carried out and that person's husband, wife or partner;
- Adaptations for children under 18 are not means tested; and
- The Authority will give applicants more detailed advice on how much they
 may need to contribute towards the cost of the works.

Repayment Conditions

The Authority may, in certain circumstances, require repayment of any grant awarded. The Authority will require repayment of any grant in full, together with interest, if the recipient of the grant is subsequently found to be not entitled to it. The Authority may demand repayment of any grant in excess of £5,000 where the grant recipient disposes of the property in respect of which the grant was given, within 10 years of the certified date.

The Authority will have regard to all the circumstances of the case before making a decision to demand repayment. It will take into account whether the disposal is made to relocate to take up or retain employment or for reasons of health and wellbeing, and the provision of care. Potential hardship caused by the requirement to repay will also be taken into account.

Where the recipient dies before the end of the grant condition period (10 years), the Authority in making the decision for repayment shall have regard to all the circumstances of the case before determining the appropriate outcome.

The applicant, together with any joint owner, will be required to agree to a legal charge being taken on the property, or any other form of security as the Authority deems appropriate in order to ensure repayment of the grant.

5.1.2 ENABLE – Support for Independent Living

Welsh Government has made a sum of money available to Councils to support the delivery of adaptations, under the Enhanced Adaptations Service (Enable). The purpose of the funding is to work with local partners to ensure that the person in needs get the services required and also to help reduce the demands on social care and the NHS.

This assistance can be determined locally but broadly fall into three areas:

- "Very small" e.g. grab rails and stair rails.
- "Small" e.g. walk-in showers, stair lifts and ramps.
- "Large" e.g. major structural changes

However, the ENABLE assistance cannot be used for any other funding, including as a substitute for existing Local Authority spending on adaptations

Guidance on the ENABLE funding is being produced by Welsh Government and will be adhered to.

5.1.2 Discretionary Disabled Facilities Lifetime Grant (DDLG)

This is a discretionary grant to cover the cost of professional and ancillary fees in relation to works approved under a DFG that exceed that **mandatory limit of £36,000**. It applies to formal DFG offers made on or after the adoption of this policy.

This is a grant of last resort, and will be awarded only when it can be evidenced that not carrying out the works would lead to certain and permanent loss of independence, and an immediate need for social care support which is disproportionate to the cost of the excess works. It will be awarded only when consideration has been given in consultation with the OT Service to reduce the scheme of works or relocate to an adapted or more easily adapted property.

The use of the grant is limited to professional and ancillary fees only.

Maximum Grant Amount £4,000

Eligibility

The grant is available to those owner-occupiers who can satisfy the criteria of eligibility for a Mandatory Disabled Facilities Grant, and who have been made a formal DFG offer **on or after** the approval of this policy.

When deciding whether grant assistance will be made available the circumstances and merits of each individual case will be considered.

This grant is not available to landlords applying on behalf of their tenants.

Repayment Conditions

This grant is recoverable in all cases, and the Authority will demand repayment when the property is disposed of. The repayment condition is not time limited

The applicant, together with any joint owner, will be required to agree to a legal charge being taken on the property, or any other form of security as the Authority deems appropriate in order to ensure repayment of the grant.

5.1.3 Adapted Home Relocation Grant (AHRG)

This is a discretionary grant aimed at assisting disabled people to move house, where this is more cost effective to the Authority than the award of a Disabled Facilities Grant. It will help assist with the cost of moving home and providing minor adaptations and is subject to a financial means test.

The applicant will be given the option to apply for an Adapted Home Relocation Grant to move to a property that can be more easily adapted, or to a property identified through the Bridgend Accessible Homes project.

An Adapted Home Relocation Grant will also be available to an existing Registered Social Landlord tenant to vacate an already adapted property which they do not require, and be relocated, thereby making an adapted property available to a disabled person.

Maximum Grant Amount £36,000

Eligibility

The grant is available to those who can satisfy the criteria of eligibility for a Mandatory Disabled Facilities Grant, and where the costs of the works are estimated above the mandatory £36,000 upper limit (including fees and contingencies) at survey and/or application stage; and/or where the works are not deemed to be reasonable and practicable.

The property subject to an AHRG must be deemed to be suitable to meet the needs of the applicant by the Authority's OT Service and Surveyor.

The grant will also be available to an existing Registered Social Landlord tenant to vacate an already adapted property which they do not require, and be relocated, thereby making an adapted property available to a disabled person.

Each application will be considered on its merits, taking into account the costs of adaptations at the current property and at the proposed property, and moving costs. The Authority will not approve the award of a grant unless there is sufficient financial justification for doing so and the award to both the disabled person and the person vacating a property will not exceed £36,000 in aggregate.

Eligible Costs

- The grant will assist with the acquisition of more appropriate or already adapted accommodation, including estate agent fees, conveyance costs, removal expenses, and minor adaptation works to the new property; and
- A formal application must be accompanied by a certificate stating that the
 applicant proposes to acquire an interest in the proposed property and that
 the applicant or a member of their family intends to live in that property as
 their main residence throughout the ten year grant period from the date of
 the acquisition.
- The grant will assist with removal expenses, and minor decoration works to a RSL property, when an adapted property is being vacated and made available to a disabled person.

Repayment Conditions

The Authority may demand repayment of any grant where the grant recipient disposes of the property in respect of which the grant was given, within 10 years of the certified date. The Authority will consider the circumstances of the case before making a decision to demand repayment.

The applicant, together with any joint owner, will be required to agree to a legal charge being taken on the property, or any other form of security as the Authority deems appropriate in order to ensure repayment of the grant.

5.1.4 Healthy Home Assistance (HHA)

This is discretionary assistance for small scale works of repair or mitigate a serious hazard that will adversely affect the health and/or safety of the applicant, and seeks to avoid the hospitalisation and potential requirement for major Disabled Facility Grant work at the property through undertaking works to prevent trips and falls.

It is intended to provide small scale safety assistance for those most vulnerable in the community. The grant is for owner occupiers who are

Bridgend Care and Repair clients (older and disabled persons). The works are undertaken by Bridgend Care and Repair, or their agent.

Maximum Amount of Assistance - £350

An applicant can access assistance of up to £350 in any 12 month period.

Eligibility

The applicant, at the time of the completed application, must:

- be a Bridgend Care and Repair client; and
- live in the property as their only residence; and
- be the sole owner-occupier of the property or joint owner-occupier of the property with their partner; and
- have no formal carers or support living at the property.

Works must not have commenced before the application is approved, and must be completed within 3 months of the approval date.

Eligible works are those for small scale emergency and essential works that could mitigate a serious hazard that will adversely affect health and/or safety, and include such things as:

- fire safety checks;
- electrical safety checks and minor works to defective electrical installation or to install a light or switch that will assist to prevent an accident;
- Securing uneven treads/floorboards;
- Providing additional light sockets;
- gas safety and carbon monoxide testing, including making safe any defective appliance not its replacement; and
- safety checks and replacement of batteries for items of assisted technology already fitted within the property.

(This list is not exhaustive)

Repayment Conditions

Any financial assistance for qualifying works under this grant heading will not be repayable to the Council

5.1.6 Comfort Safety and Security (CSS)

The purpose of this grant is to provide owner-occupiers with assistance to undertake small scale works to a property for those most vulnerable and unable to organise works themselves. Assistance is for minor repair work for owner occupiers who are Bridgend Care and Repair clients (older and disabled persons). The works are undertaken by Bridgend Care and Repair, or their agent.

Maximum Grant Amount excluding fees £1,000

Eligibility

Two applications up to a maximum of £1,000 in total may be made in any 5 year period per household.

The applicant or his/her partner must be:

- Bridgend Care and Repair clients;
- In receipt of a disability benefit <u>and</u> in receipt of a means tested benefit i.e. income support, guaranteed pension credit, or council tax benefit;
- Have less than £7,000 of savings;
- live in the property as their only residence;
- be the sole owner-occupier of the property or joint owner-occupier of the property with their partner.

Works must not have commenced before the application is approved. Work must be completed within 3 months of the approval date.

Repayment Conditions

Any financial assistance for qualifying works under this grant heading will not be repayable to the Council

5.1.7 Empty Homes Grant (EHG)

The Empty Homes Grant forms part of the Authority's overall approach to tackling empty properties in the Borough and will assist in increasing the supply of affordable rented accommodation which is necessary due to expected constraints on the Social Housing Grant Programme. The Authority will determine the works necessary to bring a property back into use, in consultation with Public Protection Department. Works must not have commenced before the application is approved, and must be completed within 6 months of the approval.

Maximum Grant Amount

Where a property has been identified as being empty on the Authority's empty property register;

- £10,000 or 75% of eligible costs, whichever is the lesser amount, per unit for a like for like conversion, i.e. if a two bed house is brought back into use as a two bed house.
- £15,000 or 75% of **eligible costs**, whichever is the lesser amount, per unit for a conversion into more self-contained units, i.e. if a two bed house is brought back into use as two one bed flats.
- £9,000 or 75% of eligible costs, whichever is the lesser amount, per unit for a conversion into units that have shared facilities i.e. bedsit type units that share facilities, such as a kitchen, bathroom or both.

For a commercial or non-residential empty property (which does not appear on the residential empty property register)

- £15,000 or 75% of eligible costs, whichever is the lesser amount, per self-contained unit where a non-residential property is converted into residential property, (subject to appropriate Planning Permission being obtained).
- £9,000 or 75% of eligible costs, whichever is the lesser amount, per unit for a conversion into units that have shared facilities i.e. bedsit type units that share facilities, such as a kitchen, bathroom or both.

It will include all costs for eligible works, specialist reports and preliminary and ancillary charges; and/or

Where a property has been vacant for a minimum of 6 months and eligible for an Empty Property Loan; 100% of eligible costs. It will include fees payable for Planning Application, Building Regulations, Land Registry title and title plan, reasonable RICS Valuation fee, Registering a charge at Companies House (if necessary); but excluding the Application administration Fee for the Empty Property Loan and excluding any eligible works. Only to be considered, if in the Authority's opinion, the property is suitable for social letting by nomination agreement with the Council or its appointed agent.

Eligibility

The applicant must:

- be aged 18 or over on the date of the grant application;
- have an owner's interest in the property and must be able to certify intent to let the dwelling to a person who is not a member of his or her family throughout the grant condition period of 3 years;

 be (or their appointed management agents be) registered with Rent Smart Wales, under the Housing (Wales) Act 2014 (and provide documentary evidence).

The property must:

- be over 10 years old and identified as being empty on the Authority's empty property register (except for the conversion of non-residential units into residential units);
- be considered, in the Authority's opinion, to be suitable for social letting at time of application;
- be free from Category 1 hazards on completion of works;
- be rented on completion of works, at the rate of the local housing allowance, and be available for nomination by the Authority or their appointed agent for a period of 3 years, repayment conditions will apply;
- not be the subject of a demolition order under the Housing Acts or Compulsory Purchase Order (Housing Acts and/or Planning Acts); and
- not have received assistance for the same works during the previous 10 year period.

Repayment Conditions

- 100% grant is repayable for up to 3 years following the date of certification if:
 - I. The property is vacant for a period of 6 months or more;
 - II. The property is disposed of:
 - III. The nomination agreement with the Council or its appointed agent is not being met.
- The applicant, together with any joint owner, will be required to agree to a legal charge being taken on the property, or any other form of security as the Authority deems appropriate in order to ensure repayment of the grant.

5.1.8 Empty Property Loans (EPL)

Empty Property loans are being made available through the Welsh Government (WG) 'Houses into Homes' initiative which forms part of the Authority's overall approach to tackling empty properties in the Borough to enable the renovation and improvement of single properties or the conversion of empty properties into a number of units, so that they are suitable for use as residential accommodation. The Authority will determine the works necessary to bring a property back into use, in consultation with the owner(s) and a schedule of works will be agreed with the applicant prior to the offer of any loan and will form part of the loan conditions. Works must not have

commenced before the schedule of works is issued, and must have commenced and be completed within the timescales set out in the Loan Agreement (this to be agreed on an individual case by case basis).

Maximum Loan Amount

£25,000 per property or unit, up to a total maximum of £250,000 per applicant. It will include all costs for eligible works, specialist reports and preliminary and ancillary charges. Where the cost of the works exceed the value of the loan, then the applicant must be able to show that they have adequate funds to complete the development.

There will be a maximum of 80% loan to value, based on the current value and condition of the property offered as security, supported by an independent valuation by the Royal Institute of Chartered Surveyors and local authority land search.

Eligibility

The applicant must:

- be aged 18 or over on the date of the loan application;
- not be an owner occupier;
- be present at the time of the survey and submit all relevant information requested by Bridgend County Borough Council;
- be individuals or companies who already own an empty property or are considering buying an empty property in Bridgend County Borough;
- provide for individuals (3 months' pay slips), charities (3 years accounts), and companies/businesses (3 years accounts);
- not have an outstanding debt to Bridgend County Borough Council or outstanding charges against the property; and
- must pay Bridgend County Borough Council the relevant application Fee on submission of application:

Loan amount	Fee
£0 - £50,000	£295.00
£50,001 - £100,000	£395.00
£100,001 - £250,000	£495.00

The **property** must:

- have been vacant for a minimum of 6 months:
- be in receipt of planning permission if the loan is to convert empty commercial properties into residential accommodation;
- be considered, in the Authority's opinion, to be suitable for social or private letting; or sale at the time of application;
- be renovated to a reasonable standard, comply will all relevant Building Regulations and Planning Permissions, be free from serious hazards and comply with the Houses into Homes Standard on completion of the works (see Appendix A);
- be suitable for immediate occupation, whether by for sale (loan to sell) or to let (loan to let) on completion of the works;

- not be the subject of a demolition order under the Housing Acts or Compulsory Purchase Order (Housing Acts and/or Planning Acts);
- not have received assistance for the same works during the previous 10 year period;
- not be under an insurance claim or third party claim;
- not include works outside the curtilage of the property unless they relate to the provision of essential services such as water, gas or electricity; and
- not be used by the applicant and/or his family as their home.

Conditions

Subject to Welsh Government Funding, Interest free loans are available for:

- <u>loans to return a property to use to sell</u> these loans would have a maximum 2 year repayment period;
- <u>loans to return a property to use for rent</u> these loans would have a maximum 5 year repayment period;
- <u>local authorities "works in default"</u> this would lead to enforced sales procedures;
- Other Options to be agreed and considered by the National Steering Group.
- Funding will be available in 2 installments 50% up front before works start, providing owners with working capital; 50% when reasonable progress has been made as deemed by Bridgend County Borough Council.

Repayment Conditions

All loans paid under this scheme will be repayable. If the owner fails to undertake the works, the local authority may enforce the sale of the property in order to recover loan monies. The loan is interest free, but where there is a breach of the loan condition Bridgend County Borough Council will charge interest at the Standard National Rate in force at the time of the loan.

Where any sum is required to be paid, but is not repaid in accordance with the loan conditions, a breach of conditions will have occurred and Bridgend County Borough Council may demand immediate repayment of the loan and any interest.

- Where the loan is approved is a 'Loan to Sell' the loan will be repayable immediately and no later than the date stipulated in the Loan Facility Agreement (maximum 2 years). Where the property is not made available for sale within 12 weeks of the date set for completion of works a breach of loan conditions will be considered to have occurred:
- Where the loan is approved is a 'Loan to Let', the loan will be repayable no
 later than the date stipulated in the Loan Facility Agreement (maximum of 5
 years), unless there is an earlier disposal of the property or the units within
 the property are divided and all sold on the same day. Where the property
 is not made available to let within 12 weeks of the date set for completion
 of works, a breach of loan conditions will be considered to have occurred;

Where the property is to be converted into units and there is a disposal of
one or more units (prior to the fixed dates set out in the terms of the Loan
Facility Agreement), then on each such disposal of a unit, the applicant
must repay the lesser amount of the gross sale proceeds or the amount of
the loan outstanding.

If after all such disposals, monies are still outstanding under the loan, then the applicant must repay such monies on whichever occurs the earlier of the disposal of the final unit or the relevant date as set out in the loan agreement; and

• The applicant, together with any joint owner, will be required to agree to a legal charge being taken on the property, or any other form of security as the Authority deems appropriate in order to ensure repayment of the loan.

Appeals against Refusal of Loan

Where an application for a loan is refused the applicant will be notified of the reasons for refusal in writing and informed of the procedure for an appeal against the decision.

If an applicant disagrees with the reason for refusal, an appeal may be made in writing to the Head of Service stating the reasons why the applicant disagrees. This appeal should normally be made within 14 days of receipt of the refusal letter.

The applicant will be notified, in writing normally within 14 days, of the decision.

If the Head of Service does not allow the appeal, an applicant can make a further appeal normally within 14 days to the Regional Loans Appeal Panel. The Loans Appeal Panel will sit within 28 days of this second appeal being lodged. An applicant may be requested to attend the Loans Appeal Panel to present their case.

The Loans Appeal Panel will inform the applicant in writing normally within 7 days of their decision.

There is no further appeal.

5.1.9 Group Repair Schemes (GRS)

Bridgend Group Repair Schemes involve the repair and refurbishment of a group of properties. The schemes are organised and managed on behalf of or directly by the Authority. Only those properties in a declared Renewal Area may be included in a Group Repair Scheme.

Maximum Grant Amount

Group Repair

90% - 100% of eligible works for owner occupiers 50% - 75% of eligible works for commercial/landlords

Tying-in Works

£5,000 per dwelling

Eligible applicants

All owners of properties within the defined boundary of the group repair scheme may participate and may be eligible for financial assistance subject to a financial means test as determined by the Authority.

Eligible works

- Works to: the exterior of the buildings to which the scheme relates; environmental improvement schemes to enhance streets and open spaces and garden and boundary walls; and provision and improvement of community facilities; and
- Tying-in works are eligible for Group Repair Scheme Grant for owners who
 do not wish to participate in the GRS but where works are required in
 order to achieve the overall scheme objectives and/or to reduce the overall
 scheme costs

Repayment Conditions (GRS only)

- This grant must be repaid to the Authority in full when the grant's recipient disposes of the property in respect of which the grant was given, after any instalment of grant has been paid and before the certified date of completion, or within a 5 year period after the date of the completion of grant works.
- The applicant, together with any joint owner, will be required to agree to a legal charge being taken on the property, or any other form of security as the Authority deems appropriate in order to ensure repayment of the grant.

5.1.10 Strategic Housing Assistance

The Council may make assistance available to RSLs and Housing Related Charities, to support the long term renewal and regeneration of properties to assist the Council's strategic aims. This will include assistance with the purchase, renovation or redevelopment costs, for strategically important properties/sites where necessary, to help to meet strategic housing objectives. It may also include the purchase of key strategic properties/sites where necessary to assist physical regeneration objectives.

Any scheme assisted under this grant funding will be subject to full nomination rights as outlined in the Social Housing Allocation Policy (SHAP) or any specific Council Lettings Policy in place at the time of nomination.

Maximum Grant Amount

Up to a maximum of £25,000 per unit of accommodation up to a maximum of €500,000, per applicant, over any three year fiscal period as it relates to a particular applicant, subject to this being in compliance with European Union de Minimis State Aid Regulations including procedural requirements, and in the case of RSLs not to exceed 58% of the Total Scheme Costs, to be determined by the Local Authority.

5.1.11 Homes In Town Grant (HIT).

This grant is designed to encourage town centre living in the County Borough. The Homes in Towns Grant (HIT) forms part of the Authority's overall approach to tackling vacant space in the town centres of the Borough, to increase the supply of affordable accommodation in key hubs of the Borough and assist regeneration in the town centre. The HIT grant will be prioritised in the target area as set out in Map A. Prioritisation will be given to applications that fall within the inner core in the first instance, although applications will be invited for properties that fall within the outer ring. An application will only to be considered, if in the Authority's opinion, the property is suitable for letting through a nomination from the Common Housing Register or under the Council's Local Lettings Policy in place at the time of referral.

The Authority will determine the works necessary to bring a property back into use. Works must not have commenced before the application is approved, and must be commenced within 6 months and completed within 12 months of the approval.

Maximum Grant Amount

Where a property has been identified as having empty or vacant space, a grant to assist the conversion or create residential premises will be made up in the following ways;

- 85% of the cost, up to a maximum of £10,000, to create a separate access (if one is not already present) to the residential premises;
- 85% of any works identified/recommended as the result of an Acoustic survey; and
- 60% of the cost, up to a maximum of £30,000 per unit of accommodation, for the conversion of vacant space into a residential unit.
- Assistance to pay professional fees, e.g. Planning and Building Regulations and Acoustic Surveys at 100%.

Any grant assistance will include all costs for eligible works, specialist reports and preliminary and ancillary charges, if not already funded through a separate grant.

This grant can be combined with any other grants such as Townscape Heritage Initiative and Empty Property Loans available from the Council, to a combined maximum value of €500,000, per applicant (s), over any three year fiscal period as it relates to a particular applicant, subject to this being in compliance with European Union de Minimis State Aid Regulations including procedural requirements.

Eligibility

The applicant must:

- be aged 18 or over on the date of the grant application; and
- have an owner's interest in the property and must be able to certify intent to let the dwelling to a person who is not a member of his or her family throughout the grant condition period of 3 years (or 4 years if receiving assistance for a separate access); and
- be (or their appointed management agents be) registered with Rent Smart Wales, under the Housing (Wales) Act 2014 (and provide documentary evidence).

The property must:

- be over 10 years old and identified as being suitable for conversion into residential use;
- be considered, in the Authority's opinion, to be suitable for letting at Local Housing Allowance at the time of application;
- be free from Category 1 hazards on completion of works;
- be rented on completion of works, at the rate of the Local Housing Allowance and be made available under the any specific Council Lettings Policy in place at the time of referral for a minimum period of 3 years where 1-5 units are created and 5 years where 6 or more units are created;
- not be the subject of a demolition order under the Housing Acts or Compulsory Purchase Order (Housing Acts and/or Planning Acts); and
- not have received assistance for the same works during the previous 10 year period.

Repayment Conditions

- 100% grant is repayable following the date of certification if:
 - I. The property is vacant for a period of 6 months or more;
 - II. The property is disposed of;
 - III. The referral agreement with the Council or its appointed agent is not being met.
- This will apply for the following length of time;
 - 3 years where the grant payable was up to £150,000 5 years where the grant payable was £150,001+

 The applicant, together with any joint owner, will be required to agree to a legal charge being taken on the property, or any other form of security as the Authority deems appropriate in order to ensure repayment of the grant.

5.1.12 <u>Target Hardening Grant (THG)</u>

The purpose of this grant is to assist in meeting the costs of responding to Domestic Abuse and Domestic Violence where 'target hardening' of properties has been identified to enable a person experiencing domestic abuse or domestic violence to remain in their home and assist to prevent the perpetrator accessing the property. Target hardening can be an effective way for victims and their children who are able to remain in their homes, to stay safe and continue to receive support from their local network of family and friends

Eligibility

The grant will be available to any person who has experienced/is experiencing domestic abuse has been referred for target hardening through the One Stop Domestic Abuse Service or the local Domestic Abuse Co-Ordinator

The grant will be applicable to any accommodation type and will apply to all tenures, though in particular owner occupiers and those living in private rented accommodation as RSLs will usually assist their tenants directly.

Eligible works will include anything that will assist in helping the security of the property and more importantly reduce the fear of reoccurrence for the victim of domestic abuse. Whilst each case will be individually assessed, examples of eligible works can include such hardware as:

- Window locks
- Door locks and chains
- Security alarms
- Security cameras
- Security or enhanced lighting

(this list is not exhaustive)

Maximum Grant amount

An application for assistance under the Domestic Abuse and Domestic Violence Security Grant will be for up to £350 per application

GENERAL TERMS AND CONDITIONS FOR DISCRETIONARY ASSISTANCE

Unless specifically stated otherwise: -

- 1. All discretionary assistance is subject to the availability of funding. The availability of any of the grants or assistance may change at any time without notice, and the Authority will not be liable for any costs incurred in an unsuccessful application for whatever reason.
- 2. The availability of assistance cannot be guaranteed until the applicant receives a written formal approval document.
- 3. With the exception of Empty Homes Grant, Empty Homes Loans, and Homes in Town, no grant assistance can be considered for a second home.
- 4. Except where mentioned in the eligibility criteria and/or terms for the type of assistance, no grant will be available, if the property is in joint ownership (including leaseholders with repairing obligations), unless all owners satisfy the eligibility criteria to qualify for that assistance.
- 5. The applicant is responsible for obtaining all necessary permissions for the works, including where necessary, landlord's and/or freeholder's permissions, building regulation approval, listed building approval, planning permission etc. The reasonable cost may be included in the cost of the eligible works, up to the maximum grant amounts. Approval of an application for assistance does not in any way imply that any necessary permissions, referred to in this clause, have been given.
- 6. No grant will be available for works which are eligible for funding through an insurance claim.
- 7. The combination of any Grant assistance, including Empty Home Grant, Loan, Homes in Town Grant and including any other public financial assistance cannot exceed applicable State Aid rules. Where the cost of the works exceeds the value, then the applicant must be able to demonstrate they have adequate funds to complete the development.
- 8. Where works are to be carried out by a contractor, assistance will only be given where the Authority is satisfied that the contractor is bone fide and may be requested to provide copies of satisfactory employers and public liability insurance. In addition where the contractor is a member of the applicant's family they must also be, a limited company incorporated to carry out works.
- 9. Applicants must be 18 years of age or over at the date of the application.
- 10. An application for assistance will not be approved unless the Authority's eligibility criteria are met, and the Authority is satisfied that the works are necessary and a Certificate of Owner Occupation or Tenants' Certificate has been signed and received.
- 11. An application is deemed to be complete when the applicant confirms they are satisfied that the works have been completed; the Authority determines that

- the works are completed to the required standards and all necessary documentation is received by the Authority.
- 12. Any approval will cease to have effect at the expiry of the timescale as set out in the Approval notice. Extensions of time are not normally permitted unless approved in writing by the Authority.
- 13. Assistance will not be provided for works that have been agreed by the Authority but commenced and/or completed prior to formal written approval is issued.
- 14. Payment will only be made upon completion of works to the satisfaction of the Authority and upon satisfactory receipt of signed certificate of satisfaction from the applicant, all necessary invoices, guarantees and certificates.
- 15. Except where specifically excluded under the details of assistance, all landlords or their appointed management agents are required to be registered with Rent Smart Wales under the Housing (Wales) Act 2014 (and provide documentary evidence), before payment of any grant will be made.
- 16. Where an application for a grant has been approved but it subsequently appears to the Authority that the applicant (or joint applicants) was not, at the time the application was approved, entitled to a grant, the Authority will suspend further payments and demand that any grant which has been paid is repaid immediately, together with interest from the date on which it was paid until repayment.
- 17. Reasonable fees, as determined by the Authority, may be eligible for assistance under this policy. These include fees for services provided by architects, surveyors, engineers, advisors etc., where deemed necessary and appropriate.

Notes:

"Partner" means the person with whom the applicant lives as husband, wife or civil partner

"Certified date" means the date certified by the local authority as the date on which the execution of the eligible works is completed to their satisfaction.

APPENDIX A

Houses into Homes Standard

Criterion A: It meets the current statutory minimum standard for housing

To be fit, a dwelling should be free of category 1 hazards as assessed through the Housing Health and Safety Rating System.

Criterion B: It is in a reasonable state of repair

A dwelling satisfies this criterion unless:

- one or more key building components are old and, because of their condition need replacing or major repair; or
- two or more other building components are old and, because of their condition need replacing or major repair.

A building component can only fail to satisfy this criterion by being old and requiring replacing or repair. A component cannot fail this criterion based on age alone.

Building components

Building components are the structural parts of a dwelling (e.g. wall structure, roof structure), other external elements (e.g. roof covering, chimneys) and internal services and amenities (e.g. kitchens, heating systems).

Key building components are those which, if in poor condition, could have an immediate impact on the integrity of the building and cause further deterioration in other components.

They are the external components plus internal components that have potential safety implications and include:

- external walls;
- roof structure and covering;
- windows/doors;
- chimneys;
- central heating boilers;
- qas fires;
- storage heaters;
- · plumbing; and
- electrics.

Lifts are not considered to be a key component unless the lift or the lift shafts have a direct effect upon the integrity of the building.

If any of these components are old and need replacing, or require immediate major repair, then the dwelling is not in a reasonable state of repair.

Other building components are those that have a less immediate impact on the integrity of the dwelling. Their combined effect must therefore considered, with a

dwelling not being in a reasonable state of repair if two or more are old and need replacing or require immediate major repair.

Old and in poor condition

A component is defined as 'old' if it is older than its standard lifetime. Components are in poor condition if they need major work, either full replacement or major repair.

One or more key components, or two or more other components, must be both old and in poor condition to render the dwelling non-decent on grounds of disrepair. Components that are old but in good condition or in poor condition but not old would not, in themselves, cause the dwelling to fail the standard.

A building component, which requires replacing before it reaches its expected lifetime has failed early. Under the terms of the definition, this early failure does not render the dwelling non-decent.

Criterion C: It has reasonably modern facilities and services

A dwelling is considered not to meet this criterion if it lacks three or more of the following facilities:

- a kitchen which is 20 years old or less;
- a kitchen with adequate space and layout;
- a bathroom which is 30 years old or less;
- an appropriately located bathroom and WC;
- adequate external noise insulation; and
- adequate size and layout of common entrance areas for blocks of flats.

A kitchen failing on adequate space and layout would be one that was too small to contain all the required items (sink, cupboards cooker space, worktops etc.) appropriate to the size of the dwelling;

An inappropriately located bathroom and WC is one where the main bathroom or WC is located in a bedroom or accessed through a bedroom (unless the bedroom is not used or the dwelling is for a single person). A dwelling would also fail if the main WC is external or located on a different floor to the nearest wash hand basin, or if a WC without a wash hand basin opens on to a kitchen in an inappropriate area, for example next to the food preparation area:

Inadequate insulation from external airborne noise would be where there are problems with, for example, traffic (rail, road and aeroplanes) or factory noise.

Inadequate size and layout of common entrance areas for blocks of flats would be one with insufficient room to manoeuvre easily for example where there are narrow access ways with awkward corners and turnings, steep staircases, inadequate landings, absence of handrails, low headroom etc.

In some instances there may be factors which may make the improvements required to meet the Houses into Homes standards challenging or impossible, such as physical or planning restrictions. Where such limiting factors occur the property 22

should be assessed to determine the most satisfactory course of action in consultation with the relevant body or agency so as to determine the best solution. The outcome may determine that some improvements may be possible even if all are not.

A dwelling would not fail this criterion, where it is impossible to make the required improvements to components for physical or planning reasons.

<u>Criterion D</u>: It provides a reasonable degree of thermal comfort

The definition requires a dwelling to have both efficient heating; and effective insulation.

Efficient heating is defined as any gas or oil programmable central heating; or electric storage heaters; or warm air systems; or under floor systems; or programmable LPG/solid fuel central heating; or similarly efficient heating systems which are developed in the future.

The primary heating system must have a distribution system sufficient to provide heat to two or more rooms of the home. There may be storage heaters in two or more rooms, or other heaters that use the same fuel in two or more rooms. Even if the central heating system covers most of the house making a dwelling decent, under the HHSRS the home should be warm enough for the occupant.

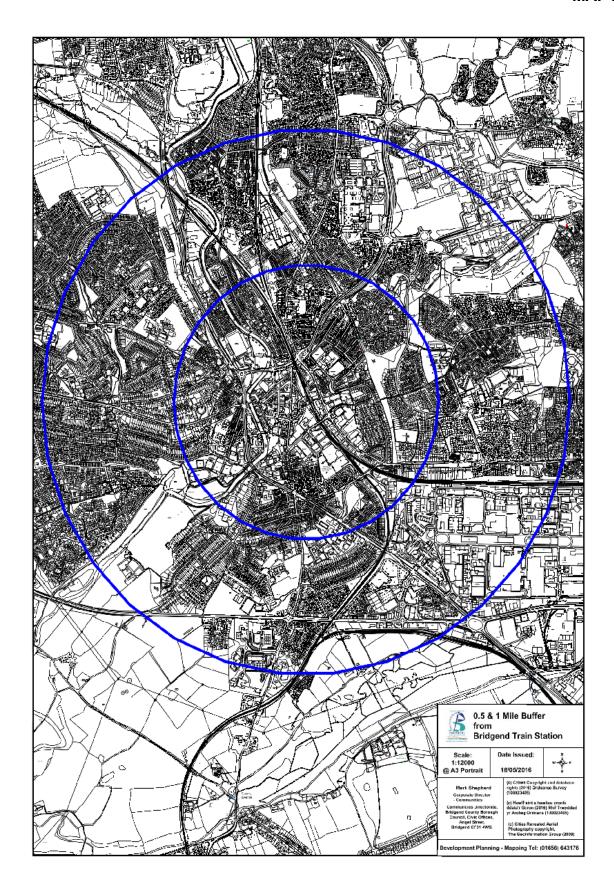
Heating sources, which provide less energy efficient options, fail the Houses into Homes standard. Programmable heating is where the timing and the temperature of the heating can be controlled by the occupants.

Because of the differences in efficiency between gas/oil heating systems and the other heating systems listed, the level of insulation that is appropriate also differs:

For dwellings with gas/oil programmable heating, cavity wall insulation (if there are cavity walls that can be insulated effectively) and at least 50mm loft insulation (if there is loft space) is an effective package of insulation.

For dwellings heated by electric storage heaters/LPG/programmable solid fuel central heating a higher specification of insulation is required: at least 200mm of loft insulation (if there is a loft) and cavity wall insulation (if there are cavity walls that can be insulated effectively).

A SAP rating of less than 35 (using the 2001 SAP methodology) has been established as a proxy for the likely presence of a Category 1 hazard from excess cold.



BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

REPORT OF CORPORATE DIRECTOR – OPERATIONAL AND PARTNERSHIP SERVICES

PUBLIC SPACE PROTECTION ORDERS

1. Purpose of Report

- 1.1 To ask Cabinet to:
 - note the results of the consultation on the creation of Public Space Protection Orders (PSPO's);
 - ii. note that the grounds, as set out in paragraph 3.3 below, are met; and,
 - iii. in light of the outcome of the consultation and the grounds being met, to create 3 new PSPO's as set out in **Appendix 1** and detailed in para 4.9

2. Connection to Corporate Improvement Plan / Other Corporate Priority

- 2.1 The proposal to address anti- social behaviour supports a number of corporate priority themes relating to the reduction of crime and disorder and improvement of the environment
- 2.2 Under Section 17 of the Crime and Disorder Act 1998 the Council has a statutory duty to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it can to prevent crime and disorder.

3. Background

- 3.1 The Anti-social Behaviour, Crime and Policing Act 2014 (the Act) makes provision about anti-social behaviour, crime and disorder. The Act sets out the following 6 new tools for responsible bodies and responsible authorities:
 - i. Injunction
 - ii. Criminal Behaviour Order (CBO)
 - iii. Dispersal power
 - iv. Community Protection Notice (CPN)
 - v. Closure Power
 - vi. Public Spaces Protection Orders (PSPO)
- 3.2 A Cabinet Report dated 15th March 2016 sets out the above powers in more details. This report also delegated to the Assistant Chief Executive, Legal and Regulatory the power to do anything (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 PSPO's as specified in Part 4, Chapter 2 of the Act. As such the power for Bridgend County Borough Council to create a PSPO remains a Cabinet power and decision.
- 3.3 A Local Authority may make a PSPO if it is satisfied on reasonable grounds that it is likely that activities will be carried on in a public place within that area and that they will have a detrimental effect on the quality of life of those in the locality which is

- likely to be of a persistent or continuing nature such as to make the activities unreasonable, and justifies the restrictions imposed by the notice.
- 3.4 PSPO's are designed to stop individuals or groups committing anti-social behaviour in a public space. They are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. They are designed to ensure the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour. PSPO's contain restrictions and requirements set by the council. These can be blanket restrictions or requirements or can be targeted against certain behaviours by certain groups at certain times. They can restrict access to public spaces (including certain types of highway) where that route is being used to commit anti-social behaviour. They can be enforced by a police officer, police community support officers and council officers. Under s.67 of the Act breach of a PSPO is a criminal offence. Enforcement officers can issue a fixed penalty notice of up to £100 if appropriate or following a conviction in Court a person can receive a fine of up to £1,000. Under s.63 of the Act a person can be required by an authorised officer to surrender alcohol and a failure to do this is a criminal offence. Anyone who lives in, or regularly works in or visits the area can appeal a PSPO in the High Court within six weeks of issue
- 3.5 Importantly PSPO's replace the old Designated Public Place Orders (DPPO's); Gating Orders and Dog Control Orders.
- 3.6 The Act came into force on the 14th October 2014. Under s.75 the Act made provision for DPPO's; Gating Orders and Dog Control Orders (where in existence) to remain valid for 3 years from the 14th October 2014 at which point, on the 14th October 2017, they were converted under the Act to PSPO's.

4. Current situation / proposal

- 4.1 Prior to 14th October 2017 there were 5 Designated Public Places Orders (DPPO's) in existence in Bridgend County Borough which established alcohol control areas to deal with issues of nuisance and disorder associated with the consumption of alcohol in streets and public places. The areas where the orders were in force are attached as **appendix 2** (maps)
- 4.2 In addition, prior to 14th October 2017 there were two Gating Orders in existence in Bridgend County: one covering the rear lane between Talbot Street and Plasnewydd Street, Maesteg and the second covering the highway to the rear of Wesley Street and Lloyd Street, Caerau, Maesteg. These are attached in appendix 2 (maps
- 4.3 A further gating order had previously been in existence covering the highway between Treharne Road and Caerau Road, Caerau was revoked in March 2014.
- 4.4 On the 14th October 2017 there were no dog control orders within Bridgend County Borough Council.
- 4.5 On the 14th October 2017 the orders listed at paragraph 4.1 and 4.2 above, being five DPPO's and two Gating Orders, migrated under the Act to become PSPO's.

No action was required by the Council as this happened automatically under the 2014 Act.

- 4.6 To ensure that the new PSPO's remained necessary and whether any further PSPO's should be made, it was proposed to review all areas covered by the old DPPO's and Gating Orders, as well as any new areas where anti-social behaviour is being experienced, to establish what appropriate PSPO's could be made, and what conditions could be attached to best prevent anti-social behaviour. As such, a report was submitted to Cabinet on 27th June 2017 seeking approval to consult with the police, the Police and Crime Commissioner and other relevant bodies, which included Chief Superintendent, South Wales Police, Corporate Director Communities Bridgend County Borough Council, Town Centre Manager Bridgend County Borough Council, Bridgend Town Council, Maesteg Town Council, Pencoed Town Council, Porthcawl Town Council, Bridgend Traders Forum, CF31 Bridgend BID, Bridgend Pub Watch/BBAC, Porthcawl Chamber of Trade, Porthcawl Pub Watch and the public, on the creation of Public Space Protection Orders. Full details of the consultation can be found in the Consultation Report Appendix 3.
- 4.7 The statutory consultation commenced on 24 July 2017 and continued for 12 weeks, ending on 13 November 2017. Under s.71(4) of the 2014 Act it is necessary to consult with the chief officer of police and the local policing body for the police area that includes the restricted area; whatever community representatives the local authority thinks it appropriate to consult; and the owner or occupier of land within the restricted area ("the Statutory Consultees"). In addition to the Statutory Consultees there was also a public consultation.
- 4.8 A letter was sent to Statutory Consultees outlining the proposal and directing consultees to the webpage which gave details of how to respond. A copy of the letter and a list of Statutory Consultees is included in the consultation report. The public consultation was promoted through a variety of means including:
 - i. the BCBC website;
 - ii. partner meetings including Bridgend Hate Forum and Bridgend Community Safety partnership.
 - iii. partner distribution networks;
 - iv. newsletters; and
 - v. via social media.

A clean up event was held between Talbot Street and Plasnewydd Street to promote the consultation to residents and local business.

- 4.9 The Consultation sought views on the following:
 - Whether to maintain the PSPO's which were automatically created when the Designated Public Place Orders in Caerau, Pencoed, Porthcawl and Maesteg at described in 4.1mirgrated by law into PSPO's on the 14th October.
 - ii. If the PSPO's at point i above are maintained, whether to maintain them with identical terms or altered terms

- iii. If the PSPO's at point i above are maintained whether to extend the area covered to include Coity Road, up to the entrance to the Princess of Wales Hospital
- iv. Whether to maintain the PSPO's which were automatically created when the Gating Order outlined in 4.2 mirgrated by law into PSPO's on the 14th October
- v. If the PSPO at point iv above is maintained, whether to maintain it with identical terms or altered terms
- vi. A further question was included in the survey: 'Are you aware of any activities which are currently restricted in a public space within your area, which if not restricted would have a detrimental effect of your quality of life?' Five individuals responded to the question.
- 4.9 A copy of the draft PSPO is attached as appendix 1 and was included in the consultation. In summary the draft PSPO's as consulted upon sought to:
- A) create one new PSPO to prohibit the consumption of alcohol and the possession of alcohol in an open container within the following restricted areas:
 - Bridgend as attached map in appendix 2
 - Porthcawl as attached map in appendix 2
 - Pencoed as attached map in appendix 2
 - Caerau as attached map in appendix 2
 - Maesteg as attached map in appendix 2

Any person who without reasonable excuse continues consuming alcohol in the Restricted Area when asked to desist by a Police Officer, Police Community Support Officer or authorised person from the Council under Section 63, or fails to surrender any intoxicating substance in his possession when asked to do so by a Police Officer, Police Community Support Officer or authorised person from the Council under Section 63 commits an offence and is liable on summary conviction to a fine not exceeding level 2 on the standard scale (currently £500.00) or if in receipt of a Fixed Penalty Notice to a penalty of a maximum of £100.00.

The restriction applies to all persons at all times. The Order would affect all persons and is proposed to last for 3 years.

- B) the creation of one new PSPO's to restrict the public right of way between Talbot Street and Plasnewydd Street, Maesteg, Bridgend, specified on the attached Plan in appendix 1 ("the Restricted Area") between Monday to Saturday during the hours of 5.30pm on one day and 9.00am on the next and on Sunday and every Public Holiday, for 24 hours. The winter and summer timings will mirror the Greenwich Mean Time and British Summer Time schedules. This Order authorises the installation of lockable swing gates which will enforce the restriction. The Order would affect all persons and is proposed to last for 3 years.
- the creation of one new PSPO's to restrict the public right of way between the Highway to the rear of Wesley Street and Lloyd Street, Caerau, and specified on the attached and specified on the attached plan in appendix 1 ("the Restricted Area") between Monday to Saturday during the hours of 5.30pm on one day and 9.00am on the next and on Sunday and every Public Holiday, for 24 hours. The winter and summer timings will mirror the Greenwich Mean Time and British

Summer Time schedules. This Order authorises the installation of lockable swing gates which will enforce the restriction. The Order would affect all persons and is proposed to last for 3 years.

- 4.10 Details of the consultation can be found on the BCBC website http://www.bridgend.gov.uk/services/consultation/public-space-protection-order-consultation.aspx
- 4.11 Both the statutory and public consultation closed on 13 November 2017. The results of the consultation are attached as **Appendix 3**
- 4.12 The Statutory Consultees were given the option of responding to the consultation by completing the on line survey or providing general comments via letter or email. Five written responses were received. One from South Wales Police, one from the Clerk of Maesteg Town Council (on behalf of Maesteg Town Council) and three from individual Porthcawl Town Councillors. All responses supported the proposed orders. One response asked for control of dogs to be considered, and one response indicated there were not enough resources to enforce dog control orders so they should not be included. One response asked why almost the whole of Pencoed and Porthcawl are covered by the orders, whilst Bridgend only seems to be the town centre. There were no further comments on the size of the area.
- 4.15 There were thirty three unique responses to the on line survey. In summary the following responses were received.
 - Bridgend Town Centre: twenty agreed to maintaining the PSPO (prohibition of alcohol) and five said no, but did not specify a reason. Twenty three agreed to the extended area to include Coity Road and 2 did not agree, but did not specify a reason. Comments regarding activities that have a detrimental effect on quality of life: People hanging around outside pubs, Youngsters drinking and when intoxicated damaging play area of the young people communities, Young people congregating, consuming alcohol, asb, 'Begging and people under the influence of drugs
 - Maesteg: Fifteen said yes to maintain the PSPO (prohibition of alcohol) and two said no, but did not specify a reason. Six individuals agreed to maintain the PSPO (gating) and eleven did not. Of the seventeen people who responded to this question twelve individuals stated they did not live within a mile radius of the specified area. It is not possible to tell from the data whether respondents who answered no to the question live within a mile radius of the specified area. The police and other agencies were in favour. Comments regarding activities that have a detrimental effect on quality of life: 'Number of young people on bikes around Llynfi Surgery and carpark, 'Drinking, noise and violence caused by drink, verbal abuse to members of the public, 'Lack of Police presence, youth drinking/smoking in public area such as Garth Park (Maesteg), 'Begging and people in the street under the influence of drugs'
 - Caerau: Eleven said yes to maintain the PSPO (prohibition of alcohol) and one was opposed, but did not give a reason. Four individuals agreed the gating order should be maintained, and eight did not. Of the 12 people who responded to this question eight individuals stated they did not live within a mile radius of the specified area. It is not possible to tell from the data whether those respondents who said no lived

within a mile radius of the area. The police and other agencies were in favour. Comments regarding activities that have a detrimental effect on quality of life: 'People hanging around on street corners, Drinking, noise and violence caused by drink, verbal abuse to members of the public', Begging, people under influence of drugs'

- Pencoed: Seven agreed to maintaining the PSPO (prohibition of alcohol) and three did not, but did not give a reason (did the no say why?). Comments regarding activities that have a detrimental effect on quality of life: Drinking, noise and violence caused by drink, verbal abuse to members of the public', 'Begging'
- Porthcawl: Eleven agreed to maintain the PSPO (prohibition of alcohol) and five did not, but did not give a reason. (did the no say why?).. Comments regarding activities that have a detrimental effect on quality of life: 'Noisy neighbours', 'Litter in Newton beach area', 'Flying tipping in lanes', 'Begging and people in the street under influence of drugs'
- 4.16 Of the 33 responses received one person who identified themselves as a 'visitor' identified begging and people under the influence of drugs as an issue across all areas.
- 4.17 No additional comments were made regarding the time periods that the suggested PSPO should have effect.
- 4.18 No additional comments were made regarding the duration of the orders.
- 4.19 There were no specific comments on the effect of section 63 and section 67 of the Act as specified in para 3.4 above
- 4.20 The response to the consultation confirm that it is likely that the consumption of alcohol and possession of alcohol in an open container in the following 5 public areas proposed will have a detrimental effect on the quality of life of those in the locality which is likely to be of a persistent or continuing nature such as to make the activities unreasonable, and justifies the restrictions imposed by the notice.
- 4.21 The response to the consultation confirm that it is likely that allowing access to the 2 public areas covered by the proposed PSPO's during the proposed hours will have a detrimental effect on the quality of life of those in the locality which is likely to be of a persistent or continuing nature such as to make the activities unreasonable, and justifies the restrictions imposed by the notice.
- 4.22 If the PSPO is created it would be published in accordance with Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014, SI 2014/259
- 5. Effect upon Policy Framework& Procedure Rules
- 5.1 None
- 6. Equality Impact Assessment
- 6.1 The Initial Screening EIA indicated a full Equalities Impact Assessment is required. The EIA is attached as **appendix** 4

7. Financial Implications

7.1 The estimated costs for implementing the orders are:

Design, manufacture and fixing of hard signs £3500 Printing £1500 Publicity £1000 Total

7.2 A request will be sent to partners asking for a financial contribution to the costs. If this is not forthcoming funding will be made available from existing budgets.

8. Recommendation

- 8.1 It is recommended that Cabinet:
 - note the results of the consultation on the creation of Public Service Protection Orders (PSPO's);
 - ii. note that the grounds, as set out in paragraph 3.3 above, are met; and,
 - iii. in light of the outcome of the consultation and the grounds being met, to create 3 new PSPO's as set out in paragraph 4.9 above and at **Appendix 1**

P A Jolley Corporate Director, Operational and Partnership Services

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Head of Service Performance and Partnership Services

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E-mail: Martin.Morgans@bridgend.gov.uk

Postal Address Level 4

Civic Offices, Angel Street, Bridgend, CF31 4WB

Background Documents

None



Public Spaces Protection Order Covering the lane to the rear of Wesley Street and Lloyd Street, Caerau, Maesteg

Notice is hereby given that Bridgend County Borough Council ("the Council") proposes the following Public Spaces Protection Order under sections 59, 64 and 74 of the Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act"):

- 1. This Order shall come into operation on [insert date] and shall have an effect for 3 years thereafter, unless extended by further order under the Council's statutory powers.
- 2. This Order relates to the Highway to the rear of Wesley Street and Lloyd Street, Caerau, and specified on the attached Plan Gating Order covering the lane to the rear to Wesley Street and Lloyd Street, Caerau and specified on the attached plan (Schedule 2 Wesley Street and Lloyd street Gating Order) ("the Restricted Area"). This is land to which the Anti-Social Behaviour, Crime and Policing Act 2014 applies and will be protected by the making of this Proposed Order.
- 3. The Council is satisfied that the conditions set out in Section 59 (2) of the Act have been met. Namely, that anti-social behaviour and criminal activities have been carried out within the Restricted Area. These activities have had a detrimental effect on the quality of life of those in the locality, and it is likely that the activities will be carried out within that area and have such an effect.
- **4.** The Council is also satisfied that the conditions set out in Section 59 (3) of the Act have been met. Namely, that the effect or likely effect of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is in all the circumstances expedient to make this Order for the purpose of reducing crime and/or anti-social behaviour in a public place.
- **5.** The Proposed Order may be cited as the Bridgend County Borough Council Public Spaces Protection Order for the Borough covering the Rear Lane between Wesley Street and Lloyd Street, Caerau, Maesteg

- 6. The effect of this Order will be to restrict the public right of way over the Restricted Area between Monday to Saturday during the hours of 5.30pm on one day and 9.00am on the next and on Sunday and every Public Holiday, for 24 hours. The winter and summer timings will mirror the Greenwich Mean Time and British Summer Time schedules. This Order authorises the installation of lockable swing gates which will enforce the restriction.
- 7. The restriction in Article 6 of this Order shall not apply to any registered owner of, or person who lives in or works in, premises adjoining the Restricted Area, or to any police, ambulance or fire service personnel, acting in pursuance of statutory powers or duties or to any statutory undertaker, gas, electricity, water or communications provider requiring access to their apparatus situated in the Restricted Area, or persons and/or vehicles required, where necessary, in connection with maintenance work or other function of the Council.

Public Spaces Protection Order

Rear lane between Elder Street and Caroline Street, Bridgend

Notice is hereby given that Bridgend County Borough Council ("the Council") proposes the following Public Spaces Protection Order under sections 59, 64 and 74 of the Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act"):

- **1.** This Order shall come into operation on 14 October 2017 and shall have an effect for 3 years thereafter, unless extended by further order under the Council's statutory powers.
- 2. This Order relates to the lane between Elder Street and Derwen Road and the lane between Elder Street and Caroline Street, Bridgend, and specified on the attached Plan 'Map of Bridgend Town Centre' ("the Restricted Area"). This is land to which the Anti-Social Behaviour, Crime and Policing Act 2014 applies and will be protected by the making of this Proposed Order.
- 3. The Council is satisfied that the conditions set out in Section 59 (2) of the Act have been met. Namely, that anti-social behaviour and criminal activities have been carried out within the Restricted Area. These activities have had a detrimental effect on the quality of life of those in the locality, and it is likely that the activities will be carried out within that area and have such an effect.
- **4.** The Council is also satisfied that the conditions set out in Section 59 (3) of the Act have been met. Namely, that the effect or likely effect of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is in all the circumstances expedient to make this Order for the purpose of reducing crime and/or anti-social behaviour in a public place.
- **5.** The Proposed Order may be cited as the Bridgend County Borough Council Public Spaces Protection Order for the Borough covering the lane between Elder Street and Derwen Road and the lane between Elder Street and Caroline Street, Bridgend.

- **6.** The effect of this Order will be to restrict the public right of way over the Restricted Area between Monday to Saturday during the hours of 5.30pm on one day and 9.00am (Please confirm timings) on the next and on Sunday and every Public Holiday, for 24 hours. The winter and summer timings will mirror the Greenwich Mean Time and British Summer Time schedules. This Order authorises the installation of lockable swing gates which will enforce the restriction.
- 7. The restriction in Article 6 of this Order shall not apply to any registered owner of, or person who lives in or works in, premises adjoining the Restricted Area, or to any police, ambulance or fire service personnel, acting in pursuance of statutory powers or duties or to any statutory undertaker, gas, electricity, water or communications provider requiring access to their apparatus situated in the Restricted Area, or persons and/or vehicles required, where necessary, in connection with maintenance work or other function of the Council.

Public Spaces Protection Order Covering the Rear Lane between Talbot Street and Plasnewydd Street, Maesteg, Bridgend

Bridgend County Borough Council in exercise of its powers under Section 59, 64 and 72 of the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act") hereby makes the following Order:-

- 1. This Order shall come into operation on [Insert Date] and shall have an effect for 3 years thereafter, unless extended by further order under the Council's statutory powers.
- 2. This Order relates to the Rear Lane between Talbot Street and Plasnewydd Street, Maesteg, Bridgend, and specified on the attached Plan (Schedule 1 Maesteg Gating Order) ("the Restricted Area"). This is land to which the Anti-Social Behaviour, Crime and Policing Act 2014 applies and will be protected by the making of this Proposed Order.
- 3. The Council is satisfied that the conditions set out in Section 59 (2) of the Act have been met. Namely, that anti-social behaviour and criminal activities have been carried out within the Restricted Area. These activities have had a detrimental effect on the quality of life of those in the locality, and it is likely that the activities will be carried out within that area and have such an effect.
- **4.** The Council is also satisfied that the conditions set out in Section 59 (3) of the Act have been met. Namely, that the effect or likely effect of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is in all the circumstances expedient to make this Order for the purpose of reducing crime and/or anti-social behaviour in a public place.
- **5.** The Proposed Order may be cited as the Bridgend County Borough Council Public Spaces Protection Order for the Borough covering the Rear Lane between Talbot Street and Plasnewydd Street, Maesteg, Bridgend.

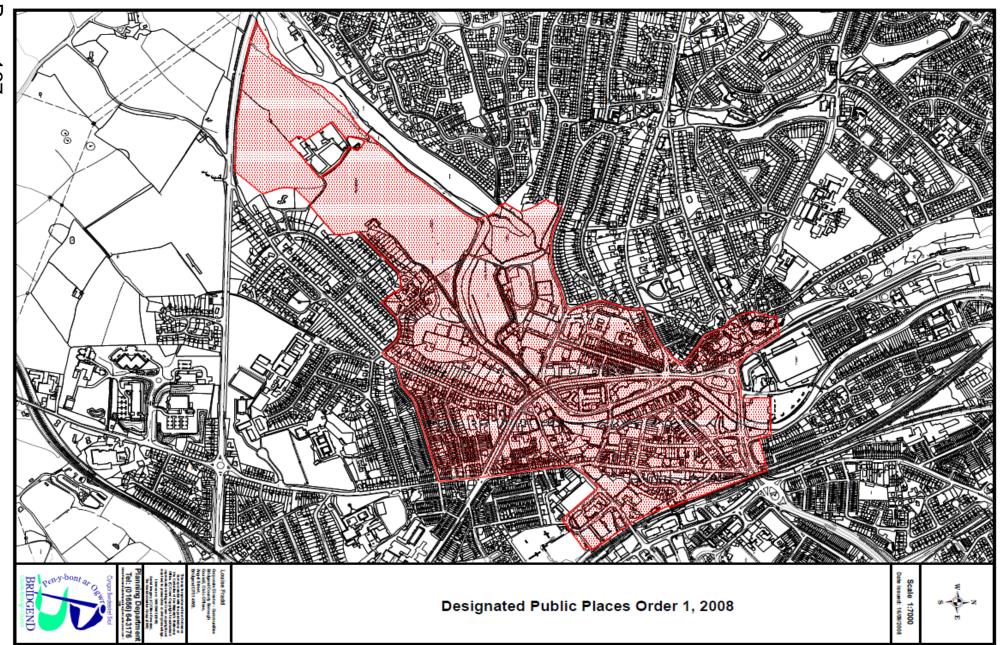
- 6. The effect of this Order will be to restrict the public right of way over the Restricted Area between Monday to Saturday during the hours of 5.30pm on one day and 9.00am on the next and on Sunday and every Public Holiday, for 24 hours. The winter and summer timings will mirror the Greenwich Mean Time and British Summer Time schedules. This Order authorises the installation of lockable swing gates which will enforce the restriction.
- 7. The restriction in Article 6 of this Order shall not apply to any registered owner of, or person who lives in or works in, premises adjoining the Restricted Area, or to any police, ambulance or fire service personnel, acting in pursuance of statutory powers or duties or to any statutory undertaker, gas, electricity, water or communications provider requiring access to their apparatus situated in the Restricted Area, or persons and/or vehicles required, where necessary, in connection with maintenance work or other function of the Council.

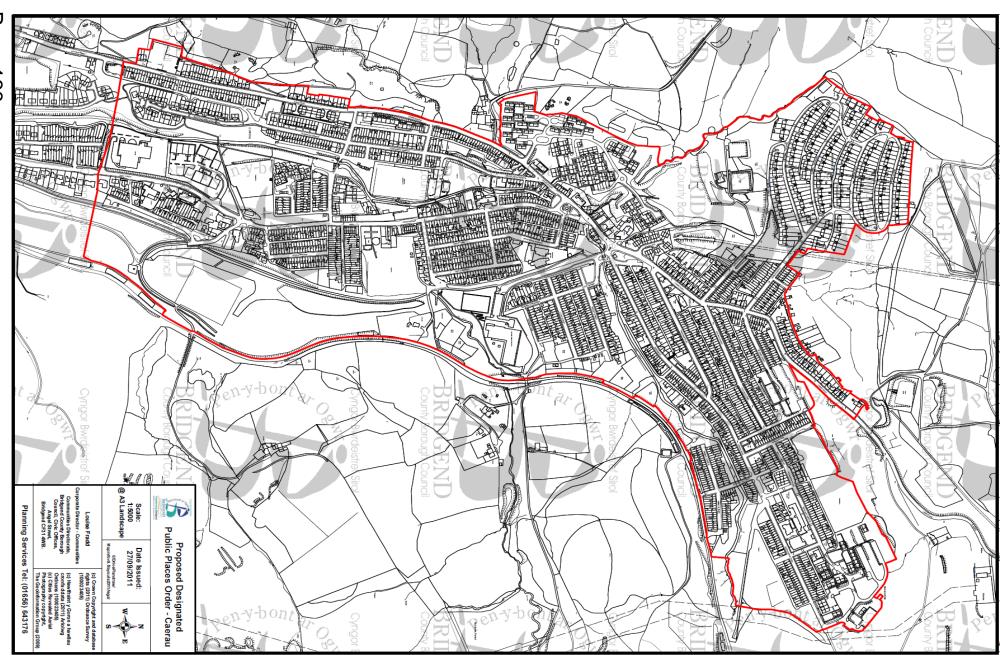
Public Spaces Protection Order Covering the Bridgend County Borough Council

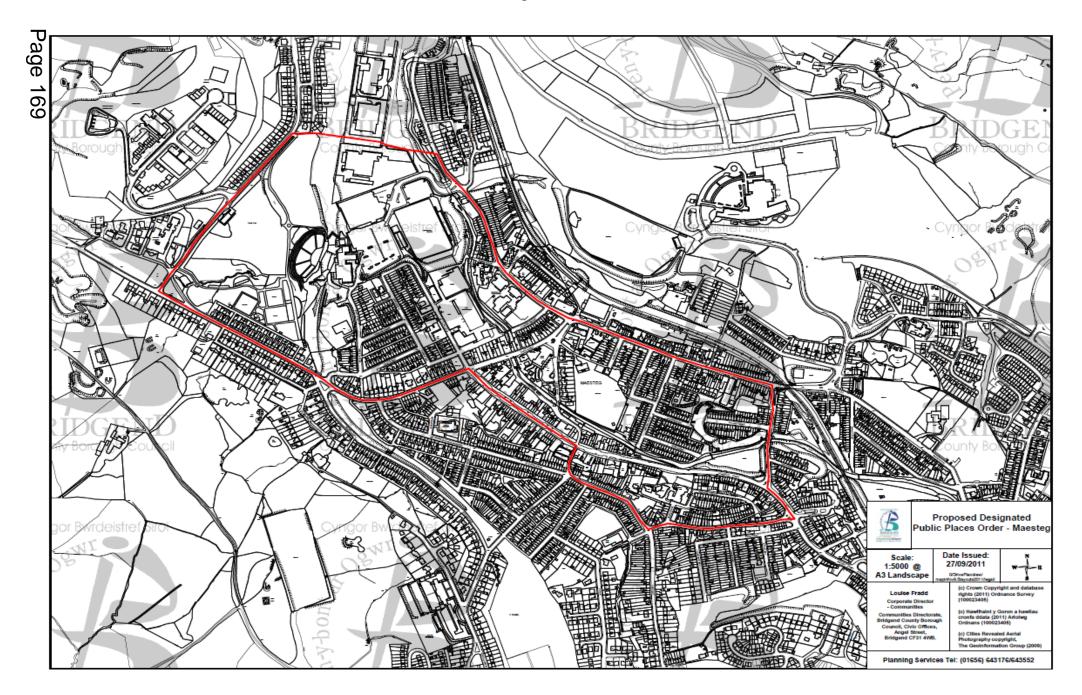
Bridgend County Borough Council in exercise of its powers under Section 59 and 72 of the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act") hereby makes the following Order:-

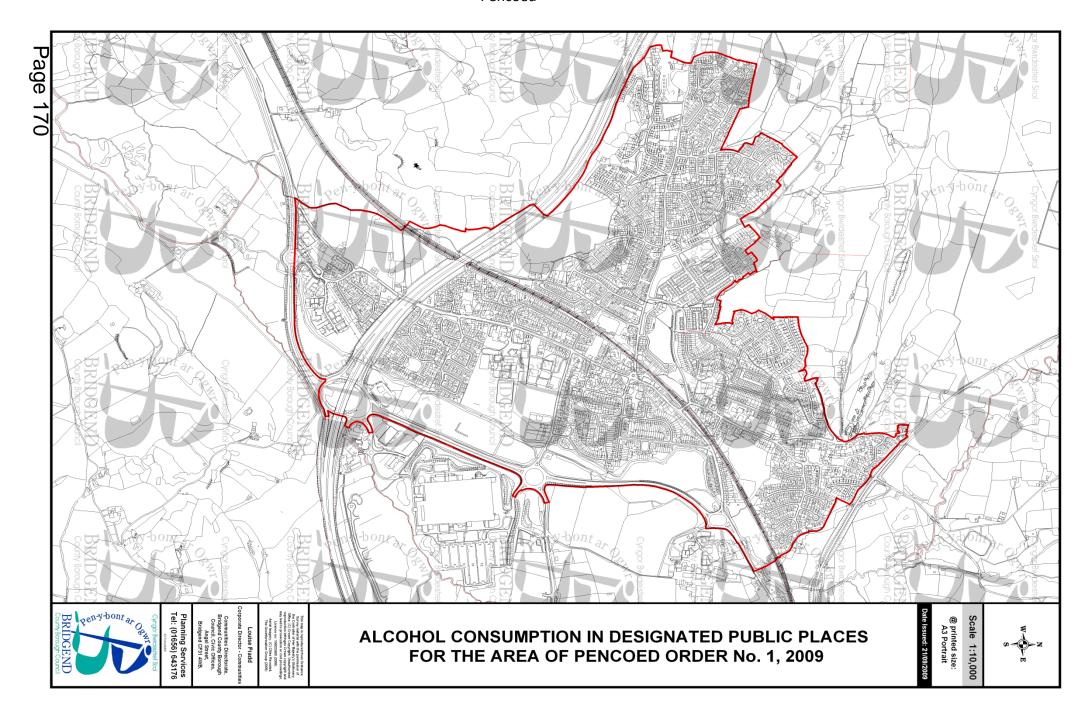
- 1. This Order shall come into operation on DATE and shall have an effect for 3 years thereafter, unless extended by further order under the Council's statutory powers.
- 2. The land identified by the appendices map(s) being land in the area of the Council is land to which the Anti-Social Behaviour, Crime and Policing Act 2014 applies and will be protected by the making of this Proposed Order ("the Restricted Area").
- 3. The Council is satisfied that the conditions set out in Section 59 (2) of the Act have been met. Namely, that anti-social behaviour and criminal activities have been carried out within the Restricted Area through the use of intoxicating alcoholic substances. These activities have had a detrimental effect on the quality of life of those in the locality, and it is likely that the activities will be carried out within that area and have such an effect.
- **4.** The Council is also satisfied that the conditions set out in Section 59 (3) of the Act have been met. Namely, that the effect or likely effect of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is in all the circumstances expedient to make this Order for the purpose of reducing crime and/or anti-social behaviour in a public place.
- **5.** The Proposed Order may be cited as the Bridgend County Borough Council Public Spaces Protection Order for the Borough.

- **6.** The effect of this Order is to impose the following conditions on the use of the land:
 - (a) Person(s) within the Restricted Area will not consume alcohol, or be in possession of an open container of alcohol, in a public space.
- 7. The conditions above shall not apply to:
 - (a) Premises authorised by a premises licence to be used for the supply of alcohol;
 - (b) Premises authorised by a club premises certificate to be used by the club for the supply of alcohol;
 - (c) A place within the curtilage of premises within paragraph (a) or (b);
 - (d) Premises which by virtue of Part 5 of the Licensing Act 2003 may at the relevant time be used for the supply of alcohol or which, by virtue of that Part, could have been so used within 30 minutes before that time:









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Bridgend Community Safety Partnership

Pen-y-bont ar Ogwr Mwy Diogel



Public Space Protection Order Consultation Report

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Equality Data	Ç

Public Space Protection Orders - Consultation Summary

33 took part in the survey

- 82% residents
 - 9% visitors
 - 6% councillors
 - 3% other

Below are the findings from the consultees that answered the questions

Bridgend Town Centre

- 20 said Yes to re-introducing the order
 - 5 said No to re-introducing the order
- 23 agreed to the extended area to include Coity Road
- 2 did not agree
- 16 stated they lived within a mile radius of the specified area
- 9 stated they did not
- 4 indicated they were aware of current restricted activities in a public space
- 20 indicated they were not

Comments regarding activities that have a detrimental effect on quality of life

- 'People hanging around outside pubs'
- 'Youngsters drinking and when intoxicated damaging play area of the young people communities'
- 'Young people congregating, consuming alcohol, asb'
- 'Begging and people under the influence of drugs'

Maesteg

- 15 said Yes to re-introducing the order
- 2 said No to re-introducing the order
- 7 stated they lived within a mile radius of the specified area
- 10 stated they did not

Replace Gating order

- 6 agreed the gate should remain
- 11 did not
- 5 stated they lived within a mile radius of the specified area
- 12 stated they did not
- 3 indicated they were aware of current restricted activities in a public space
- 14 indicated they were not

Comments regarding activities that have a detrimental effect on quality of life

- 'Number of young people on bikes around Llynfi Surgery and carpark'
- 'Drinking, noise and violence caused by drink, verbal abuse to members of the public'
- 'Lack of Police presence, youth drinking/smoking in public area such as Garth Park (Maesteg)'

'Begging and people in the street under the influence of drugs'

Caerau

- 11 said Yes to re-introducing the order
 - 1 said No to re-introducing the order
 - 4 stated they lived within a mile radius of the specified area
 - 8 stated they did not
- 3 indicated they were aware of current restricted activities in a public space
 - 9 indicated they were not

Comments regarding activities that have a detrimental effect on quality of life 'People hanging around on street corners'

'Drinking, noise and violence caused by drink, verbal abuse to members of the public'

'Begging, people under influence of drugs'

Replace Gating order

- 4 agreed the gate should remain
- 8 did not
- 4 stated they lived within a mile radius of the specified area
- 8 stated they did not
- 3 indicated they were aware of current restricted activities in a public space
 - 9 indicated they were not

Comments regarding activities that have a detrimental effect on quality of life 'Young people racing around in cars – too fast and noisy'

'Drinking, noise and violence caused by drink, verbal abuse to members of the public'

'Begging'

Pencoed

- 7 said Yes to re-introducing the order
- 3 said No to re-introducing the order
- 2 stated they lived within a mile radius of the specified area
- 8 stated they did not
- 2 indicated they were aware of current restricted activities in a public space
 - 8 indicated they were not

Comments regarding activities that have a detrimental effect on quality of life 'Drinking, noise and violence caused by drink, verbal abuse to members of the public'

'Begging'

Porthcawl

- 11 said Yes to re-introducing the order
- 5 said No to re-introducing the order
- 7 stated they lived within a mile radius of the specified area
- 9 stated they did not
- 2 indicated they were aware of current restricted activities in a public space

14 indicated they were not

Comments regarding activities that have a detrimental effect on quality of life

'Noisy neighbours'

'Litter in Newton beach area'

'Flying tipping in lanes'

'Begging and people in the street under influence of drugs'







Dear Consultee

Anti-social behaviour, Crime and Policing Act 2014 Public Space Protection Order

Bridgend County Borough Council is seeking your views on proposals to create Public Space Protection orders (PSPO) to:

- a) Prohibit the drinking of alcohol in specified areas
- b) To limit public access to parts of the highway by installing a gate which is locked at specified times.

PSPO's are designed to stop individuals or groups committing anti-social behaviour in a public space. They are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's quality of life, by imposing conditions on the use of that area, which apply to everyone.

They are designed to ensure the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour. They can be enforced by a police officer, police community support officers and council officers.

Breach of a PSPO is a criminal offence. Enforcement officers can issue a fixed penalty notice of up to £100 if appropriate, or following a conviction in Court a person can receive a fine of up to £1,000.

Anyone who lives in, or regularly works in or visits the area can appeal a PSPO in the High Court within six weeks of issue

A PSPO can be issued if the Council are satisfied that the activities carried out in a public space:

- i. have had, or are likely to have, a detrimental effect on the quality of like of those in the locality;
- ii. is, or is likely to be, persistent or continuing in nature;
- iii. is, or is likely to be, unreasonable; and
- iv. justifies the restrictions imposed

The Orders, if approved, are scheduled to become effective from 14 October 2017 and will:

- Replace the 5 existing Designated Public Places Order
- Extend the area covered by the existing Designated Public Place Order in Bridgend
 to include Coity Road, up to the entrance to the Princess of Wales Hospital. This
 will extend the zone in which police have powers to confiscate alcohol from people
 drinking in a public area where nuisance or annoyance to members of the public, or
 disorder have been associated with the consumption of intoxicating liquor in that
 place.
- Replace the existing Gating Order in Maesteg
- Replace the existing Gating Order in Caerau

Copies of the existing Designation Public Places orders and maps can be found here

Copies of the existing Gating orders including maps can be found here

The results of the consultation exercise will be reported to a full meeting of Council, before a decision is taken on whether to implement the PSPO.

The consultation will be open until 13.11.17

Response to the consultation can be made via the following ways

Complete the on line survey here

By email to consultation@bridgend.gov.uk

In writing to

Consultation, Engagement and Communications Team Bridgend County Borough Council Civic Offices Angel Street Bridgend CF31 4WB

Yours sincerely

Martin Morgans
Head of Performance and Partnership Services

Name	Organisation	Add2	Add3	Replies	Support PSPO Y/N
Chief Superintendent	South Wales Police	Queen Street	Bridgend		
Neighbour Inspector	South Wales Police	Brackla Street	Bridgend	1	У
Partnership Inspector	South Police	Queen Street	Bridgend		
Assistant Police and Crime Commissioner	Police and Crime Commissioner	Queen Street	Bridgend		
Corporate Director Communities	Bridgend County Borough Council	Civic Offices	Angel Street		
Town Centre Manager	Bridgend County Borough Council	Civic Offices	Angel Street		
Head of Service Neighbourhood Services	BCBC	Civic Offices	Angel Street		
Clerk to the Council	Bridgend Town Council				
Group Manager Properties	BCBC	Civic Offices	Angel Street		
Clerk to the Council	Maesteg Town Council	Talbot Street	Maesteg	1	у
Clerk to the Council	Pencoed Town Council	Salem Chapel Vestry	Coychurch Road		
Clerk to the Council	Porthcawl Town Council	24 Victoria Avenue	Porthcawl	3	У
	Bridgend Traders Forum				
	CF31 Bridgend BID Bridgend Pub Watch/BBAC				
	Porthcawl Chamber of Trade				
	Porthcawl Pub Watch	Pier Hotel			

Equality Responses

33% of the consultees that took part in the survey were happy to complete the equalities questions

67% did not complete the equalities questions

Below are the findings from the consultees that answered the questions

- 64% described their nationality as Welsh
- 9% described their nationality as English
- 27% described their nationality as British
- 100% selected white as their ethnic group
 - 27% stated they had no religion or belief
 - 64% stated they were Christian
 - 9% preferred not to say
 - 64% male
 - 36% female
- 73% indicated their gender was that assigned at birth
- 27% did not answer
- 36% indicated they were not pregnant and had not given birth in the last 26 weeks
- 91% stated their sexual orientation was heterosexual/straight
 - 9% preferred not to say
 - 9% stated they were single
- 55% stated they were married
- 18% stated they were partnered
- 18% stated they were widowed
- 9% indicated that they were a carer
- 82% indicated they were not a carer
 - 9% preferred not to say
- 82% stated they could not speak Welsh at all
- 18% stated they could speak Welsh a little
- 91% stated they could not read Welsh at all
 - 9% stated they could read Welsh a little
- 91% stated they could not write Welsh at all
- 9% stated they could write Welsh a little
- 27% provided their contact details



Equality impact assessment (EIA) screening form

Please refer to the guidance notes when completing this form.

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

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

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

The following sections must be completed for all new policies:

Name of policy being screened:

Public Protection Orders

Brief description of the Policy:

PSPO's are designed to stop individuals or groups committing anti-social behaviour in a public space. They are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. They are designed to ensure the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour

Does this policy relate to any other policies?

Public Safety Protection Orders replace Designated Places Orders, Dangerous Dog Orders and Gating orders

What is the aim or purpose of the policy?

The responsibility for dealing with anti-social behaviour is shared between a number of agencies, particularly the police, councils and social landlords. The Home Office has reformed the anti-social behaviour powers to give professionals increased flexibility they need to deal with any given situation

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

Individuals who commit anti-social behaviour. Individuals and businesses who experience, or who are the victims of anti-social behaviour

Who is responsible for delivery of the policy?

Bridgend Community Safety Partnership

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

Is this a review of an existing policy?

Public Safety Protection Orders replace existing Designated Public Places Orders, Dangerous Dog Orders and Gating Orders

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

South Wales Police have requested an extension of the area covered by the street alcohol powers to include from the bottom on Coity Road to the entrance to the Princess of Wales Hospital

Has an EIA previously been carried out on this policy?

No

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

N/A

Screening questions

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

Yes√

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

Characteristic	Yes	No	Unknown	Explanation of impact
Age				Older people tend to feel vulnerable to incidences of anti-social behaviour. There is anecdotal evidence that reducing ASB may have a positive effect on older people's feeling of safety
	✓			Young people are also adversely affected by ASB. But there is evidence that incidents of ASB perpetrated by Young People is higher than other age groups. While there is evidence of young people committing ASB, there is also anecdotal evidence that there is less tolerance towards young people, especially in groups. Therefore there may be a risk that young people are unfairly accused of ASB
Disability	✓			Reducing anti-social behaviour could reduce the number of 'hate instances' experienced by disabled people
Gender reassignment	✓			Hate instances could also affect individuals undergoing gender reassignment. Reducing ASB in the

				identified areas might have a positive effect on this.
Pregnancy and maternity			✓	
Race	✓			Reducing ASB could reduce the number of hate incidences relating to race. It could also encourage more people to use the specified areas
Religion/belief			✓	Reducing ASB could reduce the number of hate incidents relating to religion/belief
Sex		✓		There is little evidence to suggest one gender is more likely to be affected by ASB than another
Sexual orientation	✓			There are some reports of ASB relating to sexual orientation
Civil Partnerships and Marriage		✓		

Yes No Unknown (Guidance)

Please expand on your answer:

Anti-social behaviour can also cover issues such as hate instances rather than hate crimes and these will impact on several of the protected characteristic groups. Reducing anti-social behaviour in the specified areas could help encourage more people with protected characteristics to use town centres and the other specified areas.

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

It is possible that young people and others could be unfairly accused of Antisocial behaviour. The issuing of fixed penalty notices (PNDs) to young people and individuals already in poverty may not succeed in reducing ASB and may result in escalation through the criminal justice system Bridgend Community Safety Partnership will monitor this through their regular meetings.

What action has been taken to mitigate this risk?

Guidance

Police Officers and other officers with the powers to issue fixed penalty notices will receive guidance and training on the appropriate issuing of fixed penalty notices

Please expand on your answer:

Guidance and training to be provided to police officers and other relevant personnel Updates on training, number of incidences and data on number of notices issued to be provided to Bridgend Community Safety partnership meetings

 Could any aspect of the policy help BCBC to meet the main public sector duties? Bear in mind that the duty covers 9 <u>protected characteristics</u>. <u>Guidance</u>

Duty	YES	NO	Unknown
Eliminate discrimination, harassment, victimisation and any other			
conduct that is prohibited by the Act			X
Advance equality of opportunity between persons who a relevant			
protected characteristic and persons who do not share it	X		
Foster good relations between persons who share a relevant			
protected characteristic and persons who do not share it	X		

Please set out fully your reasoning for the answers given to question 4 including an awareness of how your decisions are justified.

Reduction of Anti-Social behaviour in town centres and other specified areas should encourage more people with protected characteristics to visit and use the areas and feel safe doing so.

- 5. Could any aspect of this "policy" assist Bridgend County Borough Council with its compliance with the Welsh Language Standards and the Welsh Language (Wales) Measure 2011 which are to consider:-
 - whether the policy would impact on people's opportunity to a) use the Welsh language in a positive or negative way and b) treat both languages equally;
 - how the policy could be changed to have a positive effect or increase the
 positive effect on a) people's opportunity to use the Welsh language and b)
 treating both languages equally;
 - how the policy could be changed to minimise or remove any adverse effects on a) people's opportunity to use the Welsh language and b) treating both languages equally.

Consultation on Public Safety Protection Orders will be fully bi-lingual. All materials produced will be bi lingual. Each area covered by a Public Safety Protection Order will need signs outlining the restrictions in place to be prominently displayed. This signage will all be bi lingual

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

Yes ✓

If 'yes', please expand:

There is some evidence that older people, disabled people and people from the Lesbian, Gay, Bisexual, and Transgender communities are disproportionally affected by anti-social behaviour. Reducing anti-social behaviour is likely to have a positive effect on these groups. Consideration will need to be given to the effect of issuing fixed penalty notices to young people and people living in poverty.

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

A reduction in anti-social behaviour is likely to encourage more people to feel safer when using town centres and other specified areas. This may encourage people to share facilities, experiences and venues and improve community cohesion

Conclusions

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

MEDIUM - full EIA within one year of screening

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

Medium: The full EIA to be carried out using the findings of the 12 week statutory consultation

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

The recommendations and proposals from the consultation will be made to cabinet in October.

(Guidance)

8. Who will carry out the full EIA?

Community Safety Partnership in conjunction with the Consultation and Engagement team and BCBC Equalities Officer

EIA screening completed by: Judith Jones

Date: 16 June 2017

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

Full Equality Impact Assessment

Name of project, policy, function, service or	Public Space Protection Order
proposal being assessed:	
Date assessment completed	

At this stage you will need to re-visit your initial screening template to inform your discussions on consultation and refer to <u>guidance notes on completing a full EIA</u>

1. Consultation

		Action Points
Who do you need to consult with (which equality groups)?	No specific group are required to be consulted.	Effective engagement with al equality groups will help monitor the effectiveness of the PSPO
How will you ensure your consultation is inclusive?	The CSP will consider accessibility and participation	The CSP will work closely with BCBC Consultation and Engagement Team to ensure effective inclusivity

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

Public Consultation via on line survey
Invitation to respond to

consultation sent to all statutory consultees

No areas of concern raised

Face to face meeting with Bridgend Hate Forum

Face to face meeting with Bridgend Community Safety Partnership

Equalities responses received

33% of the consultees that took part in the survey were happy to complete the equalities questions

67% did not complete the equalities questions

Below are the findings from the consultees that answered the questions

64% described their nationality as Welsh

9% described their nationality as English

27% described their nationality as British

100% selected white as their ethnic group

27% stated they had no religion or belief

64% stated they were Christian

9% preferred not to say

64% male

36% female

73% indicated their gender was that assigned at birth

27% did not answer

	36% indicated they were not pregnant and had not given birth in the last 26 weeks
	91% stated their sexual orientation was heterosexual/straight 9% preferred not to say
	9% stated they were single 55% stated they were married 18% stated they were partnered 18% stated they were widowed
	9% indicated that they were a carer 82% indicated they were not a carer 9% preferred not to say
	82% stated they could not speak Welsh at all 18% stated they could speak Welsh a little
	91% stated they could not read Welsh at all 9% stated they could read Welsh a little
	91% stated they could not write Welsh at all 9% stated they could write Welsh a little
	27% provided their contact details

Record of consultation with people from equality groups

Group or persons	Date, venue and		Feedback, areas of	Action Points
consulted	number of people		concern raised	
Bridgend Hate Forum	5 Decembe	er 2017 Organisation:	When considering the relevance to equality, members were asked to discuss whether the Public	
	Cheryl Griffiths (Chair) Dave Lawrence	South Wales Police South Wales Police	Space Protection Order is likely to impact differentially on any particular group of people they	
	Yaina Samuels	EYST / All Wales BAME	support.	
	Hannah Richards	Community Safety Partnership BCBC	All members agreed that there were no issues of potential impact	
	Irene Blower	Community Safety Partnership BCBC		
	Pat Jones	ABFABB / New LEGACY		
	Ffion Jones	Victim Support		
	Sue Cunningham	BCBC Housing /SP		
	Kerry Morgan Zenda Caravaggi	BCBC Housing BCBC YOS		
	Gaynor Griffiths	BCBC PSB		
	Helen Hammond	BCBC PSB		
	Dai Rees	South Wales Police		

	Joanna Ryan	LINC Cymru		
Bridgend Community	18 Decemi	per 2017	When considering the relevance to	
Safety partnership	Name Cllr Richard Young (Chair) Gethin Charles Insp Cheryl Griffiths Alan Michael Mark Brace Laura Kinsey Terri Warrilow Bethan Lindsey Gaylard Judith Jones Gaynor Griffiths Laura Butcher	Organisation BCBC DWP SWP SW Police and Crime Commissioner PCC BCBC Safeguarding BCBC Safeguarding BCBC Safeguarding BCBC Safeguarding BCBC DA Coordinator PSB Support PSB Support South Wales Police	equality, members were asked to discuss whether the Public Space Protection Order is likely to impact differentially on any particular group of people they support. All members agreed that there were no issues of potential impact from the orders on any protected group.	

2. Assessment of Impact

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

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

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

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

Gender	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact on women and men.	There is nothing to indicate this policy would have different impact on men or women. Gender is not expected to influence the actions of enforcement officers or the execution of the order. The process of enforcing the PSPO is solely focussed on the prohibition of the order. The process of applying the order will be the same for all	CSP to monitor the number of fixed penalty notices issued to identify any unexpected trends.
Disability	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact on disabled people (ensure consideration of a range of impairments, e.g. physical,	Disability is not expected to influence the actions of enforcement officers or the execution of the order	CSP to regularly attend BEF and Bridgend Hate crime forum to assess any positive impact on disabled people.
sensory impairments, learning disabilities, long-term illness).	Potential positive impact. Reducing anti-social behaviour has to potential to reduce the number of hate incidences relating to disability. It is hoped it will	

	encourage disabled people to feel safer in the controlled areas.	
Race	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact of the service on Black and minority ethnic (BME) people.	Race is not expected to influence the actions of enforcement officers or the execution of the order. The process of enforcing the PSPO is solely focussed on the prohibition of the order. The process of applying the order will be the same for all Potential positive impact. Reducing antisocial behaviour has the potential to reduce the number of hate incidences relating to race.	
Religion and belief	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact of the service on people of different religious and faith groups.	Religion and or faith is not expected to influence the actions of enforcement officers or the execution of the order. The process of enforcing the PSPO is solely focussed on the prohibition of the order. The process of applying the order will be the same for all Potential positive impact	

Sexual Orientation	Reducing anti-social behaviour has the potential to reduce the number of hate incidences relating to religion/belief Impact or potential impact	Actions to mitigate
Identify the impact/potential impact of the service on gay, lesbian and bisexual people.	Sexual orientation is not expected to influence the actions of enforcement officers or the execution of the order. The process of enforcing the PSPO is solely focussed on the prohibition of the order. The process of applying the order will be the same for all	
	Potential positive impact. Reducing anti social behaviour may have a positive impact on the LGBT community's feelings of safety in the controlled areas.	
Age	Impact or potential impact	Actions to mitigate
Identify the impact/potential impact of the service on older people and younger people.	Young people are adversely affected by ASB. But there is evidence that incidents of ASB perpetrated by Young People is higher than other age groups. While there is evidence of young people committing ASB, there is also anecdotal evidence that there is less tolerance	Police Officers and other officers with the powers to issue fixed penalty notices will receive guidance and training on the appropriate issuing of fixed penalty notices Updates on training, number of incidences and data on number of

	towards young people, especially in groups. Therefore there may be a risk that young people are unfairly accused of ASB Reducing anti-social behaviour should have a positive impact on younger and older persons' feelings of safety	notices issued to be provided to Bridgend Community Safety partnership meetings Vulnerable individuals of all ages to be referred to safeguarding
Pregnancy & Maternity	Impact or potential impact	Actions to mitigate
	No adverse impact or potential impact is anticipated	
Transgender	Impact or potential impact Transgender is not expected to influence the actions of enforcement officers or the execution of the order. The process of enforcing the PSPO is solely focussed on the prohibition of the order. The process of applying the order will be the same for all Potential positive impact. Reducing anti-social behaviour may have a positive impact on transgender individuals' feelings of safety	Actions to mitigate

Marriage and Civil Partnership	Impact or potential impact	Actions to mitigate
	No adverse impact is anticipated	

Under the Welsh Language Standards, EIAs must also consider:

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

Welsh Language	Impact or potential impact	Actions to mitigate
Identify the impact/potential	Each area covered by a Public	
impact on Bridgend County	Safety Protection will have	
Borough Council, the Welsh	signs outlining the restrictions	
Language, Welsh Culture,	in place prominently displayed.	
Welsh Language (Wales)	This signage will be bi-lingual	

Measure 2011 and the Welsh	with the Welsh version printed	
Language Standards.	first.	

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
N/A	

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

3. Action Plan

Action	Lead Person	Target for completion	Resources needed	Service Development plan for this action
E.g. Information about the service to be available in BSL video on the website	Service manager	End of financial year	£XX Staff time?	X Service Plan

Please outline the name of the independent person (someone other the person undertal	king
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:

Signed: Date:

4. Publication of your results and feedback to consultation groups

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

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

Please send completed EIA form to Paul Williams, Equality Officer

Equality Impact Assessments – Frequently Asked Questions

1: What is an Equality Impact Assessment (EIA)?

An EIA is a tool used to assess new policies/services/functions or changes to existing policies/services/function.

It involves examining a proposed policy/service/function or change to see whether it has the potential to affect different sectors of society in different ways and, in particular, whether there are likely to be any adverse impacts or negative consequences of the policy, service function or proposed change for any particular sector (s) of the diverse community.

Consultation with those most likely to be affected by the policy/service/function is an essential feature of an EIA. Where a negative or adverse impact is thought likely, measures to reduce or eliminate the negative or adverse impact must be considered.

2: What are the aims of an EIA?

The main aim of an EIA is to improve the quality of service and employment policies by ensuring that we think carefully about the likely impact of our work on different communities or groups.

Your role in carrying out an EIA is to assess whether there is an adverse impact caused by your policy, service, and function or in your proposals for change on one or more sectors of the diverse community.

3: An adverse impact

An adverse impact means negative consequences for one or more communities. The term disproportionate means significant differences in patterns of representation or outcome between groups.

When adverse or disproportionate impact is found it is important to take action to minimise, reduce or counterbalance the negative impact through other measures. Adverse or disproportionate impact may indicate direct or indirect discrimination on the part of BCBC and therefore a breach of the law.

A positive action policy, function or service targeted towards a sector of the diverse community which intentionally seeks to disproportionately impact on one or more sectors of the community is justifiable where there is evidence of the need for targeted information.

Examples of adverse/disproportionate impact that could be justified:

a) Specifically targeting management training towards groups currently underrepresented in management levels of the organisation obviously has a disproportionate impact. However this is justified positive action. b) The requirement by an employer for some roles to involve shift work would have a disproportionate impact on women by inadvertently discriminating against child-carers, who are more likely to be women. However, this may be justified if it is a key requirement of the role that they are performed round-the-clock, making shift-work inevitable

4: Why do we need to carry out EIA's?

There is a legal requirement to do so. EIAs help you identify improvements to services; make better decisions; identify how you can make your services more accessible and appropriate and to check whether there is anything you can do to promote equality and reduce inequalities.

5: Who should do an EIA?

Generally, those responsible for developing a policy or managing a function or service carry out the assessment. Where a function or service is jointly run between different departments or different organisations, care must be taken to ensure that every organisation involved can publish the EIA's (as they are required to by law), even if the work is done jointly, or the assessment was carried out by only one of the parties.

6: What areas should an EIA cover?

Equality Impact Assessments must cover the nine equality strands (race/ethnicity, gender, gender reassignment, age, disability, faith/religious belief, sexual orientation, pregnancy and maternity and civil partnerships and marriage) covered by current legislation. EIAs should also consider the impact of a policy on the Welsh language and Welsh culture.

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.

7: What will happen if I fail to comply?

Failure to conduct EIA could leave you open to legal challenge. Please see separate guidance on recent legal cases

Additional useful information can be found on the BCBC Equalities Web Pages

Case Law

Although the Equality Act came into effect in 2010, the extensive case law that existed on the previous individual duties is directly relevant to the interpretation of the single duty. In addition, the Equality Act has been tested, with one notable and ground breaking ruling made regarding cuts made by Birmingham City Council in social care.

The following is a summary of some key legal challenges which have brought under previous requirements in respect of EIAs. They should help you understand the above guidance and how courts will consider any approach which does not answer the above questions.

Birmingham City Council and Social Services judgement

The application of the duty concerned Birmingham City Council (BCC) and its decision to restrict eligibility for adult social care to only those individuals with 'critical' needs.

This meant that the Council would no longer offer free social care to those with substantial needs. Such needs include being unable: 'to carry out the majority of personal care or domestic routines' and 'the majority of family and other social roles and responsibilities'. For those who have substantial care needs but who do not have the means to fund care themselves, withdrawal of the support the Council provided would have a significant, detrimental impact on their day-to-day activities and lives.

BCC produced several equality impact assessments which purported to show 'due regard' to the disability equality duty. However, the judge held that 'due regard' had not in fact been shown. He noted the lack of assessment of the practical impact on those individuals affected by the change in eligibility. As a result, the judge found that both the budget and the resulting cuts to adult social care were unlawful and described the impact of the proposed move to 'critical only' care on disabled people as 'potentially devastating'.

Similarly, the courts found that BCC had not had 'due regard' in another judgment concerning cuts to funding to legal advice services. The Equality Impact Needs Assessment was found to have been driven by the hopes of the benefits to be gained from the new policy rather than focusing on the assessment of the degree of disadvantage to existing users, and how their needs could be alternatively met.

Brown -v- DWP

One of the leading cases, Brown -v- Secretary of State for Work and Pensions (2008) set out some general principles. Mrs Brown was disabled and lived with her husband in Sussex. She could not stand or walk for long periods without acute pain. In late 2007, she discovered that the government was proposing to shut down a number of post offices in Sussex, including the branch in her village. Because of her disability, this would make it very difficult for her to access another post office further away.

In a legal challenge to the decision, Mrs Brown claimed that the government had failed to comply with its duties under the Disability Discrimination Act 2005, in particular its duty to pay due regard to the equality duties as it had not carried out a disability equality impact assessment of the closure proposal.

The court set out the following principles:

- Those responsible for the duty to have due regard must consciously bring it to mind when considering the duty. If they don't or if their appreciation of the duty is incomplete or mistaken, the courts will deem that due regard has not been applied.
- The due regard duty must be fulfilled before and at the time that a
 particular policy is being considered. Compliance with the duty should not
 be treated as a rear-guard action after a decision to implement the policy
 in question.
- It must be exercised with rigour and with an open mind. Due regard involves more than a tick box exercise. The "substance and reasoning" of the decision must be examined. However, a failure to make explicit reference to the relevant positive equality duty will not, of itself, be fatal to a decision.
- It is good practice for public authorities to keep an adequate record showing that they had actually considered their equality duties and pondered relevant questions.
- The due regard duty cannot be delegated to a third party by the public authority charged with it.
- The duty is on-going.
- When applying the "due regard" test, the public authority must take into account whatever countervailing factors are relevant in the circumstances.

Kaur -v- London Borough of Ealing

This case dealt with the issue of whether a race impact assessment should have been carried out before the council decided to cut funding to a voluntary organisation, Southall Black Sisters (SBS). It provided services to Asian and Afro-Caribbean women who experience domestic abuse. In 2007-2008 they were partly funded by Ealing Borough Council.

The council decided in September 2007 that it would only fund borough-wide services provided to everyone experiencing domestic violence irrespective of gender, sexual orientation, race, faith, age, or disability.

SBS said that this would have a disproportionate adverse impact on black and minority ethnic (BME) women and pointed out that the council had not done a race equality impact assessment.

The council then undertook a "draft equality impact assessment", which indicated that the impact on BME women would be monitored when the new arrangements were in place.

However, it did not carry out a full equality impact assessment. A few months later, the council confirmed its earlier decision to fund a single borough-wide service provider. The claimants, service users of SBS, successfully applied to judicially review this decision.

The court quashed the council's decision and reiterated the importance of undertaking an equality impact assessment, and also the importance of carrying out an impact assessment before formulating policy.

R (Chavda and Others) v London Borough of Harrow

In the case of R (Chavda and Others) v London Borough of Harrow, the High Court ruled that Harrow Council's decision to restrict adult care services to people with critical needs only was unlawful.

In making its ruling the High Court stated that Harrow Council had failed to carry out an equality impact assessment that gave proper and explicit consideration to disability when it introduced a policy change that had a significant impact on hundreds of disabled people.

Other cases

There are a number of other examples of successful cases that have resulted in the courts' quashing the decisions of public authorities.

These include:

- refusing to allow a Sikh girl to wear a kara through the rigid application of a school uniform policy in Watkins-Singh -v- Governing Body of Aberdare Girls High School
- refusing to license a particular model of taxi for use as a hackney cab despite disabled groups making representations that many wheelchair users could not travel safely in Lunt and another -v- Liverpool City Council
- approving planning permission for a development of chain stores and luxury flats on a site overwhelmingly occupied by BME businesses and tenants in Harris -v- London Borough of Haringey



BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE CORPORATE DIRECTOR OPERATIONAL AND PARTNERSHIP SERVICES

DATA RETENTION POLICY

1. Purpose of Report

1.1 The purpose of this report is for Cabinet to approve the Data Retention Policy which will set out the Council's responsibilities and activities in respect to the data it holds with an emphasis on the introduction of a data retention schedule agreed by all Directorates.

2.0 Connection to Corporate Improvement Plan / Other Corporate Priority

2.1 The report links to the following improvement priorities in the Corporate Plan:-

Smarter use of resources

3. Background

- 3.1 Information is one of the Authority's greatest assets and its usage is a major responsibility. Records should be kept for as long as they are needed to meet the operational needs of the Authority, together with legal and regulatory requirements. It is essential that the Authority only stores the information that it needs to and increase its ability to deliver value for money, customer focused services to the benefit of the Borough, its customers and the Authority.
- 3.2 A retention policy is a key document in the management of records and information. Disposal schedules will generally fall into two main categories:
 - Destroy after an agreed period where the useful life of the records can be easily predetermined (for example destroy after two years)
 - Automatically select for permanent preservation where the records/information can be readily defined as worthy of permanent preservation and transferred to an archive.
- 3.3 The Data Retention Policy attached as **Appendix 1** covers all areas of the Authority and all information, documents and data that is created and collected in paper and electronic format and accessed by the public, staff, Elected Members and partners. Schools are expected to develop their own data retention policies.

4. Current proposal / proposal

4.1 The General Data Protection Regulation will come into force in May 2018 and introduce additional requirements around the retention of personal data compared to the current Data Protection Act 1998. Given that breach of these provisions can

- lead to the imposition of considerable fines, data retention is not simply a matter for IT but the whole Authority with potentially significant financial impact if it is not right.
- 4.2 Generally personal data held by the Authority should only be retained for as long as necessary. The retention periods will differ based on the type of data being processed, the purpose of the processing or other factors. Issues to consider include whether there any legal requirements apply for the retention of any particular data, for example employment, social services. In the absence of any legal requirements, personal data should only be retained as long as necessary for the purpose of the processing.
- 4.3 To date, the Authority has always followed the retention periods recommended by the Local Government Classification Scheme and Retention Guidelines for Local Authorities.
- 4.4 The Data Retention Policy attached as **Appendix 1** aims to define the Authority's obligations and responsibilities in the handling and storage of data in relation to the Data Protection Act 1998. The policy establishes and verifies retention periods for the Authority's data depending on the type of personal data and the purpose of the processing to ensure that the Authority:
 - Creates and captures accurate, authentic and reliable records
 - Maintains records to meet the Authority's business needs
 - Disposes of records that are no longer required in an appropriate manner
 - Protects vital records
 - Shares information in accordance with guidelines and legislation
 - Conforms to any legal and statutory requirements
- 4.5 The Retention Schedule which forms part of the Policy is based on the Local Government Classification Scheme and Retention Guidelines for Local Authorities. It will be for all officers and Elected Members to have responsibility and accountability for the maintenance and use of information.
- 4.6 The Policy and the retention schedule will be reviewed annually by the Corporate Information Governance Board which has representation from each Directorate.

5. Effect upon Policy Framework and Procedure Rules

5.1 There will be no direct effect on the Policy Framework & Procedure Rules. All policies will be updated as necessary to meet the requirements of the General Data Protection Regulation.

6. Equality Impact Assessments

6.1 There are no equality implications arising from this report.

7. Financial Implications

7.1 Any cost of implementation will be met from within current revenue budgets.

8. Recommendation

8.1 It is recommended that Cabinet approve the Data Retention Policy attached as Appendix 1.

Andrew Jolley

Corporate Director Operational and Partnership Services

9. **Contact Officer: Howard Lazarus** Telephone: Fmail: (01656) 642025

howard.lazarus@bridgend.gov.uk

Background documents: 10.

10.1 Local Government Classification Scheme and Retention Guidelines for Local Authorities



Data Retention Policy

1. Introduction

Bridgend County Borough Council holds a large amount of information. This information may relate to specific topics or individuals as well as records of decisions made and actions taken by the Council. The Council recognises that its records are an important public asset, and are a key resource to effective operation, policy-making and accountability. Like any asset, records require careful management and this policy sets out the Council's responsibilities and activities in respect to this with an emphasis on the introduction of a data retention document agreed by all service areas. The retention schedule (appendix 1) prescribes the period for which different types of records should be retained by the Council, and is based on the Local Government Classification Scheme developed by the Records Management Society of Great Britain.

2. Scope

All employees and Elected Members of Bridgend County Borough Council have a responsibility to effectively manage Council records in accordance with legislation and guidelines.

Schools are responsible for developing their own policies on data management but as good practice should follow the attached retention schedule.

3. Definitions

A record is defined as any information held by the Council regardless of medium (including paper, microfilm, electronic, audio-visual and record copies of publications), which is created, collected, processed, used, stored and/or disposed of by Bridgend County Borough Council organisations, employees, as well as those acting as its agents in the course of a Council activity.

Information that is duplicated or has short-term facilitative value such as compliment slips, catalogues and trade journals, telephone message slips, non-acceptance of invitations, requests for stock information such as maps, plans or advertising material, out-of-date distribution lists and duplicate copies are outside the scope. As are duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports. Electronic copies of documents where a copy has been filed into the electronic document records management system are also included as duplicated.

4 Objectives

The aim of this policy is to define a framework for managing the Council's records, with an emphasis on data retention, to ensure that the Council:

- Creates and captures accurate, authentic and reliable records.
- Maintains records to meet the Authority's business needs.
- Disposes of records that are no longer required in an appropriate manner.
- Protects vital records.
- Shares information in accordance with guidelines and legislation.
- Conforms to any legal and statutory requirements relating to record-keeping.

Complies with government directives.

The policy will be supported by a Corporate Electronic Document & Records Management (EDRM) solution. The system currently in use is Northgate's Information@Work and the ICT Department will ensure continued availability and business continuity of all data. This approach will help deliver services in a consistent, equitable and efficient manner. It additionally;

- Protects the rights of the Council, its employees, and its customers.
- Provides continuity in the event of a disaster.
- Protects records from inappropriate and unauthorised access.
- Meets statutory and regulatory requirements including archival, audit, and oversight activities.

5. Records Creation and Record Keeping

Each service area should have in place a record keeping system (paper or electronic) that documents its activities and provides for quick and easy retrieval of information. It must also take into account the legal and regulatory environment specific to the area of work. This system will include:

- Records arranged and indexed in such a way that they can be retrieved quickly and efficiently.
- Procedures and guidelines for referencing, titling, indexing and version control and security marking.
- Procedures for keeping the system updated.
- The ability to cross reference electronic and paper records.
- Documentation of this system and guidelines on how to use it.

6. Record Maintenance

The record keeping system must be maintained so that the records are properly stored and protected, and can easily be located and retrieved. This will include:

- Ensuring that adequate storage accommodation is provided for the records.
- Tracking and monitoring the movement and location of records so that they can be easily retrieved (This provides an audit trail).
- Controlling access to the information.
- Identifying vital records and applying the appropriate protection, including a business recovery plan.
- Ensuring non-current records are transferred in a controlled manner to a designated records centre, Glamorgan Archives rather than stored in offices.

7. Record Retention and Disposal

With increasing public access to our records, it is important that disposal of records happens as part of a managed process and is adequately documented. The records keeping system should be set up to deal with the routine destruction of records. The retention schedule (appendix 1)has been agreed by Heads of Service and will act as a trigger for the appropriate decision by that Head of Service or delegated officer. In respect of any records not specifically referred to in the retention schedule a decision about disposal will need to be taken by the Head of Service or delegated officer

ensuring that personal data is not retained for longer than it is required and taking account of any legal and regulatory requirements.

- The appropriate records are reviewed and disposed of or transferred in accordance with the local retention schedule based on the Local Government Classification Scheme and the Retention Guidelines for Local Authorities 2003:1 from the Records Management Society of Great Britain (
- Bridgend County Borough Council procedures for destroying confidential material and magnetic media are followed
- Documentation of the disposal or transfer of records is completed and retained.
- Records selected for permanent preservation are marked as permanent (whether paper or stored under EDRM) and transferred to a Records Centre, Glamorgan Archives, where possible
- An intended disposal/review date must be captured when creating records (paper or electronic)

8. Review of Policy

This policy and the retention schedule will be reviewed on an annual basis by the Council's Information Governance Board and also updated as a result of legislative changes.

9. Training and Awareness

Since all Bridgend County Borough Council employees are involved in creating, maintaining and using records, it is vital that everyone understands their record management responsibilities as set out in this policy.

Under the General Data Protection Regulation the Council's Data Protection Officer is able to undertake a Council wide data protection audit to ensure compliance. **Appendix 1: Linked Documents**

• Bridgend County Borough Council Retention Schedule



BCBC Complete Listing with Retention Guidance

Class	Series	Records	Retention Period	Rationale
Adult care services				
. Carers	0 61		D 1 05 ~	
Agency provided services	Case files - carer	Essential information	Destroy - 25 years after end of employment	
Assessment	Case files - carer		Destroy - 25 years after end of employment	
Financial support	Case files - carer		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980 -
Legal	Case files - carer		Destroy - 25 years after end of employment	
Licensing	Case files - carer		Destroy - 1 year after end of employment	
Review	Case files - carer		Destroy - 25 years after end of employment	
. Residential homes			-	
Operation of homes	Case files - residential home	Activities	Destroy - 25 years from closure	RGLA 3.25
Operation of homes	Case files - residential home	Diary	Destroy - 25 years from closure	RGLA 3.25
Operation of homes	Case files - residential home	Menu	Destroy - 1 year after closure	
Operation of homes	Case files - residential home	Roster sheet	Destroy - 25 years from closure	RGLA 3.25
Registration	Case files - residential home	Licensing	Permanent - offer to archivist	RGLA 3.24
. Social issues				
Substance misuse				
. Supporting adults				
Assessment	Case files - service user	Care plan	Destroy - 6 years after last contact	RGLA3.18
Assessment	Case files - service user	Carer details	Destroy - 6 years after last contact	RGLA3.18
Assessment	Case files - service user	Contact sheet	Destroy - 6 years after last contact	RGLA3.18

Class	Series	Records	Retention Period	Rationale
Assessment	Case files - service user	Essential information	Destroy - 6 years after last contact	RGLA3.18
Catering services				
Finance and commissioning	Case files - service user		Destroy - 8 years after provision of support ended	
Grants	Case files - service user	Application	Destroy - 8 years after provision of support ended	
Health	Case files - service user		Destroy - 8 years after provision of support ended	
Legal	Case files - service user		Destroy - 8 years after provision of support ended	
Licensing	Case files - service user	Disabled parking permit	Destroy - 3 years after service provision ended	
Looked after in care	Case files - service user		Destroy - 8 years after provision of support ended	
Mental health	Case files - service user		Destroy - 10 years after last contact	RGLA 3.17
Occupational therapy	Case files - service user		10 years	
Referral	Case files - service user		10 years	
Review	Case files - service user		10 years	
Supporting disabilities. Deaf				

Class Children and families services	Series	Records	Retention Period	Rationale
. Adoption and fostering Adoptive parent	Case files -carer	Essential information	Destroy - 100 years from date of adoption	Adoption and Children Act 2002 ss.56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
Assessment	Case files -carer		Destroy - 25 years from closure	RGLA 3.4
Financial support	Case files -carer		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Foster carer	Case files -carer		Destroy - 15 years from provider status ceases, EXCEPT: Destroy - 75 years for cancelled registrations, refusals applications and concerns	Foster Placement (Children) Regulations 1991 reg. 14
Legal	Case files –carer			
Licensing	Case files -carer	Care or care licence	Permanent - offer to archivist	RGLA 9.18
Review	Case files -carer	Carer reviews	10 years	
Child protectionCase assessmentCase assessment	Case files - child protection Case files - child protection	Initial assessment	Destroy - 35 years from closure Destroy - 5 years from closure	RGLA 3.8 RGLA 3.9
	•			

Class	Series	Records	Retention Period	Rationale
Registration		Register	Permanent - retain for 70 years then offer to archivist	RGLA 3.6
Schedule 1 offenders		Register	Permanent - retain for 70 years then offer to archivist	RGLA 3.7
Children looked after in care Registration		Register	Retain until the child is 23, or if the child dies before this, 5 years from date of death - then offer to County Archivist	Arrangements for Placement of Children (General) Regulations 1991 reg. 10
. Communications Complaints			Destroy - 10 years after complaint dealt with	Arrangements for Placement of Children (General) Regulations 1991
. Programme management and development				
Services for children			Destroy - 7 years from closure	RGLA 3.20
Supporting children			Destroy - 25 years from closure	RGLA 3.21
Supporting young persons			Destroy - 15 years from closure	RGLA 3.22
Supporting adults			Destroy - 7 years from closure	RGLA 3.23
. Residential homes			Destroy - 7 years from closure	
Operation of homes	Case files - residential home		Destroy 40 years from closure	Children's Homes Regulations 1991 regs. 15 and 17
Operation of homes	Case files - residential home	Activities	Destroy 40 years from closure	Children's Homes Regulations 1991 regs. 15 and 17 Agreed –

Class	Series	Records	Retention Period	Rationale
Operation of homes	Case files - residential home	Diary	Destroy 40 years from closure	Children's Homes Regulations 1991 regs. 15 and 17 Agreed
Operation of homes	Case files - residential home	Menu	Destroy - 1 year after closure	Children's Homes Regulations 1991 regs. 15 and 17
Operation of homes	Case files - residential home	Roster Sheet	Destroy 40 years from closure	Children's Homes Regulations 1991 regs. 15 and 17
Registration	Case files - residential home		Permanent - offer to archivist 50 years after closure	RGLA 3.1
Social issuesSubstance misuse				
Special educationLearning support			Destroy - 35 years from closure	RGLA 3.13
. Supporting children	Case files -child			
Admission appeals Adoption process	Case files -child		Destroy - 100 years from date of adoption order	Adoption and Children Act 2002 ss. 56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
Advice	Case files -child		Destroy - on child's 21st birthday	
Assessment	Case files -child		Destroy - 25 years from date of birth of youngest child	RGLA 3.15
Assessment	Case files -child	Care plan	Destroy - 25 years from date of birth of youngest child	RGLA 3.15

Class	Series	Records	Retention Period	Rationale
Assessment	Case files -child	Carer details	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
Assessment	Case files -child	Contact sheet	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
Assessment	Case files -child	Essential information	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
Attendance and truancy	Case files -child			
Child protection	Case files -child		Destroy - 100 years after end of service provision	
Children's rights	Case files -child		Destroy - 75th birthday - or 15 years after death if child dies before 18	Arrangements for Placement of Children (General) Regulations 1991 reg. 9. RGLA 3.2
Continuing care	Case files -child	Student details	Destroy - on child's 21st birthday	-
Continuing care	Case files -child	Student profile	Destroy - on child's 21st birthday	
Continuing care	Case files -child	Work experience	Destroy - on child's 21st birthday	
Educational achievement assessments	Case files -child		Destroy - on child's 21st birthday	
Educational psychology	Case files -child		Destroy - 35 years from closure	RGLA 3.13
Educational welfare	Case files -child		Destroy - on child's 21st birthday	
Finance and commissioning	Case files -child		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	Case files -child		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980

Class	Series	Records	Retention Period	Rationale
Financial support	Case files -child	Clothing grant	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	Case files -child	School meals	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	Case files -child	Student award	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	Case files -child	Student loan	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	Case files -child	Travel pass	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Fostering Process	Case files -child		Destroy - 35 years after carer has ceased to foster	RGLA 3.5
Grants	Case files -child		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Health	Case files -child			
Hospital and home tuition	Case files -child		Destroy - on child's 21st birthday	
Legal	Case files -child		Destroy - on child's 21st birthday	RGLA 3.3
Licensing	Case files -child		Review - 2 years after registration lapses	RGLA 9.16
Looked after in care	Case files -child		Destroy - 100 years after end of service provision	Arrangements for Placement of Children (General) Regulations 1991 reg. 9
Referral	Case files -child		Destroy - on child's 21st birthday	-3
Review	Case files -child		Destroy - on child's 21st birthday	
School exclusions	Case files -child		Destroy - 25 years from last action	RGLA 3.19

Class	Series	Records	Retention Period	Rationale
Special educational needs	Case files -child		Destroy - 35 years from closure	RGLA 3.13
Supporting disabilities Deaf				
. Training			Destroy 25 years from	DOLA CO
Support training			Destroy – 25 years from termination	RGLA 6.3
. Youth justice				
Case management	Case files		Destroy - 25 years from DOB or 10 years from last contact	RGLA 3.12
. Youth services				
Youth service provision			Destroy - 25 years from DOB or 10 years from last contact	RGLA 3.12

Class	Series	Records	Retention Period	Rationale
Community safety and emergencies	,			
. Advice				
Contingency planning			Destroy - 2 years after advice superseded	
Fire safety planning			·	
. Community safety				
CCTV surveillance				
Crime reduction				
. Emergency planning				
Emergency agencies			Destroy when superseded	
Emergency call-outs				
Emergency calls - 999				
Emergency plan		Development	Permanent - offer to archivist	RGLA 9.11
Emergency plan		Tests	Destroy - 10 years after closure	RGLA 9.12
Emergency warnings				
. Emergency service				
. Notifications			Destroy - 2 years after matter is concluded	RGLA 9.19
Special service provision				
. Enforcement				
Fire safety legislation			Destroy - 2 years after matter is concluded	RGLA 9.19
Fire safety legislation		Prosecution	Destroy - 7 years from	Police and Criminal
			last action	Evidence Act. RGLA 9.21
. Fire prevention				
Fire certification				The Regulatory Reform (Fire Safety) Order 2005 will become law on 1 October 2006 and will abolish the requirements for Fire Certificates
Fire hydrants inspections			Destroy - 7 years from last action	RGLA 9.20

Class	Series	Records	Retention Period	Rationale
Fire safety			Destroy - 2 years after advice superseded	
Fire safety inspections			Destroy - 7 years from last action	RGLA 9.20
Incident monitoring		Major incident	Permanent - offer to archivist	RGLA 9.13
Incident monitoring		Minor incident	Destroy - 7 years after closure	RGLA 9.14
Inspections			Destroy - 7 years from last action	RGLA 9.20
Investigations . Training				
Training exercises			Destroy - 10 years after closure	RGLA 9.12

Class	Series	Records	Retention Period	Rationale
Consumer affairs			Destruction 7 to a second of the second	
. Advice			Destroy - 7 years after creation	
Campaigns				
. Enforcement				
Prosecution of offences	Case files - organisation	Dangerous and wild animals	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
Prosecution of offences	Case files -	Health and safety at work	Destroy - 7 years from	Police and Criminal
	organisation	,	investigation complete	Evidence Act
Prosecution of offences	Case files -	Inspections	9	
	organisation	•		
Prosecution of offences	Case files -	Weights and measures	Destroy - 7 years from	Police and Criminal
	organisation	3	investigation complete	Evidence Act
. Investigation, inspections and monitoring	Case files -			
	organisation			
Inspections	Case files -	Equipment inspection	Destroy - 6 years after	
·	organisation	records	disposal of the equipment	
Inspections	Case files -	Food standards	Destroy - 7 years after	
•	organisation	inspection forms	inspection	
Investigations	Case files -	•	·	
· ·	organisation			
Investigations	Case files -	Nuisances		
· ·	organisation			
Monitoring	Case files -			
	organisation			
Monitoring	Case files -	Air pollution	Destroy - 3 years from	RGLA 9.3
-	organisation	·	last action	
Monitoring	Case files -	Animal health	Destroy - 3 years from	RGLA 9.3
-	organisation		last action	
Monitoring	Case files -	Food hygiene	Destroy - 3 years from	RGLA 9.3
	organisation		last action	
Monitoring	Case files -	Food hygiene, home care	Destroy - 3 years from	RGLA 9.3
	organisation		last action	
Monitoring	Case files -	Food safety	Destroy - 3 years from	RGLA 9.3
	organisation		last action	
Monitoring	Case files -	Food standards	Destroy - 3 years from	RGLA 9.3
	organisation		last action	

Class	Series	Records	Retention Period	Rationale
Monitoring	Case files - organisation	Hazardous substances	Destroy - 3 years from last action	RGLA 9.3
Monitoring	Case files - organisation	Land pollution	Destroy - 3 years from last action	RGLA 9.3
Monitoring	Case files - organisation	Pollution	Destroy - 3 years from last action	RGLA 9.3
Monitoring	Case files - organisation	River pollution	Destroy - 3 years from last action	RGLA 9.3
Monitoring	Case files - organisation	Weights and measures	Destroy - 3 years from last action	RGLA 9.3
Monitoring	Case files - organisation	Swimming pools	Destroy - 3 years from last action	RGLA 9.3
Monitoring	Case files - organisation	Product safety	Destroy - 3 years from last action	RGLA 9.3
Monitoring	Case files - organisation	Infectious diseases		
Monitoring	Case files - organisation	Responsive	Destroy - 3 years from last action	RGLA 9.3
Monitoring	Case files - organisation	Nuisances	Destroy - 3 years from last action	Environmental Protection Act 1990. RGLA 9.3
. Registration, certification and licensing	J			
Entertainment and drinks		Register	Destroy - 2 years after registration lapses	RGLA 9.16
Food premises		Register	Destroy - 2 years after registration lapses	RGLA 9.16
Licence premises		Register	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Animal boarding licences		Destroy - 2 years after registration lapses	Animal Boarding Establishments Act 1963. RGLA 9.16
Licensing	Animal breeding licences		Destroy - 2 years after registration lapses	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999. RGLA 9.16
Licensing	Auction premises licences		Destroy - 2 years after registration lapses	RGLA 9.16

Class	Series	Records	Retention Period	Rationale
Licensing	Building materials licences		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Butchers licences		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Caravan and camp site licences		Destroy - 2 years after registration lapses	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968. RGLA 9.16
Licensing	Cemetery licences		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Cooling towers		Destroy - 2 years after registration lapses	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992. RGLA 9.16
Licensing	Credit licensing		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Crematoria licences		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Dangerous wild animals licences		Destroy - 2 years after registration lapses	Dangerous Wild Animals Act 1976. RGLA 9.16
Licensing	Entertainment licences		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Food business licences		Destroy - 2 years after registration lapses	Food Safety Food Premises (Registration) Regulations 1991. RGLA 9.16
Licensing	Food licences		Destroy - 2 years after registration lapses	Food Safety Act 1990. RGLA 9.16
Licensing	Hackney licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
Licensing	Highway projection licences		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Hoarding licences		Destroy - 2 years after registration lapses	RGLA 9.16

Class	Series	Records	Retention Period	Rationale
Licensing	Infectious diseases licensing and use		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Late hours catering licences		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Liquor licences		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Lottery registration		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Massage and special treatment licences		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Non medicinal poisons licences		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Nursing agencies licences		Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Other hazardous substances		Permanent - offer to archivist	RGLA 9.17
Licensing	Personal licences		Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	Pet shop licences		Destroy - 2 years after registration lapses	Pet Animals Act 1951 (as amended by the 1983 Act). RGLA 9.16
Licensing	Petroleum		Permanent - offer to archivist	Petroleum (Regulation) Acts 1928 and 1936
Licensing	Premises licences		Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	Premises licences	Club premises certificates	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	Premises licences	Temporary event notices.	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	Private hire licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
Licensing	Public entertainment licences		Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16

Class	Series Records	Retention Period	Rationale
Licensing	Riding establishment licences	Destroy - 2 years after registration lapses	Riding Establishments Act 1964 and 1970. RGLA 9.16
Licensing	Sale of explosives licences	Destroy - 2 years after registration lapses	Manufacture and Storage of Explosives Regulations 2005. RGLA 9.16
Licensing	Scrap metal licences	Destroy - 2 years after registration lapses	Scrap Metal Dealers Act 1964. RGLA 9.16
Licensing	Sex establishments	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Shops	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Scaffold licences	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Skip licences	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Street collections and lotteries licences	Destroy - 2 years after registration lapses	House To House Collections Act 1939 Lotteries and Amusements Act 1976. RGLA 9.16
Licensing	Street trading licences	Destroy - 2 years after registration lapses	Local Government (Miscellaneous Provisions) Act 1982. RGLA 9.16
Licensing	Zoo licences	Destroy - 2 years after registration lapses	The Zoo Licensing Act 1981. RGLA 9.16
Sex establishments	Register	3 , , , , ,	

Class	Series	Records	Retention Period	Rationale
Council property	361162	Records	Retelltion Fellou	Nationale
. Maintenance of council property				
Maintenance		Instruction manuals	Destroy - 7 years after last action	RGLA 7.27
Planned maintenance	Case files - property		Destroy - 7 years after last action	RGLA 7.27
Refurbishment	Case files - property	Tenders and contracts	Destroy - 7 years after conclusion of transaction	RGLA 8.7
Responsive maintenance	Case files - property		Destroy - 7 years after last action	RGLA 7.27
. Property acquisition and disposal	F -F7			
Acquisitions	Case files - property	Assets over £ 50000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
Acquisitions	Case files - property	Assets under £ 50000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
Deeds	Case files - property			
Disposal	Case files - property	Assets over £ 50000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
Disposal	Case files - property	Assets under £ 50000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
Disposal	Case files - property	Sale or write-off of property	Destroy - 15 years after obligations or entitlements are concluded	RGLA 8.3
. Property and land management				
Accessibility	Case files -		Destroy - 7 years from	
Building surveys	property	Surveys	closure	
Certification	Case files - property	Guiveys		

Class	Series	Records	Retention Period	Rationale
Distribution and allocation of properties				
Energy management	Case files -			
Energy management	property			
Equipment disposal				
Facilities management				
Farm management				
Feasibility		Feasibility studies		
Fleet management		Allocation and	Destroy - 7 years after	RGLA 8.15
-		maintenance of vehicles	disposal of the vehicle	DOI 4 0 47
Fleet management		Recording drivers usage	Destroy - 7 years after closure	RGLA 8.17
Fleet management		Recording vehicle usage	Destroy - 3 years after disposal of the vehicle	RGLA 8.16
Fleet management		Vehicle records, lease or	Destroy - 7 years after	RGLA 8.14
		purchase	disposal of the vehicle	
Health and safety	Case files -	System processes	Destroy - 1 year after	RGLA 9.6
	property		process ceases or is	
	0 (1)		superseded	
Internal agreements	Case files -			
Land and property history	property Case files -		Destroy - 12 years from	RGLA 8.2
Land and property history	property		life of property	NGLA 6.2
Leasing	Case files -	Managing leased	Destroy - 15 years after	RGLA 8.8
Louding	property	property	expiry of the lease	1102710.0
Leasing	Case files -	Managing the occupancy	Destroy - 7 years after	RGLA 8.9
<u></u>	property	of property	conclusion of transaction	
Management	,	Estates of special interest	Permanent - offer to	RGLA 8.5
ŭ		·	archivist	
Management		Other buildings and	Retain for life of the	RGLA 8.6
		estates	building	
Maps and directions	Case files -			
	property			
Property services	Case files -			
B	property		5	DOI 4 0 4
Property strategy			Permanent - offer to	RGLA 8.1
Doule coment programme			archivist	
Replacement programme				

Class	Series	Records	Retention Period	Rationale
Scheduling		Inventories		
Security	Case files -			
	property			
Usage statistics	Case files -			
	property			
Valuations	Case files -	Valuations on disposal	Destroy - 6 years from	
	property		end of financial year after	
Decree to the control of the control			disposal of property	
. Property use and development	0 51			
Car parking	Case files -		Destroy - 7 years after	
	property		completion	
Design and construction	Case files -			
	property			
Traveller sites			Destroy - 3 years after	
			closure	
Warehousing and storage				

Class	Series	Records	Retention Period	Rationale
Crematoria and cemeteries . Maintenance of burial grounds				
Planned Maintenance			Destroy - 21 years after maintenance completed	
Redundant Churchyards			Destroy - 21 years after maintenance completed	
Responsive Maintenance			Destroy - 21 years after maintenance completed	
. Burial identity and location				
Registration		Cemetery plans, burial plot layout	Permanent - offer to archivist	RGLA 9.24
Registration		Summary management systems, registers	Permanent - offer to archivist	RGLA 9.24
Bookings		Applications	Destroy - 5 year after last action	RGLA9.25
Exhumations			Permanent - offer to archivist	RGLA9.24
Internment Service		Regulation of burials and cremations	Destroy - 5 year after last action	RGLA9.25
Licensing		Permits	Destroy - 5 year after last action	RGLA9.25
Memorial management				

Class	Series	Records	Retention Period	Rationale
Democracy	201100			
. Decision making				
Council and committee meetings		Minutes	Permanent - offer to archivist	RGLA 1.4
Council and committee meetings		Committee Clerks Notebooks	Destroy after date of confirmation of the minutes	RGLA 1.5
Delegations				
Independent Remuneration Panel				
Meeting - cabinet		Minutes	Permanent - offer to archivist	RGLA 1.4
Member panels			Permanent - offer to archivist	RGLA 1.4
Referenda				
Scrutiny Panel			Permanent - offer to archivist	RGLA 1.4
. Executive				
Statutory appointments		Appointment files	Permanent - offer to archivist	RGLA 6.24
Statutory appointments		Vacancy files	Destroy - 2 years after date of appointment	RGLA 6.25
. Governance				
Constitution		Constitution	Permanent - offer to archivist	RGLA 1.4
. Honours and awards				
Honours submissions			Destroy - 5 years after last action	RGLA 1.8
Lord lieutenancy				
. Member support				
Gifts and hospitality		Register	Destroy - 18 months after member leaves office	
Register of Interests . Planning		Register		
Cross departmental consideration			Destroy - 3 years from closure	RGLA2.3
Forward Plan			Permanent - offer to archivist	RGLA2.1

Class	Series	Records	Retention Period	Rationale
Strategic Plan		Minutes	Permanent - offer to archivist	RGLA2.2
Strategic Plan		Reviews	Destroy - 5 years from closure	RGLA2.7
Representation Constituencies Elections				
Elections		Ballot papers - European elections	Destroy 1 year after election	European Parliamentary Elections Regulations 1999
Elections		Ballot papers - local elections	Destroy 6 months from close of poll	Representation of the People Regulations 1986 and Local Elections (Parishes and Communities) Rules 1986. RGLA 1.2
Elections		Consolidated returns of votes received	Destroy 6 months from close of poll	RGLA 1.3
Elections		Summary certification of those eligible to vote	Permanent - offer to archivist	Representation of the People Regulations 1986. RGLA 1.1
Elections Emparishment		Electoral Register		
Lists of councillors		Council diaries, members details		
Lists of meetings Nominations				
Political parties' papers			Destroy - 3 years after last action	RGLA 1.9

Class	Series	Records	Retention Period	Rationale
Economic development . Business intelligence				
Business listing European development		Business directory		
. Marketing		Economic data	Destroy 20 years after collected	New census info only arrives every 10 years and updated indices of deprivation data every 4-5 years. Need to retain to analyse time series.
. Promotion				,
Business awards		Grants	Destroy 7years after scheme to which grant relates is completed	
Business development		Fairs		
 Business development Film and television development		Business associations	Destroy after 7 years	
. International relations. Voluntary sector development		Twinning		
. Regeneration				
Community development Regional development				
Rural development				
Strategy Town centre management				
. Sustainability				
Sustainable development				
. Tourism				
Tourism development				
. Training				
Workforce support				

Class	Series	Records	Retention Period	Rationale
Education and skills				
. Access and inclusion				
Project management				
Traveller sites			Destroy 7 years after closure of project	
. Admissions and exclusions				
Appeals			Destroy after 7 years after decision made	
Parental choice				
Parental choice		School directory		
. Advice				
Advisory services				
. Arts services				
Field centres			Destroy after 7 years	
Music services			Destroy after 7 years	
Provision in schools		Orders and bookings	Destroy after 7 years	
Performances			Destroy after 7 years	
. Curriculum development				
International projects National curriculum			Destroy ofter 7 years	
Out of schools projects			Destroy after 7 years Destroy after 7 years	
Outdoor education			Desiroy after 1 years	
Schools curricula			Destroy after 7 years	
. Education welfare			Destroy uner 7 years	
Attendance and Truancy				
Student welfare service				
. Employment skills				
Careers advice				
Workplace training				
. Life long learning				
Adult and community services				
Basic skills development				
Basic skills development		Course directory		
. Management of schools				
Admissions	School files		Destroy - 25 years from last action	RGLA 3.19
Emergency contacts	School files			

Class	Series	Records	Retention Period	Rationale
General information	School files			
Governing bodies	School files			
Governing bodies		Governor minutes	Destroy 3 years after the	
-			event	
Governor contacts	School files		Destroy 5 years after	
			governor leaves	
Inspections	School files			
Performance	School files		Review every 7 years and	
			then offer to archivist	
Plans and policies	School files		Retain while policy	
			operational then offer to	
			archivist	
. Teaching				

. . Teacher development

Class	Series	Records	Retention Period	Rationale
Environmental protection				
. Advice			5	
Biodiversity			Permanent, offer to	
			archivist after administrative use	
Campaigns			Permanent, offer to	
Campaigns			archivist after	
			administrative use	
. Conservation			dariii iidaawa daa	
Countryside conservation			Permanent, offer to	
•			archivist after	
			administrative use	
Forest management			Permanent, offer to	
			archivist after	
			administrative use	
Heritage conservation			Permanent, offer to	
			archivist after	
Noture concernation			administrative use	
Nature conservation			Permanent, offer to archivist after	
			administrative use	
Urban conservation			Permanent, offer to	
Gradi Geneervation			archivist after	
			administrative use	
Woodland management			Permanent, offer to	
			archivist after	
			administrative use	
. Monitoring			5	
Coastal erosion			Permanent, offer to	
			archivist after	
Environmental impact assessment			administrative use Permanent, offer to	
Limioninental impact assessment			archivist after	
			administrative use	
Environmentally sensitive areas			Permanent, offer to	
,			archivist after	
			administrative use	

Class	Series	Records	Retention Period	Rationale
Finance . Accounts and audit				
Internal auditing				
Reporting		Annual corporate	Permanent - offer to archivist	Limitations Act 1980, VAT
		financial reports: Consolidated annual	archivist	Act 1994, Taxes Management Act 1970,
		reports, Consolidated		Audit Commission Act
		financial statements, Operating statements,		1998.
		General ledger		
Reporting		Periodic financial reports: Monthly and quarterly	Destroy when administrative use is	
		reports	concluded	
. Asset management		A t		
Maintaining assets Maintaining assets		Asset registers Maintaining plant and	Destroy - 7 years after	
•		equipment	sale or disposal of asset	
Maintaining assets		Maintenance	Destroy - 7 years after last action	
Maintaining assets		Overall assets	Permanent - offer to	
Maintaining assets		Reporting and reviewing	archivist Destroy - 2 years after	
Walifualing assets		asset status	use is concluded	
Maintaining assets		Summary reports	Destroy - 7 years after	
			the transaction was concluded	
Financial provisions management			D 1 7 "	
Borrowing			Destroy - 7 years after the loan has been repaid	
Borrowing		Loan register	Permanent - offer to	
Budget		Annual budget	archivist Permanent - offer to	
Budget		Amaa baaget	archivist	
Budget		Developing annual	Destroy - 2 years after	
		budget: Draft budgets, departmental estimates	budget adopted	
		•		

Class	Series	Records	Retention Period	Rationale
Budget		Reporting actual vs. planned revenue and expenditure	Destroy after next year's budget has been adopted	
Credit union management				
Debt management				
Donations Funding bids				
Strategy and planning				
. Financial transactions management				
Authorisation		Laboratificantina and the	Destruction of the the	Limitations Ast 4000 MAT
Expenditure		Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC.
Expenditure		Travel expenses	Destroy 6 years after the	Limitations Act 1980, VAT
			conclusion of the transaction	Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.
Fraud				
Funding applications				
Income				
Internal recharging Investments				
National insurance numbers		Notification and input	Destroy 2 years after the	
		records	employee ceases	
5 77 6		B. 1	employment	
Reconciliation		Balance and reconcile financial accounts	Destroy 2 years after administrative use is concluded	
Refunds			30.13.233	
. Local taxation				
Benefits and subsidies				

Class	Series	Records	Retention Period	Rationale
Property valuation Property valuation		Other valuation information Rateable property information	Destroy - 10 years after valuation was made Permanent - offer to archivist	
Property valuation		Valuation lists	Permanent - offer to archivist	
Benefits and Financial Assessments			a. o. iiviot	
Housing Benefits		All	All records: 6 years +1	Agreed
Housing Grants (Housing Benefits)		All	All records: 6 years +1	Agreed
Finance Deputyship and Appointeeship Finance Financial Assessment		All	Retain all service user records until deceased	Agreed
Finance, SGO & Adoption Assessments			then – 6 years +1	To recalculate deferred payment charges upon sale of property.
				Requests for information re CHC.
. National taxation				
Tax payments		Tax correspondence	Destroy - 7 years after last action	RGLA 7.22
Tax payments		Taxation records	Destroy 5 years after the end of the financial year	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.7
. Payroll and pensions Pay		Payment of employees	Destroy 7 years after the	Taxes Management Act
·			conclusion of the transaction	1970, Audit Commission Act 1998. RGLA 7.9
Pay		Summary pay reports	Destroy after administrative use is concluded	RGLA7.10
Pensions			Destroy - 6 years from last pension payment	RGLA6.2

Class	Series	Records	Retention Period	Rationale
Health and safety . Community safety Campaigns				
. Compliance Strategy and planning		System processes	Destroy - 1 year after process ceases or is	RGLA 9.6
Strategy and planning		Health and Safety Policy	superseded Destroy - 1 year after process ceases or is superseded	
Training			5 years after being superseded	
Emergency planning Monitoring Accidents and incident reporting			daporocada	
Accidents and incident reporting		Accident books - adult	Destroy - 4 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.9
Accidents and incident reporting		Accident books - children	Destroy -25 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.10
Asbestos inspections			Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
Equipment		Safety inspections	Destroy - 6 years after equipment is decommissioned	
Hazardous substances		COSSH inspections	Permanent - offer to archivist	Control of Substances Hazardous to Health Regulations 2002
Health and safety inspections Radiation		Radon Monitoring	Destroy - 40 years from last action	The Ionising Radiations Regulations 1985. RGLA 9.5

Class	Series	Records	Retention Period	Rationale
. Risk management				
Risk assessments			Destroy - 5 years after	Management of Health
			last assessment	and Safety at Work
				Regulations 1992. RGLA
				9.7

Class	Series	Records	Retention Period	Rationale
Housing . Enforcement				
Assessment- housing standards				
. Estate management				
Business premises				
Car parking surveys				
Garage application	—			
Garage rental	Tenant file			
Housing inspections Neighbour disputes				
. Housing provision				
Allocations				
Assessment - housing needs				
Homelessness				
Hostel providers				
Housing applications Housing applications		Unsuccessful applications	Destroy - 7 years from	RGLA3.27
Housing applications		Orisuccessiui applications	closure	NOLAS.21
Housing applications		Council housing register	Permanent - offer to	RGLA3.26
			archivist	
Housing exchanges		Mutual exchange list	Destroy Assessed	DOI 40 40
Housing stock requirements			Destroy - 4 years after last action	RGLA8.10
. Housing stock	D ((")			
Demolition Emergency maintenance	Property file Property file			
Housing grants	Property file	Grants over £ 50,000	Destroy - 12 years after	Limitations Act 1980.
Hodoling granto	r roperty me	Statile 6ver 2 60,000	last payment	RGLA 7.19
Housing grants	Property file	Grants under £ 50,000	Destroy - 6 years after last payment	Limitations Act 1980. RGLA 7.19
Leases	Property file			
Planned maintenance	Property file			
Private housing grants	Property file			
Property adaptations Repairs and renovation	Property file Property file			
Repairs and renovation	i roperty ille			

Class	Series	Records	Retention Period	Rationale
Risk assessment		Asbestos Register	Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
. Managing tenancies			Destroy - 12 years from termination of tenancy	RGLA3.28
Adaptations Adaptations grants	Property file Property file		•	
Agreements	Tenant file	Ordinary Tenancy	Destroy - 6 years after tenancy has expired	Limitations Act 1980
Agreements	Tenant file	Tenancy under seal	Destroy - 12 years after tenancy has expired	Limitations Act 1980
Assessment - housing needs	Tenant file			
Breaches	Tenant file			
Evictions	Tenant file			
Housing repairs	Tenant file			
Rent arrears	Tenant file		Destroy 7 years after closure	RGLA 7.18
Rent setting				
Right to buy	Tenant file		Destroy - 12 years after sale of house	RGLA7.17
Tenancies	Tenant file			
Welfare services	Tenant file			

Class	Series	Records	Retention Period	Rationale
Class Human resources	Series	Records	Retention Period	Kationale
. Administering employees				
Counselling	Employee files		N/A External	RGLA6.4
Absence monitoring	Employee files		Indefinitely	NOLAU.4
Discipline	Employee files		Indefinitely	RGLA6.4
Discipline	Employee files	Final warnings	Indefinitely	RGLA 6.7
Візоріїїс	Linployee illes	i mai wariings	machinicity	NGEA 6.7
Discipline	Employee files	No warning given	Indefinitely	RGLA 6.8
·			·	
Discipline	Employee files	Oral warnings	Indefinitely	RGLA 6.7
Discipline	Employee files	Warnings involving	Indefinitely	RGLA 6.7
Dr P	E	children		DOI 4 0 7
Discipline	Employee files	Written warnings	Indefinitely	RGLA 6.7
Disclosure of interest				
Employee details	Employee files		Indefinitely	RGLA6.4
Employment conditions	Employee files		Indefinitely	NGLAU.4
Grievances			Indefinitely	RGLA6.4
	Employee files		,	RGLA6.4
Individual training records	Employee files	Drack of completion	Indefinitely	
Individual training records	Employee files	Proof of completion	Indefinitely	RGLA6.21
Induction			Indefinitely	
Job evaluation			Indefinitely	DOI 40 40
Leave	Employee files		Indefinitely	RGLA6.13
Medical assessments	Employee files		Indefinitely	RGLA6.10
Maternity/paternity	Employee files		Indefinitely	
Maternity/paternity	Litipioyee illes		macimilery	
Reporting				
Termination			Indefinitely	RGLA 6.16
. Employee relations				
. Disciplinary matters reporting				
Trade union liaison		Strategy	Indefinitely	RGLA 6.5
Trade union liaison		Routine matters	Indefinitely	RGLA 6.6
. Equal opportunities		rodulio matters	indeminery	1102710.0
Equalities and diversity				
Equalities and diversity		Investigations	Indefinitely	RGLA 6.9
Equalities and diversity		IIIvestigations	писшисту	NOLA 0.8

Class	Series	Records	Retention Period	Rationale
. Monitoring employees. Performance appraisal		Probationary reports and performance plans	Indefinitely	
Reporting Staff directory Occupational health		periorinanse plane	Indefinitely N/A	RGLA 6.12 RGLA 6.1
Absence reporting Occupational health		Staff health records	Indefinitely Indefinitely (Held External)	RGLA 6.13 RGLA6.10
Occupational health Personal risk assessments	Employee files Employee files	Training	Indefinitely	RGLA6.19
Sickness monitoring Major injuries	Employee files		Indefinitely Indefinitely	RGLA 6.4 Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg. 7; Limitations Act 1980
. Recruitment Authorisation			Indefinitely	
Job descriptions Recruitment Recruitment	Position	Unsuccessful candidates	Indefinitely Indefinitely Indefinitely	RGLA6.4
Recruitment Recruitment process	Position	Onsuccessial candidates	Indefinitely	RGLA 6.11
 . Secondment . Volunteers . Terms and conditions of employment . Staff benefits . Staff facilities . Staff recognition . Terms and conditions . Training . Driver training 	Secondment files Volunteer files		Indefinitely Indefinitely Indefinitely Indefinitely	RGLA6.4 RGLA6.4
Reporting Support training Training courses	Training course files	Course administration	Indefinitely	RGLA 6.17

Class	Series	Records	Retention Period	Rationale
Training courses	Training course files	Courses concerning children	Indefinitely	RGLA 6.18
Training course files	Training materials	Training course materials	Indefinitely	RGLA 6.20
Training courses	Training course files	Training materials	Indefinitely	RGLA 6.17
Training plan		Corporate training plan	Indefinitely	
Workforce planning Workforce development planning		Financial rewards	Indefinitely	RGLA 6.15
Workforce development planning		Strategy	Indefinitely	RGLA 6.14

Class	Series	Records	Retention Period	Rationale
Information and communication technology				
. Infrastructure				
Disposal		Assets under £ 50,000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
Disposal		Assets over £ 50,000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
 Fault reporting Licensing Help Desk Support Information security Network maintenance Server maintenance Spatial data management Storage Strategy Web development System support 				
Change Control	System log		Destroy - 2 years after system no longer used	
Configuration management	System log		Destroy - 2 years after system no longer used	
Data Management	System log		Destroy - 2 years after system no longer used	
Design and Construction	System log		Destroy - 2 years after system no longer used	
Development	System log		Destroy - 2 years after system no longer used	
Implementation	System log		Destroy - 2 years after system no longer used	
Integration and interfaces	System log		Destroy - 2 years after system no longer used	
Maintenance	System log		Destroy - 2 years after system no longer used	

Class	Series	Records	Retention Period	Rationale
Manuals	System log		Destroy - 2 years after	
			system no longer used	

Class	Series	Records	Retention Period	Rationale
Information management . Access to information				
Data protection		Subject Access Request	Destroy when information no longer	
Data protection		Notification	required Destroy - 3 years after previous notification	
Environmental information	Information requests	Access status records	Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.
Environmental information	Information requests	Information scheduled for destruction	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
Environmental information	Information requests	Individual transaction records	Destroy - 3 years after date of creation	TNA Retention and Disposal Guidance 14.
Environmental information	Information requests	Policy records	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
Freedom of information	Information requests	Access status records	Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.
Freedom of information	Information requests	Information scheduled for destruction	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
Freedom of information	Information requests	Individual transaction records	Destroy - 3 years after date of creation	TNA Retention and Disposal Guidance 14.
Freedom of information	Information requests	Policy records	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
Freedom of information		Publication Scheme	Permanent - offer to archivist	
ArchivesArchives managementKnowledge management		Records catalogue		
 . Information asset management . Information asset management . Information asset management . Records management 		Information asset register Record surveys Circulation lists		
Compliance		Classification schemes	Permanent - offer to archivist	RGLA 2.10
Forms development		Standard templates		

Class	Series	Records	Retention Period	Rationale
. Forms development. Image capture				
Retention scheduling		Disposal certificates	Destroy - 12 years after last action	RGLA 2.12
Tracking . Registration		Issues log		
Statutory registers		Register	Permanent - offer to archivist unless specific legislation requires otherwise	Limitations Act 1980

Class	Series	Records	Retention Period	Rationale
Legal services				
. Advice			Destance Occasion office	Limitatiana Ast 4000
Provision of legal advice			Destroy - 6 years after last action, major precedent - offer to archivist for review	Limitations Act 1980. RGLA 4.2
. Byelaws				
Enactment			Permanent - offer to archivist	RGLA 9.22
Enforcement			Destroy - 2 years after matter is concluded	RGLA 9.23
. Land registration				
Land charges		Searches		
Land charges		Registers		
. Land and highways				
Acquisition		Road adoptions		
Disposal				
. Litigation				
Civil	Case files		Destroy - 6 years after last action, major litigation offer to archivist for review	RGLA 4.1
Commercial	Case files		Destroy - 6 years after last action, major litigation offer to archivist for review	RGLA 4.1
Criminal	Case files		Destroy - 6 years after last action, major litigation offer to archivist for review	RGLA 4.1
Debt recovery	Case files		Destroy - 6 years after last action, major litigation offer to archivist for review	RGLA 4.1
Precedent cases				
. Management of legal activities				
Archive deposits		Agreements		

Class	Series	Records	Retention Period	Rationale
Agreements		Agreements	Destroy - 6 years after agreement ends	RGLA 4.3
Conveyancing	Deeds	Conveyance	Destroy - 12 years after closure	Limitations Act 1980. RGLA 4.4
Conveyancing	Deeds	Easements		
Conveyancing		Tenancy Agreements	Destroy - 12 years from termination of tenancy	RGLA 3.28
Copyright		Intellectual Property Rights		
Drafting		Pro-forma agreements		
Trusts		-		
. Planning controls				
Certificate of Lawful Use or		Certificate	Permanent - offer to	Town and Country
Development			archivist	Planning Act 1990
Certificate of Lawful Use or		Other documentation	Destroy - 12 years from	Limitations Act 1980
Development			date of agreement	
Section 106 agreements		Agreement	Permanent - offer to archivist	Town and Country Planning Act 1990
Section 106 agreements		Other documentation	Destroy - 12 years from date of agreement	Limitations Act 1980

Class	Series	Records	Retention Period	Rationale
Leisure and culture . Allotments Allotments . Archives Archive development				
Cataloguing		Accession register	Permanent - offer to archivist	RGLA 2.11
 . Deposits . Loans . Membership . Research . Arts . Arts development . Clubs and societies . Leisure promotion 				
 . Countryside events . Parks and gardens events . Play scheme . Libraries . Book ordering . Bookings . Bookings 		Programmes and events Programmes and events Internet bookings		
Catalogue		Stock management	Destroy - 2 years after administrative use concluded	
. Fines. Library development. Loans. Membership				
. Museums			Destroy - 10 years after closure	
. Deposit. Loans. Museum catalogue. Museum development. Sports facilities. Bookings				

Class	Series	Records	Retention Period	Rationale
Bookings		Facilities		
Bookings		Classes		
Membership				
Membership		Golf courses		
Membership		Leisure centres		
. Sports				
Sports development				
Clubs and societies				
. Tourism				
Tourist accommodation				
Tourist accommodation		Accreditation process		
Tourist accommodation		Registers		
Visitor information				
Visitor information		Maps and directions		

Class	Series	Records	Retention Period	Rationale
Management				
. Ceremonial				
Civic and royal events		Visitors book, tapes, photographs	Permanent - offer to archivist	RGLA 2.24
Civic and royal events		Planning and organising an event	Destroy - 7 years after use	RGLA 2.25
Corporate gifts				
. Communication support				
Interpreting and translation		Translation		
Mail processing				
Publication		Publications		
Publications received		Publications		
Staff communications				
. Corporate communication				
Campaigns				
Corporate branding				
Corporate publicity				
Graphic design		Designing setting information	Destroy - 3 years from last action	RGLA 2.19
Marketing		Marketing planning and campaigns	Permanent - offer to archivist	RGLA 2.23
Media cuttings		Media cuttings	Permanent - offer to	RGLA 2.22
· ·		· ·	archivist	
Media liaison		Interaction with Media	Destroy - 3 years from closure	RGLA 2.21
Media releases				
Media releases				
Public relations				
Public relations		Media reports	Permanent - offer to archivist	
Public relations		Published work	Destroy after use is concluded - one copy to	RGLA 2.20
Public relations		Statistics, trends and customer satisfaction data	archive Destroy - 10 years after use concluded	
. Enquiries and complaints				

Class	Series	Records	Retention Period	Rationale
Appeals				
Complaints		Reports and correspondence	Permanent - offer to archivist	RGLA 2.14
Complaints		Registers	Permanent - offer to archivist	RGLA 2.13
Complaints				
Complaints to Ombudsman	Complaint files			
Compliments		.		
Customer profiling	O a manufacturat fill a a	Customer profiles	Destart Ossess of the	DOI 4 0 40
Stage 1 complaints	Complaint files		Destroy - 2 years after use is concluded	RGLA 2.16
Stage 2 complaints	Complaint files		Destroy - 6 years after use is concluded	RGLA 2.15
. External audits				
Audits				
. Preparing business				
Meetings				
Officer representation		5		2014.40
Partnership and agency working		Business for partnership and agencies where local authority owns the record	Permanent - offer to archivist	RGLA 1.6
Partnership and agency working		Business for partnership and agencies where local authority does not own	Destroy - 3 years after last action	RGLA 1.7
Drainet management		the record		
. Project management Closure	Project files	Lessons learned		
Governance	Project files	Project initiation		
Governance	r roject mes	document		
Governance	Project files	Unit or team plans		
Initiation and delivery	Project files	Issues log		
Start up	Project files	Business case		
. Quality and performance	•			
Assessments			Destroy - 2 years from closure	RGLA 2.18
Best value reviews			Destroy - 5 years from closure	RGLA 2.17
Inspections				

Class	Series	Records	Retention Period	Rationale
Process mapping		Process maps		
. Strategic planning				
Business cases				
Corporate initiatives			Destroy - 5 years after	
			initiative ends	
Organisational structure				
Policies and procedures			Permanent – offer to	RGLA 2.6
			archivist	
Public consultation		Minor policies	Destroy - 1 year from	RGLA 2.9
			closure	
Public consultation		Significant policies	Destroy - 5 years from	RGLA 2.8
			closure	
Service level agreements				
. Statutory returns				
Reports to government			Destroy - 7 years from	RGLA 2.5
			closure	

Class	Series	Records	Retention Period	Rationale
Planning and building control				
. Building control	Application files		Deatwer often 2 veers if	Duilding Apt 1004
Application processing	Application files		Destroy after 3 years if rescinded otherwise permanent - offer to archivist	Building Act 1984
Application processing		Pre application discussion		
Building regulations				
Registration		Building control register	Permanent - offer to archivist	RGLA 10.8
Unauthorised works . Covenant control				
Policies				
Covenant controls	Covenant control files			
. Development control				
Application processing	Appeals files		Destroy - 6 years from conclusion of appeal	Limitations Act 1980
Application processing	Application files		Destroy - 10 years after planning permission expires	
Application processing	Application files	Decision notices	Permanent - offer to archivist	RGLA 10.6
Application processing		Pre application discussion		
Conservation areas		Sites and Monuments Register		RGLA 10.3
Enforcement		Enforcement notices	Destroy 3 years after compliance with enforcement notice	RGLA 10.13
Registration		Planning Register	Permanent - offer to archivist	RGLA 10.6
Planning obligations				
Tree		Tree works	Destroy - 5 years after application decision	

Class	Series	Records	Retention Period	Rationale
Tree		Tree preservation orders	Permanent - offer to archivist	RGLA 10.6
. Forward planning				
Economic regeneration				
Heritage listing				
Housing development				
Local plan				
National planning policy Natural environment		Policies	Permanent - offer to	RGLA 10.7
Natural environment		i diides	archivist	NGLA 10.7
Natural environment			Destroy - 7 years after	RGLA 10.7
			administrative use	
			concluded	
. Planning policy				
Planning schemes		Consultation	Destroy 15 years after	RGLA 10.5
			decision. Offer controversial or high	
			profile schemes to	
			Archivist	
Regional plan			7 11 31 11 71 71	
Regional plan		Mineral Plan	Permanent - offer to	RGLA 10.4
3			archivist	
Regional plan		Waste Plan	Permanent - offer to	RGLA 10.4
-			archivist	
Regional plan		Structure Plan	Permanent - offer to archivist	RGLA 10.1
Sustainable development				
Urban centre planning				

Class	Series	Records	Retention Period	Rationale
Procurement . Contracting Contract awards				
Contract awards	Contract files	Ordinary contracts	Destroy - 6 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
Contract awards	Contract files	Contracts under seal	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
Contract awards	Contract files	Post tender negotiation	Destroy - 1 year after the term of the contract has expired	RGLA4.11
Contract awards	Contract files	Service level agreements, compliance reports, performance reports	Destroy - 2 years after the term of the contract has expired	RGLA4.13
Contract management Requisition		Contract monitoring Purchase orders	Destroy - 7 years after the end of the financial year	RGLA 7.3
Market information. Product evaluation. Product information. Tendering				
Tenders	Tender files	Opening notice, tender envelope	Destroy - 1 year after start of contract	RGLA 4.7
Tenders	Tender files	Ordinary tender	Destroy - 6 years after the term of the contract has expired	
Tenders	Tender files	Pre-tender advice	Destroy 2 years after contract let or not proceeded with	RGLA 4.5
Tenders	Tender files	Tender for contract under seal	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.8
Tenders	Tender files	Unsuccessful tenders	Destroy - 1 year after start of contract	RGLA4.10
Tendering policies				

Class	Series	Records	Retention Period	Rationale
Registration and coroners				
. Inquiries into deaths	Coop files	Inquision londing to on	cont to Comerci Degister	TNIA Detention and
Coroners inquests	Case files	Inquiries leading to an inquest	sent to General Register Office at end of each quarter	TNA Retention and Disposal Guidance 13. RGLA 5.7
Investigations		Inquiries not proceeding to an inquest	sent to General Register Office at end of each quarter	TNA Retention and Disposal Guidance 13. RGLA 5.6
Registration		Reported deaths register	Permanent - offer to archivist –	TNA Retention and Disposal Guidance 13. RGLA 5.5
. Marriage services				
Conducting a marriage service			Destroy - 3 years after last action –	RGLA5.3
Registration		Approved wedding premises		
. Registration of births, marriages and deaths		·		
Certification		Certificate copy applications	Destroy after 2 years	
Certification		Certificates	Destroy - 7 years after last action –	RGLA 5.2
Notification		Marriage notices	Destroy - 5 years after last action	RGLA 5.4
Registration		Marriage register	Permanent - offer to archivist	RGLA 5.1
Registration		Register of births	Permanent - offer to archivist	RGLA 5.1
Registration		Register of citizenship	destroy after 2 years	RGLA 5.1
Registration		Register of deaths	Permanent - offer to archivist	RGLA 5.1
Treasure trove				
Inquests			sent to General Register Office at end of each quarter	TNA Retention and Disposal Guidance 13. RGLA 5.8

Class	Series	Records	Retention Period	Rationale
Risk management and insurance . Claims				
Claims processing		Claims records	Destroy - 7 years after all obligations and entitlements are concluded	Limitations Act 1980. Other than minors. Their files can destroyed when they reach the age of 21 years and 4 months.
Insuring against lossInsurance		Insurance policies	Destroy - 7 years after the terms of the policy have expired. All liability policies to be kept indefinitely because of disease claims	
Insurance		Renewals	Destroy - 7 years after the terms of the policy have expired	
Insurance		Summary arrangements	Permanent - offer to archivist	
. Risk management				
Business continuity planning				
Education		Campaigns		
Risk assessment		Risk register		
Risk assessment		Valuations		

Class	Series	Records	Retention Period	Rationale
Transport and infrastructure . Design and construction				
. Roads and highways			Permanent - offer to	RGLA 11.7
• ,			archivist	110211111
Traffic management schemes				
. Harbours and waterways. Boat moorings				
Port facilities				
Port facilities		ETA notification		
Port facilities		Import notification		
Registration . Highway development control		Watercraft		
Highway adoption			Permanent - offer to	RGLA 11.3
			archivist	
Highway extent queries			Permanent - offer to archivist	RGLA 11.2
Highway extinguishment			Destroy - 7 years after	
3 , 3			extinguishment. Offer	
			order and map to	
Notification			archivist	
Planning control			Destroy 7 years after	RGLA 11.4
-			decision. Offer	
			controversial or high profile schemes to	
			archivist	
Road classification				
. Highway enforcement				
. Advertising hoarding. Highways			Destroy – 3 years after	RGLA 11.5
riigiiwayo			compliance with	110271110
			enforcement notice	
Parking Parking fines				
Road reinstatement				
Scaffolding				
Speeding fines				

Class	Series	Records	Retention Period	Rationale
Weight limits				
. Infrastructure management Maintenance				
Service providers				
Street furniture			Destroy - 7 years after	RGLA 11.8
			last action	
Street naming and numbering				
Surveys				
. Public transport				
Concessions			Dootroy 2 years ofter	DCI A 11 11
Public transport plan			Destroy - 3 years after superseded or last action	RGLA 11.11
Timetable			superseded of last action	
. Rights of way				
Enquiries				
Locations			Permanent - offer to	
0.1			archivist.	
Orders			Destroy - 6 years from conclusion of transaction	
Planning applications			Conclusion of transaction	
Ploughing and cropping				
Searches				
. Road maintenance				
Emergency maintenance			Destroy - 12 years after	RGLA 11.9
Hamand ramayal			action completed	
Hazard removal Inspections				
Planned maintenance			Destroy - 12 years after	RGLA 11.9
ramou mamonanos			action completed	110271110
Scheduled maintenance			Destroy - 12 years after	RGLA 11.9
			action completed	
Verge maintenance				
. Road safety			Destroy 7 years often	
Accident investigations			Destroy - 7 years after use.	
Road safety awareness			นงษ.	
Safety audits			Destroy - 7 years after	
•			use.	

Class	Series	Records	Retention Period	Rationale
School crossing patrols				
Speed cameras				
. School transport				
School transport services				
. Traffic management				
Monitoring				
Parking		Permits		
Parking sites				
School routes				
Street lighting Traffic calming				
Traffic callling				
Traffic orders		Approval	Destroy - 7 years after	RGLA 11.6
Hamo orders		πρριοναί	action completed	NOLA TI.O
Traffic orders		Implementation	Destroy - 5 years after	
		P	action completed	
Traffic orders		Planning and	Destroy - 5 years after	
		Investigation	action completed	
Weather forecasting		Weather data		
. Transport planning				
Development control				
Strategy and planning		Transport strategy	5	501444
Strategy and planning		Local transport plan	Permanent - offer to archivist	RGLA 11.1
Transport modelling				
Transport modelling		Traffic counts	Destroy - 2 years after last use	
Travel plans		Employer travel plans	Destroy - 5 years after use	
Travel plans		School travel plans	Destroy - 5 years after use	

Class	Series	Records	Retention Period	Rationale
Waste management . Fly tipping Fly tipping . Street cleaning Pest control				
Road cleansing . Waste collection			Destroy - 2 years after last action	RGLA9.26
Abandoned vehicles			Destroy - 2 years after last action	RGLA9.26
Bulk			Destroy - 2 years after last action	RGLA9.26
Controlled			Destroy - 6 years after last action	RGLA9.27
Domestic			Destroy - 2 years after last action	RGLA9.26
Trade			Destroy - 2 years after last action	RGLA9.26
. Waste disposal				
Waste sites		Management of sites	Permanent - offer to archivist	RGLA9.28
Waste sites		Short term storage	Destroy - 10 years after site closure	RGLA9.29
Waste sites		Equipment	Destroy - 6 years after use	
Waste sites		Inspections	Destroy - 6 years after inspection	
Waste sites		Permits	Destroy - 7 years after permit expires	
Waste sites development		Waste site plans	Permanent - offer to archivist	RGLA 9.30
. Waste reduction				
Composting				
Recycling			Destroy - 5 years after use	

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE CORPORATE DIRECTOR OPERATIONAL AND PARTNERSHIP SERVICES

COMMISSIONING AND AWARD OF CONTRACTS IN RESPECT OF THE SUPPORTING PEOPLE PROGRAMME

1. Purpose of Report.

The purpose of the report is to: –

- Seek approval to enter into a pilot contract for 12 months with an option to extend for a further 12 months for a Perpetrator Programme to complement our existing Integrated Domestic Abuse Service
- b) On the basis that such approval is granted -
 - Suspend part of the Council's Contract Procure Rule (CPRs) in respect of a pilot contract for Perpetrator Programme in relation to the requirements to tender a service.
 - Authorise the Corporate Director Operational & Partnership Services to enter into a 12 month pilot contract with an option to extend for a further 12 months for Perpetrator Programme.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 The short term contract named above supports the delivery of Corporate Priorities of :

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

3. Background.

- 3.1 Supporting People commissioned a 5 year contract from Calan DVS on the 1st May 2015 for an Integrated Domestic Abuse Service. This service provides support to reduce harm from violence and abuse. It also supports elements of the Adverse Childhood Experience agenda with domestic abuse and sexual violence being cited as a precursor for mental health and substance misuse intervention.
- 3.2 The existing domestic abuse contract does not address perpetrators abusive behavior or attempt to prevent or reduce domestic abuse from occurring by providing the perpetrator with an opportunity to change behavior. There is a clear service gap which has been identified by key stakeholders in relation to working with perpetrators with the view to try and address domestic abuse and reduce repeat perpetration.

4. Current situation / proposal.

- 4.1 An opportunity has arisen to develop a pilot service which will run alongside the existing provision to work with male perpetrators. The Perpetrator intervention programme will deliver a holistic approach to service delivery with the commitment of eradicating violence against women, domestic abuse and sexual violence, supporting the prevention, protection and support agenda through the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015, and Social Services and Wellbeing Act (Wales) 2014.
- 4.2 The proposed service is a 32 week programme which is intended to firstly keep women and children safe. It also intends to hold perpetrators accountable and raise their awareness of abusive behaviour and gender inequality. The programme holistically offers a whole family approach in service delivery. The service will provide a perpetrator intervention that is Respect accredited.
- 4.3 Given the specialist nature of the service there is a need for a holistic and expert approach to service delivery by one provider, which incorporates a whole family approach to allow the provider to work with perpetrators and family in a safe way. It is therefore proposed that the service is provided by Calan DVS in order to achieve this holistic approach.
- 4.4 The Integrated Domestic Abuse contract is due to expire 30th April 2020; a comprehensive strategic and operational review will take place towards the end of the 12 month pilot. If the review identifies the pilot is a success and funding is available, there is an option to continue for a further 12 months, which will inform service requirements in readiness for a future commissioning exercise.
- 4.5 In order to implement the pilot as soon as possible it is proposed that Cabinet suspend the relevant parts of the Council's CPRs in respect of the requirements to tender and enter into a pilot contract for 12 months with an option to extend for a further 12 months for the Perpetrator Programme listed in Appendix 1 of this report. At that time a process will be undertaken in accordance with the Council's CPR rules as to the issuing of new tenders and the provision of the service moving forward. Appendix 1 of the report provides information on the service type, the contracted provider and the short term value of the Pilot Contract.
- 4.6 Cabinet needs to be aware that, in awarding these short-term contracts to the current provider listed in the Appendix 1, the Council is exposed to the risk of potential challenge from other providers of such services. The Council will be failing to comply with our own Contract Procedure Rules if it adopts the course of action specified in paragraph 4.5 of this report.
- 4.7 There are difficulties in the commissioning of these services due to the unknown future funding of such Contracts under Welsh Government funding Programmes. The proposed length of this contract is relatively short term and has a low value. This risk needs to be weighed against the need to provide a preventative service to prevent or reduce domestic abuse, sexual violence and risk of serious harm or homicide from occurring.

5. Effect upon Policy Framework& Procedure Rules.

5.1 This report is requesting a suspension of the Council's Contract Procedure Rules (CPRs), but no amendment to the CPRs is being sought.

6. Equality Impact Assessment

6.1 The impact of this service not being provided is a detrimental impact on victims of domestic abuse which predominantly affect women as victims along with their children.

7. Financial Implications.

7.1 All services funded via these contract arrangements are funded by Welsh Government Grant. As mentioned earlier, Welsh Government has confirmed funding levels in respect of 2018-2019.

8. Recommendation.

- 8.1 Cabinet is recommended to:
 - (a) Suspend the relevant parts of the Council's CPRs in respect of the requirements to tender and enter into a pilot contract for 12 months with an option to extend for a further 12 months for the Perpetrator Programme listed in Appendix 1 of this report
 - (b) Authorise the Corporate Director Operational & Partnership Services to enter into a 12 month pilot contract with an option to extend for a further 12 months for Perpetrator Programme

Andrew Jolley

Corporate Director Operational and Partnership Services

Contact Officer: Jade Wing, Supporting People Strategic and Commissioning

Manager

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E-mail: Jade.Wing@Bridgend.gov.uk

Postal Address Ravens Court

Background documents - None

Appendix 1 Contract details

Supporting People

Service Type	Contracted Provider	Short Term annual Contract Value	Contract Length
12 month pilot for a perpetrator programme	Calan	£120,173.90	12 month
12 month extension	Calan	£120,000	12 month

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

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>	Date Published
Treasury Management Activities and Treasury Management and Prudential Indicators 2017-18 1 April to 31 December 2017	24 January 2018
Authorisation Of An Exemption, Under Rule 3.1.1 of the Contract Procedure Rules – Urgent Hot Water System Works At Afon Y Felin Primary School	24 January 2018
An Exemption, Under Rule 3.1.1 Of The Contract Procedure Rules – Urgent Works To Ysgol Bryn Castell	24 January 2018
An Exemption, Under Rule 3.1.1 of the Contract Procedure Rules – Urgent Accessibility Works At Cynffig Comprehensive School	24 January 2018

4.2 <u>Availability of Documents</u>

The documents have been circulated to Elected Members electronically via Email and placed on the BCBC website, and also are 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 23 January 2018

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Senior Democratic Services Officer – Committees

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Operational & Partnership Services

Civic Offices Angel Street Bridgend CF31 4WB

Background documents: Reports referred to in Paragraph 4.1 of this report.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

INFORMATION REPORT OF THE INTERIM HEAD OF FINANCE & SECTION 151 OFFICER

TREASURY MANAGEMENT ACTIVITIES AND TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS 2017-18 1 APRIL TO 31 DECEMBER 2017

1. Purpose of Report

- 1.1 The purpose of this report is to:-
 - Comply with the requirement of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in the Public Services: Code of Practice 2011 Edition (the Code) to report as part of a mid-year review an overview of treasury activities;
 - Report on the projected Treasury Management and Prudential Indicators for 2017-18 as at 31 December 2017

2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

2.1 The Treasury Management Report is integral to the delivery of the Corporate Improvement Objectives as the allocation of resources determines the extent to which the Corporate Objectives can be delivered.

3. Background

- 3.1 The Council's Treasury Management activities are regulated by the Local Government Act 2003 which provides the powers to borrow and invest as well as providing controls and limits on this activity. The Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003 as amended, develops the controls and powers within the Act.
- 3.2 The Council is required to operate the overall treasury function with regard to the Code and this was formally adopted by the Council in February 2012. This includes a requirement for the Council to approve a Treasury Management Strategy (TMS) before the start of each financial year which sets out the Council's and Chief Financial Officer's responsibilities, delegation, and reporting arrangements. Council approved the TMS 2017-18 on 1 March 2017.
- 3.3 The Welsh Government (WG) issued revised Guidance on Local Authority Investments in April 2010, which requires the Council to approve an Investment Strategy prior to the start of each financial year and this is included in the TMS.

- 3.4 The Council is also required to undertake any borrowing activity with regard to the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council's adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.
- 3.5 For the period 1 April to 31 December this report covers the following areas:
 - The Council's treasury position
 - External Context
 - Borrowing Strategy and Outturn
 - Investment Strategy and Outturn
 - Treasury Management and Prudential Indicators 2017-18

4. Current Situation

4.1.1 The Council's external debt and investment position for 1 April to 31 December 2017 is shown below in table 1 and more detail is provided in section 4.3 the Borrowing Strategy and Outturn and section 4.4 the Investment Strategy and Outturn.

Table 1: Council's debt and investment position 1 April to 31 December 2017

	Principal as at 01-04-17	Average Rate	Principal as at 31-12-17	Average Rate
	£m	%	£m	%
External long term borrowing:				
Public Works Loan Board (PWLB)	77.62	4.70	77.62	4.70
Lender's Option Borrower's Option (LOBO)	19.25	4.65	19.25	4.65
Total external long term borrowing	96.87	4.69	96.87	4.69
External short term borrowing:				
Short term Local Authority loan*	-	-	2.00	0.35
Total external borrowing	96.87	4.69	98.87	4.60
Other long term liabilities (LTL)				
Private Finance Initiative (PFI)**	18.24		17.79	
Llynfi Loan***	2.40		2.40	
Other LTL	1.13		0.98	
Total other long term liabilities	21.77		21.17	
Total gross external debt	118.64		120.04	
Treasury investments:				
Banks	8.25	0.55	10.35	0.60
Building Societies	6.00	0.38	2.00	0.54
Government (including Local Authorities)	19.50	0.60	31.00	0.58
Total treasury investments	33.75	0.55	43.35	0.58
Net Debt	84.89		76.69	

^{*} please see section 4.3.4 for more information

- 4.1.2 It should be noted that the accounting practice required to be followed by the Council requires financial instruments in the accounts (debt and investments) to be measured in a method compliant with International Financial Reporting Standards (IFRS). The figures shown in the above table and throughout the report are based on the actual amounts borrowed and invested and so may differ from those in the Statement of Accounts which include accrued interest or are stated at fair value in different instances.
- 4.1.2 The Council's Treasury Management advisors are Arlingclose. The current services provided to the Council include:-
 - Advice and guidance on relevant policies, strategies and reports
 - Advice on investment decisions
 - Notification of credit ratings and changes
 - Other information on credit quality
 - Advice on debt management decisions
 - Accounting advice

^{** (}PFI) arrangement for the provision of a Secondary School in Maesteg 16.25 years remaining term

^{***} loan from the WG Central Capital Retained Fund for regeneration works within the Llynfi Valley which has not yet commenced

- Reports on treasury performance
- Forecasts of interest rates
- Training courses (training was provided to Members 26 June 2017)

4.2 External Context

- 4.2.1 The interest rate views incorporated in the Council's Treasury Management Strategy for 2017-18, were based upon officers' views supported by a selection of City forecasts provided by Arlingclose. When the Treasury Management Strategy for 2017-18 was prepared in January 2017 it was forecast that the Bank Rate would remain at 0.25% during 2017-18 with a low possibility of a drop close to zero, with a very small chance of a reduction below zero.
- 4.2.2 The Bank Rate started the financial year at 0.25% and increased to 0.50% on 2 November 2017 and Arlingclose are forecasting that it will remain at 0.50% for the remainder of 2017-18.

4.3 Borrowing Strategy and Outturn for 1 April to 31 December 2017

- 4.3.1 The Council's primary objective for the management of its debt is to ensure its long term affordability. The majority of its loans have therefore been borrowed from the PWLB at long term fixed rates of interest.
- 4.3.2 With short-term interest rates lower than long term rates, it is likely to be more cost effective in the short term to either borrow short term loans or use internal resources. Short term and variable rate loans expose the Council to the risk of short term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates as shown in the Treasury Management indicators in **Appendix B**. However, with long term rates forecast to rise in the coming years, any such short term savings will need to be balanced against the potential longer-term costs. The Council's Treasury Management advisors assist the Council with this 'cost of carry' and breakeven analysis.
- 4.3.3 The £19.25 million shown in table 1 above, relates to Lender's Option Borrower's Option (LOBO) loans which have a maturity date of 2054, however these may be re-scheduled in advance of this maturity date. The LOBO rate and term may vary in the future depending upon the prevailing market rates, the lender exercising their option to increase rates at one of the bi-annual trigger points and therefore the Council being given the option to accept the increase or to repay the loan without incurring a penalty. Following advice from Arlingclose, the Council approached the LOBO's lender for potential repayment options in 2017, however the premium was deemed too excessive to action. The next trigger point is July 2018 and although the Council understands that the lender is unlikely to exercise this option in the current low interest rate environment, an element of refinancing risk remains and the

Council would take the option to repay these loans at no cost if it has the opportunity to do so in the future.

The current average interest rate for these LOBO's is 4.65% compared to the PWLB Loans average interest rate of 4.70%.

- 4.3.4 The last time the Council took long term borrowing was £5 million from the PWLB in March 2012 and it is not expected that there will be a requirement for any new long term borrowing in 2017-18. Market conditions have meant that there has been no loan rescheduling so far this year however, in conjunction with Arlingclose, the loan portfolio will continue to be reviewed for any potential savings as a result of any loan rescheduling. For cash-flow purposes on two occasions short term borrowing has been taken in 2017-18 to date totalling £4 million and as shown in table 1, £2 million which was taken in December 2017 was outstanding at 31 December 2017 but repaid on 16 January 2018.
- 4.3.5 The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This is known as Internal Borrowing. This strategy is prudent as investment returns are low and counterparty risk is relatively high.

4.4 Investment Strategy and Outturn for 1 April to 31 December 2017

4.4.1 Both the CIPFA Code and the WG Guidance require the Council to invest its funds prudently and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, balancing the risk of incurring losses from defaults against receiving unsuitably low investment income.

The major objectives during 2017-18 are:-

- To maintain capital security
- To maintain liquidity so funds are available when expenditure is needed
- To achieve the **yield** on investments commensurate with the proper levels of security and liquidity
- 4.4.2 The Annual Investment Strategy incorporated in the Council's Treasury Management Strategy 2017-18 includes the credit ratings defined for each category of investments and the liquidity of investments. The Council's investments have historically been placed in short term bank and building society unsecured deposits and local and central government, however, investments may be made with any public or private sector organisations that meet the minimum credit criteria specified in the Investment Strategy. The Council is diversifying into more secure and/or higher yielding asset classes any new instruments used will be in full consultation with the Council's

Treasury Management advisors. In order to be able to use the majority of these different types of instruments, the Council is required to use a nominee account(s) with a third party for safe custody of such investments (a custody account) as we are unable to deal direct. On 5 September 2017, Cabinet approved the opening of a King & Shaxson custody account. It also 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 if required. The custody account was used in October 2017 to invest in a £1 million HM Treasury bill which matures in January 2018.

- 4.4.3 Investment decisions are made by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's to ensure that this lies within our agreed minimum credit rating. Where available the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. In the current climate, relying mainly on credit ratings is considered to be inappropriate and the Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard is therefore given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.
- 4.4.4 On a day to day basis, the Council typically has surplus cash balances arising from the cash flow e.g. timing differences between grants being received and making various payments. These are invested on the market via brokers, direct with the institution or held in deposit accounts. The Council usually invests for a range of periods dependent on cash flow requirements and the interest rates on offer having regard to the Investment Strategy.
- 4.4.5 The Council's primary objective for the management of its investment portfolio is to give priority to the security and liquidity of its funds before seeking the best rate of return. As shown in the tables below, the majority of surplus cash has been held as short term investments with UK Local Authorities, banks and building societies of high credit quality. This has therefore resulted in more of the investment portfolio being moved into investment instruments with lower rates of return but higher security and liquidity.
- 4.4.6 The Council opened a Money Market Fund in August 2017 which is a pooling of public sector deposits wholly aligned with the principles and values of the public sector. It is UK domiciled, regulated by the Financial Services Authority with an advisory board representing the public sector depositors which ensures strong governance arrangements of the Fund. This is an approved financial instrument in our Treasury Management Strategy 2017-18 and provides instant access to the funds. There was no balance outstanding at 31 December 2017

- 4.4.7 Occasionally, investments are placed with the UK Debt Management Office (DMO Executive Agency of UK Government) but only for very short term deposits and after all other options have been explored. The interest rates offered by this facility are lower than most other counterparties but this is commensurate with the high level of security and reduced risk offered. It provides another option when examining potential investments and ensures compliance with the Council's investment objective that security takes priority over yield. There were no deposits outstanding at 31 December 2017.
- 4.4.8 Favourable cash flows have provided positive cash balances for investment and as shown above the balance on investments at 31 December 2017 was £43.35 million. Table 2 below details these investments by counterparty type.

Table 2: Investments Profile 1 April to 31 December 2017

Investment Counterparty Category	Balance 01 April 2017 (A)	Investments Raised (B)	Investments Repaid (C)	Balance 31 Dec 2017 (A+B-C)	Average Duration Investments in force during Apr - Dec 2017	Average Original Duration of the Investment	Weighted Average Investment Balance Apr - Dec 2017	Weighted Average Interest Rate Apr-Dec 2017
	£m	£m	£m	£m	Days	Days	£m	%
Government DMO	-	84.60	84.60	-	7	7	2.09	0.16
Government Treasury Bill		1.00	-	1.00	77	91	0.28	0.27
Local Authorities	19.50	119.40	108.90	30.00	59	142	33.41	0.49
Building Societies	6.00	10.00	14.00	2.00	73	128	4.49	0.36
Banks (Fixed Maturity)	3.00	11.00	7.00	7.00	141	213	7.04	0.61
Banks Instant Access/Notice Period *	5.25	68.59	70.49	3.35	n/a	n/a	6.40	0.39
Money Market Fund (Instant Access)*	-	7.70	7.70	-	n/a	n/a	0.94	0.24
Total/Average	33.75	302.29	292.69	43.35	71	116	54.66	0.46

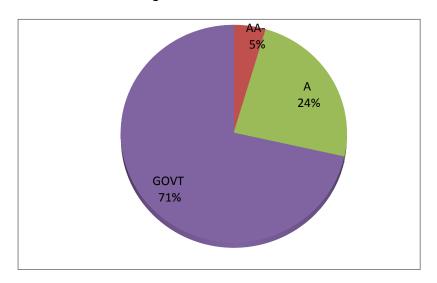
^{*} An average duration is not shown as there is no original duration as instant access or notice period and money is added and withdrawn to/from these accounts as required by cash-flow

4.4.9 There are four long term investments (original duration of 12 months or more) outstanding as at 31 December 2017 totalling £9 million with Local Authorities as shown in table 3 below. £5 million maturing in 2019-20 and £4 million maturing in 2020-21. All other investments at 31 December 2017 (including the remaining £21 million with Local Authorities) were short term deposits (including instant access and notice accounts). Table 3 below details these investments by counterparty type based on the remaining maturity period as at 31 December 2017:

Table 3: Investments Outstanding Maturity Profile 31 December 2017

Counterparty Category	Instant Access Deposit Accounts £m	Notice Period Deposit Accounts £m	Deposits Maturing Within 1-3 Months £m	Deposits Maturing Within 4-12 Months £m	Deposits Maturing Within 1-2 Years £m	Deposits Maturing Within 2-3 Years £m	Total £m
Govt. including Local Authorities	-	-	10.00	12.00	5.00	4.00	31.00
Building Societies	-	-	-	2.00	-	-	2.00
Banks	0.35	3.00	2.00	5.00	-	_	10.35
Total	0.35	3.00	12.00	19.00	5.00	4.00	43.35

4.4.10 The Council defines high credit quality as organisations and securities having a credit rating of A- or higher and **Appendix A** shows the equivalence table for credit ratings for Fitch, Moody's and Standard & Poor's and explains the different investment grades. The pie chart below summarises the above table by credit ratings and shows the £43.35 million investments at 31 December 2017 by percentage outstanding. The Government (GOVT) is made up of Local Authorities (most do not have credit ratings) and a HM Treasury bill (referred to in section 4.4.2 and table 2 above) whilst the remainder of the investments all had a credit rating of A or above.



4.4.11 The Council participates in a benchmarking exercise with Arlingclose. As shown below, the Council's average rate of return at 31 December 2017 on investments was more favourable compared to the average of Arlingclose Welsh Local Authority clients:

2017-18	Bridgend CBC Average Rate of Return on Investments	Arlingclose Welsh Local Authorities Clients Average Rate of Return on Investments
31-12-17	0.58%	0.44%

4.5 Treasury Management and Prudential Indicators 2017-18

4.5.1 The 2011 Treasury Management Code and Prudential Code require the Council to set and report on a number of Treasury Management Indicators within this report, however, the Council has decided to report on all indicators in this report so the Prudential Indicators are also included. The indicators either summarise the expected activity or introduce limits upon the activity, and reflect the underlying capital programme. Appendix B details the estimate for 2017-18 set out in the Council's Treasury Management Strategy and also the projected indicators for 2017-18. These show that the Council is operating in line with the approved limits.

5. Effect upon Policy Framework and Procedure Rules

5.1 As required by Financial Procedure Rule 20.3 within the Council's Constitution, all investments and borrowing transactions have been undertaken in accordance with the Treasury Management Strategy 2017-18 approved by Council.

6. Equality Impact Assessment

6.1 There are no equality implications.

7. Financial Implications

7.1 The financial implications are reflected within the report.

8. Recommendation

- 8.1 It is recommended that:
 - Cabinet note the Council's treasury management activities for the period 1 April 2017 to 31 December 2017;
 - Cabinet note the projected Treasury Management and Prudential Indicators for 2017-18

Gill Lewis Interim Head of Finance and Section 151 Officer 11 January 2018

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Background documents:

Treasury Management Strategy 2017-18

APPENDIX A

Credit Rating Equivalence Table

	Description	Fi	tch	Moody's		Standard & Poor's	
	Description	Long	Short	Long	Short	Long	Short
Е	Extremely strong	AAA		Aaa		AAA	
9		AA+	F1+	Aa1		AA+	A-1+
GRADE	Very strong	AA	117	Aa2	P-1	AA	A-1+
		AA-		Aa3	F-1	AA-	
INVESTMENT		A+		A1		A+	A-1
M	Strong	Α	F1	A2		Α	A 1
E		A -		A3		A -	A-2
Ĕ		BBB+	F2	Baa1	P-2	BBB+	A 2
Z	Adequate	BBB		Baa2		BBB	
Ι		BBB-	F3	Baa3	P-3	BBB-	A-3
		BB+		Ba1		BB+	
DE	Speculative	BB		Ba2		BB	
GRA		BB-	В	Ba3		BB-	В
9		B+	В	B1		B+	
Æ	Very speculative	В		B2		В	
		B-		B3	Not Prime	B-	
Ā		CCC+		Caa1	(NP)	CCC+	
5		CCC		Caa2		CCC	
SPECULATIVE	Vulnerable	CCC-	С	Caa3		CCC-	С
		CC		Ca		CC	
		С				С	
	Defaulting	D	D	С		D	D

1 TREASURY MANAGEMENT INDICATORS 2017-18

1.1 The following indicators (which are forward looking parameters) form part of the CIPFA Code of Practice on Treasury Management. They enable the Council to measure and manage its exposure to Treasury Management risks.

The Council needs to set the upper limits to its **Interest Rate Exposure** for the effects of changes in interest rates. There are two treasury management indicators that relate to both fixed interest rates and variable interest rates. These limits have been calculated with reference to the net outstanding principal sums and are set to control the Council's exposure to interest rate risk.

No.		Treasury Management Strategy 2017-18	Projection 31-03-2018
		£m	£m
	Total Projected Principal Outstanding	96.87	96.87
	on Borrowing 31 March 2018	90.07	90.07
	Total Projected Principal Outstanding		
	on Investments 31 March 2018	24.00	30.00
	Net Principal Outstanding	72.87	66.87
1.	Upper Limit on fixed interest rates (net principal) exposure	130.00	68.62
2.	Upper Limit on variable interest rates (net principal) exposure	50.00	1.25

The Section 151 Officer will manage interest rate exposures between these limits in 2017-18.

1.2 A further indicator for Treasury Management measures the **Maturity Structure of Borrowing** and is the amount of projected borrowing that is fixed rate, maturing in each period as a percentage of total projected fixed rate borrowing. This indicator is set to control the Council's exposure to refinancing risk and has been set to allow for the possible restructuring of long term debt where this is expected to lead to an overall saving or reduction in risk.

The 19.87% shown in the table below relates to £19.25 million Lender's Option Borrower's Option (LOBO) loans which may be re-scheduled in advance of their maturity date of 2054, as detailed in paragraph 4.3.3 of the main report. The Code requires the maturity of LOBO loans to be shown as the earliest date on which the lender can require payment, i.e. the next call date which is July 2018, however, the lender is not expected to exercise this option due to current low interest rates, so the maturity date is actually uncertain but is shown in the "Under 12 months" category as per the Code.

No	Maturity structure of fixed rate borrowing during 2017-18	Upper limit	lower limit	Projection 31-03-18
3.	Under 12 months	50%	0%	19.87%
	12 months and within 24 months	25%	0%	-
	24 months and within 5 years	25%	0%	-
	5 years and within 10 years	50%	0%	13.91%
	10 years and within 20 years	60%	0%	23.49%
	20 years and above	100%	40%	42.73%

1.3 The **Upper Limit for Total Principal Sums invested over 364 days** indicator controls the amount of longer term investments which mature beyond the period end. This is set to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments.

No.		Treasury Management Strategy 2017-18 (Limit) £m	Projection Principal Outstanding Over 364 days 31-03-18
			£m
4.	Upper Limit for Total Principal Sums		
	Invested for more than 364 days	15	9

2 PRUDENTIAL INDICATORS 2017-18

The Prudential Indicators are required to be set and approved by Council in accordance with CIPFA's Prudential Code for Capital Finance in Local Authorities.

Council is required to formally adopt CIPFA's Treasury Management Code and the revised version of the 2011 code was adopted by Council on 22 February 2012.

2.1 Prudential Indicators for Prudence

2.1.1 The following Prudential Indicators are based on the Council's capital programme which is subject to change.

The Council's capital expenditure plans are summarised below and this forms the first prudential indicator for Prudence. The total capital expenditure is funded from capital grants and contributions, capital receipts and revenue with the remainder being the **Net Financing Need for the Financial Year** to be met from borrowing.

No.	Prudential indicators For Prudence	Estimate Treasury Management Strategy	Projection 31-03-18
4	Fatimates of Capital Funanditure	£m	£m
1	Estimates of Capital Expenditure Non – HRA	63.85	45.76
	Total Capital Expenditure	63.85	45.76
	Financed by :-		
	Capital Grants and Contributions	24.37	14.10
	Capital Receipts	20.04	12.29
	Revenue Contribution to Capital	9.92	9.60
	Net Financing Need for Year	9.52	9.77

The capital expenditure figures have changed from the Treasury Management Strategy 2017-18 as further information on the capital spend has become available which has resulted in a slight increase in the Net Financing Need for 2017-18 through an increase in Unsupported Borrowing.

The process for charging the financing of capital expenditure to revenue is a statutory requirement and is called the Minimum Revenue Provision (MRP). The actual MRP charge needs to be prudent and the methodology is detailed in the Council's MRP policy in the TMS 2017-18. Directorates who receive Council approval for capital schemes via Unsupported Borrowing make annual contributions to the capital costs of their schemes known as Voluntary Revenue Provisions (VRP) or additional MRP. This type of borrowing is only approved when Directorates have the necessary revenue resources to make VRP to fund the capital costs though this will be deferred in some cases until the asset becomes operational in accordance with the Council's MRP Policy.

2.1.2 The second Prudential Indicator is the Capital Financing Requirement (CFR) for the Council. This shows the total outstanding capital expenditure that has not been funded from either revenue or other capital resources. It is derived from the actual Balance Sheet of the Council. It is essentially a measure of the underlying need to finance capital expenditure and forms the basis of the charge to the Council Fund in line with the Prudential Code.

The MRP requirement for the Maesteg School PFI Scheme and the Innovation Centre will be equivalent to the write down of the liability for the year and is met from existing budgets.

No.	Prudential indicators For Prudence	Est. Treasury Management Strategy 2017-18 £m	Projection 2017-18 £m
2	Capital Financing Requirement (CFR)		
	Opening CFR (1 April 2017) adjusted excluding PFI & other liabilities	150.65	149.20
	Opening PFI CFR	18.24	18.24
	Opening Innovation Centre	0.66	0.66
l .	Opening Coychurch Crematorium	0.08	0.08
	Total Opening CFR	169.63	168.18
	Movement in CFR excluding PFI & other liabilities	2.90	3.36
	Movement in PFI CFR	(0.60)	(0.60)
	Movement in Innovation Centre CFR	(0.06)	(0.06)
	Movement in CREM CFR	(0.08)	(80.0)
	Total Movement in CFR	2.16	2.62
	Closing CFR (estimated 31 March 2018)	171.79	170.80
	Movement in CFR represented by :-		
	Net Financing Need for Year (above)	9.52	9.77
	Minimum and Voluntary Revenue Provisions*	(7.36)	(7.15)
43.5	Total Movement	2.16	2.62

^{*}Minimum Revenue Provision (MRP) and Voluntary Revenue Provision (VRP) represent the revenue charge for the repayment of debt and includes MRP for the Private Finance Initiative (PFI) and the Innovation Centre

2.2 Limits to Borrowing Activity

2.2.1 The Council's long term borrowing at the 31 December 2017 was £96.87 million as detailed in section 4 of the main report. External Borrowing can arise as a result of both capital and revenue expenditure and timing of cash flows. As the Council has an integrated Treasury Management Strategy there is no association between individual loans and particular types of expenditure. Therefore, the Capital Financing Requirement and actual external borrowing can be very different especially when a Council is using Internal Borrowing as highlighted in paragraph 4.3.5 in the main report.

The **Gross Debt** position (Borrowing and Long Term Liabilities) is shown below:

No.	Prudential indicators For Prudence Gross Debt 31 March	Estimate Treasury Management Strategy 2017-18 £m	Projection 31-03-18 £m
3	External Borrowing	96.87	96.87
	Long Term Liabilities (including PFI)	21.07	20.99
	Total Gross Debt	117.94	117.86

2.2.2 Within the Prudential Indicators, there are a number of key indicators to ensure the Council operates its activities within well-defined limits. One key control is to ensure that over the medium term debt will only be for a capital

purpose. The Council needs to ensure that external debt does not, except in the short term, exceed the Capital Financing Requirement for 2017-18. The table below shows that the Council is on target to comply with this requirement.

No.	Prudential indicators For Prudence	Estimate Treasury Management Strategy 2017-18 £m	Projection 31-03-18 £m
4	Gross Debt & the CFR		
	Total Gross Debt	117.94	117.86
	Closing CFR (31 March 2018)	171.79	170.80

- 2.2.3 A further two Prudential Indicators control the Council's overall level of debt to support Capital Expenditure. These are detailed below and confirms that the Council is well within the limit set:-
 - The Authorised Limit for External Debt this represents the limit beyond which borrowing is prohibited. It reflects a level of borrowing that could not be sustained even though it would be affordable in the short term. It needs to be set and approved by Members.
 - The Operational Boundary for External Debt this is not an actual limit and actual borrowing could vary around this boundary during the year. It is based on the probable external debt during the course of the year.

No.	Prudential indicators For Prudence	Treasury Management Strategy 2017-18 £m	Projection 31-03-18 £m
5	Authorised limit for external debt -		
	Borrowing	140	
	Other long term liabilities	30	
	Total	170	
6	Operational Boundary		
	Borrowing	105	
	Other long term liabilities	25	
	Total	130	
	Borrowing		97
	Other long term liabilities		21
	Total		118

2.3 Prudential Indicators for Affordability

2.3.1 The Ratio of Financing Costs to Net Revenue Stream indicator demonstrates the trend in the cost of capital against the Total Revenue amount to be met from local taxpayers and the amount provided by the Welsh Government in the form of Revenue Support Grant. The estimates of capital financing costs include interest payable and receivable on treasury management activities and the MRP charged to the Comprehensive Income and Expenditure Statement. The revenue stream is the amount to be met from government grants and local taxpayers.

No.	Prudential Indicator for Affordability	Estimate Treasury Management Strategy 2017-18	Projection 2017-18
7.	Ratio of Financing Costs to Net Revenue Stream	4.84%	4.75%



BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE INTERIM CORPORATE DIRECTOR EDUCATION AND FAMILY SUPPORT

AUTHORISATION OF AN EXEMPTION, UNDER RULE 3.1.1 OF THE CONTRACT PROCEDURE RULES (CPRS) – URGENT HOT WATER SYSTEM WORKS AT AFON Y FELIN PRIMARY SCHOOL

1. Purpose of report

1.1 The purpose of this report is to notify Cabinet of the authorisation for an exemption, under Rule 3.1.1 of the Contract Procedure Rules (CPRs), from obtaining tenders for urgent hot water system works at Afon y Felin Primary School.

2. Connection to Corporate Improvement Objectives/other corporate priorities

- 2.1 The works assist in the achievement of the following corporate priority:-
 - Smarter use of resources

3. Background

- 3.1 Following a report of a leak on the hot water heater at Afon y Felin Primary School, a technical officer confirmed that the water heating unit was beyond repair and needed immediate replacement.
- 3.2 The result of the system failure was that the school, including the kitchen, had no hot water. While emergency measures were put in place, there was obviously still a significant inherent health and safety risk the longer the school was left without hot water, especially in toilet areas.
- 3.3 Due to the these works urgently needing to be completed, BCBC Built Environment indicated that they/or their principal contractor (BCB Construction) did not have sufficient time to enter a full tender process for these works and therefore would need to seek a single quotation for the works.
- 3.4 Delegated power authority was subsequently given to seek a single quotation for the works (Decision Reference EFS- SM-17-65). The works were awarded to Lorne Stewart and have now been completed.

4. Current situation/proposal

4.1 The exemption used in delegated power EFS- SM-17-65 requires the chief officer to report to Cabinet (a record of any exemption made in accordance with Rule 3.1 shall be made in the minutes of the appropriate body to which the report referred to in that Rule is made).

4.2 The exemption was due to the urgency brought about by events unforeseeable by the contracting authority.

5. Effect upon policy framework and procedure rules

5.1 There are no implications for the Council's policy framework or procedure rules.

6. Equality Impact Assessment

6.1 The works are essential for this authority to meet health and safety standards. No negative impacts are anticipated as a consequence of the proposal.

7. Financial implications

7.1 The works had a budget of £7,728.74 which would be funded from Education and Family Support Directorate's repairs and maintenance budget.

8. Recommendation

8.1 It is recommended that Cabinet notes the exemption from the requirement to tender, in accordance with Rule 3.1.1 of the Contract Procedure Rules.

Lindsay Harvey

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Bridgend CF31 4WB

Background documents

SCHEMES OF DELEGATION OF FUNCTIONS - Record of Decision - EFS- SM-17-65

BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE INTERIM CORPORATE DIRECTOR EDUCATION AND FAMILY SUPPORT

AN EXEMPTION, UNDER RULE 3.1.1 OF THE CONTRACT PROCEDURE RULES (CPRS) – URGENT ACCESSIBILITY WORKS AT CYNFFIG COMPREHENSIVE SCHOOL

1. Purpose of report

1.1 The purpose of this report is to notify Cabinet of an exemption, under Rule 3.1.1 of the Contract Procedure Rules (CPRs), from obtaining tenders for urgent building related accessibility works (required under the Equalities Act 2010) at Cynffig Comprehensive School.

2. Connection to Corporate Improvement Objectives/other corporate priorities

- 2.1 The works assist in the achievement of the following corporate priority:
 - Smarter use of resources

3. Background

- 3.1 In order to accommodate the needs of a pupil with specific physical disability needs at Cynffig Comprehensive School, the Council's Access Officer in Property and the Complex Medical Needs Group identified major improvements urgently required at the school.
- 3.2 Certain priority works were required for urgent completion by September 2017, in order to meet the needs of a new pupil due to attend the school at the beginning of the autumn term, and to ensure that they could have access to the same area as their peers (works incorporated the provision of external ramps and adaptations to toilets to provide an accessible combined changing room/toilet facility). If the Council failed to undertake the works by September then it would not have met the needs of the pupil, could have been subject to immediate legal challenge under the Equalities Act 2010 and would not have met the parents' choice of education provision.
- 3.3 Due to the these works urgently needing to be completed by September 2017, BCBC Built Environment Service indicated that they/or their principal contractor (BCB Construction) did not have sufficient time to enter a full tender process for these works and therefore would need to seek a single quotation for the works and an exemption under rules 3.1.1 of the CPRs was required due to the urgency of the works, as detailed in paragraph 3.2 of this report.
- 3.4 Subsequently, delegated authority under paragraph 1.4(c) of Scheme B2 was sought and approval was given to seek a single quotation for the works (Decision

Reference EFS-SM-17-51). The works were awarded to PBM and have now been completed.

4. Current situation/proposal

- 4.1 The exemption used in EFS-SM-17-51 requires the chief officer to report to Cabinet the circumstances and action taken (a record of any exemption made in accordance with Rule 3.1.1 shall be made in the minutes of the appropriate body to which the report referred to in that Rule is made).
- 4.2 The exemption was due to the emergency brought about by the notification of the intended transfer into Cynffig Comprehensive School and the scheme of works necessary to make the requisite adaptations.
- 5. Effect upon policy framework and procedure rules
- 5.1 There are no effects upon the Council's policy framework or procedure rules.
- 6. Equality Impact Assessment
- 6.1 There are no negative equality implications arising from this report, the works will have a positive impact.

7. Financial implications

7.1 The priority works had an actual cost of £78,241.13 which would be funded from the Council's Capital programme Complex Medical Needs Capital allocation of £600k over 3 years and from the DDA allocation within the Capital Minor Works allocation to the Corporate Property Group.

8. Recommendation

8.1 It is recommended that Cabinet notes the exemption from the requirement to tender, in accordance with Rule 3.1.1 of the Contract Procedure Rules.

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Background documents

SCHEMES OF DELEGATION OF FUNCTIONS - Record of Decision - EFS-SM-17-51

BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE INTERIM CORPORATE DIRECTOR EDUCATION AND FAMILY SUPPORT

AN EXEMPTION, UNDER RULE 3.1.1 OF THE CONTRACT PROCEDURE RULES (CPRS) – URGENT WORKS TO YSGOL BRYN CASTELL

1. Purpose of report

- 1.1 The purpose of this report is to notify Cabinet of an exemption, under Rule 3.1.1 of the Contract Procedure Rules (CPRs), from obtaining tenders for urgent building works at Ysgol Bryn Castell.
- 2. Connection to Corporate Improvement Objectives/other corporate priorities
- 2.1 The works assist in the achievement of the following corporate priority:
 - Smarter use of resources

3. Background

- 3.1 At the beginning of this academic year, two vulnerable looked-after children (LAC) pupils were being accommodated, as an interim arrangement, in the Integrated Children's Centre (ICC). During the autumn term, the number of pupils increased to five, which resulted in Corneli Primary School having to accommodate some pupils, resulting in them being taught in two different venues. As a number of the pupils are LAC, and the breakdown of placement is high risk, this could have resulted in the pupils having to be educated out of county which could cost in the region of £50k £250k per annum.
- 3.2 The pupils have met the criteria for a place at a special school for pupils with social, emotional and behavioural difficulties and therefore their behaviour has been identified as a very high risk. Such special school provision will have full wraparound support and intervention, which is essential for these pupils.
- 3.3 The interim situation does not present the full range of specialist staff needed for the pupils and therefore the urgent completion of adaptations to an office space at Ysgol Bryn Castell is required in order to create three teaching spaces that meet the pupils' needs. If the work had not been done the pupils could have caused harm or injury to persons or property.
- 3.4 Due to the urgency of the works, the Interim Director of Education and Family Support determined that there was insufficient time to enter into a full tender process for the works and therefore gave delegated approval to seek a single quotation for the scheme using the exemption under Rule 3.1.1. of the Contract Procedure Rules.

3.5 Delegated authority for a single quotation for the works (Decision Reference EFS-SM-17-66) was issued.

4. Current situation/proposal

- 4.1 The exemption used in EFS-SM-17-66 requires the chief officer to report to Cabinet the circumstances and action taken (a record of any exemption made in accordance with Rule 3.1.1 shall be made in the minutes of the appropriate body to which the report referred to in that Rule is made).
- 4.2 The exemption was due to an emergency situation in which injury to persons or property is threatened due to the temperament of the pupils (since special school provision with full wrap-around support and intervention is essential for these pupils).
- 5. Effect upon policy framework and procedure rules
- 5.1 There are no effects upon the Council's policy framework or procedure rules.
- 6. Equality Impact Assessment
- 6.1 There are no equality implications arising from this report.

7. Financial implications

7.1 The scheme has a budget of £96k which is funded from existing service budgets within the Education and Family Support Directorate in 2017-2018. Approval was provided through Delegated Powers (EFS-SM-17-68) in December 2017 to include the scheme within the capital programme.

8. Recommendation

8.1 It is recommended that Cabinet notes the exemption from the requirement to tender, in accordance with Rule 3.1.1 of the Contract Procedure Rules.

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Background documents

- 1. SCHEMES OF DELEGATION OF FUNCTIONS Record of Decision EFS-SM-17-66
- 2. SCHEMES OF DELEGATION OF FUNCTIONS Record of Decision -



BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

30 JANUARY 2018

REPORT OF THE CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

MEDIUM TERM FINANCIAL STRATEGY 2018-19 to 2021-22 AND DRAFT BUDGET CONSULTATION PROCESS

The Chairperson has accepted the following item as urgent in accordance with paragraph 2.4 (e) of the Cabinet Procedure Rules within the Constitution, in order to enable sufficient time for Cabinet to consider both the findings of the Budget Research and Evaluation Panel (BREP), together with the responses of each of the Subject Overview and Scrutiny Committees on the draft Budget proposals contained within the Council's Medium Term Financial Strategy (MTFS).

1. Purpose of the Report

- 1.1 The purpose of the report is to present Cabinet with the findings and recommendations of the Corporate Overview and Scrutiny Committee in relation to:
 - a) the findings of the Budget Research and Evaluation Panel (BREP) attached at Appendix A;
 - b) the responses from all the Subject Overview & Scrutiny Committees in relation to Cabinet's draft budget proposals, attached at Appendix B.

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

2.1 The key improvement objectives identified in the Corporate Plan 2016–2020 have been embodied in the Overview & Scrutiny Forward Work Programmes. The Corporate Improvement Objectives were adopted by Council on 1 March 2017 and formally set out the improvement objectives that the Council will seek to implement between 2016 and 2020. The Overview and Scrutiny Committees engage in review and development of plans, policy or strategies that support the Corporate Themes.

3. Background

- 3.1 At the meeting held on 7 August 2012, the Corporate Resources & Improvement Overview and Scrutiny Committee approved the approach for the proposed 2013-14 Budget Consultation Research and Evaluation Panel (BREP).
- 3.2 In considering the challenges associated with continued budget reductions, Members of the 2013-14 BREP recognised the need for a 'whole Council' response to be adopted in managing anticipated cuts to services against a backdrop of increasing demand, public sector reform and the challenging financial outlook.

- 3.3 The 2013-14 Panel therefore recommended that a Standing BREP be established to engage members on budget proposals as well as to enable members to feed in community intelligence gained from their representative role and to engage in shaping future service provision. This recommendation was endorsed by both the Corporate Resources and Improvement Overview & Scrutiny Committee and Cabinet as part of the 2013/14 draft budget consultation process.
- 3.4 Under the new Scrutiny Committee structure the Corporate Overview and Scrutiny Committee (COSC) has the overall responsibility for budget monitoring throughout the year. As such it was agreed at a meeting of Council in September 2017 that it would continue this role and appoint BREP from within its Members of the COSC.
- 3.5 The purpose of the Budget Research and Evaluation Panel was subsequently agreed as the following:
 - To achieve consensus on the direction of the budget over the life of the medium term financial strategy.
 - To achieve a detailed overview and assessment of the budget proposals where the expertise and knowledge of each Committee contributes to a Corporate understanding and appreciation of the draft budget proposals;
 - To assist the Council to develop a budget for the forthcoming year that aims to meet the needs of the communities of Bridgend County Borough;
 - To facilitate firmer understanding of the budget setting process and the draft proposals in order to assist the Committees in making informed comments, constructive challenge or recommendations to Cabinet as part of the budget consultation process.
- 3.6 Each Subject Overview and Scrutiny Committee (SOSC) would continue to receive an individual set of Directorate Budget proposals to scrutinise in December, as has previously been the case. The comments and recommendations from each Committee would then be consolidated along with the BREP's comments into one report which would be presented to Cabinet.

4. Current Situation/Proposal

- 4.1 The Corporate Overview and Scrutiny Committee considered the findings of the BREP on 25 January 2018 to determine whether the recommendations should be forwarded to Cabinet as part of the budget consultation process.
- 4.2 When collating comments and conclusions of meetings during the BREP process this year, in addition to proposing recommendations in relation to the draft budget proposals 2018-19 to 2021-22 and the budget consultation process, the Panel have made several recommendations regarding future budget planning and also proposed recommendations to other forums within the Authority.

- 4.3 For ease of reference and to ensure there is a focus regarding the budget specific recommendations, Corporate have split the recommendations into separate appendices. They are set out as follows:
 - A1 Recommendations in relation to Medium Term Financial Strategy 2017-18 to 2020-21;
 - A2 Future Budget Planning Recommendations from BREP;
 - A3 Recommendations to other forums within the Authority.
 - 4.4 The Committee accepted the recommendation and comments from both the BREP and the three Subject Overview and Scrutiny Committees and agreed to submit them to Cabinet subject to a series of amendments which have been incorporated in the Appendices.

5. Effects on the Policy Framework and Procedure Rules

5.1 This item relates to the role of Overview & Scrutiny Committees as consultees in respect of the budget setting process.

6. Equalities Impact

- 6.1 The draft budget proposals cover a wide range of services and it is inevitable that the necessary budget reductions will impact on the local population in different ways. In developing the proposals contained within the appendices, consideration has been given to their potential impact on protected groups within the community and on how to avoid a disproportionate impact on people within these groups.
- 6.2 All the savings proposals have been reviewed independently and a full Equality Impact Assessment will be undertaken before the final recommendations are made concerning next year's revenue budget.

7. Financial Implications

7.1 The report relates to the budget setting process and the financial implications associated with that.

8. Recommendations

Cabinet is requested to consider the recommendation of the Corporate Overview and Scrutiny Committee, in response to the Medium Term Financial Strategy 2018-19 to 2021-22 and the Draft Budget Consultation Process.

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Background Documents:

Bridgend County Borough Council Constitution
Part II of the Local Government Act 2000: Executive Arrangements

Report of the Budget Research and Evaluation Panel 2017

- 1.1 The Budget Research and Evaluation Panel (BREP) has considered the draft budget proposals for the year 2018-19.
- 1.2 The work of the BREP helps to ensure financial transparency and accountability with regard to the draft budget proposals and the draft Corporate Priorities. This ensures that elected Members have the opportunity to help to develop and shape Council policies on the delivery of services, which is particularly important at a time of increasing demand for services, public sector reform and the challenging financial outlook.
- 1.3 The BREP acknowledge the financial challenges facing the authority and the need to make substantial savings over the term of the MTFS and therefore stress the importance of BREP and Scrutiny taking an active role in monitoring the savings in the context of a 'One Council' approach.
- 1.4 The BREP are concerned that year on year the opportunities to identify additional savings to offset shortfalls in planned savings become fewer and less sustainable. Therefore it is increasingly vital that budget savings are delivered as planned.
- 1.5 Whilst the BREP understand and agree that statutory services are required, Members highlighted that the Authority and each Directorate should still consider how to undertake those statutory services more efficiently.
- 1.6 The Panel also commented on the way Directorates appeared isolated, working in silos and also of the need for evidence of communication between Directorates as well as throughout them in order to meet the needs of future demand on services and budget.

Recommendation 1

The Panel recommend that Corporate Leadership is enhanced to bring Directorates together and ensure collaboration within and across all Directorates. Members further proposed that future quarterly reviews through Corporate Performance Assessments look to incorporate Scrutiny representation.

2 Draft Budget Proposals

Home to School Transport 2017/18

2.1 The Panel briefly discussed the findings and responses from last year's BREP process with particular concern over the Learner Transport savings and the fact that there are far too many buses that continue to be empty part way through the year. The Corporate Director – Education and Family Support updated the Committee explaining that in Spring and Summer terms 2017-2018 the school transport team will run a pilot to support the enforcement of bus passes on home to school transport contracts. As part of this pilot, the Authority would also investigate opportunities to track the use of our school bus services by individual pupils.

Recommendation 2

The Panel recommend the need for the Authority to adopt a Corporate approach in relation to Home to School Transport maximising the LA's minibuses such as those used for day centres. It is proposed that this be supported by slightly amending the opening and closing times of day centres so that the buses can be available for school transport. Other aspects that could be considered include the exploration of whether school staff could transport children and young people instead of hiring independent drivers.

Recommendation for Scrutiny 1

Whilst understanding the risks, Members welcomed the school transport pilot and suggested that the pilot and its outcomes are considered by Scrutiny as part of their Forward Work Programme.

Communities

Collaboration with Town and Community Councils (TCCs)

- 2.2 In its initial discussions the Panel determined to revisit the item on TCCs to consider how the Local Authority (LA) is collaborating and communicating with TCCs in a bid to maintain community services that are at risk of future budget cuts. This included the Panel receiving an update on last year's BREP recommendations on this item to consider the ongoing work. The Panel expressed concern that Members themselves were reporting issues in that they are in some instances offering to take on assets and services from the LA, but the LA don't seem to be receptive.
- 2.3 Further concerns were expressed by the Panel regarding the fact that TCCs do not have the staff or resources to necessarily take on various services that the LA currently provides. Examples of need were given that linked to HR functions which TCC to not have access to, including Health and Safety and training.
- 2.4 Nevertheless, the Panel commented on the fact that there is a pool of approximately £2m available within the TCC community which could potentially be utilised for addressing local issues that currently fall within the Communities Directorate. Caution should simply be taken to ensure that enough support is provided and there is not too much over reliance on TCCs.

Recommendation 3

The Panel recommend that there needs to be a cultural shift in the way the LA works with TCC with clear strategic leadership backed by Cabinet Support. As part of achieving the Corporate Priority 'Supporting a Successful Economy', there needs to be emphasis on maintaining neighbourhood services to help ensure attractiveness for future investment.

Recommendation 4

The Panel recommend that to ensure effective collaborative working between the LA and TCCs there needs to be a dedicated officer to drive

it from the LA, similar to the role that is in place for CATs. The Panel propose also introducing Service Level Agreements between both parties to ensure the required support is in place.

Recommendation to TCC Forum and Charter Working Group 1
The Panel recommend that the TCCs agenda an item for their
retrospective town or community council to pursue whether or not there
is appetite for creating a role to act as a strategic co-ordinator between
LA and TCC. The Panel propose that this role could be funded by topslicing the individual TCC precept and match funded corporately by the
LA. Members highlighted the need to include what the role would cover
and what positive outcomes this post would create.

Recommendation 5

It is recommended that Cabinet support the proposal to provide match funding for a strategic co-ordinator role between TCCs and the LA, to take forward joint working following clarification of sufficient uptake by TCCs.

2.5 The Panel discussed the possibility of following the similar approach that is used by schools and their legal provision where they now can buy in these services from the LA. Members proposed that comparable processes could be introduced for services required by local communities through TCCs where they could buy these in from the LA.

Recommendation 6

The Panel recommend that a scoping exercise be undertaken to explore the possibility of TCCs buying in various services from the LA. This exercise needs to take into account the cost of TCCs buying directly from the LA compared with TCCs employing their own staff which would incorporate on-costs including training and health and safety.

Recommendation to TCC Forum and Charter Working Group 2
Members highlighted the need to encourage TCCs to work more
collaboratively with other TCCs and with the LA to enhance their
viability to maintain services that otherwise may not continue to be
funded by the LA. The Panel also suggested that procuring services
jointly could ensure increased value for money for their residents.
Members therefore recommended that these comments be presented to
the TCC Forum and the Charter Working Group to assist with their
ongoing review of the Charter.

2.6 In general discussions over the subject of Community Asset Transfers the Panel commented that the current lists of available assets being provided to TCCs were often out of date or inaccurate. The Panel also commented that a lack of interest by some TCCs and community groups in taking over assets such as parks or playing fields could be impacted by the absence of a definitive deadline.

Recommendation 7

The Panel recommend that TCCs be provided with an accurate, up to date detailed list of available assets before their precepts are set in November/December and ensure the list is maintained regularly to illustrate when assets are no longer available.

Recommendation 8

Members recommend that a definitive deadline be provided in relation to the Community Asset Transfer process outlining when the Council would no longer support the Asset or service.

Working with Partner Organisations

- 2.7 During the Panel's meetings there was much discussion associated with a range of topics, on collaborative working and working with partner organisations. One of the main themes coming out of this work was that joint working with the Police Authority was not as advanced as that for other organisations such as Health. Some examples of this was the joint working that has been established in Community Hubs, which as yet, has no link with the Police.
- 2.8 Further concerns were expressed over the roles of both the LA and the Police and the fact that the public perception of this was not always positive as it was not always clear. Evidence provided, for example suggested that that there is significant variation in the roles of PCSOs, both within the South Wales region and also with their counterparts in England and the rest of Wales.
- 2.9 Examples of where Members thought that improved collaborative working could assist was in relation to parking fines, fly tipping and issues with unadopted lanes or roads, all of which vary between LAs in terms of what is a LA and Police responsibility.
- 2.10 The Panel questioned whether improved collaborative working with the Police, and PCSOs possibly being given more power, (as is the case in other LAs), could assist in savings or cost avoidance in particular areas.

Recommendation 9

The Panel recommend a review be undertaken to consider how other LAs within Wales work with the police in relation to community policing. Members propose that the LA look to adopt similar processes as the likes of Cardiff and Neath Port Talbot in relation to the roles and responsibilities between the Authority and the Police and also how they respond to instances such as lane clearance in un-adopted areas.

Recommendation for Scrutiny 2

The Panel highlighted the need to work more closely with the Police and therefore proposed that a Research and Evaluation Panel be established to look at Policing of the borough on a local level. Members proposed the following points and areas to go to the Research and Evaluation Panel for consideration as part of their ongoing investigative work:

- a) As the delegated powers to the Police and PCSO's varies between local authorities, the Panel recommend that clarification be provided on what powers have been assigned to the Police and what has been retained be the LA to inform all Members, members of the public, Inspectors and PCSOs;
- b) How often does the Chief Executive and Leader meet with key people in the Police to discuss and align priorities;
- c) How often do both the Corporate Director Operational and Partnership Services and the Corporate Director Communities meet with their counterparts in the Police to discuss community policing and safety within the County Borough and align priorities.
- d) The need for a joint plan between Police and the LA;
- e) How the Police assist the LA in relation to safeguarding vulnerable adults and children.

Valleys Task Force

- 2.11 The Panel received a brief update on what the LA are expecting to achieve from investment into the Valleys Task Force so that there is clear direction and clear outcomes.
 - Officers reported that this was a Welsh Government initative which had gone out to consultation with Maesteg. A final strategy document and Ministerial announcement are expected shortly, however until the final strategy and funding package is approved by Welsh Government, it is not possible to state what projects and programmes Bridgend could expect to take forward.
- 2.12 Members highlighted the need to ensure that the funds gained by the Valleys Task Force are over and above what could already be achieved without.

Social Services and Wellbeing Directorate

- 2.13 Concerns were expressed by the Panel over the fact that the Social Services Directorate, with a budget of £64m, were only proposing a £350,000 budget saving for 2018-19. Through discussions with the Head of Finance it was explained that although the Social Services Directorate had small budget savings being put forward, they would still have to make up the overspend from 2017-18 which was currently projected to be around £1.9m.
- 2.14 Through further exploration of this with the Corporate Director Social Services and Wellbeing provided detail of various projects and pieces of work that were being undertaken that are aiming to produce savings in the next 12-18 months. These included Residential Remodelling within both Children's and Adults Services, work into Early Help relating to the Institute of Public Care 'Pathways' review, the 'Baby in Mind' and 'Reflect' projects, the launch of the Multi Agency Safeguarding Hub (MASH) and work in relation to the Foster Care Service.
- 2.15 The Panel raised concern that Bridgend had always experienced significantly high numbers of Looked After Children (LAC) when compared to other Local Authorities in Wales, even those Local Authorities with similar social deprivation. Members acknowledged the work that was being undertaken for

those receiving in depth services however they expressed concern over the early preventative work in relation to both adults and children, with particular concern in children services. The Panel were advised that over the last six months there had been a spike in the numbers of LAC in other LAs across Wales, however, Bridgend figures had remained steady. The Corporate Director – Social Services also explained that the Authority had a number of cases where there were repeated pregnancies where each child had been taken into care. Unfortunately early help had been slow to respond to this need but this was now being looked at under such projects as 'Baby in Mind' and 'Reflect'.

2.16 Many of these cases also involved teenage pregnancies which had always been relatively high in Bridgend. It was reported that the Authority had recruited 2 foster families for young mums and their babies which had been trialled in other LAs.

Recommendation 10

The Panel recommend that the projected overspend for Social Services for 2017-18 that will roll over for 2018-19 should be made clearer in the final budget report to Council and Cabinet so that it is fully understood that that their current projected budget savings for 2018-19 actually equate to around £2.2m, not the £350,000 it appears from the individual budget proposals.

- 2.17 The Panel also discussed the impact of the £70 per week cap for care for Adults. This had caused more people to ask for more respite which was having to be counteracted by considering how suitable the eligibility criteria were.
- 2.18 In discussion relating to a financial plan for Social Services, the Panel were advised that this was still being drafted and was still short of the target. The Panel acknowledged that this was corporate issue and needed the appropriate corporate support.

Recommendation for Scrutiny 3

The Panel recommend that Scrutiny receive data relating to the Early Help and Safeguarding Board's joint dataset referred to by the Corporate Director – Social Services, which will evidence how the work being undertaken in relation to Early Help has impacted directly on social services.

Recommendation for Scrutiny 4

The Panel recommend that Scrutiny receive the Social Services Q1 Financial Plan as soon as possible detailing the proposals for how the Directorate are going to make the savings over the forthcoming year. The Panel requested that the Chief Executive also attend this meeting to present a corporate perspective.

Further Information for Scrutiny

- 2.19 Detail of where the Authority stands in terms of numbers of teenage pregnancies compared with the rest of Wales and what is being done to educate and support young people;
- 2.20 Detail of the FTE for the 51 employees that have left the authority in the last 12-18 months from the Social Services Directorate and where these have come from, i.e. what staffing level.

Education

- 2.21 The Panel invited the Corporate Director Education and Family Support to a Panel meeting to discuss the impact of the 1% budget proposal that was included in the budget savings for 2017-18. The Corporate Director Education and Family Support reported that there had been no significant redundancies as a result of the budget saving.
- 2.22 As part of these discussions the Panel also heard evidence of the impact of increasing costs for pupils with Additional Learning Needs, with three stages involved ranging from school involvement to Occupational Health providing support to pupils. The Panel highlighted concerns that these associated costs would likely increase again due to the impact of the ALN Bill and the onus on schools to undertake Individual Development Plans (IDPs).
- 2.23 The Panel also questioned what arrangements schools were putting place where they had deficit budgets. Members were advised that each school experiencing a deficit budget had to put a plan in place that indicated how they were going to get out of the red within a 3 year period. These plans were monitored by the Directorate on a monthly basis. The Panel were also informed that it was not unusual for new schools to experience deficits in their first few years due to surplus places that will eventually be full after a period of time.

Recommendation to Corporate Director Education and Family Support 1 The Panel recommend introducing stronger support and Governor training that is streamlined to focus on priorities to assist Governors with effectively managing and scrutinising their school's budget.

- 2.24 Points were also raised in relation to legal costs that schools now had to pay to hire independent legal support as and when required. The Corporate Director Education and Family Support however advised the Panel that plans were in place to review the legal support for schools to look at bringing the service in house. The idea was to employ two lawyers, specialising in recruitment and education which would be funded from the schools' budget at a fraction of the cost of what they currently pay for outsourced support.
- 2.25 In relation to Local Development Plans, the Panel raised concerns that the LA were not working closely enough and with Developers in terms of educational need for new housing developments and Developers were not looking in enough detail at the local catchment areas and school places.

The Panel also discussed the LDP formula which calculates how much a developer will pay towards a school.

Recommendation to Corporate Director Education and Family Support 2 Members raised concerns highlighting that the Education Directorate always seem to choose the smallest figure and further concluded that the LDP has a focus on primary school provision with less on secondary, Special and Welsh schools. The Panel therefore recommend that Education, Social Services and Health work more closely with the Planning department to develop the Local Development Plan to ensure involvement in the whole process and to provide more influence on its content. This is to include consideration of all ages and all types of education, for example, access to Welsh and Special schools.

2.26 On the subject of income generation the Panel discussed the need for schools to increase the focus on raising income through avenues such as the renting out of their facilities out of school hours. Whilst some schools within the County Borough were very successful in doing this, others were not so effective.

Recommendation 11

The Panel recommend that schools are encouraged to look at all aspects for savings and income generation such as halls and sports facilities etc, with detail of this included in their school plans. This will not only assist local communities but will also help minimise the impact of potential future budget savings possibly being introduced for schools in forthcoming years.

Recommendation 12

With reference to income generation from schools facilities, Members recommend that a standardised fee programme is introduced and provided to head teachers as a guideline to proposed fees. This needs to take into account the charges of other local facilities within the County Borough to ensure they are competitive.

Recommendation to Schools

It is recommended that schools take account of the ongoing maintenance costs of their facilities when considering income generation and that the two are linked in school maintenance plans. This will ensure schools are taking into account long term planning for future replacement of such things as pitch surfaces.

2.27 The Panel discussed aspects of the LAs school music provision, querying the varying provision and associated costs.

Recommendation 13

Following discussion over the Schools Music Service and with reference to possible future budget pressures within schools, the Panel recommend that as the Music Service is a select service, that its allocated funding be removed in favour of retaining key school staff.

The Panel further proposed that the funding be subsidised by the child's parents, by way of means testing.

The Panel further recommend that when the above proposal is considered the following points are taken into account:

- What level of music service provision is mandatory;
- · What service provision is each school providing;
- How many pupils are currently paying for music provision
- Equality Impact Assessment.

Growth Proposals

- 2.28 The Panel requested clarification of the growth proposal for the Festival of Learning, to which they were advised that this would be a week-long event, with the aim to:
 - promote inclusive learning from basic to further education;
 - revitalise learning in families and communities;
 - facilitate learning for and in the workplace;
 - · extend the use of modern learning technologies; and
 - enhance quality and excellence in learning.

The event would feature:

- a programme of workshops held in every school in Bridgend;
- taster events involving Bridgend College and local employers;
- a symposium involving local education providers, school governors, regional and national partners, local employers and elected members;
- a one-day event celebrating learners' work; and
- an online brochure capturing the outcomes (informed by case studies prepared by participant schools) of the week.
- 2.29 Members were also advised that the £65,000 one-off spend was the worst case scenario and most of the cost was associated with providing teaching cover and transport so that teachers could actually attend.

 The Panel initially questioned whether this should be funded by the Consortium and whether this investment contradicted the proposed cut to funding for the Consortium. Members also expressed concerns that the event was a lot of money that could be spent on other aspects such as supporting disadvantaged children in their attainment.

Recommendation 14

The Panel recommend that in order for the Festival of Learning event to be funded, it must evidence clear measureable outcomes towards raising education standards. The Panel further recommend that Scrutiny receive detail of this for information as well as specifics of what the teachers will provide at the event to offer more of an understanding of the structure and content of the event.

Recommendation 15

The Panel recommend that the Directorate pursue sponsorship from local businesses and Bridgend College to fund the Festival of Learning. The Panel recommend that schools select a broad range of pupil representation to partake in the event to ensure there is a variety of views being incorporated.

Operational and Partnership Services (OPS)

2.30 When considering the OPS Directorate, the Panel commented on the fact that it was evident that this Directorate was consistently planning long term underspends in the budget now, which were part of preparations for future budget cuts likely for the Directorate. The Panel discussed the need for more Transformational Leadership across the Authority in order to create a culture change to meet future budget pressures.

Recommendation 16

The Panel applaud the leadership approach and innovation being introduced within the OPS Directorate but recognise and recommend the need to be vigilant to that fact that further cuts in this area can have a significant impact on frontline services across the LA.

Recommendation 17

The Panel recognise that it is sometimes more straight forward to introduce change in some Directorates than others, however recommend that there needs to be more Transformational Leadership and culture change across the LA,. thus ensuring that long term, realistic planning and change is clearly conveyed and understood by staff at all levels and that future needs, both budgetary and service, can be met.

Further General Comments and Recommendations

Recommendation to Corporate Overview and Scrutiny Collaboration

- 2.31 The Panel recommend that the subject of Collaboration Working be put forward to the Corporate Overview and Scrutiny Committee for inclusion in their forward work programme to:
 - Establish an understanding of the collaboration work that is being undertaken within the LA, including projects such as City Deal and Valleys Task Force;
 - 2. Receive an update on the accountability arrangements that is in place of collaboration work/joint services;
 - 3. Consider how collaboration work has assisted in achieving value for money and contributed to the Authorities overall budget savings;
 - 4. Investigate and monitor the extent to which other LAs are working in collaboration with TCCs;
 - 5. To receive the outcome of the Review currently being undertaken by Welsh Government in relation to TCCs and its impact on BCBC;

- 6. Explore how the Authority is collaborating with the Police and to what extent they have been approached to share the monetary burden especially in enforcement;
- 7. Explore why the Authority has not progressed joint services for HR other than the current pension system, as well as Finance and Democratic Services.
- 8. Internal collaboration how are Corporate Directors learning from one another; what can be learnt, what positive aspects can be shared and how can this be transferred appropriately across other Directorates?

Recommendations to Democratic Services Committee 1 Member Referrals

- 2.32 Following a discussion in relation to Member referrals, the Panel requested that the following queries and recommendations be referred to the Democratic Services Committee for consideration:
 - The Panel specified that Member responses to referrals differ between Directorates— some respond much quicker than others and also provide a written response outlining a timeframe for resolution. What Directorates are compliant with timelines?
 - · Are Member referrals monitored for dissatisfaction?
 - How do other LAs deal with Member Referrals?

With this in mind, the Panel recommend that all referrals are allocated a resolution timeline and detailing what action will be taken and that this be fed back to Members on completion.

Recommendations to Democratic Services Committee 2 It is further recommended that an annual report be provided to Members detailing an analysis of the themes originating from Member Referrals to improve their knowledge and daily understanding of the needs and priorities of the public including future budget setting needs.

3 Presentation of Budget to the Public and Budget Consultation Process

3.1 The Panel discussed the presentation of the Budget report and commented on the fact that it was not transparent and did not provide enough detail of the impact of the budget proposals. Members expressed the view that the report does not show how the current budget is being spent or how exactly savings are going to be made

Recommendation 18

The Panel recommend that a review be undertaken of how the budget is presented to ensure that Members and the public are able to fully understand the implications of the proposals being put forward. The Panel further propose that this review include the input of Members and consider how the budget is presented in other LAs.

4 Future role of the Budget Research and Evaluation Panel

- 4.1 The BREP consider that the work of the Panel is a vital and important mechanism for budget setting and monitoring to ensure an objective, democratic approach from the start of the budget setting process.
- 4.2 The Panel however commented that this process for Scrutiny needs to start a lot earlier with meetings leading up to the budget setting process in order to discuss with Cabinet early proposals and assist with their development.
- 4.3 The Panel proposed the possibility of a more detailed approach similar to that of other LAs where the budget is considered line by line.
- 4.4 The Panel also requested that Corporate Directors are invited to either the introductory or concluding meeting and that where Corporate Directors are asked for specific information on individual topics throughout the BREP process a presentation be provided detailing the current and future plan.
- 4.5 The Panel concluded that subsequent to the presentation of Scrutiny's recommendations to Cabinet and an initial response being received, this be followed up by a report in early April to provide the Corporate Overview Scrutiny Committee with an update on the budget recommendations. They further requested that the Chief Executive and Leader be invited to attend this meeting.

Recommendations in relation to Medium Term Financial Strategy 2017-18 – 2020-2021

Recommendation 5

It is recommended that Cabinet support the proposal to provide match funding for a strategic co-ordinator role between TCCs and the LA, to take forward joint working following clarification of sufficient uptake by TCCs.

Recommendation 10

The Panel recommend that the projected overspend for Social Services for 2017-18 that will roll over for 2018-19 should be made clearer in the final budget report to Council and Cabinet so that it is fully understood that that their current projected budget savings for 2018-19 actually equate to around £2.2m, not the £350,000 it appears from the individual budget proposals.

Recommendation 14

The Panel recommend that in order for the Festival of Learning event to be funded, it must evidence clear measureable outcomes towards raising education standards. The Panel further recommend that Scrutiny receive detail of this for information as well as specifics of what the teachers will provide at the event to offer more of an understanding of the structure and content of the event.

Recommendation 15

The Panel recommend that the Directorate pursue sponsorship from local businesses and Bridgend College to fund the Festival of Learning. The Panel recommend that schools select a broad range of pupil representation to partake in the event to ensure there is a variety of views being incorporated.

Recommendation 16

The Panel applaud the leadership approach and innovation being introduced within the OPS Directorate but recognise and recommend the need to be vigilant to that fact that further cuts in this area can have a significant impact on frontline services across the LA.



Future Budget Planning Recommendations from BREP

Recommendation 1

The Panel recommend that Corporate Leadership is enhanced to bring Directorates together and ensure collaboration within and across all Directorates. Members further proposed that future quarterly reviews through Corporate Performance Assessments look to incorporate Scrutiny representation.

Recommendation 2

The Panel recommend the need for the Authority to adopt a Corporate approach in relation to Home to School Transport maximising the LA's minibuses such as those used for day centres. It is proposed that this be supported by slightly amending the opening and closing times of day centres so that the buses can be available for school transport. Other aspects that could be considered include the exploration of whether school staff could transport children and young people instead of hiring independent drivers.

Recommendation 3

The Panel recommend that there needs to be a cultural shift in the way the LA works with TCC with clear strategic leadership backed by Cabinet Support. As part of achieving the Corporate Priority 'Supporting a Successful Economy', there needs to be emphasis on maintaining neighbourhood services to help ensure attractiveness for future investment.

Recommendation 4

The Panel recommend that to ensure effective collaborative working between the LA and TCCs there needs to be a dedicated officer to drive it from the LA, similar to the role that is in place for CATs. The Panel propose also introducing Service Level Agreements between both parties to ensure the required support is in place.

Recommendation 6

The Panel recommend that a scoping exercise be undertaken to explore the possibility of TCCs buying in various services from the LA. This exercise needs to take into account the cost of TCCs buying directly from the LA compared with TCCs employing their own staff which would incorporate oncosts including training and health and safety.

Recommendation 7

The Panel recommend that TCCs be provided with an accurate, up to date detailed list of available assets before their precepts are set in November/December and ensure the list is maintained regularly to illustrate when assets are no longer available.

Recommendation 8

Members recommend that a definitive deadline be provided in relation to the Community Asset Transfer process outlining when the Council would no longer support the Asset or service.

Recommendation 9

The Panel recommend a review be undertaken to consider how other LAs within Wales work with the police in relation to community policing. Members propose that the LA look to adopt similar processes as the likes of Cardiff and Neath Port Talbot in relation to the roles and responsibilities between the Authority and the Police and also how they respond to instances such as lane clearance in un-adopted areas.

Recommendation 11

The Panel recommend that schools are encouraged to look at all aspects for savings and income generation such as halls and sports facilities etc, with detail of this included in their school plans. This will not only assist local communities but will also help minimise the impact of potential future budget savings possibly being introduced for schools in forthcoming years.

Recommendation 12

With reference to income generation from schools facilities, Members recommend that a standardised fee programme is introduced and provided to head teachers as a guideline to proposed fees. This needs to take into account the charges of other local facilities within the County Borough to ensure they are competitive.

Recommendation to Schools

It is recommended that schools take account of the ongoing maintenance costs of their facilities when considering income generation and that the two are linked in school maintenance plans. This will ensure schools are taking into account long term planning for future replacement of such things as pitch surfaces.

Recommendation 13

Following discussion over the Schools Music Service and with reference to possible future budget pressures within schools, the Panel recommend that as the Music Service is a select service, that its allocated funding be removed in favour of retaining key school staff. The Panel further proposed that the funding be subsidised by the child's parents, by way of means testing.

The Panel further recommend that when the above proposal is considered the following points are taken into account:

- What level of music service provision is mandatory;
- What service provision is each school providing;
- How many pupils are currently paying for music provision
- Equality Impact Assessment.

Recommendation 17

The Panel recognise that it is sometimes more straight forward to introduce change in some Directorates than others, however recommend that there needs to be more Transformational Leadership and culture change across the LA,. thus ensuring that long term, realistic planning and change is clearly

conveyed and understood by staff at all levels and that future needs, both budgetary and service, can be met.

<u>Presentation of Budget to the public and Budget Consultation Process</u>

Recommendation 18

The Panel recommend that a review be undertaken of how the budget is presented to ensure that Members and the public are able to fully understand the implications of the proposals being put forward. The Panel further propose that this review include the input of Members and consider how the budget is presented in other LAs.



Recommendations to other forums within the Authority

Recommendation to TCC Forum and Charter Working Group 1
The Panel recommend that the TCCs agenda an item for their retrospective town or community council to pursue whether or not there is appetite for creating a role to act as a strategic co-ordinator between LA and TCC. The Panel propose that this role could be funded by top-slicing the individual TCC precept and match funded corporately by the LA. Members highlighted the need to include what the role would cover and what positive outcomes this post would create.

Recommendation to TCC Forum and Charter Working Group 2
Members highlighted the need to encourage TCCs to work more
collaboratively with other TCCs and with the LA to enhance their viability to
maintain services that otherwise may not continue to be funded by the LA.
The Panel also suggested that procuring services jointly could ensure
increased value for money for their residents. Members therefore
recommended that these comments be presented to the TCC Forum and the
Charter Working Group to assist with their ongoing review of the Charter.

Recommendation to Scrutiny 1

Whilst understanding the risks, Members welcomed the school transport pilot and suggested that the pilot and its outcomes are considered by Scrutiny as part of their Forward Work Programme.

Recommendation to Scrutiny 2

The Panel highlighted the need to work more closely with the Police and therefore proposed that a Research and Evaluation Panel be established to look at Policing of the borough on a local level. Members proposed the following points and areas to go to the Research and Evaluation Panel for consideration as part of their ongoing investigative work:

- a) As the delegated powers to the Police and PCSO's varies between local authorities, the Panel recommend that clarification be provided on what powers have been assigned to the Police and what has been retained be the LA to inform all Members, members of the public, Inspectors and PCSOs;
- b) How often does the Chief Executive and Leader meet with key people in the Police to discuss and align priorities;
- c) How often do both the Corporate Director Operational and Partnership Services and the Corporate Director Communities meet with their counterparts in the Police to discuss community policing and safety within the County Borough and align priorities.
- d) The need for a joint plan between Police and the LA;
- e) How the Police assist the LA in relation to safeguarding vulnerable adults and children.

Recommendation to Scrutiny 3

The Panel recommend that Scrutiny receive data relating to the Early Help and Safeguarding Board's joint dataset referred to by the Corporate Director – Social Services, which will evidence how the work being undertaken in relation to Early Help has impacted directly on social services.

Recommendation to Scrutiny 4

The Panel recommend that Scrutiny receive the Social Services Q1 Financial Plan as soon as possible detailing the proposals for how the Directorate are going to make the savings over the forthcoming year. The Panel requested that the Chief Executive also attend this meeting to present a corporate perspective.

Further Information for Scrutiny 1

- Detail of where the Authority stands in terms of numbers of teenage pregnancies compared with the rest of Wales and what is being done to educate and support young people;
- Detail of the FTE for the 51 employees that have left the authority in the last 12-18 months from the Social Services Directorate and where these have come from, i.e. what staffing level.

Recommendation to Corporate Director Education and Family Support 1 The Panel recommend introducing stronger support and Governor training that is streamlined to focus on priorities to assist Governors with effectively managing and scrutinising their school's budget.

Recommendation to Corporate Director Education and Family Support 2 Members raised concerns highlighting that the Education Directorate always seem to choose the smallest figure and further concluded that the LDP has a focus on primary school provision with less on secondary, Special and Welsh schools. The Panel therefore recommend that Education, Social Services and Health work more closely with the Planning department to develop the Local Development Plan to ensure involvement in the whole process and to provide more influence on its content. This is to include consideration of all ages and all types of education, for example, access to Welsh and Special schools.

Recommendation to Corporate Overview and Scrutiny The Panel recommend that the subject of Collaboration Working be put forward to the Corporate Overview and Scrutiny Committee for inclusion in their forward work programme to:

- 1. Establish an understanding of the collaboration work that is being undertaken within the LA, including projects such as City Deal and Valleys Task Force;
- 2. Receive an update on the accountability arrangements that is in place of collaboration work/joint services;
- 3. Consider how collaboration work has assisted in achieving value for money and contributed to the Authorities overall budget savings;

- 4. Investigate and monitor the extent to which other LAs are working in collaboration with TCCs;
- 5. To receive the outcome of the Review currently being undertaken by Welsh Government in relation to TCCs and its impact on BCBC;
- 6. Explore how the Authority is collaborating with the Police and to what extent they have been approached to share the monetary burden especially in enforcement;
- 7 Explore why the Authority has not progressed joint services for HR other than the current pension system, as well as Finance and Democratic Services.
- 8 Internal collaboration how are Corporate Directors learning from one another; what can be learnt, what positive aspects can be shared and how can this be transferred appropriately across other Directorates?

Recommendations to Democratic Services Committee 1
Following a discussion in relation to Member referrals, the Panel requested that the following queries and recommendations be referred to the Democratic Services Committee for consideration:

- The Panel specified that Member responses to referrals differ between Directorates—some respond much quicker than others and also provide a written response outlining a timeframe for resolution. What Directorates are compliant with timelines?
- Are Member referrals monitored for dissatisfaction?
- How do other LAs deal with Member Referrals?

With this in mind, the Panel recommend that all referrals are allocated a resolution timeline and detailing what action will be taken and that this be fed back to Members on completion.

Recommendations to Democratic Services Committee 2
It is further recommended that an annual report be provided to Members detailing an analysis of the themes originating from Member Referrals to improve their knowledge and daily understanding of the needs and priorities of the public including future budget setting needs.



Comments from Individual Overview and Scrutiny Committees 2017-18

1 Subject Overview and Scrutiny Committee 1

Education and Family Support Directorate

- 1.1 The Committee recommend that in order for Members to support the Festival of Learning proposed budget growth there needs to be clear objectives and outcomes in order to see what is going to be achieved from this one-off investment.
- 1.2 The Committee recommend that the Authority lobby Welsh Government to consider longer term budget planning to enable Local Authorities to better plan for the future and have security of funding for projects and priorities.
- 1.3 The Committee recommend that the Authority ensure that strong links are made between any future investment for schools and the current and future Local Development Plan with closer working relationships with all those involved. This is in line with the requirements of the Wellbeing and Future Generations (Wales) Act in terms of how decisions taken now should be taking account of the longer term impact on future generations.
- 1.4 The Committee recommend that early and serious consideration be given to the proposals for future Education cuts of a 1% efficiency saving from 2019-20 onwards including evidence of potential impact and how schools and the Local Authority can plan to minimise this impact on schools, staff and most importantly on pupil performance.

2 Subject Overview and Scrutiny Committee 2

Social Services and Wellbeing Directorate

2.1 Due to the issues in achieving income generation due to the Welsh Government cap of £70 per week for non-residential care, the Committee recommend that Cabinet lobby Welsh Government to consider the possibility of introducing a means tested cap that takes into account people who are able to pay supplementary monies."

3 Subject Overview and Scrutiny Committee 3

Communities

- 3.1 In relation to the budget reductions proposals put forward for 18-19 for the Communities Directorate, the Committee fundamentally do not agree with them in their entirety and recommend that the Social Services and Education Directorates who have the two highest budgets in the Authority be looked at instead to make up these savings.
- 3.2 The Committee expressed concerns over the proposals for the removal of subsidised bus services (COM 27), particularly given the fact that bus companies themselves are cutting their own routes and that the Authority's

own proposals for service cuts have not yet gone out for public consultation. The Committee therefore recommend:

- a) Prior to any decision being made on the routes being cut, Cabinet also receive information on what routes bus companies themselves are cutting in order to understand the overall impact of the combined route reductions;
- b) That no decision is made regarding the proposed budget cuts to the service until public consultation has been completed;
- c) The Committee also requested that Scrutiny get the opportunity to receive an item on the proposals and the outcome of Consultation for the removal of subsidised bus services as a pre-decision item before going to Cabinet.
- 3.3 In relation to COM1, the Committee recognise the work being undertaken to look at various options for public conveniences such as the comfort scheme and the possibility of Town and Community Councils taking these on. However given the focus of this Authority to improve our towns and encourage the public back into them, together with the view that public toilets are an essential necessity, the Committee recommend that no cuts are made to public conveniences within the Local Authority.
- 3.4 The Committee made comment on the management savings being put forward by the Communities Directorate and the fact that these are not reflected in other Directorates. In light of sharing the burden of the budget cuts, the Committee recommend that other Directorates also look towards management efficiency savings.
- 3.5 The Committee recommend that instead of disposing of the councils land and selling it off, the Authority look at the potential for revenue through development. One suggestion was the need for increased properties for small businesses in the County Borough. Members also recommend considering what land development and income generation other Local Authorities have achieved to determine what areas have been successful.
- 3.6 The Committee recommend that the £40,000 reduction proposed for third sector support for with Community Asset Transfer (CAT) be removed given the impact this will have on achieving the savings required from CATs.
- 3.7 The Committee did not support the discretionary growth items of £500,000 for schools to replace the Welsh Government reduction in the Education Improvement Grant and the £65,000 proposed for the week long 'Festival of Learning'. At a time of austerity and serious budget cuts the Committee views that these budget growths should not be supported and the money could be better spent elsewhere in the Authority. Should the 'Festival of Learning' continue to take place, the Committee recommend that it be held in school holiday time so as to reduce the costs for providing teacher cover.

- 3.8 The Committee recommend that the Authority explore further whether there are greater opportunities for collaborative working for Community Services in order to achieve savings and at the same time improve these services.
- 3.9 The Committee recommend that the Authority consider the services provided by the Association for Public Service Excellence (APSE) to possibly assist in longer term planning and sustainability of Community Services.
- 3.10 The Committee expressed concern that the Authority continues to look to the Communities Directorate for further budget savings that are disproportional to those of other Directorates. The example given was that for 2018-19 the Communities Directorate is being asked for a 6% cut of its own budget whilst other Directorates, which hold around 2/3 of the Councils total budget are only being asked to make between 0.5 and 0.6% savings out of their own budget. Members understand this is due to the fact that the services within the Communities Directorate are not deemed as Council priorities, however the Committee also questioned as to whether the Authority was taking into account what the priorities were for the public. With this in mind the Committee recommend that the Authority reconsider its corporate priorities to take account of the 'public element' and realign Community Services as a Corporate priority.
- 3.11 Whilst not wishing to make cuts to Education and Schools and likewise Social Services, the Committee believe that with such large budgets there have to be efficiency savings within these Directorates that could assist with sharing the burden of the Authority's budget cuts. It is therefore recommended that where the Committee have concerns around cuts within the Communities budget, such as those mentioned above such as public conveniences and CATs, the Authority instead look to these other Directorates to make up these savings proposed.



Agenda Item 22

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

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