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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



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

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

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



Gwasanaethau Gweithredol a Phartneriaethol / Operational and Partnership Services

Deialu uniongyrchol / Direct line /: 01656
643148/643147

Gofynnwch am / Ask for: Andrew Rees

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Thursday, 23 November 2017

Dear Councillor,

COUNCIL

A meeting of the Council will be held in the Council Chamber - Civic Offices Angel Street Bridgend CF31 4WB on **Wednesday, 29 November 2017 at 3.00 pm.**

AGENDA

1. Apologies for absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest from Members/Officers in accordance with the Members' Code of Conduct adopted by Council from 1 September 2008.
3. Approval of Minutes 5 - 16
To receive the minutes of a meeting of Council of 1 November 2017
4. To receive announcements from:
(i) Mayor (or person presiding)
(ii) Members of the Cabinet
(iii) Chief Executive
(iv) Monitoring Officer
5. To receive the report of the Leader
6. Interim Appointment - Head of Finance 17 - 18
7. JNC Pay Structure 19 - 22
8. 2018-19 Council Tax Base 23 - 26
9. Amendment to the Financial Procedure Rules Within the Council's Constitution 27 - 74
10. 2017 Annual Monitoring Report for the Bridgend Local Development Plan 2006 - 2021 75 - 166

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| 11. | <u>Departure From Development Plan - Planning Application P/17/585/FUL</u> | 167 - 176 |
| 12. | <u>Elected Member Learning & Development Strategy</u> | 177 - 200 |
| 13. | <u>Information Reports for Noting</u> | 201 - 214 |
| 14. | <u>To receive the following Questions to the Cabinet</u> | 215 - 218 |

(a) Question from Councillor A Hussain to the Cabinet Member Wellbeing and Future Generations

Data from the British Pest Control Association (BPCA), identified that in 2015-16 Bridgend County Borough Council dealt with more rat problems per head than any other authority in Britain. Last year Bridgend had a 4% reduction in the pest call out levels compared to other Authorities across the UK, which appears to be a step in the right direction. However in recent weeks the number of rats seen across the County Borough appears to be increasing including in my own ward of Pen-y-fai. Although many of these rat sightings are of dead rats, can the Cabinet Member explain what is being done to minimise the rat population across the County Borough and what steps are being taken to ensure that the health and wellbeing of the residents is not adversely impacted by the rat population.

(b) Question from Councillor J Radcliffe to the Cabinet Member Social Services and Early Help

“What assessment has the authority – either alone or as part of regional collaboration – made (or intends to make) of the implications of the recent British Medical Journal research (<http://bmjopen.bmj.com/content/7/11/e017722>) on the link between social care cuts and mortality rates in care homes in England, and how will the authority use this research to inform budget planning and service design?”

15. Notice of Motion Proposed by Councillor A Williams

“That Bridgend County Borough Council:

Recognises the public concern about dog fouling in the County Borough.

Notes that dog fouling can have serious health implications, including toxocariasis which can cause infections leading to gangrene and amputations.

Applauds Rhondda Cynon Taf County Borough Council's efforts to implement new harder-hitting dog fouling rules through its Sort **IT Out! campaign.

Calls on Bridgend County Borough Council to immediately introduce a similar scheme which includes a Public Spaces Protection Order which would:

- ban dog walking from all schools, children’s play areas and marked sports pitches maintained by the Council.
- compel dog owners to keep a dog on a lead at all times at Council maintained cemeteries.
- compel dog owners to clean up their dogs’ mess immediately and dispose of it properly.
- compel dog owners to carry means to pick up dog mess (i.e. bags) at all times.

- compel dog owners to follow a direction from an authorised officer to put a dog on a lead.
- empower authorised officers to levy an increased penalty on irresponsible dog owners who flout these rules”.

16. Notice of Motion Proposed by Councillor DG Howells

“That Council resolves to engage with its workforce representatives/trade unions to implement a local Charter to protect individuals facing terminal illness”.

17. Urgent Items

To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

Councillors:

S Aspey
SE Baldwin
TH Beedle
JPD Blundell
NA Burnett
MC Clarke
N Clarke
RJ Collins
HJ David
P Davies
PA Davies
SK Dendy
DK Edwards
J Gebbie
T Giffard
RM Granville
CA Green
DG Howells

Councillors

A Hussain
RM James
B Jones
M Jones
MJ Kearns
DRW Lewis
JE Lewis
JR McCarthy
DG Owen
D Patel
RL Penhale-Thomas
AA Pucella
JC Radcliffe
KL Rowlands
B Sedgebeer
RMI Shaw
CE Smith
SG Smith

Councillors

JC Spanswick
RME Stirman
G Thomas
T Thomas
JH Tildesley MBE
E Venables
SR Vidal
MC Voisey
LM Walters
KJ Watts
CA Webster
DBF White
PJ White
A Williams
AJ Williams
HM Williams
JE Williams
RE Young

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COUNCIL - WEDNESDAY, 1 NOVEMBER 2017

MINUTES OF A MEETING OF THE COUNCIL HELD IN COUNCIL CHAMBER - CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON WEDNESDAY, 1 NOVEMBER 2017 AT 3.00 PM

Present

Councillor PA Davies – Chairperson

S Aspey	SE Baldwin	TH Beedle	JPD Blundell
NA Burnett	MC Clarke	N Clarke	RJ Collins
HJ David	P Davies	SK Dendy	DK Edwards
J Gebbie	T Giffard	CA Green	DG Howells
A Hussain	RM James	B Jones	M Jones
MJ Kearns	DRW Lewis	JE Lewis	JR McCarthy
DG Owen	D Patel	RL Penhale-Thomas	AA Pucella
B Sedgebeer	RMI Shaw	CE Smith	SG Smith
JC Spanswick	RME Stirman	G Thomas	JH Tildesley MBE
SR Vidal	LM Walters	KJ Watts	CA Webster
PJ White	A Williams	AJ Williams	HM Williams
JE Williams	RE Young		

Apologies for Absence

RM Granville, JC Radcliffe, KL Rowlands, T Thomas, E Venables, MC Voisey and DBF White

Officers:

Susan Cooper	Corporate Director - Social Services & Wellbeing
Nicola Echanis	Head of Education & Family Support
Randal Hemingway	Head of Finance & Section 151 Officer
Andrew Jolley	Corporate Director Operational & Partnership Services
Gary Jones	Head of Democratic Services
Satwant Pryce	Head of Regeneration and Planning
Andrew Rees	Senior Democratic Services Officer - Committees
Kelly Watson	Group Manager Legal & Democratic Services

76. DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

Councillor NA Burnett – Agenda item 9 – Notice of Motion, prejudicial interest as she owns a rental property which is rented to tourists. Councillor Burnett withdrew from the meeting during consideration of the item.

Councillor B Jones – Agenda item 8 (a) – Question from Councillor S Dendy to the Deputy Leader, personal interest as his brother owns a property which is empty.

Councillor RME Stirman – Agenda item 9 – Notice of Motion, personal interest as a Bridgend Tourism Ambassador.

Councillor HJ Watts – Agenda item 9 – Notice of Motion, prejudicial interest as a close family member is involved in tourism within Porthcawl. Councillor Watts withdrew from the meeting during consideration of the item.

Councillor HM Williams - Agenda item 9 – Notice of Motion, prejudicial interest as he had recently submitted a planning application to convert a property into a holiday cottage. Councillor Williams withdrew from the meeting during consideration of the item.

77. APPROVAL OF MINUTES

RESOLVED: That the Minutes of the meeting of Council of 4 October 2017 be approved as a true and accurate record.

78. TO RECEIVE ANNOUNCEMENTS FROM:

The Mayor

The Mayor announced that she had now begun to visit the winners of the Bridgend Business Forum Awards 2017. She stated that it had been a pleasure to pay a personal visit to the winners to congratulate them on their success and gain a better understanding of the types of businesses that operate in the county borough. She informed Council that she had met with some excellent, interesting and diverse people over the last few weeks that in different ways bring so much to the communities of the County Borough.

The Mayor also announced that she had the pleasure of attending the Wyndham Boys and Girls Club presentation evening last Friday. This wonderful charity has been providing facilities and activities for young people for over 80 years. She stated that it had been a joy to listen to the achievements of the young people and meet the volunteers who give so much of their time to this invaluable local organisation.

The Mayor informed Council that she was also very impressed by the facilities that are provided at STEER – the Enterprise Academy, when she had visited for their launch last week. She informed Council that currently within their 37 acre site they have a community café, workshops, residential bunkhouse, volunteer hub, sensory garden, Men's SHED, community allotments and woodlands for all to use. This is such a positive initiative and a great celebration of community spirit.

Finally, the Mayor announced that she had attended the Diwali festival in Cardiff last weekend and experienced at first-hand one of the many diverse cultures that are celebrated in Wales. Diwali is known as the Festival of Lights and it marks the beginning of the Hindu New Year. The festival represents the victory of good over evil, light over darkness and knowledge over ignorance. She informed Council that the children who took part in the music and dancing were a delight and their costumes were truly amazing. She stated that it had been a great privilege to have participated in this community celebration and share this experience with others.

Deputy Leader

The Deputy Leader informed Council of some new recycling information through which would be of interest to Members. In quarter one 'waste flow' statistics had highlighted an increased 63.81% recycling rate compared to 75.33% last year, while in quarter two, the recycling rate has increased from 57.08% last year to 73.45%. He stated that quarter two is the first complete quarter since the implementation of the two-bag rule, and this demonstrated that the County Borough should be comfortably ahead of the statutory 64% target and very well positioned indeed for the future 70% target.

The Deputy Leader drew Members' attention to a forthcoming training and development session which had been arranged to provide more information on the Wellbeing of Future Generations Act. The session will take place on 27 November 2017 at 4.00pm.

He stated that details of other training topics and a schedule of pre-Council briefings could be found in the latest Bridgemembers newsletter.

He also informed Members that a Budget Consultation Workshop would be held on 9 November and he encouraged all Members to complete the online consultation.

Cabinet Member Communities

The Cabinet Member Communities informed Council that he had two good news announcements to make. Firstly, Members will recall his announcement at the last meeting of Council with regard to the Caerau Minewater Heat Project. He further announced that the project has been recognised at the Energy Impact Awards. He stated that the project had beaten competition from 80 other UK initiatives to win third place at the awards, which are organised by fuel poverty charity National Energy Action in partnership with British Gas. The awards recognise best practice among organisations whose energy work will benefit local vulnerable people, and he was really pleased that the Council's efforts had been recognised with this award.

The Cabinet Member Communities reminded Members that the Council had previously been awarded a £2,500 grant for the project, which aims to create a heat network for local homes using water that has collected in old mine workings. He stated that test drilling has revealed that the void at the former Careau Colliery site is full of water to a depth of 230 metres. This meant that the project has the potential to warm more than a thousand homes. The next step is for the British Geological Survey to test the temperature, chemistry and volume of water that is available. He informed Members that the study will continue until the end of January next year, and a public exhibition is planned for the Spring which will reveal findings from the investigations. He will update Members further with more information as this exciting project develops.

The Cabinet Member Communities informed Members of further good news in that the Wilderness Lake in Porthcawl has been selected as one of the UK's top 10 green spaces in this year's People's Choice Green Flag Awards. He stated that a record-breaking number of voters took part to decide the nation's favourite parks and open spaces this year, and together with Margam Park, the Wilderness Lake was one of only two green spaces in Wales to make an appearance in the nationwide awards. He informed members that originally part of an area known as the Wilderness Wetlands, the lake is adjacent to the village of Nottage, and was developed as part of the Porthcawl storm water flood prevention scheme in 1971. He stated that the scenic Wilderness site comprises a large lake, which is surrounded by woodland and grassed areas, and includes a children's play area and skate park. He informed Members that the 10 award winners are spread across England, Scotland and Wales, and include large and small sites, traditional parks to wild unusual spaces, run by councils, community groups and even university campuses. There were a record number of votes for the People's Choice Awards, which were more than double the number received last year which indicated how much people's favourite green spaces mean to them. He congratulated all the staff, who work so hard to maintain well-loved green spaces to such a high standard and also thanked the thousands who took the time to vote. He stated that parks matter, and this was further evidence of support for the efforts to protect and improve the Borough's wonderful green spaces for future generations.

Cabinet Member Social Services and Early Help

The Cabinet Member Social Services and Early Help was delighted to announce the launch of a new project which invites older residents to reminisce and discuss their sporting memories which has kicked off across the county borough to help tackle

loneliness and social isolation. He stated that the 'My Sporting Days' project will be delivered in partnership with Awen Cultural Trust, and encourages local people to share their enjoyment of sport to spark memories, conversations and new friendships during weekly sessions in Bryncethin, Ogmores Vale and Nantymoel. He stated that research has found that for people to age well it was essential that they not only stay physically active, but that they remain socially and mentally active too. This project will help to do that and further details can be found in the latest Bridgemembers newsletter issued to Members today.

The Cabinet Member Social Services and Early Help announced that he along with the Leader, Corporate Director Social Services and Wellbeing and Head of Children's Social Care had recently the Young Carers event, which is an event to celebrate the work and achievements of young carers. He thanked the Group Manager Sports and Physical Activity for his contribution in making the event such a success.

Cabinet Member Wellbeing and Future Generations

The Cabinet Member Wellbeing and Future Generations informed Council that the Shared Regulatory Service has received some very good news after its Animal Health and Welfare team were nominated at the 2017 RSPCA awards. She was delighted to confirm that they received a silver award for the stray dog service, and a bronze award for the animal licensing service.

She stated that the success did not stop there, as the Shared Regulatory Service was also presented with the coveted RSPCA Innovator award by Lesley Griffiths, the Cabinet Secretary for Environment and Rural Affairs. This award recognised innovation in animal welfare improvements, and the winner is chosen by an independent panel of expert judges. The RSPCA recognised the Shared Regulatory Service for its development of pro-active engagement within the traveller community intended to educate, raise awareness, and improve the welfare conditions of dogs and horses. The Cabinet Member Wellbeing and Future Generations felt sure that Members will agree that this is a very significant success for the shared service, and will want to join her in congratulating staff within the Shared Regulatory Service.

The Cabinet Member Wellbeing and Future Generations also informed Members that Bridgend County Borough Council was successful in securing nearly £2m of Grant funding from the Welsh Government under the Innovative Housing Programme to invest in housing in the Bridgend County Borough area. This initiative is designed to increase the supply of affordable housing through the provision of innovative and alternative housing that addresses fuel poverty and carbon production issues and also assists local employment, skills and local industry via its construction. There are two schemes within Bridgend County Borough that have been successful, and will be developed by V2C. The first scheme is a Barnhaus project which will see the development of 4 low energy properties in Cornelly and the second provides 8 steel framed modular housing properties in Ynysawdre and Tondu, produced by Wernick, a locally based business in Kenfig. Further details on these schemes are available from the housing team.

The Cabinet Member Wellbeing and Future Generations also announced that Members will note the recent positive press coverage on Wildmill, which is celebrating the 50th anniversary of the building of its first homes. She stated that when it was built, it was a ground breaking settlement, which used state of the art design to help residents feel both a sense of independence and community. V2C are currently carrying out a multi-million-pound improvement programme of the exterior of the homes and an exhibition is also being planned as part of the 50th anniversary celebrations, which hopes to reignite the passion and pride within the estate. She requested Members to join her in offering their support to Councillors Burnett and Baldwin for

their work in raising the profile of this disadvantaged community.

Cabinet Member Education and Regeneration

The Cabinet Member Education and Regeneration informed Council that he was delighted to join the Vice-Chair of the Bridgend Business Forum to welcome the forum's 800th member company. He stated that the 800th membership of the Forum is a major milestone for the forum and is perhaps fitting that its newest member is a business which focuses on creativity and innovation. He informed Members that Frankly Materials Limited is located at Tondu Centre Enterprise and provides materials for special effects for film, television and theatre. The company has joined the forum at an exciting time as an executive group has been set up to help the organisation develop further.

The Cabinet Member Education and Regeneration announced that 34 schools, colleges and training centres from all over Wales were recently recognised for their excellence by the regulator, Estyn and the Welsh Government. He stated that they had all achieved excellent ratings in areas which they were inspected in the academic year 2016-17. The awards were presented by Education Secretary, Kirsty Williams and Meilyr Rowlands, Chief Inspector of schools in Wales. The Cabinet Member Education and Regeneration congratulated Bryntrion Comprehensive School and Ysgol Cynwyd Sant, which were the two schools from Bridgend chosen for this award.

The Cabinet Member Education and Regeneration also announced that he was pleased to receive a letter from Matthew Hasler, a young entrepreneur at Maesteg Market on behalf of his fellow traders. Maesteg Market was nominated in the "farmers market of the year" category at the inaugural Welsh Independent Retail awards and last week the Market had won the award. He stated that this was fantastic news and a great way of promoting the market square which will be a focus of the regenerated town hall complex. He extended his congratulations to the market and he looked forward to it receiving further honours.

The Cabinet Member Education and Regeneration announced that local historian Natalie Murphy was currently hosting a collection of old photographs of Bridgend at Carnegie House this week and urged Members to call in to view this fascinating display.

Monitoring Officer

The Monitoring Officer informed Council that he had been notified by the Conservative Group of their intention to replace Councillor T Giffard with Councillor C Webster as a member of the Development Control Committee.

79. TO RECEIVE THE REPORT OF THE LEADER

The Leader informed Members that they may have seen the recent joint statement issued by Professor Mark Drakeford, Cabinet Secretary for Finance and Local Government, and Vaughn Gething, Cabinet Secretary for Health, Wellbeing and Sport, about potential health board boundary changes. He stated that this confirmed that a formal 12-week consultation would soon be launched to gauge public opinions and thoughts on the principle of a boundary change. The consultation will include consideration of regulations made under the Social Services and Wellbeing Wales Act 2014 to ensure that regional partnership boards and safeguarding boards reflect the proposed health board boundary change.

He stated that the proposals were originally revealed in July when a Welsh Government White Paper set out proposals to secure resilience and renewal in local government in Wales. This included specific proposals on partnership arrangements for Bridgend in

order to retain the advantages of close partnership working between local government and health boards.

He informed members that Bridgend is in a unique position in Wales in that it works in partnership across two overlapping footprints. The Welsh Government proposal is that in future, health services within Bridgend's area should be delivered by Cwm Taf University Health Board instead of Abertawe Bro Morgannwg University Health Board. This was to ensure clarity and consistency, and so that these arrangements are coherent within the broader local government reform programme.

The Leader also informed Council that the Welsh Government update emphasised that the proposed change would align Bridgend more firmly with its strategic partnership arrangements across many other local authority functions, including participation in the Cardiff Capital Region City Deal. In their joint announcement, the cabinet secretaries acknowledged the valuable work undertaken by this council, ABMU and Cwm Taf University Health Boards in relation to the development of the proposal, and had recognised this Council's belief that clarity and understanding over the issue is necessary and in the best interests of the people it serves.

He stated that the Cabinet Secretaries recognise the significant work that has been undertaken as part of the South Wales Programme to determine the effective provision of certain emergency and hospital-based services across health boards in South Wales. The outcome of the South Wales Programme was a decision to retain Accident and Emergency Services at the Princess of Wales Hospital. He stated that the statement is clear and explicit that any health board boundary change as a result of this consultation will not re-open those decisions. He informed Council that details about when the consultation will begin have not yet been released, but were likely to be very soon this autumn and he would bring further details as soon as more information is received.

The Leader announced that he had previously given a commitment to keep Members informed of progress of the Valleys Taskforce, the draft statement 'Our Valleys. Our Future' was published at the beginning of the summer. He stated that very detailed evidence had been submitted for the inclusion of a 'North Bridgend Strategic Investment Hub' which would encompass all three Valleys the, Llynfi, Ogmore and Garw. He informed Council that Welsh Government officials have received this case very positively, and a final strategy document and Ministerial announcement are expected shortly. He stated that it was as yet unknown whether any additional resources will be invested by Welsh Government in delivering the Taskforce action plan.

The Leader announced that all Leaders from across South East Wales are continuing to meet on a regular basis to progress the Cardiff Capital Region City Deal and working towards finalising a 5 year strategic business plan that can be brought back to all ten authorities for approval. He stated that the business plan will set out areas of focus agreed in the heads of term agreement with the UK government. It will not and cannot be a detailed document that sets out every single project that commits every single penny for every year of the City Deal. He stated that every City Deal project will have to progress through a rigorous and comprehensive 5 stage business case assessment process including, proposal, strategic, outline, full and sign off stage. The robust assurance framework includes consideration of projects by the Regional Economic partnership, the Regional Business Organisation, the Regional Skills and Employment Board and the Regional Transport Authority.

He informed Council that whilst the business plan may include a small number of strategic schemes that have been taken through the full assurance framework, and all the associated due diligence, it was more likely to give examples of the investments and projects that are envisaged at this stage. He stated that the challenge for all ten

authorities is to balance the need to maintain a focus on high level strategic initiatives that will be real game changers for the region like the Metro and the world's first semi-conductor cluster and to make it clear how it relates to Bridgend's individual communities. He stated that all ten authorities will continue to work hard to maintain this balance and Bridgend has a strong voice and influence in the City Deal, with its Chief Executive serving as the Lead Chief Executive and that he chairs the Regional Transport Authority.

80. CENTRAL SOUTH CONSORTIUM COORDINATED WORKING GROUP

The Group Manager Legal presented a report which sought to strengthen arrangements for democratic accountability and scrutiny of the school improvement function in the Central South Consortium.

She reported that the Consortium is accountable to its constituent local authorities through a Joint Committee comprising the relevant Cabinet Member from each Local Authority. Its performance is scrutinised on an annual basis by the relevant Scrutiny Committee in each Local Authority who examine the detail of the latest school performance results and business plan. She stated that Consortium officers have met regularly with the five Scrutiny Committee Chairs in the Central South Consortium, as a group, officers representing/working for the five local authorities had also attended.

The Group Manager Legal reported that part of the discussion had been around developing a 'regional' element to scrutiny work in addition to the current individual local authority scrutiny programmes. She stated that the group's discussion included consideration of the findings from a Cardiff Business School study on coordinated Scrutiny as well as the Erw model of coordinated scrutiny (which serves the west of Wales and Powys). The Erw model consists of the Chairs of Education Scrutiny in each of the Local Authorities (or a nominated person other than the Chair) and has been identified as an example of good practice by the Wales Audit Office. It was proposed to establish a formal working group to consider regional performance and share best practice and information. The working group would offer an element of coordinated scrutiny with a specific focus on regional working.

Members of the Council considered that the Working Group should consist of more than one elected Member from each local authority and that a request is made accordingly to the Central South Consortium.

RESOLVED: That the proposal to establish a Scrutiny working group to consider regional performance of the Central South Consortium and share best practice and information be approved with the exception that a request be made to the Central South Consortium that the Working Group should consist of more than one elected Member from each local authority.

81. HALF YEAR TREASURY MANAGEMENT REPORT 2017-18

The Head of Finance and Section 151 Officer presented a report, the purpose of which was to comply with the requirement of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in the Public Services: Code of Practice 2011 Edition (the Code) to report as part of a mid-year review an overview of treasury activities and also reported on the projected Treasury Management and Prudential Indicators for 2017-18.

The Head of Finance and Section 151 Officer reported on the treasury position for 1 April to 30 September 2017 that 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. He informed Council that its primary objective for the management of its debt is to ensure its long term affordability and that the majority of its loans had been borrowed from the PWLB at long term fixed rates of interest. He informed Council that with short-term interest rates lower than long term rates, it was likely to be more cost effective in the short term to either borrow short term loans or use internal resources. He stated that 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. It was predicted that long term rates would rise in the coming years and any such short term savings would need to be balanced against the potential longer-term costs. He also informed Council that the last time the Council took long term borrowing was £5m from the PWLB in March 2012 and it was not expected that there would be a requirement for any new long term borrowing in 2017-18, however for cash-flow purposes £2 million short term borrowing was taken on 24 May 2017 and repaid on 5 June 2017.

The Head of Finance and Section 151 Officer also reported on the Investment Strategy and Outturn for 1 April to 30 September 2017. He stated that 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. He also stated that favourable cash flows have provided positive cash balances for investments with the balance for investments at 30 September 2017, being £44.00m. He also summarised the £44.00m investments by credit ratings and the percentage outstanding.

RESOLVED: That Council:

- (1) Approved the Council's treasury management activities for the period 1 April 2017 to 30 September 2017.
- (2) Approved the projected Treasury Management and Prudential Indicators for 2017-18.

82. **TO RECEIVE THE FOLLOWING QUESTIONS TO THE CABINET**

Question from Councillor S Dendy to the Deputy Leader

From the 1 April 2017, local authorities have been able to charge a premium of up to 100% of the standard rate of Council Tax on long-term empty homes and second homes in their areas. Could the Deputy Leader please tell me if it has been considered by Cabinet at any point during their term/terms of office at the Authority?"

Response from the Deputy Leader

The Deputy Leader wished to reassure Councillor Dendy that he and his Cabinet colleagues are giving this issue much thought and consideration.

He reminded Members that they would be aware that Labour councillors stood for election on a manifesto commitment to "Bring long term empty homes back into domestic use".

He stated that increasing council tax levied against empty homes could be one of many levers the Council could consider using.

He informed Council that Cabinet members together with Scrutiny Chairs recently received a housing solutions presentation by the Housing team which highlighted the many challenges to be overcome. The Leader and Cabinet Member for Housing have set up a taskforce of key officers from across the Authority, to consider additional actions to tackle these issues. To enable a one Council solution to this complex issue, a proposal to create a dedicated empty properties officer is being considered, to build on the good work we are undertaking and develop a fresh approach, which will be a combination of reward and enforcement.

Councillor Dendy asked a supplementary question whether there is a timescale for the task force to look at empty properties and the proposal to create a post to look at empty properties and whether it would also look at empty commercial properties and land banking. The Deputy Leader informed Council that the working group will be led by the Leader and would consider empty commercial sites. The Leader confirmed that the working group will consider commercial sites which would be looked at as part of the Medium Term Financial Strategy. He stated that there was a need to ensure that empty properties are brought back into use and he referred to the grants that are available for property owners to bring properties back into use. The Cabinet Member Wellbeing and Future Generations referred to the properties which had been brought back into use in Nantymoel and Pontycymmer.

Councillor Baldwin asked whether a holistic approach would be adopted to tackle the problem of empty properties. The Leader confirmed that a holistic approach would be taken which was the reason why officers from all Departments of the Council would be represented on the working group and key partners would be engaged.

Councillor Walters questioned whether one officer would be sufficient to tackle the extent of empty properties that exist. The Leader stated that the impact of the role on the Department would be considered. He also stated that the role of the empty properties officer would also consider the support available to property owners and that legal powers would be used as a last resort.

Question from Councillor A Hussain to the Cabinet Member Social Services and Early Help

“Last year the ABMU Health Board said it was “doing everything possible” to deal with the increasing demand for its services during the winter period. This included opening more beds, holding more clinics and working closely with Social Services. Will the Cabinet Member inform Council what plans this Authority has in place to support the ABMU Health Board with managing and minimising the demand for its services, and in turn, reducing the implications for the residents of the County Borough which are likely to occur this winter?”

Response from the Cabinet Member Social Services and Early Help

The Cabinet Member Social Services and Early Help informed Council of the winter resilience planning across Bridgend, in that the Health Board’s Primary Care and Community Services maintain constant efforts to maintain flow through its services to ensure maximum capacity is made available daily, a significant part of which are integrated with Bridgend CBC social care and wellbeing services. He stated that this is one element of a whole system that underpins Secondary Healthcare performance across the region. The annual Flu campaign continues and the Public Health message encouraging uptake has been important in our winter preparations, as is the “Choose Well” campaign. It serves as a reminder that all have a role to play in safeguarding hospitals through the Winter and every other time during the year, to ensure hospital services are available to those that require their specific intervention.

He stated that the specific Bridgend component to support the Winter planning and resilience, which has been enhanced since last Winter, is now embedded in usual service provision and includes:

- Domiciliary care/Home care as an embedded 7 day service
- The provision of Acute Care team (ACT) in the community providing rapid response and intervention to support patients in their own homes, including care homes. This is a core component of the “optimal model” for the integrated Community Resource Team (CRT) implemented through Western Bay. These services are consultant led and operate 7 days a week
- ACT Bridgend are offering more services to enable people to remain at home where it is appropriate to do so, such as Intra Venous therapies, sub cutaneous fluid therapy.
- ACT Bridgend have developed a referral pathway with the Care of the Elderly team in Princess Of Wales Hospital to facilitate earlier discharges by undertaking clinical reviews/ interventions in the community rather than keeping individuals in hospital. Requests include restarting medications, monitoring responses to treatments, reviewing blood tests to review of clinical condition in very frail patients. Before this pathway, these patients would have remained in hospital. This can facilitate improved bed availability.
- ‘In Reach Coordinators’ from the CRT will continue to work from the Princess of Wales site to offer and support earlier discharge from the Better@Home service until the Short Term Assessment Services can commence.
- Telecare continues to support people to remain in their own homes for longer periods with the support of 24/7 Mobile Response Team who will respond to pendant and sensor alerts. This can prevent the need to call for 999 emergency services, thereby supporting better outcomes for people who fall and ensuring ambulances are not used inappropriately.
- Implementation of the Directed enhanced service for Care Homes to support regular GP review to enable people to remain at their care home and prevent patient deterioration which could trigger an admission.
- An additional OT resource in Short Term Assessment and reablement service for people living with Dementia- Bridgeway; this will improve access and flow through the service.

Furthermore, from a preventative and awareness raising perspective:

- ACT Bridgend have met Welsh Ambulance Service Trust colleagues to update their knowledge on the interventions they are able to deliver and the referral pathways.
- ACT Bridgend have met GP’s updating them of services available, this is resulting in an increase in GP referrals to ACT, as an alternative to people presenting at hospital.
- ACT Bridgend, linking in with Anticipatory Care within the GP clusters to assist in the development and delivery of anticipatory care plans. Again, offering alternatives to presenting at hospital, where those plans are in place.

In addition:

- Roll out the ‘I Stumble’ training programme in care homes across the Local Authority, to avoid and reduce the number of falls and conveyances to hospital.
- Maximising the benefit of the Diarrhoea & Vomiting pathway developed between WAST and our community services at the end of last winter, to support prevention of un-necessary admissions to hospital.

- Increased community pharmacy capacity at weekends and bank holidays for medication dispensing. Primary Care has commissioned 8 pharmacies to open on a Sunday to provide greater access, while 122 pharmacies are open on a Saturday across ABMU Health Board.
- Maximise the benefit of the (IT) mobilisation programme for community staff by releasing staff capacity for clinical/ hands on patient care.

The Cabinet Member Social Services and Early Help stated that a number of these schemes/ plans may be targeted at providing increased support and capacity for our frailty services, where we can predict that there will be an increased call on our unscheduled care services over the winter months. He informed Members that they had been supplied with a copy of the Regional Winter Resilience Planning document that Western Bay partners have worked on under the leadership of ABMU HB.

The Cabinet Member Social Services and Early Help also referred to a FOI request from Age Concern and commented that the matter should have been raised directly so that it could have been addressed by the Corporate Director Social Services and Wellbeing who undertook to look at the request.

Councillor Hussain asked a supplementary question requesting reassurance that older persons would receive an assessment and the right level of support in order to avoid bed blocking. The Cabinet Member Social Services and Early Help gave that assurance and stated that the plan is a year round plan. He also stated that a lot of good work is undertaken to ensure there is care at home in order to avoid bed blocking. The Corporate Director Social Services and Wellbeing informed Council that the Directorate has a good relationship with the ABMU and that the Council performs well with DETOC with performance in the top quartile. She also informed Council that a carers event had recently been held where the views of carers had been sought to shape the future strategy.

Councillor Spanswick commented on the excellent facility at Bryn y Cae and asked whether there are plans to expand provision. The Corporate Director Social Services and Wellbeing confirmed there are plans to expand provision at Brackla. The Cabinet Member Social Services and Early Help informed Council that the Council's work on reablement services has been recognised as an exemplar.

83. NOTICE OF MOTION PROPOSED BY COUNCILLOR N CLARKE

Councillor N Clarke proposed the following Notice of Motion and informed Council of the supporting information which had been circulated to all Members in relation to Wales specific taxation.

“That Bridgend County Borough Council:-

Welcomes the measures which Welsh Government has taken to date in promoting tourism across Wales and the positive affect this has had on the County Borough's tourism industry.

Regrets the inclusion of a 'Tourism Tax' in the list of ideas being considered as the first tax Welsh Government will introduce under its new powers.

Believes a tax on tourist accommodation could work against this council's tourism destination investment strategy targeted at increasing the volume and length of visitor stays across the County Borough.

Believes the proposals could undermine the business sector sustainability, investment and employment opportunities in the hospitality industry in tourism within the County Borough.

Believes there are other more viable and cost effective ways of supporting public funding challenges in the future as per attached analysis.

Makes representation to the Welsh Government that Bridgend County Borough Council strongly opposes the idea of a tax on Tourism for the reasons mentioned”.

Councillor M Jones proposed the following amendment to the Notice of Motion which was duly seconded by Councillor JP Blundell.

“That representations be made to the Welsh Government that the Council be consulted fully on the proposals for a tax on tourism in order that it can have a better understanding on the implications it would have on the authority. Once the authority has been consulted it would have a better idea of whether to support the proposed tax on tourism”.

Members of the Council debated the merits of both the Notice of Motion and amended Notice of Motion and then conducted an electronic vote to determine whether the amended Notice of Motion should be taken forward.

The result of the electronic vote was as follows:

<u>For</u>	<u>Against</u>	<u>Abstention</u>
23	16	1

Following debate by Members, a further electronic vote was conducted to confirm consensus on the amended Notice of Motion.

<u>For</u>	<u>Against</u>	<u>Abstention</u>
25	6	9

RESOLVED: That Council accepted the amended Notice of Motion as proposed by Councillor M Jones “That representations be made to the Welsh Government that the Council be consulted fully on the proposals for a tax on tourism in order that it can have a better understanding on the implications it would have on the authority. Once the authority has been consulted it would have a better idea of whether to support the proposed tax on tourism”.

84. URGENT ITEMS

There were no urgent items.

The meeting closed at 4.30 pm

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

29 NOVEMBER 2017

REPORT OF THE DEPUTY LEADER

INTERIM APPOINTMENT – HEAD OF FINANCE

1. Purpose of Report

- 1.1 This report seeks member approval to make an interim appointment to the role of Head of Finance and Section 151 Officer.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The appointment of the Head of Finance is required to contribute to the achievement of the Corporate Priorities.

3. Background

- 3.1 The Council is required to designate a suitably qualified officer as the Statutory Section 151 Officer to ensure key financial decisions and timely advice is available pending the permanent appointment to the role following the resignation of the current postholder.

4. Current situation / proposal

- 4.1 The Head of Finance has recently tendered his resignation and his contract of employment will terminate on 03.01.18.
- 4.2 It is proposed that whilst the Chief Executive reviews the current arrangements an appointment process for an interim Head of Finance and Section 151 Officer is undertaken. This will ensure that there is sufficient leadership and management capacity within this key area of service and financial decisions and timely advice is available during the absence of a permanent Section 151 Officer.
- 4.3 The process for the appointment of an interim Head of Finance will involve sourcing suitably qualified and experienced candidates available to undertake the role. An officer interview panel, comprising the Chief Executive, the outgoing Head of Finance and a representative from HR will interview such candidates to assess the technical, managerial and leadership abilities and availability.

5. Effect upon Policy Framework & Procedure Rules

- 5.1 None.

6. Equality Impact Assessment

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

7. Financial Implications

- 7.1 There are no costs associated with this process. The costs of the interim will be funded from within existing salary budgets.

8. Recommendation

- 8.1 It is recommended that Council delegate to the Chief Executive authority to undertake the recruitment and appointment of an interim Head of Finance and Section151 Officer, as outlined in paragraph 4.3.

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Background documents: None

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

29 NOVEMBER 2017

REPORT OF THE CHIEF EXECUTIVE

JNC PAY STRUCTURE

1. Purpose of Report.

- 1.1 The report seeks Cabinet approval to implement a new approach to senior management pay.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The proposals are consistent with the Council's commitment to make smarter use of resources.

3. Background.

- 3.1. The current JNC salary structure has been in existence since 2008.
- 3.2. A decision was taken at that time to have one salary band for: all Corporate Directors; all Heads of Service (plus an Assistant Chief Executive grade which has since been deleted)
- 3.3. The other local authorities in Wales have a variety of management structures and use a variety of pay and grading schemes.

4. Current situation / proposal.

- 4.1 The current "pay envelope" for JNC officers and Group Managers is illustrated below:

Grade	Max of Grade	FTE	Total Cost
Chief Executive	£133,726	1	£133,726
Corporate Director	£106,160	4	£424,640
Head of Service	£81,210	8	£649,680
Group Manager – Soulbury*	£61,851	2.6	£160,813
Group Manager - JE Grade 16	£49,336	23	£1,134,728
		38.6	£2,503,587

* Soulbury is a separate set of terms and conditions. The criteria for employees being placed on Soulbury terms and conditions are that they are either: education and improvement professionals; educational psychologists; young people/community service managers

- 4.2 The Authority's pay band structure has large gaps between the senior management tiers – most notably a £32k gap between Group Managers and Heads of Service, a £25k gap between Heads of service and Directors and a £27K gap between Directors and the Chief Executive.

- 4.2 This results in an inability to be sufficiently flexible in positioning roles such that the Council provide a remuneration package which can attract staff of the appropriate calibre. This also limits our ability to support succession planning and career progression towards the top of the organisation.
- 4.4 A more flexible senior manager pay scale is proposed with the objectives of addressing these concerns whilst enabling a targeted 20% reduction in senior management costs to the Council over the next two years, which equates to approximately £500,000 a year). This is expected to largely arise from staff turnover and consequent restructuring of the organisation and with the proposed pay structure in place the Council will be in a position to more ably respond to market forces.
- 4.5 This can be achieved by amending the JNC pay structure (JNC officers are Heads of Service to Chief Executive). It is proposed that no changes are made to the NJC structure as part of this exercise
- 4.6 The intention is that, subject to consultation, the proposed new pay structure be in place by the end of the financial year.
- 4.7 It is proposed that additional tiers are added to the JNC framework – effectively extending it downwards to bridge the gap with the top end of NJC scale to populate the current gap between Group managers and Heads of service, Heads of Service and Directors and Directors and the Chief Executive.
- 4.8 Further flexibility can be achieved by adding in additional pay tiers between Heads of Service, Directors and the Chief Executive.
- 4.9 It is important to recognise that creating these pay tiers does not imply that all would be populated – this is not about creating more posts – but that there would be greater flexibility. A formal evaluation of both existing roles and any new roles subsequently created will be undertaken to ensure a defence to any equal pay claims, consistent with our approach to NJC scales
- 4.10 The evaluation system for JNC grades will be designed in house.
- 4.11 The proposed JNC pay structure is outlined below

Job Title	Max of Grade	SCP
Chief Executive	£133,726	25
Deputy Chief Executive	£119,943	24
Corporate Director [1]	£106,160	23
Corporate Director [2]	£93,684	22
Head of Service[1]	£81,210	21
Head of Service [2]	£73,242	20
Head of Service [3]	£65,273	19
“Group Manager” – [1] Soulbury*	£61,851	18
Group Manager [2]	£55,593	17
Group Manager – [3]	£49,336	16

4.12 The trade unions will be informed of the proposed changes to the JNC pay structure and notice of formal consultation would be issued to existing JNC postholders [Directors and Heads of Service as the pay grade for the post of Chief Executive is unaffected by these proposals] if approved by Council.

4.13 Should Council agree the proposals these will be referred to the Independent Remuneration Panel in Wales in order to seek their agreement.

5. Effect upon Policy Framework & Procedure Rules.

5.1 None.

6. Equality Impact Assessment

6.1 Once the JNC pay and grading system has been developed, an EIA and audit will be conducted externally which is consistent with the approach for the pay and grading system for NJC officers.

7. Financial Implications.

7.1 There are no financial implications arising from the recommendations of this report, however it is intended that the proposed changes will facilitate a reduction in the overall cost of senior manager salaries by £500,000 over the next two years.

8. Recommendation.

8.1 It is recommended that Council approves the new JNC pay structure with an effective date of 01.04.18.

Darren Mepham

Chief Executive

26.11.17

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Chief Executive

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Background documents: None

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

29 NOVEMBER 2017

REPORT OF THE SECTION 151 OFFICER

2018-19 COUNCIL TAX BASE

1. Purpose of Report.

- 1.1 The purpose of this report is to provide Council with details of the council tax base and estimated collection rate for 2018-19.

2. Connection to Corporate Plan

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

3. Background.

- 3.1 Under the Local Government Finance Act 1992 (as amended), Council is required to set the tax base upon which council tax is levied by the authority and other precepting bodies. This information is required by the Welsh Government to allocate the Revenue Support Grant (RSG) to local authorities and by the Council to calculate the council tax required to fund the 2018-19 budget.

4. Current situation / proposal.

- 4.1 The estimated council tax base for 2018-19 is 54,403.60 and the estimated collection rate is 98%. The net council tax base is, therefore, 53,315.53.
- 4.2 The council tax element of the Council's budget requirement will be based on the net council tax base of 53,315.53. This base is also used by precepting authorities in calculating their precepts. Community councils base their precepts on the tax base for each community area and details of these are shown in Appendix A.

5. Effect upon Policy Framework & Procedure Rules.

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

6. Equality Impact Assessment

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

7. Financial Implications.

- 7.1 None arising from this report.

8. Recommendation.

8.1 Council is recommended:

- to approve the council tax base and collection rate for 2018-19 as shown in paragraph 4.1 of this report
- to approve the tax bases for the community areas set out in Appendix A. .

**Randal Hemmingway
Section 151 Officer
8 November 2017**

Contact Officers

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**Fran Mantle – Finance Manager, Governance & Exchequer
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Background documents

None other than identified within the report.

Estimated County Borough Tax Base 2018-19

Community Council Area	Total Tax Base	Estimated Collection Percentage	Net Tax Base
Brackla	4317.73	98%	4231.38
Bridgend	5971.19	98%	5851.77
Cefn Cribbwr	546.30	98%	535.37
Coity Higher	3576.86	98%	3505.32
Cornelly	2630.02	98%	2577.42
Coychurch Higher	339.80	98%	333.00
Coychurch Lower	660.01	98%	646.81
Garw	2276.41	98%	2230.88
Laleston	4987.33	98%	4887.58
Llangynwyd Lower	176.02	98%	172.50
Llangynwyd Middle	1071.28	98%	1049.86
Maesteg	5627.88	98%	5515.32
Merthyr Mawr	148.33	98%	145.36
Newcastle Higher	1744.46	98%	1709.57
Ogmore Vale	2584.15	98%	2532.47
Pencoed	3500.88	98%	3430.86
Porthcawl	8145.05	98%	7982.15
Pyle	2535.00	98%	2484.30
St Brides Minor	2258.71	98%	2213.54
Ynysawdre	1306.19	98%	1280.07
Total County Borough	54403.60	98%	53315.53

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

29 NOVEMBER 2017

REPORT OF THE HEAD OF FINANCE AND SECTION 151 OFFICER

AMENDMENT TO THE FINANCIAL PROCEDURE RULES (FPRs) WITHIN THE COUNCIL'S CONSTITUTION

1. Purpose of Report

- 1.1 The purpose of this report is to seek Council's approval of proposed amendments to the Constitution which reflect changes to the Financial Procedure Rules.

2. Connection to Corporate Improvement Plan / Other Corporate Priority

- 2.1 The Constitution governs the operation of the Authority and thereby connects to the Corporate Improvement Plan and all of the Council's Corporate Priorities.

3. Background

- 3.1 The management of the Council's financial affairs are conducted in accordance with the Financial Procedure Rules set out in Part 4 of the Constitution. The FPRs have not been revised in a number of years, during which time new financial processes and procedures, and new legislation and guidance have come into effect, changing the way in which the Council operates.

4. Current situation / proposal

- 4.1 The Financial Procedure Rules have been reviewed by officers and a number of changes made to bring them up to date to reflect changes such as:
- new rules regarding payment of consultants;
 - new methods of payment e.g. purchasing cards;
 - new policies and strategies e.g. Grants Policy, Reserves and Balances Protocol, Anti-Fraud Bribery Policy.
- 4.2 Attached as Appendices A and B are the existing Financial Procedure Rules, with tracked changes, to show the proposed changes (Appendix A), plus a clean version of the revised Financial Procedure Rules for approval (Appendix B).
- 4.3 A further revision will need to take place in the forthcoming financial year to update the FPRs to reflect legislative changes when the Data Protection Act will be replaced with the Data Protection Bill (which incorporates the General Data Protection Regulation).

5. Effect upon Policy Framework & Procedure Rules

- 5.1 The revised Financial Procedure Rules will be included within the Constitution once approved.

6. Equality Impact Assessment

- 6.1 An Initial Screening Equalities Impact Assessment (EIA) has been undertaken on the Financial Procedure Rules. It has been concluded that the Rules apply to all groups equally and therefore a Full EIA is not required.

7. Financial Implications.

- 7.1 There are no financial implications arising from changes to the Financial Procedure Rules within the Constitution as they being proposed to reflect current practice.

8. Recommendation.

- 8.1 Council is recommended to approve the amendments to the Financial Procedure Rules and consequently approve the updated Constitution as set out in Appendix B.

Randal Hemingway
Head of Finance and S151 Officer

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Background documents: -

Financial Procedure Rules

Financial Procedure Rules

Section A - Financial Control

1. General

1.1 For the purposes of these Rules:

- (a) “the Chief Executive Officer” means the officer designated by the Council as Head of Paid Service under Section 4 of the Local Government & Housing Act 1989.
- (b) “the Chief Finance Officer” means the officer designated by the Council as the officer responsible for the administration of its financial affairs under Section 151 of the Local Government Act 1972.
- (c) “Chief Officer” means any of the following:
 - The Chief Executive Officer;
 - The Corporate Director – Social Services and Wellbeing;
 - The Corporate Director - Education and Family Support
 - The Corporate Director - Communities;
 - The Corporate Director – Operational and Partnership Services
- (d) “the Monitoring Officer” means the officer designated as such by the Council under Section 5 of the Local Government & Housing Act 1989.
- (e) “the Cabinet” means the Executive established under Part II of the Local Government Act 2000.
- (f) “Cabinet Member” means the Leader and any of the members of the Cabinet.
- (g) “Budget Head” means the budget for a particular service/services.
- (h) Words importing the singular number only shall include the plural and vice versa, words importing the masculine gender include the feminine and vice versa.

1.2 A Chief Officer may nominate any suitably qualified officer in his Directorate to undertake any of the duties placed upon him or exercise any power granted to him by these Rules.

1.3 Each Chief Officer shall consult with the Chief Finance Officer on any matter which is liable to materially affect the finances of the Council before any commitment is incurred and before reporting thereon to the Cabinet or the Council.

1.4 (a) Chief Officers shall be responsible for bringing these Financial Procedure Rules to the attention of staff and for ensuring the observance of these Rules throughout their respective Directorates;

(b) Staff who fail to observe these Rules may be subject to disciplinary action.

1.5 Each Chief Officer shall be responsible for the accountability of staff, and the security, custody and control of all other resources including plant, buildings, materials, cash and stores appertaining to their individual Directorates in accordance with the procedures agreed with the Chief Finance Officer.

- 1.6 Each Chief Officer shall have a duty to endeavour to maximise the value for money obtained in running the activities within his purview.
- 1.7 Each Chief Officer shall have a duty to consult the Chief Finance Officer if he has reason to believe that any matter within his purview may result in:
- (a) The Council incurring expenditure in excess of its approved budget;
 - (b) The Council incurring expenditure for which it has no statutory power to incur;
 - (c) The Council failing to comply with the fFinancially related provisions of any National or European legislation;
 - (d) The Council failing to comply with the fFinancially related provisions of any code of practice adopted by the Council.
- 1.8 Whenever any matter arises which involves or is thought to involve irregularities concerning cash, stores or other property of the Council or held on trust by the Council, the Chief Officer concerned shall notify the Chief Finance Officer who shall take such steps as he considers necessary by way of investigation and report.
- 1.9 Each Chief Officer shall have a duty to inform the Chief Finance Officer and the Monitoring Officer if he suspects that the Council or its officers are exceeding the Council's statutory powers.
- 1.10 No Chief Officer may recommend to the Council or the Cabinet that expenditure be incurred or any other action taken on the assumption that sufficient statutory power is provided by either Sections 137 of the Local Government Act 1972 and Section 2 of the Local Government Act 2000, without prior approval of the Chief Finance Officer and the Monitoring Officer.
- 1.11 The Chief Finance Officer in consultation with the Monitoring Officer shall be authorised to vary from time to time any amount included in the Rules, but any alteration shall be reported to the next meeting of Council.

2. Accounting Systems

- 2.1 All accounting procedures and accounting records of the Council and its Officers shall be subject to the approval of the Chief Finance Officer.
- 2.2 All accounts and accounting records of the Council shall be compiled by, or under the direction of, the Chief Finance Officer.
- 2.3 The following principles shall be observed in the allocation of accounting duties:
- (a) The duties of providing information regarding sums due to or from the Council and of calculating, checking and recording these sums, shall be separated as completely as possible from the duty of collecting or disbursing them;
 - (b) Officers charged with the duty of examining and checking the accounts of cash transactions shall not themselves be engaged in any of these transactions.

- 2.4 A Chief Officer shall be responsible for the financial management and audit of any private fund entrusted to him as part of his duties and will apply regulations to such funds as stipulated by the Chief Finance Officer.:-
- 2.5 Notwithstanding the duties of a Chief Officer in Rule 2.4, the Chief Finance Officer shall have the right to audit any private fund at any time.
- 2.6 For the purposes of these Rules “private fund” shall mean any fund in the management of which a Chief Officer of the Council is concerned and which may affect any person or property for which the Council has a responsibility, notwithstanding that contributions towards such fund shall have been made by another party other than the Council.

3. Budgeting and budgetary control

3.1 Council’s Budget

- 3.1.1 The Budget shall be approved by the Council in accordance with Rule 2 of the Budget and Policy Framework Procedure Rules;
- 3.1.2 In referring the Cabinet's Budget Proposals to Council the proper officer will forward to the Council a report of the Chief Finance Officer incorporating the recommendations of the Cabinet and detailing for approval of the Council :
- (a) A probable out-turn for the current year;
 - (b) A revenue budget for the forthcoming year detailing the Budget Heads over which that budget is allocated to specific services and service programme areas;
 - (c) A forward indication of the medium term financial strategy which will comprise the revenue budget for the first year and indicative budgets for the subsequent ~~two-three~~ years and a capital budget for the forthcoming year incorporating a capital programme of at least three years, but no more than ten years;
 - (d) an assessment of the impact of any prudential borrowing on revenue budgets and council tax levels.:-
 - (e) a Treasury Management Strategy ~~Statement~~ for the forthcoming year
 - (f) ~~an assessment of any major financial risks which may impact on the budget.:-~~
 - (g) an analysis of reserves and balances and movements over the forthcoming financial year;
 - (h) fees and charges for the forthcoming year;
 - (ig) A recommendation ~~to Council of the Bridgend County Borough~~ of the level of Council Tax to be levied for the forthcoming year.

3.1.3 The detailed form of the Budget will be determined by the Chief Finance Officer within the general direction of the Council and Cabinet after consultation with Chief Officers.

3.2 Amendments to the agreed budget (virements and technical adjustments)

3.2.1. Each Chief Officer shall have the authority to incur expenditure on any activity under his control up to the amounts specified in respect of that activity in the revenue or capital budgets approved by the Council for the financial year, unless directed otherwise by the Chief Finance Officer.

3.2.2 Each Chief Officer, subject to the agreement of the Chief Finance Officer, may approve virements between specific revenue Budget Heads which do not amend any individual Budget Head by more than £100,000 from that approved by the Council. The relevant Chief Officer and Chief Finance Officer must jointly report to Cabinet on any virements which amend individual Budget Heads by more than £100,000.

3.2.3 Cabinet may, following a report of the appropriate Chief Officer in consultation with the Chief Finance Officer, approve virements between individual revenue Budget Heads which do not amend any individual budget head by more than £500,000 from that approved by the Council.

3.2.4 All approved virements over £100,000 must be reported to the Council for information as soon as reasonably practicable after their approval.

3.2.5 Any variations to the capital programme, other than those permitted under Rules paragraphs 3.4.7 and 3.4.9 of these Rules, shall require the approval of the Council following a report of the Chief Finance Officer after taking into consideration the recommendations of the Cabinet.

3.2.6 All proposals for revenue and capital budget virements that exceed the above limits will need to be approved by the Council on receipt of a report of the appropriate Chief Officer in consultation with the Chief Finance Officer following consideration by the Cabinet. Virement proposals must also be approved by the Council if they:

- a) Imply a change in a plan, policy or strategy which would be contrary to the existing policy framework;
- b) Have a major operational impact on existing service provision;
- c) Are contrary to or not wholly in accordance with the Budget;
- d) Imply any additional revenue commitment in future years.

3.2.7 There are also technical adjustments to budgets as a result of the Council adhering to the Code of Practice on Local Authority Accounting. These could include, but are not limited to, the reallocation of budgets and spend for central support services to other areas within the Council or the allocation of capital charges across the Council. These are not subject to the authorisation

limits of budget virements and the Chief Finance Officer or nominated representative can authorise these.

3.3 Budgetary control

3.3.1 The Chief Finance Officer shall provide each Chief Officer with regular information relating to income and expenditure under each approved budget head and any other relevant information available. Each Chief Officer shall be responsible for ensuring control of expenditure and income against the approved budget (attention is drawn to Rule 6.1).

3.3.2 A Chief Officer in consultation with the Cabinet Member responsible for the function in respect of which the service is provided will be expected to manage his 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. A Chief Officer or Cabinet Member may not incur expenditure or forego income if this will result in the approved budget being exceeded.

3.3.3 A Chief Officer may delegate responsibility for management of budgets within their control to other senior officers within their Directorate. Such delegation shall be within defined parameters and shall be recorded in writing.

~~3.3.3 Requests for supplementary estimates are discouraged and will only be considered in exceptional circumstances. The need for supplementary estimates must first be considered by the Cabinet which shall receive a report from the Chief Officer explaining why such expenditure cannot be met from within the existing approved budget. Approval of a supplementary estimate is subject to the consideration by the Council based on a report of the Chief Finance Officer.~~

~~3.3.4 A Chief Officer may be able to carry forward any under-spending on his cash limit as an "earmarked" part of the Council's Revenue Balances following consultation and agreement of the Chief Finance Officer. If carry forwards are used to finance continuing expenditure the financial effect must be contained within the approved cash limit for the current year and that for future years. At year end, consideration will be given to the overall financial position of the Council including the final outturn, any accrued Council Tax income, the Council's reserve levels and any new pressures or risks that need to be provided for. At that time, in line with the Council's Reserves and Balances Protocol, a Chief Officer will be invited to submit earmarked reserve requests to meet any specific unfunded one-off expenditure that they expect to arise in the following financial year and these will be considered by the Chief Finance Officer in the context of the Directorate outturn position as well as that of the Council as a whole. Chief Officers will be notified of successful earmarked reserves.~~

3.3.5 Any over-spending against budget ~~may~~ be carried forward ~~will be~~ at the discretion of the Chief Finance Officer. In no circumstances should this provision be seen as giving a Chief Officer power to overspend against approved budgets. Any such overspend will be treated as a breach of the Financial Procedure Rules and the respective Chief Officer held accountable. No Chief Officer or Cabinet Member may budget for a deficit. Where a net overspending occurs this will be a first call on the following year's budget.

- 3.3.6 Urgent expenditure not included in any budget approval may only be incurred with the approval of the Chief Finance Officer.
- 3.3.7 The cash limited budget only relates to the “controllable” elements of the budget and exclude:
- Capital charges
 - Central support service charges
 - Centrally controlled office accommodation budget
 - Joint Committee precepts

3.4 Capital programme

- 3.4.1 As part of the budget process the Chief Finance Officer or appropriate Cabinet Member will annually present to the Council a capital programme which shall include:
- (a) Those capital expenditure items proposed to commence during the next three years as a minimum-;
 - (b) An estimate of the capital costs of those schemes together with the associated proposed funding.
- 3.4.2 Schemes for which external funding has been approved will be added to the capital programme once the grant-funding has been accepted and included in the next capital programme report to Council.
- 3.4.3 A Chief Officer, before submitting a scheme for inclusion in the capital programme, shall satisfy himself that:
- (a) Land purchases, design planning consents and relevant studies are sufficiently advanced to ensure that the proposed year of start of a scheme is feasible, and;
 - (b) The level of expenditure envisaged is -realistic, following a full feasibility assessment, and taking into account the Chief Finance Officer's forecast of capital resources available and the ability of each service directorate to meet the consequential costs resulting from prudential borrowing, if applicable, and—running and any on-going maintenance costs.
 - (c) Each scheme in the programme has been fully appraised to ensure it is the most economic method of satisfying an identified need.
- 3.4.4 The Capital Programme upon approval by the Council shall:
- (a) Confer authorisation upon the Chief Officer concerned to take steps to enable design work to be completed and land to be acquired in due time.
 - (b) Form the basis of the annual Capital Estimates.

- 3.4.5 The inclusion of any item in the approved capital estimates shall not confer authority to incur any expenditure (except on design work and land acquisition) until:
- (a) All necessary statutory approvals have been obtained;
 - (b) Any external funding contribution to the project has been secured; and
 - (~~cb~~) A tender or quotation has been received and accepted in accordance with the Contract Procedure Rules, which does not exceed that part of the total cost included in the capital estimate in respect of the main contract work for the project by more than 10% or £100,000, whichever is lower.
- 3.4.6 If the tender or quotation exceeds the criteria in 3.4.5(~~cb~~) above, its acceptance will be subject to the approval of the Chief Finance Officer, in consultation with the Cabinet Member(s) responsible for the function in respect of which the decision is required to a diversion of money from other approved schemes within the appropriate Chief Officer's control sufficient to meet any additional cost to be borne within the first year.
- 3.4.7 Chief Officers shall monitor both the progress of schemes and the totality of capital expenditure with the aim of avoiding under or overspending against the approved capital estimates. Should such a situation appear likely, a Chief Officer in conjunction with the Chief Finance Officer, shall recommend to the Council the remedial action necessary to accelerate or retard existing schemes within the approved capital programme.
- 3.4.8 Remedial action which necessitates the retardation or deletion of a scheme within the first year of the programme shall be subject to the prior approval of the Council based on a joint report of the Chief Finance Officer and Chief Officer.
- 3.4.9 The Chief Finance Officer shall give Chief Officers information relating to actual payments made for each scheme in such detail and at such time as arranged between them in order that they may carry out their responsibilities under paragraph 3.4.7.
- 3.4.10 The capital programme includes an annual allocation for capital minor works. Allocation of this funding to individual schemes is the responsibility of the Corporate Property Group (or its successor) and approval on individual schemes will not be sought from Council insofar as the overall funding allocated to schemes does not exceed the funding agreed by Council in the capital programme for that financial year.
- 3.4.11 Urgent expenditure not included in any budget approval, which needs to be agreed prior to the next meeting of Council, may only be incurred with the approval of the Chief Finance Officer in consultation with the Chief Executive Officer (or his nominated delegate), under the Scheme of Delegation, Scheme B1 paragraph 2.1.

4. Internal audit

- 4.1 The Chief Finance Officer shall have a duty to maintain an effective internal audit of the Council's operations in order to review, evaluate and test the adequacy of the Council's systems of internal control as contributions to the proper, economic, efficient and effective use of resources.
- 4.2 The Chief Finance Officer shall have the responsibility to review, appraise and report to Council, Audit Committee, Cabinet, Cabinet Member, or Chief Officer as appropriate upon:
 - 4.2.1 The soundness, adequacy and application of financial and other related operations of the Council.
 - 4.2.2 The extent of compliance with, and financial effect of, established policies, plans and procedures.
 - 4.2.3 The extent to which the Council's assets and interests are accounted for and safeguarded from losses of all kinds arising from:
 - (a) fraud and other offences;
 - (b) waste, extravagance, poor value for money or other cause.
 - 4.2.4 The suitability and reliability of financial and other related management data developed within the Council.
- 4.3 The Chief Finance Officer or an authorised representative of the Chief Finance Officer shall have the authority to require any officer to:
 - 4.3.1 Provide access to any Council premises or land under his control. Where sites are in the possession of a contractor or subject to any tenancy or licence to occupy, such entry will be governed by the conditions of the contract or other legal agreement.
 - 4.3.2 Produce any records, documents and correspondence in his possession.
 - 4.3.3 Provide explanations of matters arising from an audit.
 - 4.3.4 Produce and account for any cash, stores or other Council property under his control.
- 4.4 The Chief Finance Officer shall have the authority to request the immediate suspension from duty of any officers who:
 - (a) He has reasonable grounds to suspect of misappropriation of Council funds or other property;
 - (b) He believes present a threat of further misappropriation or hindering of any investigation.
- 4.5 Notwithstanding the duty of the Chief Finance Officer for the control and direction of Internal Audit, it shall be the duty of the Chief Internal Auditor to report direct to the

Chief Executive Officer and to the Cabinet Member for Corporate Resources on any matter in which the Chief Finance Officer appears to be personally involved.

5. Contracts of building, construction or engineering work

- 5.1 Contracts for the execution of capital works shall only be entered into for those schemes which are included in the approved Capital Programme estimates.
- 5.2 Each Chief Officer will maintain contract registers showing for each contract -under his control which has a value greater than £50,000:
 - (a) The contract sum;
 - (b) The value of any extras or variations to the contract;
 - (c) The amounts and dates of any instalments made;
 - (d) The amount of any retentions held or bonds taken under any contract;
 - (e) The balance outstanding to the Contractor.
- 5.3 Payments to contractors on account of contracts shall be made only on a certificate issued by the responsible officer.
- 5.4 When authorising any extra or variation to a contract the appropriate Chief Officer shall:
 - (a) Estimate the cost of the variation;
 - (b) Issue written instructions to the Contractor to carry out the work, except in cases of urgency a Chief Officer may issue verbal instructions but shall confirm them in writing as soon as possible, but in any case within 7 days.
 - (c) Ensure that such variation is in accordance with the Council's Contract Procedure Rules
- 5.5 The final settlement of a contract shall not be certified by the appropriate Chief Officer until the final account has been presented to the Chief Finance Officer, who may then, at his discretion, decide to audit the final account before certification.
- 5.6 Claims from contractors in respect of matters not clearly within the terms of any existing contract shall be referred to the Corporate Director – Operational and Partnership Services for consideration of the Authority's legal liability and, where necessary, to the Chief Finance Officer for financial consideration before a settlement is reached.
- 5.7 Each Chief Officer shall as soon as practical report to Cabinet the total of extras or variations to any contract which exceeds 10% of the original contract sum, or £100,000 whichever is the greater.
- 5.8 If the final account of any contract has not been agreed within eighteen months of the completion of works, then the Chief Officer controlling that contract shall report to the Cabinet on the outstanding items. Any report under this regulation shall include a

comparison of the final or likely cost with the original contract sum together with reasons for any differences.

6. Orders for work, goods and services

6.1 Each Chief Officer has a duty to issue official orders for all works and services to be carried out, and all goods supplied, within their Directorate with the exception of:

- (a) Public utilities;
- (b) Periodical payments;
- (c) Petty cash purchases;
- (d) Purchases made using Purchasing Cards
- (e) Works, goods and services subject to formal written contracts, or excepted from this requirement by the Chief Finance Officer.
- (f) Framework and call off contracts.

Before issuing official orders, Officers authorising them must be satisfied that there is provision in the estimates and that the Contract Procedure Rules have been complied with.

6.2 Each official order shall be in a form prescribed and approved by the Chief Finance Officer and shall include:

- (a) A description of the works, goods and services ordered;
- (b) The name and address of the supplier;
- (c) An estimate of the cost;
- (d) The financial code to which the cost is to be charged;
- (e) Name of the authorising officer.

6.3 Verbal orders may only be placed in exceptional circumstances the details of which must be confirmed by e-mail or fax on the same day and confirmed by written official order within 3 working days.

6.4 Electronic orders will be treated in the same way as other official orders. Changes to on-line authorising officers shall be notified to the Chief Finance Officer immediately.

7. Leasing

7.1 The Chief ~~Executive~~Finance Officer shall be responsible for making leasing arrangements for the acquisition of Buildings, Plant, Vehicles and Equipment.

- 7.2 No Chief Officer other than the Chief ~~Executive-Finance~~ Officer may enter into any type of leasing arrangements unless agreed in writing or delegated by the Chief ~~Executive-Finance~~ Officer.
- 7.3 Provision within revenue estimates to cover the annual costs of leasing should be made only following consultation with the Chief Finance Officer.

8. Grant Funding and Third Party Funding

8.1 It is essential that proper management of external funding or grants received, or funding awarded by the Council, is undertaken in order to safeguard the financial position of the Council and also to maximise the benefits to service delivery from the receipt of these additional funds.

8.2 The Council has a Grants Management Policy which all Chief Officers and their staff must adhere to in order to ensure in the proper management of grant funding and other internal and external funds. Failure to comply could result in funding being withheld by the funding body or recovered at a later date. Any failure to comply with the Grants Management Policy, which results in funding being reduced to the Council, may be reported to Audit Committee, and any shortfall in the funding borne by the responsible directorate.

Section B - Expenditure and Income

98. Payment of accounts

98.1 Apart from petty cash and other payments from imprest accounts, the normal method of payment of money due from the Council shall be by automated transfers from the Council's bank accounts by the Chief Finance Officer.

98.2 The Chief Finance Officer shall be the authorised signatory of any joint bank account opened in the name of the Council and any other party and will be responsible for the payment of any cheques into that joint bank account.

98.3 Each Chief Officer is responsible for examining, verifying and authorising invoices and any other payment vouchers or accounts arising from sources in his Directorate including the use of purchasing cards. Authorised officers can discharge this responsibility on behalf of the Chief Officer. Each Chief Officer will supply the names and specimen signatures for authorised officers together with authorisation limits to the Chief Finance Officer and will need to confirm the list on an annual basis.

9.4 The Chief Finance Officer, in consultation with a Cabinet Member, can give approval for payment in advance of goods or services in exceptional circumstances and on request from a Chief Officer.

98.54 Before authorising an account, the authorising officer shall be satisfied that:

- (a) The work, goods or services to which the account relates have been received, carried out, examined and approved.
- (b) The invoice satisfies VAT regulations and that prices, extensions, calculations, trade discounts, other allowances, and -credits ~~and tax~~ are correct.

- (c) The relevant expenditure has been properly incurred and is within the relevant estimate provision.
- (d) The financial code to which the expenditure is to be charged is correct and sufficient budget is available.
- (e) The account or invoice indicates the official order number relating to the goods or services provided, or if there is no such order the reason for the omission unless it relates to services not subject to orders such as care contracts.
- (f) Appropriate entries have been made in inventories, stores records or stock books as required.
- (g) The account has not been previously passed for payment and is a proper liability of the Council.
- (h) In the case of accounts for the supply of public utility services and other periodic payments relevant expenditure, and where appropriate, units of energy consumed, have been entered in records approved by the Chief Finance Officer.

98.65 Accounts authorised manually should be passed for payment to the Chief Finance Officer, unless alternative arrangements have been specifically agreed with the Chief Finance Officer. All payments should be processed within 30 days.

9.7 Where payments are electronically uploaded into the financial system via a feeder file, appropriate controls, including standardising of files and validity checks, are put in place to ensure their integrity. For any new feeder files, Internal Audit will be asked to review and give assurance on the process for authorisation before usage,

9.88.6 The Chief Finance Officer shall set down procedures for the retention of financial documentation. Such documentation must not be disposed of without the specific approval of the Chief Finance Officer. All invoices shall be retained for at least 6 years plus the current financial year. In the case of invoices relating to grant claims, these must be kept until after the grant claim has been audited even if this exceeds 6 years. It is the responsibility of the Chief Officer of the grant to ensure the correct retention period is maintained. The same retention periods apply to electronic copies of all original invoices.

9.98.7 ~~Each Chief Officer shall maintain a record, with specimen signatures, of authorising officers. This record shall be copied to the Chief Finance Officer or his representative.~~ Changes to on-line authorising officers shall be notified to the Chief Finance Officer immediately.

9.10 Each Chief Officer shall, no later than a date specified at the financial year end, notify the Chief Finance Officer of any outstanding expenditure relating to the previous financial year.

10.9. Imprest accounts

- | 109.1 Where appropriate, the Chief Finance Officer shall provide imprest accounts for such officers of the Council as may need them for the purpose of defraying petty cash and other expenses. Such accounts shall be maintained in accordance with the notes of guidance issued to imprest holders by the Chief Finance Officer.
- | 109.2 Where appropriate, the Chief Finance Officer shall open an account with the Council's bankers for use by the imprest holder who shall not cause the account to be overdrawn. It shall be a standing instruction to the Council's bankers that the amount of any overdrawn balance on an imprest holder's banking account shall be reported to the Chief Finance Officer. Where an officer holds a cheque book in respect of any account he must ensure that all cancelled cheques are crossed and retained with the counterfoils of the original cheque book.
- | 109.3 Any officer responsible for an imprest account shall be personally responsible for making good any deficiencies in that account.
- | 109.4 No income received on behalf of the Council may be paid into an imprest account but must be dealt with in accordance with paragraph Rule 153.3.
- | 109.5 Except as otherwise agreed between the Chief Finance Officer and the Chief Officer concerned, payments out of the accounts shall be limited to petty disbursements and shall not include sums due to any tradesman with whom the Council has a current account, nor any account for goods exceeding in value a sum to be agreed from time to time by the Chief Finance Officer nor travelling expenses other than those of a casual nature.
- | 109.6 An officer responsible for an imprest shall on a regular basis as specified by the Chief Finance Officer, or at any other time if so requested, provide a certified statement as to the state of the account.
- | 109.7 Whenever an officer who is an imprest holder leaves the employment of the Council, or ceases to be entitled to hold an imprest advance, the officer shall account to the Chief Finance Officer for the amount advanced to him.

11. Purchasing Cards

- 11.1 Where appropriate, a Purchasing Card will be issued to support the current Purchase to Pay invoice process and should not be considered as a replacement mechanism to bypass the formal requisition and approval process. Expenditure shall be made in accordance with the purchasing card guidelines.
- 11.2 Each card has an individual monthly expenditure limit, individual transaction limit and restricted category types for expenditure. The cardholder will be making financial commitments on behalf of the Council and will be responsible for obtaining value for money in accordance with Contract Procedure Rules & Corporate Contracts.
- 11.3 Except, as otherwise agreed with the Chief Finance Officer, payments by purchasing card shall be limited to approved disbursements and shall not include sums due to any tradesman with whom the Council has an account. Where appropriate, invoices should be paid via the Financial System. Travelling expenses, such as train fares, can be pre-booked and paid with use of the purchasing card; however the purchasing card cannot be used to reimburse travelling expenses nor subsistence expenses other than those of a casual nature.

- 11.4 The cardholder is responsible for updating the Barclaycard Spend Management system with costing, VAT and narrative details of the expenditure in a timely manner and in accordance with the purchasing card guidelines.
- 11.5 Whenever a member of staff who is a purchasing card holder leaves the employment of the authority, or ceases to be entitled to hold a purchasing card, the member of staff must return the purchasing card immediately on cessation of entitlement to the Corporate Procurement Manager for cancellation. Any replacement member of staff who requires a purchasing card must apply for a new card via the Corporate Procurement Manager.
- 11.6 Any person holding a purchasing card shall be personally responsible to notify the Corporate Procurement Manager of any unauthorised / unrecognised spend made on the card. The cardholder shall be personally responsible for making good any unauthorised spend that they incur on the card.
- 11.7 Where appropriate, the Chief Finance Officer shall provide a purchasing card enabled for cash withdrawal to give services access to cash for the purpose of defraying petty expenditure. Such cards shall be maintained in accordance with the notes of guidance to card holders by the Corporate Procurement Manager. There is an administration charge for cash withdrawals. Detailed records of monies withdrawn, spending of this money, including VAT split and costing information, must be kept and be available for examination on request.
- 11.8 Except as otherwise agreed with the Chief Finance Officer, payments out of the cash withdrawn from the bank by purchasing card shall be limited to petty disbursements and shall not include sums due to any tradesman with whom the authority has an account, nor travelling expenses, nor subsistence expenses other than those of a casual nature.
- 11.9 A person responsible for the cash balance held shall, if so requested, give to the Chief Finance Officer certification as to the state of the funds.
- 11.10 Whenever a member of staff who is a cash balance administrator leaves the employment of the authority, or ceases to be entitled to administer the cash balance, the member of staff shall repay to the Chief Finance Officer the unexpended cash balance of the withdrawn amount, or shall transfer monies, records and vouchers relating to the account to the new cash administrator. When a purchasing card holder leaves, the card in their name must be returned to the Corporate Procurement Manager for cancellation and a new card applied for via the Corporate Procurement Manager unless the new cash administrator is not to be allocated a purchasing card.
- 11.11 Any person holding a cash balance obtained by a purchasing card cash withdrawal shall be personally responsible for making good any deficiencies in that account.

4012. Salaries, wages and Members' allowances

- 4012.1** The payment of all salaries, wages, allowances, expenses or other emoluments to all employees or members shall be made by, or under arrangements approved and controlled by, the Chief Finance Officer.

~~40~~12.2 Each Chief Officer shall notify the Chief Finance Officer as soon as possible and in the prescribed form, of all matters affecting the payment of such emoluments and in particular:

- (a) Appointments, resignation, dismissals, suspensions, secondments, and transfers.
- (b) Absences from duty for sickness or other reason, apart from approved leave with pay.
- (c) Changes in remuneration.
- (d) Information necessary to maintain records of service for superannuation, income tax, national insurance etc.
- (e) Any failure to comply with Council or statutory regulations.

~~40~~12.3 Appointments of all employees shall be made in accordance with the regulations of the Council and the approved establishment, gradings and rates of pay.

~~12~~40.4 ~~All-time~~All-time records and other pay documents shall be in a form prescribed or approved by the Chief Finance Officer and shall be certified by or on behalf of the Chief Officer. The names of the officers authorised to certify such records shall be sent to the Chief Finance Officer by each Chief Officer together with specimen signatures and shall be amended on the occasion of any change. Changes to on-line authorising officers shall be notified to the Chief Finance Officer immediately.

~~12~~40.5 No payments to staff may be made other than through the normal payroll system without the specific approval of the Chief Finance Officer. In particular, casual staff must be recorded on the payroll.

~~44~~13. **Officers fees, travelling and subsistence allowances**

~~13~~4.1 All claims for payment of fees, car allowances, subsistence allowances and travelling expenses shall be submitted, duly certified, in a form at approved by the Chief Finance Officer, to the appropriate Chief Officer in accordance with the timetable set down by the Chief Finance Officer. A record of all ~~The names of all~~ officers authorised to approve~~sign~~ such records shall be sent to the Chief Finance Officer together with specimen signatures and shall be amended on the occasion of any change. This applies to both manual and electronic expenses systems.

~~13~~4.2 The certification by, or on behalf of, the Chief Officer shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred, the vehicle used had appropriate insurance cover, the necessary receipts of expenditure retained and that the fees and allowances are properly payable by the Council.

~~13~~4.3 Claims submitted more than three months after the expenses were incurred must be accompanied by a letter of explanation for the delay and shall be paid only with the express approval of the Chief Finance Officer who shall refer the matter to Cabinet if necessary.

~~13~~4.4 All claims for payment of incidental expenses such as removal, lodging and disturbance allowances and training course fees etc. shall be made on the appropriate form and shall be in accordance with the appropriate scheme approved by the Council.

142. Banking arrangements and cheques

- 142.1 All arrangements with the Council's bankers shall be made by or under arrangements approved by the Chief Finance Officer, who shall be authorised to operate such bank accounts as considered necessary.
- 142.2 All cheques shall be ordered only on the authority of the Chief Finance Officer who shall make proper arrangements for their safe custody.
- 142.3 Any such bank account opened in respect of monies held on behalf of the Council shall be arranged in consultation with or under the direction of the Chief Finance Officer. The Chief Finance Officer shall maintain a list of authorised signatories, along with specimen signatures, for all such accounts. Any change in signatory shall be reported to the Chief Finance Officer immediately.
- 142.4 No Standing Orders or Direct Debits from the Council's bank accounts shall be set up unless arranged in consultation with or under the direction of the Chief Finance Officer. The Chief Finance Officer shall maintain a list of all officers authorised to set up Direct Debits and Standing Orders.
- 142.5 The Chief Finance Officer shall be authorised to:
- (a) Nominate officers empowered to authorise payment out of these bank accounts.
 - (b) Negotiate charges with the Council's bankers.

14.6 The Chief Finance Officer will be responsible for ensuring that there are adequate controls in place to ensure that all payment methods, whether physical or electronic, have appropriate authorisations, approvals and signatures as necessary.

14.7 The Chief Finance Officer shall ensure that appropriate arrangements are in place to facilitate the monthly reconciliation of the Council's Bank Accounts.

153. Income

- 153.1 Each Chief Officer will be responsible for the prompt and accurate billing, collection and banking of all income due to the Council in connection with the Directorate's activities, except where in the interests of efficiency or security it is agreed with the Chief Finance Officer that all or part of the duties should be discharged by some other Chief Officer.
- 153.2 Except as agreed between the Chief Finance Officer and the Chief ~~Officer concerned~~Officer concerned, all receipt forms, books, tickets and other such items shall be ordered and supplied to Directorates by the Chief Finance Officer, who shall be satisfied as to the arrangements for their control.
- 153.3 In carrying out this function, each Chief Officer shall ensure that any officer of the staff engaged in the collection of money:
- (a) Maintains a record of receipts and bankings in a form approved by the Chief Finance Officer.
 - (b) Pays without delay any money collected either:

- i) To the approved officer;
 - ii) To a security firm employed by the Chief Finance Officer for this purpose, or;
 - iii) To one of the Council's main bank accounts or via outlets of the nominated collector(s) as agreed by the Council.
- (c) Makes no deduction from monies collected, except with the specific and exceptional approval of the Chief Finance Officer.
- (d) Makes good any shortfalls in cash collected and pays in any surpluses.
- (e) In the case of cheques received, enter on any paying-in slips details of the cheque and a reference to the related debt.

~~153.4~~ Personal cheques shall not be cashed out of the money held on behalf of the Council.

~~153.5~~ Outstanding debts which are found to be irrecoverable may be written off by the Chief Finance Officer, except where it is considered that there are matters of principle or policy which should be referred to the Cabinet.

~~13.6~~ ~~A review of fees and charges shall be undertaken at least annually by the responsible Chief Officer in consultation with the Chief Finance Officer.~~

~~153.6~~ Any officer holding a cash float shall be personally responsible for making good any deficiencies in that account.

15.7 Where an officer takes cash for works, goods or services that is either:-

- i. in excess of the level stipulated within the Council's Anti-Money Laundering Policy;
- ii. or where there is anything suspicious regarding, but not limited to, multiple use of high denomination notes, multiple and frequent disaggregation of payment of a higher value outstanding debt

then the officer must report it immediately to the Money Laundering Reporting Officer (MLRO) in accordance with the Policy.

16. Fees and Charges

16.1 The Council has an Income Generation and Charging Policy to support the Medium Term Financial Strategy. It is intended to provide a consistent and co-ordinated approach to charging across the Council, setting out the key principles for charging and for reviewing charges and must be adhered to by all Chief Officers and their staff.

16.2 When setting charges, there is recognition that where possible, the full cost of the service should be recovered. However, there is also a recognition that in some instances, there will be a conscious decision not to fully charge and the remaining cost will be met by the Council Tax payer.

16.3 In line with the Medium Term Financial Strategy, a review of fees and charges should be undertaken at least annually and any new or increased charges must receive approval from Cabinet or delegated authority under the Scheme of Delegation, Scheme A paragraph 1.6.

Section C - Security and Assets

174. Security

174.1 The Chief Finance Officer shall have overall responsibility to the Council for security of Council property.

174.2 Each Chief Officer shall be responsible for maintaining proper security at all times for all buildings, stocks, stores, furniture, equipment, cash, title deeds, securities, etc. under his/her custody.

174.3 Maximum limits for cash holdings shall be agreed with the Chief Finance Officer.

174.4 Every transfer of official money from one member of staff to another will be evidenced in the records of the Directorate concerned by the signature of the receiving officer.

17.5 Keys to safes and similar receptacles for the safeguarding of money or other valuables are to be carried on the person of those responsible; the loss of any such keys must be reported to the Chief Finance Officer.

185. Data Protection

185.1 Each officer shall be responsible for maintaining proper security, privacy and compliance with the Data Protection Act 1998 in respect of information held.

185.2 Each Chief Officer shall have a duty to notify the Corporate Director – Operational and Partnership Services ~~Chief Finance Officer~~ of any computer system in their Directorate which holds personal data or automatically processible personal data and therefore needs to be registered under the Data Protection Act.

185.3 Each Chief Officer shall have a duty to ensure the safekeeping and prevention of improper use of any information held in the Directorate, regardless of the media on which it is held.

185.4 The Chief Finance Officer, or an authorised representative of the Chief Finance Officer, shall have access to all computer systems and records and may require and receive such explanations as are necessary, for the purposes of the Data Protection Act.

185.5 The security of financial systems, e.g. use of passwords, shall be maintained by adhering to instructions issued by the Chief Finance Officer and in line with the ICT Code of Conduct.

196. Stocks and stores

196.1 Each Chief Officer shall be responsible for the custody of the stocks and stores in the Directorate and shall have a duty to:

- (a) Ensure that stocks are adequate but not excessive for the purpose envisaged;
- (b) Maintain accurate and up to date records of such stocks and stores and ensure that a stock take is undertaken at year end and the certificate is submitted to Finance;
- (c) Provide the Chief Finance Officer with such information as he requires in relation to stores for accounting, costing and financial records.

196.2 A Chief Officer shall arrange for periodical test examinations of stocks by persons other than storekeepers and shall ensure that all stocks are checked at least once in every year. Any surpluses or deficiencies revealed by such periodical test examinations shall be reported to the Chief Finance Officer and, after consultation with the Chief Officer, the Chief Finance Officer will decide what action to take.

196.3 Losses due to theft of stocks shall be reported to the Chief Finance Officer as soon as possible and, where found to be irrecoverable, shall be written off.

169.4 In all other instances write offs need the consent of the Chief Finance Officer following the submission of a report by the Chief Officer outlining the reasons for write off.

2017. Investments, borrowings and trust funds

2017.1 The Council has adopted Chartered Institute of Public Finance and Accountancy (CIPFA)'s Code of Practice on Treasury Management in the Public Services.

2017.2 The Chief Finance Officer will be responsible for preparing and presenting an annual Treasury Management Strategy to Audit Committee prior to submission to Council for approval prior to the start of each financial year. The Strategy must include an Investment Strategy-Council shall determine a Treasury Policy Statement setting out its strategy and procedures for Treasury Management and set the Council's Treasury Management and Prudential Indicators for the forthcoming financial year.

2017.3 All investments and borrowing transactions shall be undertaken in accordance with the Treasury Management Strategy ~~Statement approved by Council and~~ with due regard to the requirements of the CIPFA's Code of Practice on Treasury Management in the Public Services.

2017.4 All investments of money under its control shall be made in the name of the Council. Any borrowing activity must have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities and the Code of Practice on Treasury Management in the Public Services.

2017.5 The Chief Finance Officer shall report quarterly to the Cabinet, summarising borrowing and investment activity and indicating compliance with any statutory or Council approved guidelines together with a half yearly and an annual report to Council.

2017.6 The Chief Finance Officer, or an agent nominated by the Chief Finance Officer, will be the Council's Registrar of loan instruments and shall maintain records of all borrowing of money by the Council.

2047.7 The Chief Finance Officer will have a duty to ensure a proper, efficient and effective mix of borrowing and investments.

2047.8 The Audit Committee is responsible for ensuring effective scrutiny of the Treasury Management policies and practices. The Committee will review ~~the half-Yearly Monitoring Report and the~~ Annual Report on Treasury Management as well as the Treasury Management Strategy~~for scrutiny~~. The Committee will make any recommendations for improvements on treasury management to the Chief Finance Officer and raise any concerns that the Council is exceeding its legal powers with the Monitoring Officer.

2148. Inventories

2148.1 Each Chief Officer shall be responsible for the plant, vehicles, machinery, equipment, tools, furniture and other non consumable property in the Directorate and shall have a duty to:

- (a) Maintain an up to date inventory of such goods;
- (b) Carry out an annual physical check on goods listed in the inventory;
- (c) As far as is practicable see that such goods are marked as Council property;
- (d) Ensure that such goods are not removed or used except in accordance with the ordinary course of the Council's business.

2148.2 Every transfer of items contained in the inventory from one establishment to another shall be evidenced in the records of the establishment concerned by the signature of the receiving officer.

2249. Insurances

2249.1 The Chief Finance Officer shall have a duty to:-

(a) effect adequate insurance cover in accordance with the Council's Insurance Strategy contained in the Risk Management Policy. He will insure losses which would have a significant impact on budgets and the provision of services, where it must be bought by law and where the insurance provides additional benefits which enable an activity to take place,

~~(a)~~(b) to promptly claim any insurance loss the Council has suffered, and liaise with the Council's Insurers to settle any claim brought by another party, if it is assessed that the Council has a legal liability to do so.

~~(b)~~(c) ensure that sums insured and limits of indemnity are regularly reviewed.

(d) maintain comprehensive records of insurance including policy documents and understand what coverage they provide.

(e) employ the services of a professional insurance broking company who can provide expert advice.

(f) only transfer risks to Insurance Companies which are financially strong.

(g) comply with the “duty of fair presentation” contained in the Insurance Act 2015. The Council must disclose to its Insurers all information, facts and circumstances which are, or ought to be, known to it, which is material to the risk. A material circumstance is one which would influence the judgement of a prudent Underwriter in considering whether to provide insurance and, if so, on what basis and cost.

22.2 A Chief Officer -will have a duty to:

- (a) Promptly notify the Chief Finance Officer of any new risks, insurable assets or liabilities~~properties or vehicles~~ which are required to be insured under the Insurance Strategy~~and of any other alterations affecting existing insurance~~;
- (b) Promptly notify the Chief Finance Officer in writing of any loss, liability, damage or any event likely to lead to a claim and where appropriate inform the Police;
- (c) Promptly provide any information required by the Chief Finance Officer or the Council’s Insurers to progress a claim.
- (d) Assist the Chief Finance Officer to comply with the “duty of fair presentation contained in the Insurance Act 2015 by disclosing all relevant information.

2249.3 The Chief Finance Officer shall maintain an ongoing review of all insurances in consultation with other Chief Officers as appropriate.

2249.4 No indemnity shall be given in the name of the Council without the prior approval of the Chief Finance Officer.

23. Prevention of Theft, Fraud and Corruption

23.1 The Chief Finance Officer is responsible for advising on effective systems of internal control to prevent fraud and corruption.

23.2 The Chief Finance Officer is responsible for developing, maintaining and implementing an Anti-Fraud and Bribery Policy. If a Chief Officer suspects any irregularities concerning cash, stores or other property of the Council or held on trust by the Council, they will notify the Chief Finance Officer who will take such steps as considered necessary by way of investigation and report.

23.3 The Chief Finance Officer is also responsible for developing, maintaining and implementing an Anti-Money Laundering Policy. The key message of this Policy is to make staff aware of their responsibilities and if they suspect that money laundering activity may be taking place or proposed, they must disclose those suspicions to the Council’s Money Laundering Reporting Officer who is the Chief Finance Officer.

23.4 All Chief Officers are responsible for ensuring compliance with both the Anti-Fraud and Bribery Policy and Anti-Money Laundering Policy and with systems of internal control.

204. Estates

24.1 The Chief Executive Officer shall maintain a register ~~terrier~~ of all properties owned by the Council recording details including:

- (a) Purpose for which held;
- (b) Location, extent, and plan reference;
- (c) Particulars of nature of interest held;
- (d) Purchase details;
- (e) Rents payable;
- (f) Particulars of tenancies granted.

240.2 The Chief Finance Officer will maintain an asset register of all Council assets.

240.3 Where land and/or buildings are found to be surplus to requirements the responsible Chief Officer shall, as soon as possible, submit a report to the appropriate Cabinet Member for appropriate action in accordance with the ~~appropriate paragraph in the Schemes of Delegation~~ ~~Functions~~.

245. Protection of private property

251.1 The Chief Officer shall in any known case where steps are necessary to prevent or mitigate loss of or damage to moveable property, prepare in a form agreed with the Chief Finance Officer, an itemised inventory in each case prepared in the presence of two officers.

251.2 All valuables such as jewellery, watches and other small articles of a similar nature and documents of title deposited with the ~~Council~~ ~~Authority~~ for safe custody shall be recorded in a form agreed by the Chief Finance Officer.

25.3 All monies deposited with the ~~Authority~~ ~~Council~~ for safekeeping shall be dealt with in accordance with guidelines agreed by the Chief Officer and the Chief Finance Officer.

25.4 Where a Chief Officer is required as part of his duties to hold in trust any property, valuables or cash belonging to a third party he should do so in accordance with guidelines agreed with the Chief Finance Officer.

26. Risk Management

26.1 The Chief Finance Officer is responsible for preparing the Council's Risk Management Strategy and its promotion throughout the Council and for advising of strategic, financial and operational risks.

26.2 Chief Officers shall be responsible for the identification, classification and control of all risks falling within their areas of responsibility. The risks identified shall be notified to the Chief Finance Officer for incorporation into the Risk Register, which shall be subject to periodic review at no more than annual intervals.

26.3 Chief Officers shall take responsibility for risk management within their areas of responsibility, having regard to advice from the Chief Finance Officer and other specialist Officers (e.g. crime prevention, fire prevention, health and safety), and shall undertake regular reviews of risk within their own Directorates.

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Financial Procedure Rules

Section A - Financial Control

1. General

1.1 For the purposes of these Rules:

- (a) “the Chief Executive Officer” means the officer designated by the Council as Head of Paid Service under Section 4 of the Local Government & Housing Act 1989.
- (b) “the Chief Finance Officer” means the officer designated by the Council as the officer responsible for the administration of its financial affairs under Section 151 of the Local Government Act 1972.
- (c) “Chief Officer” means any of the following:
 - The Chief Executive Officer;
 - The Corporate Director – Social Services and Wellbeing;
 - The Corporate Director - Education and Family Support
 - The Corporate Director - Communities;
 - The Corporate Director – Operational and Partnership Services
- (d) “the Monitoring Officer” means the officer designated as such by the Council under Section 5 of the Local Government & Housing Act 1989.
- (e) “the Cabinet” means the Executive established under Part II of the Local Government Act 2000.
- (f) “Cabinet Member” means the Leader and any of the members of the Cabinet.
- (g) “Budget Head” means the budget for a particular service/services.
- (h) Words importing the singular number only shall include the plural and vice versa, words importing the masculine gender include the feminine and vice versa.

1.2 A Chief Officer may nominate any suitably qualified officer in his Directorate to undertake any of the duties placed upon him or exercise any power granted to him by these Rules.

1.3 Each Chief Officer shall consult with the Chief Finance Officer on any matter which is liable to materially affect the finances of the Council before any commitment is incurred and before reporting thereon to the Cabinet or the Council.

1.4 (a) Chief Officers shall be responsible for bringing these Financial Procedure Rules to the attention of staff and for ensuring the observance of these Rules throughout their respective Directorates;

(b) Staff who fail to observe these Rules may be subject to disciplinary action.

1.5 Each Chief Officer shall be responsible for the accountability of staff, and the security, custody and control of all other resources including plant, buildings, materials, cash and stores appertaining to their individual Directorates in accordance with the procedures agreed with the Chief Finance Officer.

- 1.6 Each Chief Officer shall have a duty to endeavour to maximise the value for money obtained in running the activities within his purview.
- 1.7 Each Chief Officer shall have a duty to consult the Chief Finance Officer if he has reason to believe that any matter within his purview may result in:
- (a) The Council incurring expenditure in excess of its approved budget;
 - (b) The Council incurring expenditure for which it has no statutory power to incur;
 - (c) The Council failing to comply with the financially related provisions of any National or European legislation;
 - (d) The Council failing to comply with the financially related provisions of any code of practice adopted by the Council.
- 1.8 Whenever any matter arises which involves or is thought to involve irregularities concerning cash, stores or other property of the Council or held on trust by the Council, the Chief Officer concerned shall notify the Chief Finance Officer who shall take such steps as he considers necessary by way of investigation and report.
- 1.9 Each Chief Officer shall have a duty to inform the Chief Finance Officer and the Monitoring Officer if he suspects that the Council or its officers are exceeding the Council's statutory powers.
- 1.10 No Chief Officer may recommend to the Council or the Cabinet that expenditure be incurred or any other action taken on the assumption that sufficient statutory power is provided by either Sections 137 of the Local Government Act 1972 and Section 2 of the Local Government Act 2000, without prior approval of the Chief Finance Officer and the Monitoring Officer.
- 1.11 The Chief Finance Officer in consultation with the Monitoring Officer shall be authorised to vary from time to time any amount included in the Rules, but any alteration shall be reported to the next meeting of Council.

2. Accounting Systems

- 2.1 All accounting procedures and accounting records of the Council and its Officers shall be subject to the approval of the Chief Finance Officer.
- 2.2 All accounts and accounting records of the Council shall be compiled by, or under the direction of, the Chief Finance Officer.
- 2.3 The following principles shall be observed in the allocation of accounting duties:
- (a) The duties of providing information regarding sums due to or from the Council and of calculating, checking and recording these sums, shall be separated as completely as possible from the duty of collecting or disbursing them;
 - (b) Officers charged with the duty of examining and checking the accounts of cash transactions shall not themselves be engaged in any of these transactions.

- 2.4 A Chief Officer shall be responsible for the financial management and audit of any private fund entrusted to him as part of his duties and will apply regulations to such funds as stipulated by the Chief Finance Officer.
- 2.5 Notwithstanding the duties of a Chief Officer in Rule 2.4, the Chief Finance Officer shall have the right to audit any private fund at any time.
- 2.6 For the purposes of these Rules “private fund” shall mean any fund in the management of which a Chief Officer of the Council is concerned and which may affect any person or property for which the Council has a responsibility, notwithstanding that contributions towards such fund shall have been made by another party other than the Council.

3. Budgeting and budgetary control

3.1 Council’s Budget

- 3.1.1 The Budget shall be approved by the Council in accordance with Rule 2 of the Budget and Policy Framework Procedure Rules;
- 3.1.2 In referring the Cabinet's Budget Proposals to Council the proper officer will forward to the Council a report of the Chief Finance Officer incorporating the recommendations of the Cabinet and detailing for approval of the Council :
- (a) A probable out-turn for the current year;
 - (b) A revenue budget for the forthcoming year detailing the Budget Heads over which that budget is allocated to specific services and service programme areas;
 - (c) A forward indication of the medium term financial strategy which will comprise the revenue budget for the first year and indicative budgets for the subsequent three years and a capital budget for the forthcoming year incorporating a capital programme of at least three years, but no more than ten years;
 - (d) an assessment of the impact of any prudential borrowing on revenue budgets and council tax levels;
 - (e) a Treasury Management Strategy for the forthcoming year
 - (f) an assessment of any major financial risks which may impact on the budget;
 - (g) an analysis of reserves and balances and movements over the forthcoming financial year;
 - (h) fees and charges for the forthcoming year;
 - (i) A recommendation of the level of Council Tax to be levied for the forthcoming year.

- 3.1.3 The detailed form of the Budget will be determined by the Chief Finance Officer within the general direction of the Council and Cabinet after consultation with Chief Officers.
- 3.2 Amendments to the agreed budget (virements and technical adjustments)
- 3.2.1 Each Chief Officer shall have the authority to incur expenditure on any activity under his control up to the amounts specified in respect of that activity in the revenue or capital budgets approved by the Council for the financial year, unless directed otherwise by the Chief Finance Officer.
- 3.2.2 Each Chief Officer, subject to the agreement of the Chief Finance Officer, may approve virements between specific revenue Budget Heads which do not amend any individual Budget Head by more than £100,000 from that approved by the Council. The relevant Chief Officer and Chief Finance Officer must jointly report to Cabinet on any virements which amend individual Budget Heads by more than £100,000.
- 3.2.3 Cabinet may, following a report of the appropriate Chief Officer in consultation with the Chief Finance Officer, approve virements between individual revenue Budget Heads which do not amend any individual budget head by more than £500,000 from that approved by the Council.
- 3.2.4 All approved virements over £100,000 must be reported to the Council for information as soon as reasonably practicable after their approval.
- 3.2.5 Any variations to the capital programme, other than those permitted under paragraphs 3.4.7 and 3.4.9, shall require the approval of the Council following a report of the Chief Finance Officer after taking into consideration the recommendations of the Cabinet.
- 3.2.6 All proposals for revenue and capital budget virements that exceed the above limits will need to be approved by the Council on receipt of a report of the appropriate Chief Officer in consultation with the Chief Finance Officer following consideration by the Cabinet. Virement proposals must also be approved by the Council if they:
- a) Imply a change in a plan, policy or strategy which would be contrary to the existing policy framework;
 - b) Have a major operational impact on existing service provision;
 - c) Are contrary to or not wholly in accordance with the Budget;
 - d) Imply any additional revenue commitment in future years.
- 3.2.7 There are also technical adjustments to budgets as a result of the Council adhering to the Code of Practice on Local Authority Accounting. These could include, but are not limited to, the reallocation of budgets and spend for central support services to other areas within the Council or the allocation of capital charges across the Council. These are not subject to the authorisation limits of budget virements and the Chief Finance Officer or nominated representative can authorise these.

3.3 Budgetary control

- 3.3.1 The Chief Finance Officer shall provide each Chief Officer with regular information relating to income and expenditure under each approved budget head and any other relevant information available. Each Chief Officer shall be responsible for ensuring control of expenditure and income against the approved budget (attention is drawn to Rule 6.1).
- 3.3.2 A Chief Officer in consultation with the Cabinet Member responsible for the function in respect of which the service is provided will be expected to manage his 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. A Chief Officer or Cabinet Member may not incur expenditure or forego income if this will result in the approved budget being exceeded.
- 3.3.3 A Chief Officer may delegate responsibility for management of budgets within their control to other senior officers within their Directorate. Such delegation shall be within defined parameters and shall be recorded in writing.
- 3.3.4 At year end, consideration will be given to the overall financial position of the Council including the final outturn, any accrued Council Tax income, the Council's reserve levels and any new pressures or risks that need to be provided for. At that time, in line with the Council's Reserves and Balances Protocol, a Chief Officer will be invited to submit earmarked reserve requests to meet any specific unfunded one-off expenditure that they expect to arise in the following financial year and these will be considered by the Chief Finance Officer in the context of the Directorate outturn position as well as that of the Council as a whole. Chief Officers will be notified of successful earmarked reserves.
- 3.3.5 Any over-spending against budget may be carried forward at the discretion of the Chief Finance Officer. In no circumstances should this provision be seen as giving a Chief Officer power to overspend against approved budgets. Any such overspend will be treated as a breach of the Financial Procedure Rules and the respective Chief Officer held accountable. No Chief Officer or Cabinet Member may budget for a deficit. Where a net overspending occurs this will be a first call on the following year's budget.
- 3.3.6 Urgent expenditure not included in any budget approval may only be incurred with the approval of the Chief Finance Officer.
- 3.3.7 The cash limited budget only relates to the "controllable" elements of the budget and exclude:
- Capital charges
 - Central support service charges
 - Centrally controlled office accommodation budget
 - Joint Committee precepts

3.4 Capital programme

- 3.4.1 As part of the budget process the Chief Finance Officer or appropriate Cabinet Member will annually present to the Council a capital programme which shall include:
- (a) Those capital expenditure items proposed to commence during the next three years as a minimum;
 - (b) An estimate of the capital costs of those schemes together with the associated proposed funding.
- 3.4.2 Schemes for which external funding has been approved will be added to the capital programme once the funding has been accepted and included in the next capital programme report to Council.
- 3.4.3 A Chief Officer, before submitting a scheme for inclusion in the capital programme, shall satisfy himself that:
- (a) Land purchases, design planning consents and relevant studies are sufficiently advanced to ensure that the proposed year of start of a scheme is feasible, and;
 - (b) The level of expenditure envisaged is realistic, following a full feasibility assessment, and taking into account the Chief Finance Officer's forecast of capital resources available and the ability of each service directorate to meet the consequential costs resulting from prudential borrowing, if applicable, and any on-going maintenance costs.
 - (c) Each scheme in the programme has been fully appraised to ensure it is the most economic method of satisfying an identified need.
- 3.4.4 The Capital Programme upon approval by the Council shall:
- (a) Confer authorisation upon the Chief Officer concerned to take steps to enable design work to be completed and land to be acquired in due time.
 - (b) Form the basis of the annual Capital Estimates.
- 3.4.5 The inclusion of any item in the approved capital estimates shall not confer authority to incur any expenditure (except on design work and land acquisition) until:
- (a) All necessary statutory approvals have been obtained;
 - (b) Any external funding contribution to the project has been secured; and
 - (c) A tender or quotation has been received and accepted in accordance with the Contract Procedure Rules, which does not exceed that part of the total cost included in the capital estimate in respect of the main contract work for the project by more than 10% or £100,000, whichever is lower.

- 3.4.6 If the tender or quotation exceeds the criteria in 3.4.5(c) above, its acceptance will be subject to the approval of the Chief Finance Officer, in consultation with the Cabinet Member(s) responsible for the function in respect of which the decision is required to a diversion of money from other approved schemes within the appropriate Chief Officer's control sufficient to meet any additional cost to be borne within the first year.
- 3.4.7 Chief Officers shall monitor both the progress of schemes and the totality of capital expenditure with the aim of avoiding under or overspending against the approved capital estimates. Should such a situation appear likely, a Chief Officer in conjunction with the Chief Finance Officer, shall recommend to the Council the remedial action necessary to accelerate or retard existing schemes within the approved capital programme.
- 3.4.8 Remedial action which necessitates the retardation or deletion of a scheme within the first year of the programme shall be subject to the prior approval of the Council based on a joint report of the Chief Finance Officer and Chief Officer.
- 3.4.9 The Chief Finance Officer shall give Chief Officers information relating to actual payments made for each scheme in such detail and at such time as arranged between them in order that they may carry out their responsibilities under paragraph 3.4.7.
- 3.4.10 The capital programme includes an annual allocation for capital minor works. Allocation of this funding to individual schemes is the responsibility of the Corporate Property Group (or its successor) and approval on individual schemes will not be sought from Council insofar as the overall funding allocated to schemes does not exceed the funding agreed by Council in the capital programme for that financial year.
- 3.4.11 Urgent expenditure not included in any budget approval, which needs to be agreed prior to the next meeting of Council, may only be incurred with the approval of the Chief Finance Officer in consultation with the Chief Executive Officer (or his nominated delegate), under the Scheme of Delegation, Scheme B1 paragraph 2.1.

4. Internal audit

- 4.1 The Chief Finance Officer shall have a duty to maintain an effective internal audit of the Council's operations in order to review, evaluate and test the adequacy of the Council's systems of internal control as contributions to the proper, economic, efficient and effective use of resources.
- 4.2 The Chief Finance Officer shall have the responsibility to review, appraise and report to Council, Audit Committee, Cabinet, Cabinet Member, or Chief Officer as appropriate upon:
 - 4.2.1 The soundness, adequacy and application of financial and other related operations of the Council.
 - 4.2.2 The extent of compliance with, and financial effect of, established policies, plans and procedures.
 - 4.2.3 The extent to which the Council's assets and interests are accounted for and safeguarded from losses of all kinds arising from:
 - (a) fraud and other offences;
 - (b) waste, extravagance, poor value for money or other cause.
 - 4.2.4 The suitability and reliability of financial and other related management data developed within the Council.
- 4.3 The Chief Finance Officer or an authorised representative of the Chief Finance Officer shall have the authority to require any officer to:
 - 4.3.1 Provide access to any Council premises or land under his control. Where sites are in the possession of a contractor or subject to any tenancy or licence to occupy, such entry will be governed by the conditions of the contract or other legal agreement.
 - 4.3.2 Produce any records, documents and correspondence in his possession.
 - 4.3.3 Provide explanations of matters arising from an audit.
 - 4.3.4 Produce and account for any cash, stores or other Council property under his control.
- 4.4 The Chief Finance Officer shall have the authority to request the immediate suspension from duty of any officers who:
 - (a) He has reasonable grounds to suspect of misappropriation of Council funds or other property;
 - (b) He believes present a threat of further misappropriation or hindering of any investigation.

4.5 Notwithstanding the duty of the Chief Finance Officer for the control and direction of Internal Audit, it shall be the duty of the Chief Internal Auditor to report direct to the Chief Executive Officer and to the Cabinet Member for Corporate Resources on any matter in which the Chief Finance Officer appears to be personally involved.

5. Contracts of building, construction or engineering work

5.1 Contracts for the execution of capital works shall only be entered into for those schemes which are included in the approved Capital Programme.

5.2 Each Chief Officer will maintain contract registers showing for each contract under his control which has a value greater than £50,000:

- (a) The contract sum;
- (b) The value of any extras or variations to the contract;
- (c) The amounts and dates of any instalments made;
- (d) The amount of any retentions held or bonds taken under any contract;
- (e) The balance outstanding to the Contractor.

5.3 Payments to contractors on account of contracts shall be made only on a certificate issued by the responsible officer.

5.4 When authorising any extra or variation to a contract the appropriate Chief Officer shall:

- (a) Estimate the cost of the variation;
- (b) Issue written instructions to the Contractor to carry out the work, except in cases of urgency a Chief Officer may issue verbal instructions but shall confirm them in writing as soon as possible, but in any case within 7 days.
- (c) Ensure that such variation is in accordance with the Council's Contract Procedure Rules

5.5 The final settlement of a contract shall not be certified by the appropriate Chief Officer until the final account has been presented to the Chief Finance Officer, who may then, at his discretion, decide to audit the final account before certification.

5.6 Claims from contractors in respect of matters not clearly within the terms of any existing contract shall be referred to the Corporate Director – Operational and Partnership Services for consideration of the Authority's legal liability and, where necessary, to the Chief Finance Officer for financial consideration before a settlement is reached.

5.7 Each Chief Officer shall as soon as practical report to Cabinet the total of extras or variations to any contract which exceeds 10% of the original contract sum, or £100,000 whichever is the greater.

- 5.8 If the final account of any contract has not been agreed within eighteen months of the completion of works, then the Chief Officer controlling that contract shall report to the Cabinet on the outstanding items. Any report under this regulation shall include a comparison of the final or likely cost with the original contract sum together with reasons for any differences.

6. Orders for work, goods and services

- 6.1 Each Chief Officer has a duty to issue official orders for all works and services to be carried out, and all goods supplied, within their Directorate with the exception of:
- (a) Public utilities;
 - (b) Periodical payments;
 - (c) Petty cash purchases;
 - (d) Purchases made using Purchasing Cards
 - (e) Works, goods and services subject to formal written contracts, or excepted from this requirement by the Chief Finance Officer.
 - (f) Framework and call off contracts.

Before issuing official orders, Officers authorising them must be satisfied that there is provision in the estimates and that the Contract Procedure Rules have been complied with.

- 6.2 Each official order shall be in a form prescribed and approved by the Chief Finance Officer and shall include:
- (a) A description of the works, goods and services ordered;
 - (b) The name and address of the supplier;
 - (c) An estimate of the cost;
 - (d) The financial code to which the cost is to be charged;
 - (e) Name of the authorising officer.
- 6.3 Verbal orders may only be placed in exceptional circumstances the details of which must be confirmed by e-mail or fax on the same day and confirmed by written official order within 3 working days.
- 6.4 Electronic orders will be treated in the same way as other official orders. Changes to on-line authorising officers shall be notified to the Chief Finance Officer immediately.

7. Leasing

- 7.1 The Chief Finance Officer shall be responsible for making leasing arrangements for the acquisition of Buildings, Plant, Vehicles and Equipment.

7.2 No Chief Officer other than the Chief Finance Officer may enter into any type of leasing arrangements unless agreed in writing or delegated by the Chief Finance Officer.

7.3 Provision within revenue estimates to cover the annual costs of leasing should be made only following consultation with the Chief Finance Officer.

8. Grant Funding and Third Party Funding

8.1 It is essential that proper management of external funding or grants received, or funding awarded by the Council, is undertaken in order to safeguard the financial position of the Council and also to maximise the benefits to service delivery from the receipt of these additional funds.

8.2 The Council has a Grants Management Policy which all Chief Officers and their staff must adhere to in order to ensure in the proper management of grant funding and other internal and external funds. Failure to comply could result in funding being withheld by the funding body or recovered at a later date. Any failure to comply with the Grants Management Policy, which results in funding being reduced to the Council, may be reported to Audit Committee, and any shortfall in the funding borne by the responsible directorate.

Section B - Expenditure and Income

9. Payment of accounts

9.1 Apart from petty cash and other payments from imprest accounts, the normal method of payment of money due from the Council shall be by automated transfers from the Council's bank accounts by the Chief Finance Officer.

9.2 The Chief Finance Officer shall be the authorised signatory of any joint bank account opened in the name of the Council and any other party and will be responsible for the payment of any cheques into that joint bank account.

9.3 Each Chief Officer is responsible for examining, verifying and authorising invoices and any other payment vouchers or accounts arising from sources in his Directorate including the use of purchasing cards. Authorised officers can discharge this responsibility on behalf of the Chief Officer. Each Chief Officer will supply the names and specimen signatures for authorised officers together with authorisation limits to the Chief Finance Officer and will need to confirm the list on an annual basis.

9.4 The Chief Finance Officer, in consultation with a Cabinet Member, can give approval for payment in advance of goods or services in exceptional circumstances and on request from a Chief Officer.

9.5 Before authorising an account, the authorising officer shall be satisfied that:

- (a) The work, goods or services to which the account relates have been received, carried out, examined and approved.
- (b) The invoice satisfies VAT regulations and that prices, extensions, calculations, trade discounts, other allowances and credits are correct.

- (c) The relevant expenditure has been properly incurred and is within the relevant estimate provision.
 - (d) The financial code to which the expenditure is to be charged is correct and sufficient budget is available.
 - (e) The account or invoice indicates the official order number relating to the goods or services provided, or if there is no such order the reason for the omission unless it relates to services not subject to orders such as care contracts.
 - (f) Appropriate entries have been made in inventories, stores records or stock books as required.
 - (g) The account has not been previously passed for payment and is a proper liability of the Council.
 - (h) In the case of accounts for the supply of public utility services and other periodic payments relevant expenditure, and where appropriate, units of energy consumed, have been entered in records approved by the Chief Finance Officer.
- 9.6 Accounts authorised manually should be passed for payment to the Chief Finance Officer, unless alternative arrangements have been specifically agreed with the Chief Finance Officer. All payments should be processed within 30 days.
- 9.7 Where payments are electronically uploaded into the financial system via a feeder file, appropriate controls, including standardising of files and validity checks, are put in place to ensure their integrity. For any new feeder files, Internal Audit will be asked to review and give assurance on the process for authorisation before usage,
- 9.8 The Chief Finance Officer shall set down procedures for the retention of financial documentation. Such documentation must not be disposed of without the specific approval of the Chief Finance Officer. All invoices shall be retained for at least 6 years plus the current financial year. In the case of invoices relating to grant claims, these must be kept until after the grant claim has been audited even if this exceeds 6 years. It is the responsibility of the Chief Officer of the grant to ensure the correct retention period is maintained. The same retention periods apply to electronic copies of all original invoices.
- 9.9 Changes to on-line authorising officers shall be notified to the Chief Finance Officer immediately.
- 9.10 Each Chief Officer shall, no later than a date specified at the financial year end, notify the Chief Finance Officer of any outstanding expenditure relating to the previous financial year.
- 10. Imprest accounts**
- 10.1 Where appropriate, the Chief Finance Officer shall provide imprest accounts for such officers of the Council as may need them for the purpose of defraying petty cash and other expenses. Such accounts shall be maintained in accordance with the notes of guidance issued to imprest holders by the Chief Finance Officer.

- 10.2 Where appropriate, the Chief Finance Officer shall open an account with the Council's bankers for use by the imprest holder who shall not cause the account to be overdrawn. It shall be a standing instruction to the Council's bankers that the amount of any overdrawn balance on an imprest holder's banking account shall be reported to the Chief Finance Officer. Where an officer holds a cheque book in respect of any account he must ensure that all cancelled cheques are crossed and retained with the counterfoils of the original cheque book.
- 10.3 Any officer responsible for an imprest account shall be personally responsible for making good any deficiencies in that account.
- 10.4 No income received on behalf of the Council may be paid into an imprest account but must be dealt with in accordance with paragraph 15.3.
- 10.5 Except as otherwise agreed between the Chief Finance Officer and the Chief Officer concerned, payments out of the accounts shall be limited to petty disbursements and shall not include sums due to any tradesman with whom the Council has a current account, nor any account for goods exceeding in value a sum to be agreed from time to time by the Chief Finance Officer nor travelling expenses other than those of a casual nature.
- 10.6 An officer responsible for an imprest shall on a regular basis as specified by the Chief Finance Officer, or at any other time if so requested, provide a certified statement as to the state of the account.
- 10.7 Whenever an officer who is an imprest holder leaves the employment of the Council, or ceases to be entitled to hold an imprest advance, the officer shall account to the Chief Finance Officer for the amount advanced to him.

11. Purchasing Cards

- 11.1 Where appropriate, a Purchasing Card will be issued to support the current Purchase to Pay invoice process and should not be considered as a replacement mechanism to bypass the formal requisition and approval process. Expenditure shall be made in accordance with the purchasing card guidelines.
- 11.2 Each card has an individual monthly expenditure limit, individual transaction limit and restricted category types for expenditure. The cardholder will be making financial commitments on behalf of the Council and will be responsible for obtaining value for money in accordance with Contract Procedure Rules & Corporate Contracts.
- 11.3 Except, as otherwise agreed with the Chief Finance Officer, payments by purchasing card shall be limited to approved disbursements and shall not include sums due to any tradesman with whom the Council has an account. Where appropriate, invoices should be paid via the Financial System. Travelling expenses, such as train fares, can be pre-booked and paid with use of the purchasing card; however the purchasing card cannot be used to reimburse travelling expenses nor subsistence expenses other than those of a casual nature.
- 11.4 The cardholder is responsible for updating the Barclaycard Spend Management system with costing, VAT and narrative details of the expenditure in a timely manner and in accordance with the purchasing card guidelines.

- 11.5 Whenever a member of staff who is a purchasing card holder leaves the employment of the authority, or ceases to be entitled to hold a purchasing card, the member of staff must return the purchasing card immediately on cessation of entitlement to the Corporate Procurement Manager for cancellation. Any replacement member of staff who requires a purchasing card must apply for a new card via the Corporate Procurement Manager.
- 11.6 Any person holding a purchasing card shall be personally responsible to notify the Corporate Procurement Manager of any unauthorised / unrecognised spend made on the card. The cardholder shall be personally responsible for making good any unauthorised spend that they incur on the card.
- 11.7 Where appropriate, the Chief Finance Officer shall provide a purchasing card enabled for cash withdrawal to give services access to cash for the purpose of defraying petty expenditure. Such cards shall be maintained in accordance with the notes of guidance to card holders by the Corporate Procurement Manager. There is an administration charge for cash withdrawals. Detailed records of monies withdrawn, spending of this money, including VAT split and costing information, must be kept and be available for examination on request.
- 11.8 Except as otherwise agreed with the Chief Finance Officer, payments out of the cash withdrawn from the bank by purchasing card shall be limited to petty disbursements and shall not include sums due to any tradesman with whom the authority has an account, nor travelling expenses, nor subsistence expenses other than those of a casual nature.
- 11.9 A person responsible for the cash balance held shall, if so requested, give to the Chief Finance Officer certification as to the state of the funds.
- 11.10 Whenever a member of staff who is a cash balance administrator leaves the employment of the authority, or ceases to be entitled to administer the cash balance, the member of staff shall repay to the Chief Finance Officer the unexpended cash balance of the withdrawn amount, or shall transfer monies, records and vouchers relating to the account to the new cash administrator. When a purchasing card holder leaves, the card in their name must be returned to the Corporate Procurement Manager for cancellation and a new card applied for via the Corporate Procurement Manager unless the new cash administrator is not to be allocated a purchasing card.
- 11.11 Any person holding a cash balance obtained by a purchasing card cash withdrawal shall be personally responsible for making good any deficiencies in that account.

12. Salaries, wages and Members' allowances

- 12.1 The payment of all salaries, wages, allowances, expenses or other emoluments to all employees or members shall be made by, or under arrangements approved and controlled by, the Chief Finance Officer.
- 12.2 Each Chief Officer shall notify the Chief Finance Officer as soon as possible and in the prescribed form, of all matters affecting the payment of such emoluments and in particular:
- (a) Appointments, resignation, dismissals, suspensions, secondments, and transfers.

- (b) Absences from duty for sickness or other reason, apart from approved leave with pay.
 - (c) Changes in remuneration.
 - (d) Information necessary to maintain records of service for superannuation, income tax, national insurance etc.
 - (e) Any failure to comply with Council or statutory regulations.
- 12.3 Appointments of all employees shall be made in accordance with the regulations of the Council and the approved establishment, gradings and rates of pay.
- 12.4 All-time records and other pay documents shall be in a form prescribed or approved by the Chief Finance Officer and shall be certified by or on behalf of the Chief Officer. The names of the officers authorised to certify such records shall be sent to the Chief Finance Officer by each Chief Officer together with specimen signatures and shall be amended on the occasion of any change. Changes to on-line authorising officers shall be notified to the Chief Finance Officer immediately.
- 12.5 No payments to staff may be made other than through the normal payroll system without the specific approval of the Chief Finance Officer. In particular, casual staff must be recorded on the payroll.

13. Officers fees, travelling and subsistence allowances

- 13.1 All claims for payment of fees, car allowances, subsistence allowances and travelling expenses shall be submitted, duly certified, in a format approved by the Chief Finance Officer, to the appropriate Chief Officer in accordance with the timetable set down by the Chief Finance Officer. A record of all officers authorised to approve such records shall be sent to the Chief Finance Officer together with specimen signatures and shall be amended on the occasion of any change. This applies to both manual and electronic expenses systems.
- 13.2 The certification by, or on behalf of, the Chief Officer shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred, the vehicle used had appropriate insurance cover, the necessary receipts of expenditure retained and that the fees and allowances are properly payable by the Council.
- 13.3 Claims submitted more than three months after the expenses were incurred must be accompanied by a letter of explanation for the delay and shall be paid only with the express approval of the Chief Finance Officer who shall refer the matter to Cabinet if necessary.
- 13.4 All claims for payment of incidental expenses such as removal, lodging and disturbance allowances and training course fees etc. shall be made on the appropriate form and shall be in accordance with the appropriate scheme approved by the Council.

14. Banking arrangements and cheques

- 14.1 All arrangements with the Council's bankers shall be made by or under arrangements approved by the Chief Finance Officer, who shall be authorised to operate such bank accounts as considered necessary.

- 14.2 All cheques shall be ordered only on the authority of the Chief Finance Officer who shall make proper arrangements for their safe custody.
- 14.3 Any such bank account opened in respect of monies held on behalf of the Council shall be arranged in consultation with or under the direction of the Chief Finance Officer. The Chief Finance Officer shall maintain a list of authorised signatories, along with specimen signatures, for all such accounts. Any change in signatory shall be reported to the Chief Finance Officer immediately.
- 14.4 No Standing Orders or Direct Debits from the Council's bank accounts shall be set up unless arranged in consultation with or under the direction of the Chief Finance Officer. The Chief Finance Officer shall maintain a list of all officers authorised to set up Direct Debits and Standing Orders.
- 14.5 The Chief Finance Officer shall be authorised to:
- (a) Nominate officers empowered to authorise payment out of these bank accounts.
 - (b) Negotiate charges with the Council's bankers.
- 14.6 The Chief Finance Officer will be responsible for ensuring that there are adequate controls in place to ensure that all payment methods, whether physical or electronic, have appropriate authorisations, approvals and signatures as necessary.
- 14.7 The Chief Finance Officer shall ensure that appropriate arrangements are in place to facilitate the monthly reconciliation of the Council's Bank Accounts,

15. Income

- 15.1 Each Chief Officer will be responsible for the prompt and accurate billing, collection and banking of all income due to the Council in connection with the Directorate's activities, except where in the interests of efficiency or security it is agreed with the Chief Finance Officer that all or part of the duties should be discharged by some other Chief Officer.
- 15.2 Except as agreed between the Chief Finance Officer and the Chief Officer concerned, all receipt forms, books, tickets and other such items shall be ordered and supplied to Directorates by the Chief Finance Officer, who shall be satisfied as to the arrangements for their control.
- 15.3 In carrying out this function, each Chief Officer shall ensure that any officer of the staff engaged in the collection of money:
- (a) Maintains a record of receipts and bankings in a form approved by the Chief Finance Officer.
 - (b) Pays without delay any money collected either:
 - i) To the approved officer;
 - ii) To a security firm employed by the Chief Finance Officer for this purpose, or;
 - iii) To one of the Council's main bank accounts or via outlets of the nominated collector(s) as agreed by the Council.

- (c) Makes no deduction from monies collected, except with the specific and exceptional approval of the Chief Finance Officer.
 - (d) Makes good any shortfalls in cash collected and pays in any surpluses.
 - (e) In the case of cheques received, enter on any paying-in slips details of the cheque and a reference to the related debt.
- 15.4 Personal cheques shall not be cashed out of the money held on behalf of the Council.
- 15.5 Outstanding debts which are found to be irrecoverable may be written off by the Chief Finance Officer, except where it is considered that there are matters of principle or policy which should be referred to the Cabinet.
- 15.6 Any officer holding a cash float shall be personally responsible for making good any deficiencies in that account.
- 15.7 Where an officer takes cash for works, goods or services that is either:-
- i. in excess of the level stipulated within the Council's Anti-Money Laundering Policy;
 - ii. or where there is anything suspicious regarding, but not limited to, multiple use of high denomination notes, multiple and frequent disaggregation of payment of a higher value outstanding debt

then the officer must report it immediately to the Money Laundering Reporting Officer (MLRO) in accordance with the Policy.

16. Fees and Charges

- 16.1 The Council has an Income Generation and Charging Policy to support the Medium Term Financial Strategy. It is intended to provide a consistent and co-ordinated approach to charging across the Council, setting out the key principles for charging and for reviewing charges and must be adhered to by all Chief Officers and their staff.
- 16.2 When setting charges, there is recognition that where possible, the full cost of the service should be recovered. However, there is also a recognition that in some instances, there will be a conscious decision not to fully charge and the remaining cost will be met by the Council Tax payer.
- 16.3 In line with the Medium Term Financial Strategy, a review of fees and charges should be undertaken at least annually and any new or increased charges must receive approval from Cabinet or delegated authority under the Scheme of Delegation, Scheme A paragraph 1.6.

Section C - Security and Assets

17. Security

- 17.1 The Chief Finance Officer shall have overall responsibility to the Council for security of Council property.
- 17.2 Each Chief Officer shall be responsible for maintaining proper security at all times for all buildings, stocks, stores, furniture, equipment, cash, title deeds, securities, etc. under his/her custody.
- 17.3 Maximum limits for cash holdings shall be agreed with the Chief Finance Officer.
- 17.4 Every transfer of official money from one member of staff to another will be evidenced in the records of the Directorate concerned by the signature of the receiving officer.
- 17.5 Keys to safes and similar receptacles for the safeguarding of money or other valuables are to be carried on the person of those responsible; the loss of any such keys must be reported to the Chief Finance Officer.

18. Data Protection

- 18.1 Each officer shall be responsible for maintaining proper security, privacy and compliance with the Data Protection Act 1998 in respect of information held.
- 18.2 Each Chief Officer shall have a duty to notify the Corporate Director – Operational and Partnership Services of any computer system in their Directorate which holds personal data or automatically processible personal data and therefore needs to be registered under the Data Protection Act.
- 18.3 Each Chief Officer shall have a duty to ensure the safekeeping and prevention of improper use of any information held in the Directorate, regardless of the media on which it is held.
- 18.4 The Chief Finance Officer, or an authorised representative of the Chief Finance Officer, shall have access to all computer systems and records and may require and receive such explanations as are necessary, for the purposes of the Data Protection Act.
- 18.5 The security of financial systems, e.g. use of passwords, shall be maintained by adhering to instructions issued by the Chief Finance Officer and in line with the ICT Code of Conduct.

19. Stocks and stores

- 19.1 Each Chief Officer shall be responsible for the custody of the stocks and stores in the Directorate and shall have a duty to:
 - (a) Ensure that stocks are adequate but not excessive for the purpose envisaged;
 - (b) Maintain accurate and up to date records of such stocks and stores and ensure that a stock take is undertaken at year end and the certificate is submitted to Finance;

- (c) Provide the Chief Finance Officer with such information as he requires in relation to stores for accounting, costing and financial records.
- 19.2 A Chief Officer shall arrange for periodical test examinations of stocks by persons other than storekeepers and shall ensure that all stocks are checked at least once in every year. Any surpluses or deficiencies revealed by such periodical test examinations shall be reported to the Chief Finance Officer and, after consultation with the Chief Officer, the Chief Finance Officer will decide what action to take.
- 19.3 Losses due to theft of stocks shall be reported to the Chief Finance Officer as soon as possible and, where found to be irrecoverable, shall be written off.
- 19.4 In all other instances write offs need the consent of the Chief Finance Officer following the submission of a report by the Chief Officer outlining the reasons for write off.
- 20. Investments, borrowings and trust funds**
- 20.1 The Council has adopted Chartered Institute of Public Finance and Accountancy (CIPFA)'s Code of Practice on Treasury Management in the Public Services.
- 20.2 The Chief Finance Officer will be responsible for preparing and presenting an annual Treasury Management Strategy to Audit Committee prior to submission to Council for approval prior to the start of each financial year. The Strategy must include an Investment Strategy and set the Council's Treasury Management and Prudential Indicators for the forthcoming financial year.
- 20.3 All investments and borrowing transactions shall be undertaken in accordance with the Treasury Management Strategy with due regard to the requirements of the CIPFA's Code of Practice on Treasury Management in the Public Services.
- 20.4 All investments of money under its control shall be made in the name of the Council. Any borrowing activity must have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities and the Code of Practice on Treasury Management in the Public Services.
- 20.5 The Chief Finance Officer shall report quarterly to the Cabinet, summarising borrowing and investment activity and indicating compliance with any statutory or Council approved guidelines together with a half yearly and an annual report to Council.
- 20.6 The Chief Finance Officer, or an agent nominated by the Chief Finance Officer, will be the Council's Registrar of loan instruments and shall maintain records of all borrowing of money by the Council.
- 20.7 The Chief Finance Officer will have a duty to ensure a proper, efficient and effective mix of borrowing and investments.
- 20.8 The Audit Committee is responsible for ensuring effective scrutiny of the Treasury Management policies and practices. The Committee will review the Annual Report on Treasury Management as well as the Treasury Management Strategy. The Committee will make any recommendations for improvements on treasury management to the Chief Finance Officer and raise any concerns that the Council is exceeding its legal powers with the Monitoring Officer.

21. Inventories

21.1 Each Chief Officer shall be responsible for the plant, vehicles, machinery, equipment, tools, furniture and other non consumable property in the Directorate and shall have a duty to:

- (a) Maintain an up to date inventory of such goods;
- (b) Carry out an annual physical check on goods listed in the inventory;
- (c) As far as is practicable see that such goods are marked as Council property;
- (d) Ensure that such goods are not removed or used except in accordance with the ordinary course of the Council's business.

21.2 Every transfer of items contained in the inventory from one establishment to another shall be evidenced in the records of the establishment concerned by the signature of the receiving officer.

22. Insurances

22.1 The Chief Finance Officer shall have a duty to:-

- (a) affect adequate insurance cover in accordance with the Council's Insurance Strategy contained in the Risk Management Policy. He will insure losses which would have a significant impact on budgets and the provision of services, where it must be bought by law and where the insurance provides additional benefits which enable an activity to take place,
- (b) promptly claim any insurance loss the Council has suffered, and liaise with the Council's Insurers to settle any claim brought by another party, if it is assessed that the Council has a legal liability to do so.
- (c) ensure that sums insured and limits of indemnity are regularly reviewed.
- (d) maintain comprehensive records of insurance including policy documents and understand what coverage they provide.
- (e) employ the services of a professional insurance broking company who can provide expert advice.
- (f) only transfer risks to Insurance Companies which are financially strong.
- (g) comply with the "duty of fair presentation" contained in the Insurance Act 2015. The Council must disclose to its Insurers all information, facts and circumstances which are, or ought to be, known to it, which is material to the risk. A material circumstance is one which would influence the judgement of a prudent Underwriter in considering whether to provide insurance and, if so, on what basis and cost.

22.2 A Chief Officer will have a duty to:

- (a) Promptly notify the Chief Finance Officer of any new risks, insurable assets or liabilities which are required to be insured under the Insurance Strategy.;

- (b) Promptly notify the Chief Finance Officer in writing of any loss, liability, damage or any event likely to lead to a claim and where appropriate inform the Police;
 - (c) Promptly provide any information required by the Chief Finance Officer or the Council's Insurers to progress a claim.
 - (d) Assist the Chief Finance Officer to comply with the "duty of fair presentation contained in the Insurance Act 2015 by disclosing all relevant information.
- 22.3 The Chief Finance Officer shall maintain an ongoing review of all insurances in consultation with other Chief Officers as appropriate.
- 22.4 No indemnity shall be given in the name of the Council without the prior approval of the Chief Finance Officer.

23. Prevention of Theft, Fraud and Corruption

- 23.1 The Chief Finance Officer is responsible for advising on effective systems of internal control to prevent fraud and corruption.
- 23.2 The Chief Finance Officer is responsible for developing, maintaining and implementing an Anti-Fraud and Bribery Policy. If a Chief Officer suspects any irregularities concerning cash, stores or other property of the Council or held on trust by the Council, they will notify the Chief Finance Officer who will take such steps as considered necessary by way of investigation and report.
- 23.3 The Chief Finance Officer is also responsible for developing, maintaining and implementing an Anti-Money Laundering Policy. The key message of this Policy is to make staff aware of their responsibilities and if they suspect that money laundering activity may be taking place or proposed, they must disclose those suspicions to the Council's Money Laundering Reporting Officer who is the Chief Finance Officer.
- 23.4 All Chief Officers are responsible for ensuring compliance with both the Anti-Fraud and Bribery Policy and Anti-Money Laundering Policy and with systems of internal control.

24. Estates

- 24.1 The Chief Executive Officer shall maintain a register of all properties owned by the Council recording details including:
- (a) Purpose for which held;
 - (b) Location, extent, and plan reference;
 - (c) Particulars of nature of interest held;
 - (d) Purchase details;
 - (e) Rents payable;
 - (f) Particulars of tenancies granted.

- 24.2 The Chief Finance Officer will maintain an asset register of all Council assets.
- 24.3 Where land and/or buildings are found to be surplus to requirements the responsible Chief Officer shall, as soon as possible, submit a report to the appropriate Cabinet Member for appropriate action in accordance with the Schemes of Delegation.

25. Protection of private property

- 25.1 The Chief Officer shall in any known case where steps are necessary to prevent or mitigate loss of or damage to moveable property, prepare in a form agreed with the Chief Finance Officer, an itemised inventory in each case prepared in the presence of two officers.
- 25.2 All valuables such as jewellery, watches and other small articles of a similar nature and documents of title deposited with the Council for safe custody shall be recorded in a form agreed by the Chief Finance Officer.
- 25.3 All monies deposited with the Council for safekeeping shall be dealt with in accordance with guidelines agreed by the Chief Officer and the Chief Finance Officer.
- 25.4 Where a Chief Officer is required as part of his duties to hold in trust any property, valuables or cash belonging to a third party he should do so in accordance with guidelines agreed with the Chief Finance Officer.

26. Risk Management

- 26.1 The Chief Finance Officer is responsible for preparing the Council's Risk Management Strategy and its promotion throughout the Council and for advising of strategic, financial and operational risks.
- 26.2 Chief Officers shall be responsible for the identification, classification and control of all risks falling within their areas of responsibility. The risks identified shall be notified to the Chief Finance Officer for incorporation into the Risk Register, which shall be subject to periodic review at no more than annual intervals.
- 26.3 Chief Officers shall take responsibility for risk management within their areas of responsibility, having regard to advice from the Chief Finance Officer and other specialist Officers (e.g. crime prevention, fire prevention, health and safety), and shall undertake regular reviews of risk within their own Directorates.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

29 NOVEMBER 2017

REPORT OF THE CORPORATE DIRECTOR - COMMUNITIES

2017 ANNUAL MONITORING REPORT (AMR) FOR THE BRIDGEND LOCAL DEVELOPMENT PLAN (LDP) 2006 - 2021

1. Purpose of Report

- 1.1 To report to Council the findings of the Bridgend County Borough Local Development Plan 2017 Annual Monitoring Report (AMR) (attached as Appendix 1) and to agree that the Development Control Committee takes on the role of LDP Steering Group.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The Bridgend Local Plan (LDP) is one of the high level strategies which must be prepared by the Council. The LDP sets out in land use terms those priorities in the Corporate Plan that relate to the development and use of land provided they are in conformity with national and international policy. The AMR monitors whether the LDP and therefore the Council's land use and regeneration objectives are being successfully implemented.

3. Background

- 3.1 Following the adoption of the Bridgend Local Development Plan in September 2013, the Council has a statutory obligation under section 76 of the Planning and Compulsory Purchase Act 2004 to produce an AMR.
- 3.2 The 2017 AMR is required to be submitted to the Welsh Government prior to the 31 October 2017 and this target was met with it being submitted on 30 October 2017.
- 3.3 The main aim of the AMR is to assess the extent to which the LDP Strategy and Policies are being achieved. Therefore, the AMR has two primary roles; firstly to consider whether the policies identified in the monitoring process are being implemented successfully; and secondly to consider the Plan as a whole against all of the information gathered to determine whether a complete or partial review of the Plan is necessary.

The Requirement for Monitoring

- 3.4 In order to monitor the LDP's performance, it needs to be considered against a set of monitoring aims and indicators. Chapter 7 of the LDP sets out the Monitoring Framework that forms the basis of the AMR and provides information that is required to be included by LDP Regulation 37.
- 3.5 In this context the AMR is required to identify policies that are not being implemented and for each such policy:

- Outline the reasons why the policy is not being implemented;
- Indicate steps that can be taken to enable the policy to be implemented;
- Identify whether a revision to the plan is required;
- Specify the housing land supply from the Housing Land Availability Report for that year, and for the full period since the adoption of the plan; and
- Specify the number of net additional affordable and general market dwellings built in the LPA area for that year, and for the full period since the adoption of the plan.

3.6 The LDP Manual supplements this requirement by setting out additional factors that should be assessed in the AMR:

- Whether the basic strategy remains sound (if not, a full plan review may be needed);
- What impact the policies are having globally, nationally, regionally and locally;
- Whether the policies need changing to reflect changes in national policy;
- Whether policies and related targets in the LDP have been met or progress is being made towards meeting them, including publication of relevant supplementary planning guidance (SPG);
- Where progress has not been made, the reasons for this and what knock on effects it may have;
- What aspects, if any, of the LDP need adjusting or replacing because they are not working as intended or are not achieving the objectives of the strategy and/or sustainable development objectives; and
- If policies or proposals need changing, the suggested actions that is required to achieve them.

3.7 Monitoring the Plan also accords with the requirements for monitoring the sustainability performance of the plan through the Strategic Environmental Assessment / Sustainability Appraisal (SEA/ SA).

4. Current Situation

4.1 The Council has a statutory obligation under section 61 of the Planning and Compulsory Purchase Act 2004 to keep all matters under review that are expected to affect the development of its area. In addition, section 76 of the Act requires the Local Planning Authority to produce information on these matters in the form of an 'Annual Monitoring Report' for submission to the Welsh Government. This is the third AMR to be prepared since the adoption of the Bridgend LDP and is based on the period from 1st April 2016 to

31st March 2017 and is required to be submitted to Welsh Government by the end of October 2017 (The AMR was submitted to Welsh Government on 30 October 2017).

- 4.2 There have been many changes since 2013 that will impact on the successful implementation of the LDP; the most notable are the changes in the Welsh Economy and the changes in the regional context. The AMR therefore considers whether the development strategy that underpins the LDP remains valid; and assesses whether or not the Strategy Policies contained in the LDP are being effective in delivering the Development Strategy and meeting the objectives of the plan.
- 4.3 The LDP Regulations and the LDP Manual specify what the AMR is required to include:
- An Executive Summary;
 - A review of changes to national and regional policy and guidance and their implications for the LDP;
 - SEA/SA Monitoring based on the SEA/SA Monitoring Framework;
 - LDP Monitoring based on the LDP Monitoring Framework;
 - Statutory Indicators; and
 - Recommendations on the course of action in respect of policies and the LDP as a whole.

Key findings of the Annual Monitoring Process

- 4.4 An overview of the LDP Monitoring Data for the third AMR period provides an interesting insight into the implementation of the LDP over the past 12 months. The key findings are set out below:
- The 2017 Joint Housing Land Availability Study JHLAS indicates that 406 new homes were completed during the monitoring period 1st April 2016 to 31st March 2017 and that 4978 dwellings have been completed in total, during the LDP period 2006 to 2017;
 - The 2017 JHLAS indicates that the Council has a housing land supply, assessed against the housing requirement of the Bridgend LDP of 4.0 years;
 - To date 1150 affordable dwellings have been provided;
 - During the monitoring period 01 April 2016 to 31 March 2017 1.40 hectares of vacant employment land was developed;
 - Within Bridgend Town Centre of the 379 commercial properties surveyed 67 were vacant – representing a vacancy rate of 17.68 %;

- Within Porthcawl Town Centre of the 204 commercial properties surveyed 10 were vacant – representing a vacancy rate of 4.90%;
- Within Maesteg Town Centre of the 167 commercial properties surveyed 10 were vacant – representing a vacancy rate of 5.99%;
- The requirement as to whether the Council will need to identify a Gypsy and Traveller Site is now however determined by the new requirements of the Housing (Wales) Act 2014. The Housing (Wales) Act 2014 requires each local authority in Wales to undertake a Gypsy and Traveller Accommodation Assessment (GTAA) to ensure that needs are properly assessed and planned for. In summary, the GTAA covers the period 2016-2031 and estimates the additional pitch provision needed for Gypsies and Travellers in Bridgend. For the first 5 years of the GTAA plan period, there is no requirement for **additional pitches**, and for the remainder of the GTAA plan period, **a further 1 additional pitch is required**. This gives a total need for the whole GTAA plan period of 1 additional pitch; and
- The County Borough is making a significant contribution to national renewable energy targets. The generating capacity within an immediately adjacent the refined SSA (north of Evanstown) is 65 MW which is considerably higher than the estimated capacity within the SSA of 31 MW.

4.5 Chapter 5 of the AMR provides a detailed analysis of the success of the plan to date against the monitoring indicators and factors in terms of delivering sustainable development.

Conclusions

- 4.6 The evidence collected as part of the AMR process indicates that the overall LDP strategy has been successful delivering many significant benefits for our communities. Most of the housing sites and associated infrastructure allocated in the LDP have been delivered with the exceptions of a few challenging brownfield sites that have stalled due to a combination of viability issues and in some cases land ownership issues. However, a number of key housing provision policy targets are not being met which indicates that these policies are not functioning as intended. The recently published 2017 JHLAS shows that the County Borough has housing land supply, assessed against the housing requirement of the Bridgend LDP of **4.0 years**. It is imperative that the Local Planning Authority progresses with the statutory review of the LDP which will address the shortfall in the housing land supply and facilitate the identification/allocation of additional housing land. The replacement LDP will assist in seeking to avoid ‘planning by appeal’ and ad hoc development coming forward outside the development plan system and not in accordance with the Plan’s strategy.
- 4.7 It is important to acknowledge that whilst the level of growth in some areas is slower than anticipated, evidence collected through the monitoring process clearly suggests that good progress is being made in the delivery of the majority of LDP targets, which must be seen as a positive. However, further investment into the local economy is required and specific consideration will be given to the opportunities to stimulate the delivery of new employment land and mixed-use regeneration sites by taking a pro-active approach with landowners and developers especially where development sites are in the Councils ownership and

bring forward new schemes, masterplans and development briefs to facilitate development. The Council believes that the development which has taken place in the County Borough of Bridgend since the adoption of the LDP, together with the projected future investment from the public and private sector will ensure that the LDP continues to be a success for our communities.

Next Steps

Preparation of LDP Review Report

- 4.8 The Plan will continue to be monitored on an annual basis through the preparation of successive AMRs.
- 4.9 For information purposes the regulations governing the production of LDPs allow for a 'selective review' of part (or parts) of an LDP. Such a provision would allow for a partial review of the LDP to cover issues associated with the housing land supply and site selection. The Council, however, is required by the regulations to commence a full review of the LDP every four years. This would mean that a full review to meet statutory requirements would have to commence in early 2018. Therefore, it is necessary and a statutory requirement for a review to be commenced to consider all aspects of the LDP at this stage in order to fully assess the nature and scale of revisions that might be required. A full review will also assist in meeting the 2021 deadline for having an adopted revised LDP in place to avoid the local policy vacuum that would be created if the current LDP is allowed to expire.
- 4.10 The next stage of Plan review requires the preparation of a 'Review Report' that will be reported to Development Control Committee and Full Council. The Review Report will set out clearly what has been considered, which key stakeholders have been engaged and, where changes are required, what needs to change and why.

Formation of an LDP Steering Group

- 4.11 It is imperative that there is political input into the production of the replacement Bridgend Local Development Plan. As such it is recommended that the Development Control Committee takes on the role of 'LDP Steering Group' to oversee the review of the Local Development Plan through from start to completion. The Steering Group's main role will be to act as a 'critical friend' providing advice and scrutinise on key aspects and stages of the LDP as it develops. The LDP Steering Group will report directly to Council in respect of decision making in the plan preparation process.
- 4.12 The Development Planning Manager (Susan Jones) or Development Planning Team Leader (Richard Matthams) will normally attend meetings of the Steering Group to report on progress, provide updates on key evidence base studies, discuss strategy and options, and answer any questions raised by Members.

5. Effect upon Policy Framework & Procedure Rules

- 5.1 Following the adoption of the Bridgend LDP, the Council has a statutory obligation under section 76 of the Planning and Compulsory Purchase Act 2004 to produce an Annual Monitoring Report (AMR) to identify whether the policies identified in the monitoring process

are being implemented successfully; and to consider the plan as a whole against all of the information gathered to determine whether a complete or partial review of the plan is necessary.

6. Equality Impact Assessment

- 6.1 There are no direct implications associated with this report. However, any future review of the policies and proposals contained with the Bridgend County Borough Local Development Plan will require an equalities impact assessment to be carried out.

7. Financial Implications

- 7.1 Officer time and cost associated with the data collection and analysis of the monitoring indicators and preparation of the AMR will be met from the Development Planning budget and carried out by existing staff.
- 7.2 The cost of the LDP Review will be met from the Development Planning budget and carried out by existing staff with expertise advice procured from consultants as required. An overview of the financial implications will be set out in the 'LDP Review Report' covering report and a future Delivery Agreement associated with any Replacement Plan will be presented to the Development Control Committee / LDP Steering Group and Full Council.

8. Recommendations

- 9.1 That Council note the content of the AMR Report.
- 9.2 That Council agrees that the Development Control Committee takes on the role of LDP Steering Group to assist in the production and replacement of the Bridgend Local Development Plan.

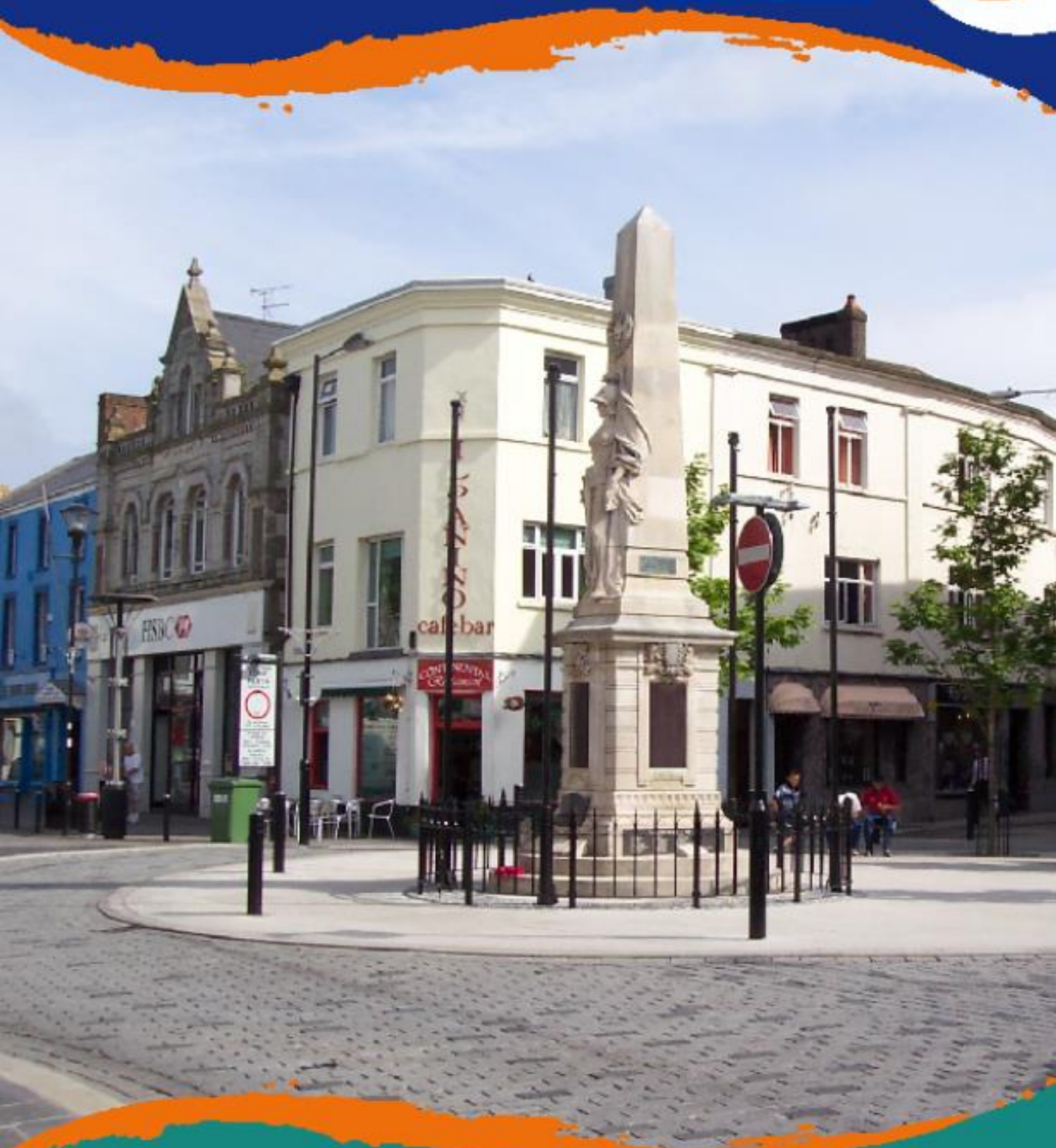
Mark Shephard
Corporate Director Communities
29 November 2017

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Background documents

None.

Annual Monitoring Report 2016-17



Local Planning Authority
Bridgend County Borough Council

1. INTRODUCTION

- 1.1 The Bridgend County Borough Local Development Plan (2006 – 2021) was formally adopted by the Council on the 18th September 2013. Following the adoption of the Bridgend LDP, the Council has a statutory obligation under section 76 of the Planning and Compulsory Purchase Act 2004 to produce an Annual Monitoring Report (AMR). This is the third AMR to be prepared since the adoption of the Bridgend LDP and is based on the period from 1st April 2016 to 31st March 2017 and is required to be submitted to Welsh Government by the 31st October 2017.
- 1.2 The main aim of the AMR is to assess the extent to which the LDP Strategy and Policies are being achieved. Therefore, the AMR has two primary roles; firstly to consider whether the policies identified in the monitoring process are being implemented successfully; and secondly to consider the plan as a whole against all of the information gathered to determine whether a complete or partial review of the plan is necessary.

The Requirement for Monitoring

- 1.3 In order to monitor the Local Development Plans performance, it needs to be considered against a set of monitoring aims and indicators. Chapter 7 of the LDP sets out the Monitoring Framework that forms the basis of the AMR and provides information that is required to be included by LDP Regulation 37.
- 1.4 In this context the AMR is required to identify policies that are not being implemented and for each such policy:
- Outline the reasons why the policy is not being implemented;
 - Indicate steps that can be taken to enable the policy to be implemented;
 - Identify whether a revision to the plan is required;
 - Specify the housing land supply from the Housing Land Availability Report for that year, and for the full period since the adoption of the plan; and
 - Specify the number of net additional affordable and general market dwellings built in the LPA area for that year, and for the full period since the adoption of the plan.
- 1.5 The LDP Manual (Edition 2, 2015) supplements this requirement by setting out additional factors that should be assessed in the AMR:
- Whether the basic strategy remains sound (if not, a full plan review may be needed);
 - What impact the policies are having globally, nationally, regionally and locally;

- Whether the policies need changing to reflect changes in national policy;
- Whether policies and related targets in the LDP have been met or progress is being made towards meeting them, including publication of relevant supplementary planning guidance (SPG);
- Where progress has not been made, the reasons for this and what knock on effects it may have;
- What aspects, if any, of the LDP need adjusting or replacing because they are not working as intended or are not achieving the objectives of the strategy and/or sustainable development objectives; and
- If policies or proposals need changing, the suggested actions that is required to achieve them.

1.6 Monitoring the Plan also accords with the requirements for monitoring the sustainability performance of the plan through the Strategic Environmental Assessment / Sustainability Appraisal (SEA/ SA) (Strategic Environmental Assessment Regulations (2004) and The Conservation of Habitats and Species Regulations 2010 (as amended 2011).

Format and Content

1.7 The structure of the AMR is as follows:

Chapter 2: Executive Summary (pages 4-9) - provides a succinct written summary of the key monitoring findings;

Chapter 3: Monitoring Framework (pages 10-13) – explains the process of monitoring the LDP, how to quantify the resulting data and if necessary, determine whether a review of the LDP and Sustainability Appraisal (SA) is required;

Chapter 4: Contextual Change (pages 14-28) – analyses the potential impact of factors such as changes to national planning policy, the economic climate and local issues on the implementation of the LDP;

Chapter 5: Local Development Plan Monitoring (pages 29-72) – provides an analysis of the effectiveness of the LDP policy framework in delivering the plans targets;

Chapter 6: Sustainability Appraisal Monitoring (pages 73-78) – analyses the impact the LDP is having on the social, economic and environmental well-being of Bridgend and;

Chapter 7: Conclusions and Recommendations (pages 79-84) – provide an overview of the findings of the AMR and makes recommendations about issues that require further consideration.

2. EXECUTIVE SUMMARY

2.1 Section 76 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to monitor the implementation of their adopted LDPs by preparing an Annual Monitoring Report (AMR). This is the third AMR to be prepared since the adoption of the Bridgend LDP and is based on the period from 1st April 2016 to 31st March 2017 and is required to be submitted to Welsh Government by 31st October 2017.

Background

2.2 The Council formally adopted the Bridgend County Borough Local Development Plan (LDP) on the 18th September 2013. Following the adoption of its LDP, the Council has a statutory obligation under section 61 of the Planning and Compulsory Purchase Act 2004 to keep all matters under review that are expected to affect the development of its area. In addition, section 76 of the Act requires the Council to produce information on these matters in the form of an Annual Monitoring Report for submission to the Welsh Government. This is the third AMR to be prepared since the adoption of the Bridgend LDP and is based on the period from 1st April 2016 to 31st March 2017 and is required to be submitted to Welsh Government by the end of October 2017.

2.3 There have been many changes since 2013 that will impact on the successful implementation of the LDP; the most notable are the changes in the Welsh Economy and the changes in the regional context. The AMR will therefore consider whether the development strategy that underpins the LDP remains valid; and will assess whether or not the Strategy Policies contained in the LDP are being effective in delivering the Development Strategy and meeting the objectives of the plan.

2.4 The LDP Regulations and the LDP Manual specify what the AMR is required to include:

- An Executive Summary;
- A review of changes to national and regional policy and guidance and their implications for the LDP;
- SEA/SA Monitoring based on the SEA/SA Monitoring Framework;
- LDP Monitoring based on the LDP Monitoring Framework;
- Statutory Indicators; and
- Recommendations on the course of action in respect of policies and the LDP as a whole.

Key findings of the Annual Monitoring Process

External Influences

- 2.5 The AMR considers the external factors that have had, or could have, an influence on the implementation of the plan and thus on development in the County Borough. These include changes in:
- Policy and legislation;
 - National statistics;
 - External conditions; and
 - Local development context.

Policy and Legislation

- 2.6 The AMR is required to identify documents, at national and regional level, that may have implications for the policies in the LDP and to assess them to identify their implications. The Welsh Government did not introduce any national legislative changes during the current monitoring period but has commenced work on the production of a National Development Framework (NDF) which will replace the Wales Spatial Plan. The NDF will set out the 20 year spatial framework for land use in Wales, providing a context for the provision of new infrastructure/growth. A revised version of Planning Policy Wales (PPW) was published in November 2016 and TAN 4 Retail and Commercial Development was also updated during the current monitoring period. The changes in National Policy and Legislation have resulted in significant changes to policy and will be addressed through the statutory LDP review in 2018.

External Conditions

National Context

- 2.7 The UK economy has been recovering at a relatively strong rate since early 2013, although there was a slight slowdown in growth in late 2014 before the EU referendum due to slower global growth, but the vote to leave the EU is likely to lead to a significant further slowdown. PWC forecast that UK growth will slow to around 0.6% in 2017 and 2018, largely due to the increased political and economic uncertainty following the 'Brexit' vote. The main reason for the slowdown will be a decline in business investment, particularly from overseas in areas like commercial property. This is being driven by political instability in the short term, as well as uncertainty about the UK's future trading relationships with the EU in the longer term. In Wales, the picture for house building continues to be a mixed story. Welsh Government statistics indicate that since 2012 there has been a gradual increase in the number of new dwellings started in Wales. For the period 2016 / 2017 a total of 6,871 new dwellings were started; compared to the previous year where 6,708 new dwellings were started representing an increase of 4%. However, the number of new

dwellings completed has decreased over the last year. During 2016 / 2017 there were 6,833 new dwellings completed in Wales, which represents a decrease of 0.9% compared to 2015 / 2016 and continues to remain below the annual levels seen prior to the recession where in 2006 / 2007 completions totalled 9,334.

The Local Development Context & Economic Conditions

- 2.8 Land Registry Statistics in relation to house building and prices in Bridgend during 2016 /2017 suggests that the housing market in the County Borough is beginning to show signs of recovery with average house sale prices for 2017 for Bridgend as being £153,243 compared to £136,701 for the previous year, an increase of 12.1%. The Land Registry data indicates house sale prices in Bridgend consistently below the national England and Wales sales prices. The 2017 JHLAS indicates that 406 new homes were completed during the monitoring period 1st April 2016 to 31st March 2017 and that 5046 dwellings have been completed in total, during the LDP period 2006 to 2017.
- 2.9 In the County Borough of Bridgend between April 2016 & March 2017 there were 64,900 economically active people of which 61,800 are employed. At 2016 (latest statistics) there were 4,540 businesses registered in the County Borough compared to 4,400 the previous year. An examination of the size of businesses in the county borough shows that the majority of enterprises are micro (defined as up to nine employees).
- 2.10 On the ground the signs that the economy is continuing to recover are evident, with planning permission being granted for a development of up to 71,441sq.m of B1, B2 and B8 employment floorspace (planning application reference P/16/549/OUT refers). In addition Ford recently announced an investment of 181 million pounds for their existing facility in Bridgend. In addition, other sectors of the economy including tourism and services, not dependent on being located on traditional employment sites are growing. The County Borough is experiencing growth in golf tourism, outdoor activity destinations linked to cycle touring, mountain biking and other extreme sports.

Strategic Environmental Assessment/Sustainability Appraisal Monitoring

- 2.11 The Strategic Environmental Assessment Directive requires local authorities to undertake Strategic Environmental Assessment (SEA) as part of the preparation of the LDP. In addition to this the LDP Regulations requires a Sustainability Appraisal (SA) to be undertaken. In preparing the LDP the council undertook joint SEA and SA and produced and published its SEA/SA Report in conjunction with the LDP.

- 2.12 The SEA Directive also requires that the council monitor the state of the environment through monitoring the sustainability objectives set out in the SEA/SA Report. This forms an integral part of the AMR and is contained in Section 6. The SEA/SA monitoring indicates a positive change to the environment thus far in the plan period.

LDP Policy Monitoring

- 2.13 An overview of the LDP Monitoring Data for the 3rd AMR period provides an interesting insight into the implementation of the LDP over the past 12 months. The key findings are set out below:

- The 2017 JHLAS indicates that 406 new homes were completed during the monitoring period 1st April 2016 to 31st March 2017 and that 4978 dwellings have been completed in total, during the LDP period 2006 to 2017;
- The 2017 JHLAS indicates that the Council has a housing land supply, assessed against the housing requirement of the Bridgend LDP of 4.0 years;
- To date 1150 affordable dwellings have been provided;
- During the monitoring period 01 April 2016 to 31 March 2017 1.40 hectares of vacant employment land was developed;
- Within Bridgend Town Centre of the 379 commercial properties surveyed 67 were vacant – representing a vacancy rate of 17.68 %;
- Within Porthcawl Town Centre of the 204 commercial properties surveyed 10 were vacant – representing a vacancy rate of 4.90%;
- Within Maesteg Town Centre of the 167 commercial properties surveyed 10 were vacant – representing a vacancy rate of 5.99%;
- The requirement as to whether the Council will need to identify a Gypsy and Traveller Site is now however determined by the new requirements of the Housing (Wales) Act 2014. The Housing (Wales) Act 2014 requires each local authority in Wales to undertake a Gypsy and Traveller Accommodation Assessment to ensure that needs are properly assessed and planned for. In summary, the GTAA covers the period 2016-2031 and estimates the additional pitch provision needed for Gypsies and Travellers in Bridgend. For the first 5 years of the GTAA plan period, there is no requirement for **additional pitches**, and for the remainder of the GTAA plan period, **a further 1 additional pitch is required**. This gives a total need for the whole GTAA plan period of 1 additional pitch.
- The County Borough is making a significant contribution to national renewable energy targets. The generating capacity within an immediately

adjacent the refined SSA (north of Evanstown) is 65 MW which is considerably higher than the estimated capacity within the SSA of 31 MW.

- 2.14 Chapter 5 of the AMR provides a detailed analysis of the success of the plan to date against the monitoring indicators and factors in terms of delivering sustainable development.

3. MONITORING FRAMEWORK

- 3.1 The Monitoring Framework comprises 2 key elements. These are the monitoring of:
- The LDP strategy, policies and proposals; and
 - The Sustainability Appraisal (SA) which includes the Strategic Environmental Assessment (SEA).
- 3.2 The on-going success of these documents and the policies within them are to be measured against a set of targets identified as part of the LDP process. Indicators have been formulated to determine whether these targets have been met. Where the results conclude that the targets are not being met, and that the effectiveness of the LDP documents (or parts or policies of it), are falling significantly below the level required, then consideration will be given to the need for a review of the LDP.

LDP Monitoring Aims, Indicators, Targets, Triggers and Outcomes

- 3.3 The LDP monitoring framework identifies 13 monitoring aims based on the Policies which deliver the strategy of the Plan; these monitoring aims are assessed against 31 indicators. It should be noted that whilst the targets and indicators relate to each Strategic Policy, the framework has been designed to ensure that linkages are made between the Strategic Policies, relevant objectives and Development Management and Allocation policies. Monitoring the delivery of the Strategic Policies therefore provides a mechanism for monitoring the LDP as a whole.
- 3.4 Trigger levels have been set which identify where a policy has diverged from the monitoring target to such an extent that the policy is failing to be implemented or needs to be amended. Where this happens the analysis in the monitoring table identifies the issue and, where necessary, the actions required to address it.

The Sustainability Appraisal Objectives and Indicators

- 3.5 The Sustainability Appraisal (SA) of the LDP identifies a set of objectives and significant effect indicators which are intended to measure the social, economic and environmental impact of the LDP. The SA identifies 4 objectives and 15 indicators specifically designed to monitor the environmental credentials of the LDP.

Monitoring Progress

- 3.6 The analysis of the monitoring process will be in the form of detailed written assessment of the indicator results and a subsequent view on the success of the targets and effectiveness of the policies. This will be provided in the respective monitoring sections of this report for the LDP and SA.
- 3.7 As a visual aid in showing the monitoring outcomes, a simple colour coded system has been formulated and will be included in the individual tables of Strategic Policies and SA results, as shown below:

Continue Monitoring
Where indicators are suggesting that LDP policies are being implemented effectively and there is no cause for a review.
Officer / Member Training Required
Where indicators associated with planning applications suggest that policies are not being implemented as they were intended and further officer or Member training is required.
Supplementary Planning Guidance (SPG) / Development Briefs Required
Whilst the Council will be preparing SPG and Development Briefs throughout the Plan period, indicators may suggest that further guidance should be provided to developers on how a policy should be properly interpreted. Additionally, should sites not be coming forward as envisaged; the Council will actively engage with developers / landowners to bring forward Development Briefs on key sites to help commence the development process.
Policy Research
Where the indicators suggest that the LDP policies are not being effective as they should; further research and investigation, including the use of contextual indicators and comparisons with other local authorities and national statistics where appropriate may be required.
Policy Review
Where indicators suggest that a LDP policy is failing to implement the strategy of the Plan and a formal review of the policy is required. Further research and investigation, including comparisons with other local authorities and national statistics where appropriate will be required before a decision to formally review the policy is made.
Plan / Strategy Review
Where indicators suggest that the LDP strategy is failing and a formal review of the Plan is required. The decision to review the Plan will not be taken lightly, and this trigger will not apply to the majority of policy areas.

Trigger for Review of the Plan

- 3.8 A review of the LDP in advance of the statutory 4-year review will only take place in exceptional circumstances. The monitoring framework for the LDP identifies specific trigger points where it was considered appropriate to highlight the need to consider the reasons why policies are failing to be delivered. However, these triggers are not in themselves sufficient to trigger a review of the Plan.
- 3.9 The Council will make a judgement on the need for a full or partial review based on the following factors:
- A significant change in external conditions;
 - A significant change in local context e.g. closure of major employment site;
 - A significant change in development pressures or needs and investment strategies of major public and private investors;
 - A significant change in national policy or legislation; and
 - Significant concerns from the findings of the AMR in terms of policy effectiveness, site delivery, progress rates, and any problems with implementation.

Local Development Plan Wales (2005)

- 3.10 Government sets out in LDP Wales paragraph 4.43 the following requirements:
- *Whether the basic strategy remains sound (if not, a full plan review may be needed);*
 - *What impact the policies are having globally, nationally, regionally and locally;*
 - *Whether the policies need changing to reflect changes in national policy;*
 - *Whether policies and related targets in LDPs have been met or progress is being made towards meeting them, including publication of relevant Supplementary Planning Guidance (SPG);*
 - *Where progress has not been made, the reasons for this and what knock on effects it may have;*
 - *What aspects, if any, of the LDP need adjusting or replacing because they are not working as intended or are not achieving the objectives of the strategy and/or sustainable development objectives; and*

- *If policies or proposals need changing, what suggested actions are required to achieve this.*

3.11 *The AMR must also specify the housing land supply (from the current Housing Land Availability Study) and the number of net additional affordable and general market dwellings built in the authority's area, and report on other LDP indicators.*

4. CONTEXTUAL CHANGE

4.1 The findings of the AMR Monitoring Framework are fundamental in determining how the implementation and delivery of the LDP is progressing. However, it is equally important to understand how the implementation of the LDP has been influenced by local, regional, national and international social and economic factors. By seeking to understand how different factors have affected the delivery of the LDP, the Council will gain a better understanding of what it can do to support the Plan's implementation. In focussing on those factors it can influence and better support delivery of its objectives and shape future strategies.

4.2 The following section looks specifically at the external factors that have had, or could have, an influence on the implementation of the plan and thus on development in Bridgend County Borough. These include changes in:

- Policy and legislation;
- National statistics;
- External conditions; and
- Local development context.

Policy and legislation

4.3 The Council needs to consider through its AMR whether changes to national planning policy have any implications for the LDP. If the implications are significant, the Council will need to determine how it addresses the issues.

Legislative Changes

4.4 The Welsh Government did not introduce any national legislative changes during the current monitoring period.

National Planning Policy National Development Framework (NDF)

4.5 The Welsh Government has commenced work on the production of a National Development Framework (NDF) which will replace the Wales Spatial Plan. The NDF will set out the 20 year spatial framework for land use in Wales, providing a context

for the provision of new infrastructure/growth. It will concentrate on development and land use issues of national significance which the planning system is able to influence and deliver. Welsh Government undertook a Call for Evidence and Projects during the current monitoring period. Future progress on the NDF and any subsequent implications for the LDP will be reported in future AMRs. It is expected that the NDF will be adopted in 2020.

National Planning Policy Amendments

Planning Policy Wales (Edition 9, November 2016)

4.6 A revised version of Planning Policy Wales (PPW) was published in November 2016. The main changes contained in Edition 9 relate to the following matters:

- **Introduction (Chapter 1):** This has been updated to reflect the introduction of the 'Planning Performance Framework' and to take account of the introduction of validation appeals policy expectations;
- **Local Development Plans (Chapter 2):** This has been updated to reflect changes in legislation, including provisions within the Planning (Wales) Act 2015;
- **Development Management (Chapter 3):** The procedural content has been streamlined as a result of the publication of the Development Management Manual covering these processes. The revised chapter also includes reference to 'Developments of National Significance' following the coming into force of the relevant Regulations related to the Planning (Wales) Act 2015;
- **Planning for Sustainability (Chapter 4):** This has been updated to include the statutory purpose of the planning system as introduced by the Planning (Wales) Act 2015. There have also been minor amendments to take account of the Well-being of Future Generations (Wales) Act 2015 and regarding Design and Access Statements, linked to the Planning (Wales) Act 2015;
- **Historic Environment (Chapter 6):** This chapter has been revised in conjunction with Cadw following Royal Assent of the Historic Environment (Wales) Act 2016; and
- **Retail and Commercial Development (Chapter 10):** This chapter has been updated to reflect the Welsh Government's revised national planning policy for retailing and commercial development.

Technical Advice Notes (TANs)

- 4.7 TAN 4: 'Retail and Commercial Development' (2016) was updated during the current monitoring period.

Regional Context

Strategic Development Plans (SDP)

- 4.8 The Planning (Wales) Act provides a legal framework for the preparation of Strategic Development Plan. This will allow larger than local issues such as housing demand, search areas for strategic employment sites and supporting transport infrastructure, which cut across a number of local planning authorities, to be considered and planned for in an integrated way. SDPs will address cross-boundary issues at a regional level and must be in general conformity with the NDF. The Regulations make reference to three potential strategic planning areas including South East Wales. It is anticipated that Bridgend will be part of this strategic planning area, in alignment with the Cardiff Capital Region City Deal proposals. Regional discussions on the options for progressing a SDP were held during the current monitoring period. Future progress on the SDP and any subsequent implications for the LDP will be reported in future AMRs.

Cardiff Capital Region and City Deal

- 4.9 The Cardiff Capital Region (CCR) is made up of an area of South East Wales, consisting of the ten local authorities, (including Bridgend) who are working collaboratively in order to tackle issues that affect the whole of the region, such as poor transportation links and unemployment, with the aim of working together and collaborating on projects and plans for the area. The Authorities forming the Capital Region are progressing the City Deal to fund projects aimed at boosting the competitiveness of the region over the next 20 years. The CCR City Deal will help boost economic growth by improving transport links, increasing skills, helping people into work and giving businesses the support they need to grow. It will also establish strong governance across the region through the Cardiff Capital Region Joint Cabinet. The Leaders of the ten local authorities in South East Wales formally ratified the Cardiff Capital Region City Deal on March 1st 2017. Following this the City Deal will enter a transition phase and the Cardiff Capital Region Transition Plan will be created. This plan will detail the key activities to be undertaken, including the establishment of a Regional Office to drive the delivery of the Regional Cabinet's work programme in anticipation of receiving proposals for investment. The progress of the Cardiff Capital Region agenda, City Deal Bid and any subsequent implications for the LDP will be given further consideration in subsequent AMRs where appropriate. This investment represents a significant opportunity for the region.

External Conditions (National Context)

Economy

- 4.10 The UK economy has been recovering at a relatively strong rate since early 2013, although there was a slight slowdown in growth in late 2014 before the EU referendum due to slower global growth, but the vote to leave the EU is likely to lead to a significant further slowdown. PWC forecast that UK growth will slow to around 0.6% in 2017/18, largely due to the increased political and economic uncertainty following the 'Brexit' vote.
- 4.11 The main reason for the slowdown will be a decline in business investment, particularly from overseas in areas like commercial property. This is being driven by political instability in the short term, as well as uncertainty about the UK's future trading relationships with the EU in the longer term. It is predicted that the services sector will slow but should remain positive in 2017 and remain the main driver of UK growth for both output and employment. Manufacturing and construction growth have slowed recently, but should remain positive contributors to the UK economy for 2017 with some manufacturing exporters benefiting from the weaker pound. London and the South East will remain the fastest growing region but its pace of expansion is likely to slow markedly to just over 1% in 2017 / 2018 following the Brexit vote. Other UK regions are likely to see growth slow below 1% next year.
- 4.12 Whilst the picture for the UK economy is relatively positive, Wales has been one of the many countries significantly affected by the global economic downturn and this has been visible in many areas, most notably in the business, commercial and property markets. Welsh Government Statistics indicate that there were 1.4 million people in employment in Wales in May to July 2017, down 22,000 (1.5 %) from the same period a year earlier. Wales is still experiencing a prolonged and gradual realignment of the economy and the levels of growth anticipated at the start of the plan period may take longer to deliver than originally envisaged. The economy in Wales has a high reliance on public sector employment and continuing government cuts and subsequent public sector job losses will significantly dampen predicted growth.
- 4.13 There are two sectors of the Welsh economy that are particularly relevant to the successful implementation of the LDP. These are the housing and commercial markets, which combined with the need for an efficient transport system, are essential to ensure that people have access to homes and jobs.

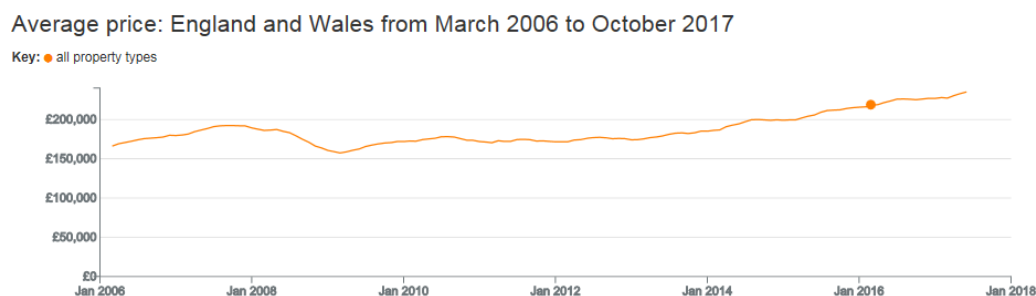
Housing Market

- 4.14 Welsh Government statistics indicate that since 2012 there has been a gradual increase in the number of new dwellings started in Wales. For the period 2016 / 2017 a total of 6,871 new dwellings were started; compared to the previous year where 6,708 new dwellings were started representing an increase of 4%. However, the number of new dwellings completed has decreased over the last year. During 2016 / 2017 there were 6,833 new dwellings completed in Wales, which represents a

decrease of 0.9% compared to 2015 / 2016 and continues to remain below the annual levels seen prior to the recession where in 2006 / 2007 completions totalled 9,334.

- 4.15 A review of house prices for England and Wales for the period 2006 – 2017 indicates clearly the fluctuations that have taken place in house prices over the last eleven years, as shown in the graph below.

Average House Sales Price in England and Wales 2006 – 2017



Source: Land Registry

The Local Development Context & Economic Conditions

- 4.16 In order to properly understand the local context for the LDP, it is necessary to consider a range of factors which affect implementation. These factors include changes to the local policy framework, local economic conditions (in particular the operations of the housing and commercial markets) and the investment strategies of major public and private sector organisations.
- 4.17 The following documents have been added to the LDP evidence base since the adoption of the LDP:

Bridgend Joint Housing Land Availability Study 2017

- 4.18 The recently published 2017 JHLAS shows that the County Borough has housing land supply, assessed against the housing requirement of the Bridgend LDP of 4 years that is below the minimum requirement of 5 years.

Local Economic Conditions

- 4.19 The housing and commercial property markets are two sectors of the local economy that are particularly relevant to the successful implementation of the LDP.

Bridgend Housing Market

- 4.20 Land Registry Statistics in relation to house building and prices in Bridgend during 2016 /2017 suggests that the housing market in the County Borough is beginning to

show signs of recovery with average house sale prices for 2017 for Bridgend as being £153,243 compared to £136,701 for the previous year, an increase of 12.1%. The Land Registry data indicates house sale prices in Bridgend consistently below the national England and Wales sales prices.

Bridgend Economy

- 4.21 Bridgend County Borough falls within the West Wales and Valleys area for European regional aid purposes. This comprises 15 of Wales' 22 local authorities. Over the period 2014 to 2020 approximately £1.4billion of European Union support will be invested in the area to stimulate economic development and growth. Alongside this, the whole area is designated an assisted area which allows the highest levels of state aid to be awarded to businesses seeking to invest.
- 4.22 Although the county borough has strong links both east and west, it falls into the remit of the Cardiff City Region. This is likely to have a significant influence on economic development and infrastructure investment across the region over the forthcoming years. It takes in 10 local authority areas covering the whole of south east Wales.
- 4.23 In the County Borough of Bridgend between April 2016 & March 2017 there were 64,900 economically active people of which 61,800 are employed.

Employment and unemployment (Apr 2016-Mar 2017)				
	Bridgend (Numbers)	Bridgend (%)	Wales (%)	Great Britain (%)
All People				
Economically Active†	64,900	73.3	74.8	78.0
In Employment†	61,800	69.6	71.4	74.2
Employees†	55,700	63.0	61.5	63.2
Self Employed†	6,100	6.6	9.4	10.6
Unemployed (Model-Based)§	3,100	4.8	4.4	4.7
Males				
Economically Active†	33,700	76.9	78.5	83.2
In Employment†	32,300	73.7	74.8	79.0
Employees†	28,800	66.0	61.1	64.5
Self Employed†	3,500	7.7	13.1	14.2
Unemployed§	1,400	4.0	4.6	4.9
Females				
Economically Active†	31,300	69.8	71.1	72.8
In Employment†	29,500	65.6	68.1	69.4
Employees†	26,900	60.1	61.9	62.0
Self Employed†	2,600	5.5	5.7	7.1
Unemployed§	1,800	5.8	4.2	4.5

Source: ONS annual population survey

4.24 The table below shows the proportion of jobs in each sector in the County Borough.

	Employee Jobs by Industry (2015)			
	Bridgend Employee Jobs	Bridgend %	Wales %	Great Britain%
Mining And Quarrying	10	0.0	0.1	0.2
Manufacturing	8,000	13.8	12.0	8.3
Electricity, Gas, Steam And Air Conditioning Supply	600	1.0	1.1	0.7
Construction	3,000	5.2	4.2	4.6
Wholesale And Retail Trade; Repair Of Motor Vehicles And Motorcycles	10,000	17.2	15.9	15.8
Transportation And Storage	2,000	3.4	3.6	4.7
Accommodation And Food Service Activities	3,500	6.0	7.6	7.2
Information And Communication	1,750	3.0	1.7	4.2
Financial And Insurance Activities	600	1.0	2.3	3.6
Real Estate Activities	450	0.8	1.2	1.7
Professional, Scientific And Technical Activities	2,250	3.9	5.1	8.4
Administrative And Support Service Activities	5,000	8.6	6.4	8.9
Public Administration And Defence; Compulsory Social Security	6,000	10.3	7.1	4.4
Education	6,000	10.3	10.4	9.2
Human Health And Social Work Activities	9,000	15.5	16.2	13.3
Arts, Entertainment And Recreation	800	1.4	2.7	2.4
Other Service Activities	600	1.0	1.5	2.0

Source: ONS Business Register and Employment Survey.

- Manufacturing remains strong in the area, in comparison with Wales and Great Britain, despite sustained job losses in the sector. Whilst data indicates that manufacturing has shown considerable falls in employment over the past 15 years, there has been an increase of 1.2% compared to last year;
- Wholesale and retail trade have seen an increase in full time employment of 11% since last year;
- Full-time employment in the construction sector has risen from 2,800 to 3,000 an increase of 7.14%;
- Banking, finance, insurance and other service sectors are still under-represented in the county borough when compared to the UK; and
- The percentage of jobs in public administration, education and health in the county borough is higher than both the Welsh and British averages.

- 4.25 At 2016 (latest statistics) there were 4,540 businesses registered in the County Borough compared to 4,400 the previous year. An examination of the size of businesses in the county borough shows that the majority of enterprises are micro (defined as up to nine employees).

Businesses				
UK Business Counts (2016)				
	Bridgend (Numbers)	Bridgend (%)	Wales (Numbers)	Wales (%)
Enterprises				
Micro (0 To 9)	3,145	87.2	88,930	89.1
Small (10 To 49)	390	10.8	9,260	9.3
Medium (50 To 249)	65	1.8	1,375	1.4
Large (250+)	10	0.3	300	0.3
Total	3,605	-	99,860	-
Local Units				
Micro (0 To 9)	3,640	80.2	101,840	82.9
Small (10 To 49)	730	16.1	17,220	14.0
Medium (50 To 249)	145	3.2	3,260	2.7
Large (250+)	25	0.6	495	0.4
Total	4,540	-	122,820	-

Source: Inter Departmental Business Register (ONS)

- 4.26 The majority of employment is focused within Bridgend, reflecting that the town is the County Borough's largest settlement and its historical role as a service, employment hub and regional service centre. This is likely to continue into the future as the town is seen as an attractive place for business to locate, given the existing employment base and the availability of skilled labour. Key employment locations are the town centre, Bridgend Industrial Estate, Waterton Industrial Estate, Bridgend Science Park and Brackla and Litchard Industrial Estate.
- 4.27 The LDP recognises that the County Borough has one of the highest rates of employment land development in South East Wales. The Council considers that this wide and balanced portfolio will allow the local economy to attract higher value-added knowledge intensive employment uses, while maintaining the significant manufacturing base that is an important driver of growth for the local economy.
- 4.28 Following a difficult period for the local economy analysis of the monitoring data in chapter 5 indicates a low take up of employment land however; this is not a true reflection of what is happening in the real economy. Also on the ground the green shoots of recovery are continuing to emerge, with Ford announcing last year an investment of 181 million pounds into their existing facility in Bridgend. Production of a new highly efficient petrol engine is expected to start in 2018, safeguarding 750 skilled jobs and demonstrates a growing confidence in the Bridgend economy. In addition, planning permission has been granted for a development of up 71,441sq.m of B1, B2 and B8 employment floorspace at land in Brocastle, Waterton.

- 4.29 In addition, other sectors of the economy including tourism and services, not dependent on being located on traditional employment sites are continuing to grow. The County Borough is experiencing growth in golf tourism, outdoor activity destinations linked to cycle touring, mountain biking and other extreme sports.
- 4.30 The above chapter has identified a number of key contextual changes in national and local planning guidance as well as in the broader economic and social climates. At present, it is not considered that any individual change in circumstance would, at this stage in the plan period, have a substantial effect on the delivery of the objectives of the LDP. However, there are various issues identified that will need to be considered further when the LDP review is undertaken.

5. LOCAL DEVELOPMENT PLAN MONITORING

To Produce High Quality Sustainable Places			
Strategic Development Distribution		Primary Policy: Strategic Policy SP1	LDP Objectives: 1a, 1b, 1c, 1d
Monitoring Aim: Development to be distributed according to the Regeneration-Led Sustainable Development Spatial Strategy			Other Policies:
Policy Target	Indicators	Annual/Interim Target	Monitoring Assessment Trigger
1. 85% or more of housing development on allocated sites takes place within the SRGAs by 2021.	Percentage of the total housing allocation in the Plan developed in the SRGAs.	By 2016 38% or more of the total proposed housing development on allocated sites takes place within the SRGAs.	By 2016 less than 38% of the total proposed housing development on allocated sites takes place within the SRGAs.
2. 80% or more of employment development on Policy REG1 and SP9 sites takes place within the SRGAs by 2021.	Percentage of the total annual employment development on Policy REG1 and SP9 sites located within the SRGAs.	80% of the annual employment development takes place within the SRGAs and Strategic Employment Sites.	Less than 80% of the annual employment development takes place within the SRGAs and Strategic Employment Sites.
3. To ready the Strategic Employment Sites for delivery.	Strategic Employment Sites status in the annual Employment Land Review study.	By 2016 all the Strategic Employment Sites are classified by the Annual Employment Land Review as immediately or short term available. By 2016 all Strategic Employment sites will have a planning consent or approved development brief.	By 2016 all the Strategic Employment Sites are not classified by the Annual Employment Land Review as immediately or short term available. By 2016 all Strategic Employment Sites do not have a planning consent or an approved development brief.

Analysis of Results

In order to Produce High Quality Sustainable Places, Strategic Policy SP1 aims to ensure that development is distributed according to the LDP's Regeneration-Led Sustainable Development Strategy. To assess how effective the LDP is in implementing its overall Strategy a number of indicators and targets have been devised by the Council that measure the 'spatial distribution' of housing and employment development. Policy Target 1 measures the spatial distribution of housing growth and requires that 85% or more of housing development, on allocated sites takes place within the Strategic Regeneration Growth Areas (SRGAs) by 2021.

At a base date of 2009, Housing Policies COM1 and COM2 of the LDP allocated 7,894 housing units across the County Borough. 6,358 of these allocated housing units are located within the 4 SRGAs of Bridgend, Maesteg and the Llynfi Valley, Porthcawl and the Valleys Gateway.

At 2017, since the base date of 2009, a total of 2703 housing units have been completed on all allocated sites, 1773 of these units have been completed within the 4 SRGAs – which represents 65.6% of overall completions on allocated sites within the 4 SRGAs. This is below the 85% 2021 target but considerably greater than the 2016 Interim Target of 38%.

In distribution terms 'between' the 4 SRGAs, Bridgend and the Valleys Gateway have over performed in terms of delivery, with 43% of completions taking place in Bridgend (compared with a distribution of allocations of 42%) and 17.5 % of completions, within the Valleys Gateway (compared with a distribution of 16% of allocations), Porthcawl (5%) and Maesteg and the Llynfi Valley (0.2%) have underperformed in terms of delivery, which is largely attributed to the delay in bringing forward the Porthcawl Waterfront Regeneration Area and within the Llynfi Valley, where there has been issues of housing market viability and the need to overcome various site constraints by land reclamation and land assembly. (A review of these sites is provided in the analysis for Monitoring Target 25).

Policy Targets 2 and 3 measure the 'distribution' of employment development on allocated employment sites, and the readying of the 4 Strategic Employment Sites respectively. Policy Targets 2 and 3 requires that 80% or more of employment land is developed within employment allocations located within the 4 Strategic Regeneration Growth Areas (SRGAs) and that by 2016 all the Strategic Employment Sites are classified in the Annual Employment Land Review as immediately or short term available.

For the monitoring period 1st April 2016 – 31 March 2017, 1.13 hectares of vacant employment land was taken up for development on allocated sites within the SRGAs. The total take up of employment land (including sites outside of SRGAs) totalled 1.40 hectares. This therefore represents 80.7% of overall take with the SRGAs, which meets the monitoring target of 80% and reveals that the spatial distribution is broadly on track, albeit it is accepted that the take of

vacant employment land is low.

Considerable progress is also being made with 'readying' the 4 Strategic Employment Sites for development.

Strategic Employment Sites

SP9(4) Ty Draw Farm – The site benefits from a planning consent, P/12/796/FUL – granted 22/01/14, for 94 dwellings associated access, open space, with B1 employment use for the remainder of the site. On the basis that the residential part of the site is now complete, the B1 part of the site is considered to be available for development in the short term. The applicant is seeking to vary the S106 to extend the time limit for delivering the employment element of the scheme. The site is currently being marketed and it is anticipated that development will start in 2018. However, as a result of the LPA not maintaining its 5 year housing land supply it is expected that the LPA will come under pressure to release this site for new residential development.

SP9(2) Land at Island Farm, Bridgend – The site benefits from an outline planning application, P/08/1114/OUT, granted for mixed-use sport, leisure, commercial and offices on 14/03/12. P/14/824/RES – Highway infrastructure, green bridge and drainage infrastructure, was also granted on 12/06/15 at Island Farm. The infrastructure will enable the B1 part of this approved mixed-use, leisure led development to come forward. A further planning application, P/15/318/NMA has been approved for amendments to conditions relating to P/08/1114/OUT, to enable ecological mitigation to take place. HD limited has started work on site and are in the process of delivering the key infrastructure for the site including roads and drainage. The developer has provided a timescale of two years for the delivery of the Tennis Academy followed by the commercial part of the scheme.

SP9(1) Brocastle, Waterton – Planning permission has been granted for a development of up to 71,441sq.m of B1, B2 and B8 employment floorspace, including access, car parking, diversion of public rights of way, site remediation, drainage, landscaping and associated engineering operations. The approved development complies with the Council's planning policies and will deliver national and local policy objectives of achieving a sustainable development by minimising impact on ecology and habitats, supporting existing green infrastructure and using the site's natural features to provide a layout that responds to its semi-rural location thus creating a high quality development. The development will also support inclusive access and active travel and provide connectivity to Bridgend Town Centre and links to the Vale of Glamorgan. Furthermore, the development can be designed to minimise its potential visual impact and any impacts on the amenity of those residents that adjoin the site (Planning application reference P/16/549/OUT refers). It is hugely positive that planning permission is in place and it is considered that this site is available for employment development in the medium term.

SP9(3) – Pencoed Technology Park is also owned by Welsh Government. The site straddles the eastern administrative boundary of Bridgend and RCT. The site is identified and the focus of High Quality Life Sciences and manufacturing and is already the home of a number of high profile investments. Welsh

Government have extended their ownership at the site by acquiring the brownfield former Sony land holding and are also in the process of acquiring a small land parcel in the Council's ownership. Substantial infrastructure is in place, including 'road stubs' to undeveloped parcels, including the land within Bridgend's administrative area, and the site is considered to be immediately available for development. In January 2017 planning permission was granted to NHS Wales for a change of use of the former Sanken Power Systems building to create a National Imaging Academy offering a state of the art facility to train Consultant Radiologists and ancillary office work space (planning application P/17/39/FUL refers). This site was chosen by the NHS for its strategic location in the heart of 'South Wales' and proximity to the strategic road network. The creation of National Academy is extremely positive as it demonstrates that the Technology Park is in the right location to attract new business but also has the potential to become a hub for office headquarters for both the public and private sectors. Also, in the context of 'City Deal' and a future Strategic Development Plan for SE Wales; Bridgend and RCT local planning authorities have had initial discussions regarding the potential of a wider Pencoed / Llanilid growth area that could deliver significant levels of high quality residential and employment land for the Cardiff Capital Region. This site could make a significant contribution to the employment element of such a growth area.

Performance	
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Action

Policy Targets 1, 2 and 3 are broadly on track, however the indicators suggest that LDP Policy SP1 is not being effective as it should. In terms of Policy Target 1 the underperformance of Porthcawl, Maesteg and the Llynfi Valley SGRAs in terms of housing delivery are largely attributed to the delay in bringing forward the Porthcawl Waterfront Regeneration Area and within the Llynfi Valley, where there has been issues of housing market viability and the need to overcome various site constraints by land reclamation and land assembly rather than the spatial distribution of new residential development in the LDP being fundamentally flawed.

This issue will be the subject of rigorous testing during the statutory LDP review which will commence in early 2018.

To Produce High Quality Sustainable Places			
Design and Sustainable Place Making		Primary Policy: Strategic Policy SP2	LDP Objectives: 1f, 1g, 2a, 2b, 2c
Monitoring Aim: All development to meet Sustainable Place Making Criteria			Other Policies: PLA4
Policy Target	Indicators	Annual/Interim Monitoring Target	Assessment Trigger
4. No highly vulnerable development will take place within the C1 and C2 floodplain area.	Amount of development (by TAN15 paragraph 5.1 development category) permitted in C1 and C2 floodplain areas not meeting all TAN15 tests (paragraph 6.2 i-v).	No applications permitted for highly vulnerable development permitted within the C1 and C2 floodplain area.	1 or more planning applications for highly vulnerable development permitted in C1 and C2 floodplain areas not meeting all TAN 15 tests (paragraph 6.2 i-v).
5. No development will adversely impact on water quality or quantity.	Number of planning applications approved in any given year, contrary to the advice of Natural Resources Wales/Dwr Cymru Welsh Water on water quality or quantity grounds.	No planning applications approved in any given year, contrary to the advice of Natural Resources Wales/Dwr Cymru Welsh Water on water quality or quantity grounds.	1 or more planning applications approved in any given year, contrary to the advice of Natural Resources Wales/Dwr Cymru Welsh Water on water quality or quantity grounds.
6. All development proposals will give consideration to Climate Change adaptation techniques within a Design and Access Statement.	Number of planning applications which consider Climate Change adaptation techniques with a Design and Access Statement.	All planning applications give consideration to Climate Change adaptation techniques within a Design and Access Statement: 2015 Revision of Climate Neutral Development SPG.	1 or more major planning application fails to give consideration to Climate Change adaptation techniques within a Design and Access Statement in any given year. Revision of Climate Neutral Development SPG is not complete by 2015.
7. By 2021 60% of the permitted residential development is on previously developed land.	Amount of new residential development (ha) permitted on previously developed land	By 2016 21% or more of new residential development is permitted on previously	By 2016 less than 21% of new residential development is permitted on previously developed land.

expressed as a percentage of all residential development permitted.	developed land.	
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Analysis of Results

The aim of Strategic Policy SP2 is to ensure that all development contributes to Sustainable Place Making.

In order to monitor whether development is meeting Sustainable Place Making criteria set out in Policy PLA4, the Council considers 4 Policy Targets (4, 5, 6 and 7) to ensure that no vulnerable development takes place within the C1 and C2 floodplain (Policy Target 4); no development will adversely impact on water quality and quantity (Policy Target 5); all development proposals give consideration to climate change (Policy Target 6) and that by 2021 60% of permitted residential development is on brownfield land (Policy Target 7).

In terms of Policy Target 4, between 1st April 2016 and 31st March 2017 4 developments for highly vulnerable (residential) development were permitted within a C2 flood zone:

- P/16/195/FUL: Change of use from Bakery / Café to Playschool / Day-care Service at Old Parish Lane, Maesteg;
- P/16/270/FUL: 2 no. detached bungalows & detached garages;
- P/14/185/FUL: 40 residential dwellings, land at Waterton Lane, Bridgend; and
- P/16/943/FUL: Change of from office to D1 private tutoring establishment, 1st and 2nd floors at 24A Dunraven Place, Bridgend.

However, all planning applications were the subject of no objections from NRW and all proposals satisfied the TAN15 justification test. As such the assessment 'trigger' has not been breached, and the Plan is therefore on target in 2016-2017

With respect to Policy Target 5, during the monitoring period 1st April 2016 – 31 March 2017 no development was permitted contrary to NRW and/or Dwr Cymru/Welsh Water's advice that would adversely impact on water quality or quantity.

Policy Target 6 requires that all development proposals will give consideration to climate change adaptation techniques within a Design and Access Statement. Part of the interim target for this indicator is that by 2015 there should be a revision of SPG12 – Climate Neutral Development which was originally adopted in 2007. This SPG was updated and replaced by SPG 12 – Sustainable Energy on the 30th April 2014.

Furthermore, of the 39 qualifying developments approved during the monitoring period 1st April 2016 to 31st March 2017, 5 planning applications failed to give consideration to environmental sustainability matters, sustainable building techniques and/or energy usage within a Design and Access Statement. These applications are set out below:

- P/15/559/FUL: Redevelopment of existing office units to create 10 no. residential units at 10 & 12 Dunraven Place, Bridgend. Duraven Place is a Grade 2 listed building located in Bridgend Town Centre. The application involved minimal alterations to ensure the historic character of the building was not compromised but as a result meant that it would be impractical to utilise the latest sustainable building techniques when converting this listed building.
- P/16/444/FUL: Waste wood recycling facility: Land North of Heol Y Splot, South Cornelly. The operational process that will be undertaken at the development involves recycling unprocessed wood material. Uses of the recycled wood include; animal bedding, renewable biomass, feedstock and commercial boiler operations, board mill operations and manufacturing of panel board products. The failure of this application to give consideration to climate change adoption techniques is negated by the fact that the development will provide a significant contribution to delivering renewable energy and recycling a waste product.
- P/16/414/FUL: Change of use from B1 to D2 leisure at Zone 3 Eastern Business Park, Bridgend Industrial Estate. Further investigation of this application highlights that viability issues would prevent the proprietor investing in implementing climate change adaption techniques.
- P/16/128/FUL: Restoration and aftercare scheme at former Margam Surface Mine, Cefin Cribwr. This application relates to engineering and landscape improvement work at the worked out Margam surface coal mine to create more visually and environmentally acceptable landform. Consideration of climate change adaption techniques within a Design and Access Statement is not considered necessary for this development proposal.
- P/16/111/FUL: Change of Use from office and day centre to 15no. One bedroom apartments. Whilst no mention of climate change adaption techniques are mentioned in the Design and Access Statement accompanying this application, the proposal conforms to the latest Building Regulation incorporating good levels of insulation, double glazing and efficient boilers which will in turn will reduce the energy consumption of the building.

The LPA is not unduly concerned that Policy Target 6 has not been met as it is considered that failure of the individual applications identified above to not undermine the plan strategy or the thrust of Policy Target 6 that seeks to address climate change. However, it is accepted that the Development Control and Development Planning staff should have been more diligent in identifying the omission of this information during the planning application process. This failure is largely due to limited staff resources.

In terms of Policy Target 7, of the 406 new residential units that were permitted between 1st April 2016 and 31st March 2017, 173 or 42.6% were on previously developed land. This exceeds the target of achieving 21% of permitted residential units on previously developed land by 2021 and greatly exceeds the Interim Target of 21% by 2016.

The Plan is therefore on target in 2016-2017 with respect to all 4 indicators relating to Sustainable Place Making.

Performance	
<u>Action</u>	
Continue monitoring.	

To Produce High Quality Sustainable Places			
Strategic Transport Planning		Primary Policy: Strategic Policy SP3	LDP Objectives: 1f, 1g, 2a, 2b, 2c
Monitoring Aim: All development required to meet Strategic Transport Planning Principles			Other Policies: PLA4
Policy Target	Indicators	Annual/Interim Monitoring Target	Assessment Trigger
8. To increase sustainable forms of transport and reduce overall levels of traffic congestion, the Council will aim to implement the strategic transport improvement schemes detailed in Policy PLA7.	Progression of Regional Transport Plan developments detailed in Policy PLA7, in accordance with the Regional Transport Plan delivery timetable.	PLA7 proposals being implemented in accordance with the Regional Transport Plan delivery timetable.	Regional Transport Plan developments detailed in Policy PLA7, are not being implemented in accordance with the Regional Transport Plan delivery timetable.
<u>Analysis of Results</u>			
<p>Delivering development that meets the requirements of the 'Strategic Transport Planning Principles' set out in Strategic Policy SP3 of the LDP is central to the aim of Producing High Quality Sustainable Places.</p> <p>The transportation and improvement schemes set out by Policy PLA7 will increase sustainable forms of transport and reduce overall levels of traffic congestion, as well as contributing to the requirements of the new Active Travel (Wales) Act 2013.</p> <p>Policy Target 8 monitors the schemes set out by Policy PLA7 against the delivery timetable of the Regional Transport Plan (RTP). However, since the LDP was adopted in September 2013, the Regional Transport Plan (RTP) has been replaced by Bridgend's Local Transport Plan (LTP) 2015-2030, and the various schemes included within Policy PLA7 have been 're-set' accordingly. It is therefore against this new delivery timetable set out in the LTP that Policy Target 8 should be considered with respect to this and future AMRs, in particular those schemes programmed in the first phase of the LTP 2015-2020/21, which coincides with the LDP Plan period.</p> <p>It should be noted that the LTP includes many additional schemes to those originally proposed in the RTP and set out in PLA7, many of which (up to 13 separate schemes) relate to 'bridge' replacements associated with the electrification of the railway line.</p>			

In terms of delivery, the following schemes included in Policy PLA7 were partially during the monitoring period:

- PLA7(9) Porthcawl and Rest bay. This route was completed through funding obtained via the Coastal Communities Fund and was completed in January 2017; and
- Works were due to be completed on PLA7(13) – National Cycle Network 885 to Bridgend, however, this was postponed due to a programming conflict with the Civic Offices envelope works although funding has been secured in 2017/18 to complete the scheme.

A number of 'rail' proposals included within Policy PLA7, relating to improvements to the capacity of the Maesteg – Bridgend Railway line and a new railway station at Brackla, are now investment proposals reserved for the Welsh Government, and not the LTP. Welsh Government are now the coordinating body for investment in all railway related matters, including all new rail services, rail infrastructure and railway stations.

Walking and Cycling Schemes included within the new Phase 1 LTP programme, up to 2021 are:-

PLA7(2) – Improved links to the National Cycle Network in the Vale of Glamorgan;

PLA7(4) – Bridgend and Pencoed (which is financed and programmed for implementation before the end of 2016);

PLA7(7) – Bridgend and Designer Outlet at Junction 36 of the M4 (the middle section of which could be secured by S106 funding); and

In terms of highway schemes:-

PLA7(25) – Improvements to A4063 between Sarn and Maesteg is programmed for delivery up to 2021 in the LTP.

All remaining proposals included within Policy PLA7 have been re-scheduled within the LTP, and fall for delivery beyond the LTP Plan period. Notwithstanding this, all of the proposals remain valid and could be implemented earlier should there be further changes to investment decisions or assisted by Section 106 infrastructure funding.

Performance	
<u>Action</u>	
Continue monitoring within the context of schemes set out within the Local Transport Plan.	

To Protect and Enhance the Environment			
Natural Environment		Primary Policy: Strategic Policy SP4	LDP Objectives: 2a, 2b, 2c
Monitoring Aim: To protect sites and buildings of acknowledged natural, built and historic interest		Other Policies: ENV1, ENV2, ENV4, ENV5, ENV6, ENV7, ENV8	
Policy Target	Indicators	Annual/Interim Monitoring Target	Assessment Trigger
9. No inappropriate development takes place in the countryside of the County Borough.	Amount of land in the countryside (ha) lost to development which is permitted by way of a departure application to Policy ENV1.	No land in the countryside lost to development which is permitted by way of departure applications to Policy ENV1.	> 0 ha of land in the countryside lost to development which is permitted as a departure application to Policy ENV1.
10. No inappropriate development in Green Wedges which would contribute to the coalescence of settlements.	Planning permissions given for inappropriate development within Green Wedge designations (Policy ENV2) which contributes towards the coalescence of settlements.	No planning permissions given for inappropriate development within Green Wedge designations (Policy ENV2) which contributes towards the coalescence of settlements.	1 or more planning permissions granted for inappropriate development within Green Wedge designations (Policy ENV2) which contributes towards the coalescence of settlements.
11a. No development will take place which adversely affects a Special Landscape Area.	Number of developments permitted with the potential to adversely affect a Special Landscape Area.	No planning permissions approved contrary to the advice of NRW or the Council's	1 or more planning permissions granted contrary to the advice of NRW or the Council's Countryside section / Landscape Officer.
11b. No development will take place which affects the integrity of	Number of developments permitted which adversely affect		

a designated site for nature conservation.	the features of a protected site for nature conservation.	Countryside section / Landscape Officer.	Green Infrastructure SPG is not in place by 2014.
11c. No development will take place which results in detriment to the favourable conservation status of European protected species, or significant harm to species protected by other statute.	Number of developments permitted with the potential to result in detriment to the favourable conservation status of European protected species, or significant harm to species protected by other statute.	2014: Production of a Green Infrastructure SPG.	

Analysis of Results

Strategic Policy SP4 of the LDP aims to conserve and enhance the natural environment of the County Borough. The Monitoring Framework sets out 5 Policy Targets (9, 10, 11a, 11b and 11c) to measure how effective the Plan has been in terms of achieving this outcome. These targets relate to monitoring whether inappropriate or detrimental development has taken place within the countryside (Policy Target 9), in Green Wedges (Policy Target 10) within Special Landscape Areas (Policy Target 11a), designated sites of nature conservation (Policy Target 11a) and whether development is detrimental to protected species (Policy Target 11c).

In terms of Policy Target 9, 'inappropriate' development in the countryside, between 1st April 2016 and 31st March 2017 there were 3 planning applications classified as departures' from the LDP:

However, these proposals were not deemed to be 'inappropriate' development in the countryside after a full assessment. The proposals are:-

- P/16/309/FUL – Heol Ty Gwyn Industrial Estate, Maesteg CF34 0BQ: Steel Portal Framed Extension. Whilst located outside of the settlement boundary, it was considered that the extension to the existing building would detrimental to the surrounding countryside;
- P/16/656/FUL – The Meadows, Bryn Road, Coychurch: This application was for a direct replacement of an existing dwelling consistent with the provisions of Policy ENV1 and SP2 of the Local Development Plan; and
- P/16/939/FUL – South Wales Police Headquarters: Single storey café building with ancillary spaces for use by the South Wales Police: This application represents a departure from the Local Development Plan, however South Wales Police have clarified that they do not intend to release

the land for residential development as part of their disposal strategy. As such the proposal was considered compatible with the Local Development Plan policies relating to the Bridgend Strategic Regeneration Growth Area.

In terms of Policy Target 10 'inappropriate' development within a 'Green Wedge' (defined by Policy ENV2 of the LDP) which would contribute to the coalescence of settlements, there were 4 planning applications permitted within the Green Wedges between 1st April 2016 to 31st March 2017. However, none of these proposals were classified as inappropriate or contributed to the coalescence of settlements. The proposals are:-

- P/16/230/FUL – Ty Risha, Penycae, Bridgend: Installation of car park flood lighting and associated works.
- P/16/303/FUL – Coed Parc (off A473), Coychurch: Replacement hay barn and machinery store.
- P/16/750/FUL – Pine Range/Village Diner, Pottery Hill, Ewenny: Change of use from 1st floor furniture showroom to dwelling and side porch.
- P/17/103/FUL – Woodbine Cottage, Cefn Glas Road, Bridgend: Demolish garage and outbuildings and replace with integral garage with internal door.

In terms of Policy Target 11a, development adversely affecting Special Landscape Areas (defined by Policy ENV3), 19 planning proposals were approved within Special Landscape Areas during the period 1st April 2016 and 31st March 2017. None of these proposals however were the subject of 'objection' from the Council's Countryside and/or Landscape Officer or were approved contrary to the advice of NRW and were considered appropriate.

Similarly with respect to Policy Targets 11b and 11c, no proposals have been granted within the County Borough, contrary to the advice of NRW or the Council's Countryside Section that would be detrimental to the conservation of designated sites of nature conservation or would adversely affect the protection and conservation of European protected species (or species protected by other statutes).

The Council is therefore on target to achieve its aim of protecting and enhancing the natural environment.

Performance	
<u>Action</u>	
Continue monitoring.	

To Protect and Enhance the Environment			
Built and Historic Environment		Primary Policy: Strategic Policy SP5	LDP Objectives: 2a
Monitoring Aim: To protect sites and buildings of acknowledged natural, built and historic interest			Other Policies: ENV8
Policy Target	Indicators	Annual/Interim Monitoring Target	Assessment Trigger
12. Development proposals do not adversely impact upon buildings and areas of built or historical interest and their setting.	Occasions when development permitted would have an adverse impact on a Listed Building; Conservation Area; Site/Area of Archaeological Significance; or Historic Landscape, Park and Garden or their setting.	No Planning consents are issued where there is an outstanding objection from the Council's Conservation and Design team, CADW or Glamorgan Gwent Archaeological Trust (GGAT). 2015: Production of Built Heritage Strategy.	1 or more planning consents are issued where there is an outstanding objection from the Council's Conservation and Design team, CADW or Glamorgan Gwent Archaeological Trust (GGAT). Built Heritage Strategy is not in place by 2015.
<u>Analysis of Results</u>			
<p>Strategic Policy SP5 of the LDP aims to conserve, preserve or enhance the built and historic environment of the County Borough and its setting. Policy Target 12 measures how effective Policy SP5 has been in achieving this outcome, by monitoring whether developments have been permitted which would have an adverse impact on a Listed Building, Conservation Area, Site/Area of Archaeological Significance or Historic Landscape, Park and Garden or their setting.</p> <p>The assessment is undertaken by analysing whether planning consents have been issued where there are outstanding objections from the Council's Conservation and Design Team, CADW or Glamorgan Gwent Archaeological Trust (GGAT). Analysis for the monitoring period 1st April 2016 to 31st March 2017 of those planning applications where these bodies have been specifically consulted, indicate that no proposals were permitted that had any 'outstanding' objections.</p>			

In this respect the Council is therefore on target to achieving its aim of protecting sites and buildings of acknowledged built and historic interest.

Interim Monitoring Target 12 is to produce a Built Heritage Strategy by 2015 and to adopt the Strategy as Supplementary Planning Guidance (SPG). This target has not been achieved to date. The Strategy's production was delayed to coincide with the outcome of the Historic Environment Bill, which received Royal Assent on the 21st March 2016. In addition, TAN24 was issued on the 1st May 2016 for public consultation. Therefore, it was considered prudent to delay the document until the final outcome of TAN 24 was known. TAN 24 was published on 31 May 2017, as such it has not been possible to finalise the Built Heritage Strategy in this monitoring period, however the strategy's future production is anticipated in early 2018.

Performance

Action

Progress Built Heritage Strategy and adopt as SPG.

To Protect and Enhance the Environment			
Minerals		Primary Policy: Strategic Policy SP6	LDP Objectives: 2d
Monitoring Aim: Safeguard areas of aggregates and coal resources			Other Policies: ENV10, ENV11, ENV12
Policy Target	Indicators	Annual/Interim Monitoring Target	Assessment Trigger
13. Maintain a minimum 10 year aggregate landbank throughout the plan period.	Aggregates landbank for Bridgend County Borough in years.	Maintain a minimum 10 year supply of aggregates resource.	Less than a 10 year supply of aggregates resource.
14. No permanent, sterilising development will be permitted within a mineral buffer zone or a minerals safeguarding area.	Number of planning permissions for permanent, sterilising development permitted within a mineral buffer zone or a minerals safeguarding area.	No permanent, sterilising development will be permitted within a mineral buffer zone or a minerals safeguarding area.	1 permanent, sterilising development permitted within a mineral buffer zone or a minerals safeguarding area.
<u>Analysis of Results</u>			
<p>Strategic Policy SP6 aims to provide a contribution to national, regional and local demand for a continuous supply of minerals. LDP Policy Targets 13 and 14 have a particular focus on monitoring whether the LDP maintains a minimum landbank for aggregates (Policy Target 13) and also safeguarding against permanent sterilising development within mineral buffer zones and mineral safeguarding areas (Policy Target 14).</p> <p>Policy Target 13 specifically requires the maintenance of a minimum 10 year aggregate landbank throughout the plan period within the County Borough. The latest SWRAWP Annual Report has been drafted but has not been published due to an objection from the Mineral Products Association). Therefore, the Council has used the SWRAWP Annual Report (2014) which calculates the 10 year aggregate landbank as 70 years. As such the LDP is meeting its target of providing a minimum 10 year supply.</p> <p>With respect to Policy Target 14, analysis of planning applications show that no permanent sterilising developments have been approved in the monitoring period 1st April 2016 to 31st March 2017, within mineral safeguarding areas or mineral buffer zones, that did not comply with the criteria of LDP Policies</p>			

ENV9 or ENV10. The LDP is therefore meeting its monitoring target with respect to Policy Target 14.	
Performance	
<u>Action</u>	
Continue monitoring.	

To Protect and Enhance the Environment			
Waste		Primary Policy: Strategic Policy SP7	LDP Objectives: 2d
Monitoring Aim: Seeks to meet the County Borough's contribution to regional and local waste facilities			Other Policies: ENV14, ENV15, ENV16
Policy Target	Indicators	Annual/Interim Target	Monitoring Assessment Trigger
15. Provide 7.7 to 11.9 hectares of available land (or consented for that purpose) on sites identified under Policy SP7 for the provision of new waste treatment facilities to meet the regionally identified need to treat up to 228,000 tonnes of waste per annum.	The availability of 7.7 to 11.9 hectares of land (or consented for that purpose) on sites identified under Policy SP7 to meet the identified need to treat up to 228,000 tonnes of waste per annum.	7.7 to 11.9 hectares of land is provided (or consented for that purpose) on sites identified under Policy SP7 for the provision of new waste treatment facilities.	The availability of land on the sites identified under Policy SP7 falls below 7.7 hectares (or has not been developed for that purpose).
<u>Analysis of Results</u>			
Strategic Policy SP7 aims to make provision for new waste treatment facilities to meet regional (and local) waste treatment needs.			
Strategic Policy SP7 identifies 5 sites where waste facilities will be favoured at Heol y Splott, South Cornelly, Brynmenyn Industrial Estate, Village Farm			

Industrial Estate, Brackla/Litchard Industrial Estate and Waterton Industrial Estate. Waste proposals on other appropriate sites or land allocated for industrial purposes may also be permitted, provided the proposal meets the criteria set out in Policy ENV16 of the LDP.

In order to satisfy regional (and local) waste treatment needs Policy Target 15 requires the availability of 7.7 to 11.9 hectares of land (or land consented for that purpose), on the 'favoured' sites set out in SP7.

At the monitoring date of 31st March 2017, the table below illustrates that 29.36 hectares of land remained available on SP7 sites.

SP7(1)	Land at Heol-y-Splott, South Cornelly	00
SP7(2)	Brynmenyn Industrial Estate, Brynmenyn	7.16
SP7(3)	Village Farm Industrial Estate, Pyle (cumulative total)	2.83
SP7(4)	Brackla/Litchard Industrial Estate, Bridgend	7.71
SP7(5)	Waterton Industrial Estate, Bridgend	11.66
Total		29.36

The analysis indicates that the Council is therefore achieving its requirement to contribute to identified regional (and local) waste treatment needs and facilities.

Performance

Action

Continue monitoring.

To Protect and Enhance the Environment			
Energy Generation, Efficiency and Conservation		Primary Policy: Strategic Policy SP8	LDP Objectives: 2d
Monitoring Aim: That the County Borough contributes towards the country's renewable energy requirements		Other Policies: ENV17, ENV18	
Policy Target	Indicators	Annual/Interim Monitoring Target	Assessment Trigger
16. All major planning applications assess the potential for onsite Renewable / Low Carbon Energy technologies.	Major planning applications which are accompanied by a Renewable / Low Carbon Energy Assessment in accordance with Policy ENV17.	100% of all major planning applications are accompanied by a Renewable / Low Carbon Energy Assessment in accordance with Policy ENV17. 2014: Production of Energy Opportunities Plan SPG.	<100% of all major planning applications are accompanied by a Renewable / Low Carbon Energy Assessment in accordance with Policy ENV17 in any year. Energy Opportunities Plan SPG is not in place by 2014.
17. To increase the amount (in MW) of energy produced in the County Borough from renewable sources.	Permitted and installed capacity (MW) of renewable electricity and heat projects within the County Borough.	Annual increase in the permitted or installed capacity of renewable electricity and heat projects within the County Borough through the Plan period. 2014: Production of Energy Opportunities Plan SPG.	No annual increase in the permitted or installed capacity of renewable electricity and heat projects within the County Borough. Energy Opportunities Plan SPG is not in place by 2014.
18. 35MW of renewable energy generated in the refined Strategic Search Areas (Policy ENV18) by the end of the Plan period.	The capacity of renewable energy developments (MW) installed inside the refined Strategic Search Areas (Policy ENV18).	If planning applications which would cumulatively meet the 35MW target are not submitted by 2018.	If planning applications which would cumulatively meet the 35MW target are not submitted by 2018.

Analysis of Results

The monitoring aim of Strategic Policy SP8 is to ensure that development proposals within the County Borough contribute to meeting national renewable energy efficiency targets. The Monitoring Framework sets out 3 targets (16, 17 and 18) to measure how effective the Plan has been in achieving this aim.

Policy Target 16 requires that all major planning applications assess the potential for on-site renewable/low carbon energy technologies and this is measured by analysing whether each major application is accompanied by a renewable/low carbon energy assessment – this is a requirement of Policy ENV17. Of the ‘qualifying’ developments no major planning applications submitted (and granted) for the monitoring period 1st April 2016 to 31st March 2017 were accompanied by a ‘specific’ energy assessment. This is the third consecutive year that the Council has failed to meet the requirements of monitoring target 16 however it must be recognised that energy efficiency in new development is achieved by strict adherence to Building Regulations. Nevertheless further investigation is required to understand and action where further measures are required to ensure compliance with the provisions of LDP Policy EN17. This issue will be scrutinised in detail during the statutory LDP review and consideration given as to whether the policy approach needs to be amended.

Notwithstanding the fact that not all major planning applications have been accompanied by an Energy Assessment the Council has achieved its ‘interim target’ of producing an Energy Opportunities Plan SPG by 2014. The Council originally produced its Energy Opportunities Plan in November 2011 and this has been updated and subsequently been incorporated into the Sustainable Energy SPG adopted by Council on 2nd May 2014.

The LPA is committed to ensuring that the County Borough contributes towards the country’s renewable energy requirements and is both disappointed and concerned that Policy Target 16 has not been met. However, the issue of ‘renewable energy’ has had its profile raised following the selection of two demonstrator schemes:- the Bridgend Town Heat Network and the Upper Llynfi Valley Heat Network (Caerau Minewater) Projects. The Caerau Minewater Heat Project was recently announced in August 2017 as the third prize winner in the NEA and British Gas Energy Impact Awards 2017-18. Bridgend CBC is working with the Energy Technology Institute (ETI) who is developing an Energy Path Networks tool which will identify the most cost-effective local energy systems (heat and power) for Bridgend to a lower carbon energy system as part of a Low Carbon Transition Plan. Acting as a catalyst for energy project investment in the Bridgend borough, the heat network projects SSH Programme has attracted additional studies to be carried out such as an analysis of the Bridgend Gas Network by Wales and West Utilities to inform the future of the gas debate, identifying opportunities for Community Renewable Energy Schemes in Rural Bridgend.

The aim of Policy Target 17 is to increase the amount of energy produced in the County Borough from Renewable Sources in the County Borough. Success is judged by monitoring whether there has been an annual increase in the permitted or installed capacity of renewable electricity and heat projects.

During the Monitoring Period 1st April 2016 to 31st March 2017 2.5 mw of renewable electricity capacity was permitted. The scheme approved relates to 1 Wind Turbine on land at Parc Stormy (planning application P/15/868/FUL refers) which represents an increase of 3.1% on last year's figures. It is worth noting that during the Monitoring Period 1st April 2015 to 31st March 2016 78.4mw of renewable electricity capacity was permitted. The schemes approved comprised an Anaerobic digestion facility for 30yr period at Parc Stormey Down Airfield; Biomass Power Station of 25 mw electric output; 12 Wind Turbines and Pant-y-Wal Farm, East of Ogmere Valley; Solar Photovoltaic Farm at Stormy Down and Electric Energy Storage Facility also at Stormy Down.

The LDP is therefore annually increasing the amount of energy produced from renewable source and is meeting Policy Target 17.

Policy Target 18 aims to generate 35MW of renewable energy within the refined Strategic Search Areas (SSAs) by 2021.

Parts of Bridgend County Borough lie within the Strategic Search Area (SSA) for large scale wind energy projects outlined in TAN8. As part of a consortium, Bridgend County Borough carried out a refinement exercise in these areas in 2006. The refinement carried out by Ove Arup and partners, calculated the generation capacity of parcels of land, included in the SSA. For those 'refined' areas of the SSA in Bridgend County Borough the capacity was calculated as:-

- Zone 20 North East of Maesteg 19MW
- Zones 31-34 North of Evanstown 31MW

During the Monitoring Period 1st April 2016 to 31st March 2017 no applications have been approved within the refined Strategic Search Areas (SSAs). However, it is important to note that within zones 31-34 the Council has already consented planning applications at Pant Y Wal and Fforch Nest wind farms totalling 35MW – thereby exceeding this capacity. All of this capacity is already installed and operational. It should be noted that Zone 20 was excluded from the capacity assessment on the basis of the operational Ffynon Oer wind farm in Neath Port Talbot. The Plan has therefore met its target with respect of the generation of 35MW of renewable energy by the end of the Plan period.

In addition the Pant Y Wal extension, comprising of an additional 10 wind turbines with a generating capacity of 3MW each was consented on 28/02/15. Although not located within the refined SSA boundary, the turbines are located immediately adjacent to it and within the wider SSA and will contribute an additional 30 MW of renewable energy capacity.

As such the generating capacity from large-scale wind turbines (within and immediately adjacent to the refined SSA) is 65 MW. As such the County Borough is making a significant contribution to national renewable energy targets.

Performance – Policy Target 16

Action

Policy Research

This is the third consecutive year that the Council has failed to meet the requirements of monitoring target 16. Therefore, further investigation is required to understand and action where further measures are required to ensure compliance with the provisions of LDP Policy EN17. In this respect it is likely that further training of officers to promote the requirement to submit Energy Assessments with planning applications is required and to promote this requirement as part of the planning application validation process. This issue will be the subject of rigorous testing during the statutory LDP review that will commence in early 2018.

Performance – Policy Targets 17 & 18

Action

Continue monitoring.

To Spread Prosperity and Opportunity through Regeneration			
Employment Land Development		Primary Policy: Strategic Policy SP9	LDP Objectives: 1a, 1b, 1d, 3a, 3b, 3c
Monitoring Aim: Protect 164 hectares of vacant employment land			Other Policies: REG1
Policy Target	Indicators	Annual/Interim Target	Monitoring Assessment Trigger
19. 72.5 ha of employment land allocated by Policies SP9 and REG1 are developed over the Plan period.	Employment land development on Policies SP9 and REG1 sites in hectares.	6.3 ha of employment land allocated by Policies SP9 and REG1 are developed per year for employment uses.	<6.3 ha of employment land allocated by Policies SP9 and REG1 are developed per year for employment uses.
20. A readily available supply of land for development for employment purposes.	Proportion (%) of remaining allocated vacant employment land (SP9 and REG1 sites) which is classed as immediately available or available in the short term in the annual employment land survey.	30% or more of remaining vacant land allocated by Policy SP9 and REG1 is classed as immediately available or available in the short term in the annual employment land survey throughout the plan period.	<30% of remaining vacant land allocated by Policy SP9 and REG1 is classed as immediately available or available in the short term in the annual employment land survey.
<u>Analysis of Results</u>			
<p>The Local Development Plan's employment land is safeguarded for employment purposes, by Policies SP9 and REG 1. The future prosperity of the local economy is facilitated by ensuring that the County Borough can offer a range and choice of employment sites and premises for employment uses. To achieve the objective of a prosperous local economy Policy Target 19 aims to develop 72.5 ha of employment land during the Plan period up to 2021 and Policy Target 20 aims to ensure that the identified employment allocated by Policy SP9 and REG 1 is readily available.</p> <p>Policy Targets 19 and 20 are monitored by an annual employment land survey which monitors the take-up of vacant land on all of the County Borough's allocated employment sites together with the land's status in terms of availability.</p> <p>The monitoring target associated with Policy Target 19 is that 6.3 hectares of employment land is developed annually on allocated sites.</p>			

During the monitoring period 01 April 2016 to 31 March 2017 a total of 1.52 hectares of vacant employment land was developed. During the preceding year 0.45 ha of employment land was developed.

The LDP's strategic aim of delivering 6.3 ha of employment land per annum allocated by Policies SP9 and REG1 per annum has not been partially met for the third consecutive year with respect to Policy Target 21; therefore further analysis is required to determine why the LDP has not delivered 6.3ha of employment land.

In this context it is important to note that the amount of land allocated for employment purposes in the LDP exceeded the need identified in the Employment Land Review (2010). This approach was adopted to reflect that national planning policy advocated at the time adopting a positive, flexible approach to employment land provision which would provide a simple policy framework for private sector enterprise to operate within, giving a range and choice of sites across the County Borough. This approach also supported the Local Planning Authority in implementing the regeneration-led spatial strategy of the LDP.

Whilst the County Borough of Bridgend has one of highest rates of employment land in South East Wales it is important to recognise that the amount of employment land allocated has not frustrated the population and housing growth aspirations of the Plan. Employment land provision was aligned, to the strategic spatial distribution of this growth. In the context of a regeneration-led strategy, it was considered important that employment land provision should not be tied to, and limited by, population growth, but should reflect the economic regeneration objectives of the plan; helping to assist the Council and its partners in tackling some of the existing economic deprivation which currently exists in the County Borough in a positive, flexible manner.

In recognition of the need for the borough to have a range and choice of employment sites which are attractive and flexible enough to potential investors, LDP Policy SP9 allocated 38 hectares of strategic employment land at the following locations:

- | | |
|--|-------------|
| • SP9(1) Brocastle, Waterton, Bridgend | 20 Hectares |
| • SP9(2) Island Farm, Bridgend | 11 Hectares |
| • SP9(3) Pencoed Technology Park | 5 Hectares |
| • SP9(4) Ty Draw Farm, North Cornelly | 2 Hectares |

The strategic sites are distinguished from other employment sites on the basis of their physical and locational characteristics, particularly their prominent locations adjacent to areas of countryside, and their proximity to the strategic road network. They represent the greatest assets to Bridgend and the region in terms of their potential to generate high levels of jobs but it must be acknowledged that the allocation of these sites skew the figures in terms of the amount

land allocated for employment purposes exceeding the need identified in the Employment Land Review (2010).

Section 5 (Target 3) of this report outlines that considerable progress is also being made with 'readying' the 4 Strategic Employment Sites for development, however it is important to recognise that these sites require substantial investment in infrastructure and will have long-lead in times but as the economy improves (albeit slowly) and market demand improves it is predicted that these strategic sites are likely to be delivered at the end of the plan period / post 2021. It is also important to note that the allocation of these sites.

The LDP recognises that if Bridgend is to retain its competitive industrial base it is imperative that the area is able to offer a broad portfolio of sites. In addition to those Strategic sites identified and safeguarded under Policy SP9, Policy REG1 also identifies a variety of employment sites suitable for all types of employment uses of varying size and type.

In addition to identifying established employment sites, Policy REG1 also includes those employment areas which have vacant land for development for employment purposes and therefore have an important contribution to make in fulfilling the LDP Strategy. The remaining areas of vacant land on existing industrial estates collectively offer opportunities for investment for employment purposes whilst not frustrating the population and housing growth aspirations of the Plan

Many of the sites listed in the policy also form parts of much larger regeneration or mixed-use sites additionally allocated by Policy PLA3. The development of these sites for employment purposes as part of much wider schemes containing other uses will help to create sustainable mixed use areas within existing communities, helping to facilitate the physical regeneration of the site and acting as enabling development to the delivery of the employment element, thereby improving the socio-economic regeneration of the wider area.

The current low take-up of employment land on REG1 and PLA3 sites is attributed to the fact that because of the considerable loss of industrial and business capacity that took place during the recession, most new employment activity is actively being taken up within existing vacant buildings and/or extensions on allocated employment sites rather than on new sites. Effectively the lost capacity as a result of recession is being regained before new take-up accelerates as the economy improves.

The failure of the LDP to meet Policy Target 19 for a third consecutive year is of concern to the LPA but is not a true reflection of what is happening in the real economy, where between 2016 to 2017 the number of people in employment increased. Data indicates that the number of small to medium sized enterprises in Bridgend is increasing at a quicker rate than for Wales as a whole. Collectively, this demonstrates that the expansion in business stock in Bridgend is continuing to improve albeit at a slower pace than previously predicted. It is interesting to note that the Council's Economic Development Officer

has revealed that vacancy levels on the borough's employment sites are very low that indicates that the lost capacity is being regained. In addition the EDO has highlighted that many of the larger units are being sub-divided to cater for the demand being created by the increasing number of new small to medium enterprises being established.

It is reiterated that the amount of employment land allocated in the context of a regeneration-led strategy has not frustrated the population and housing growth aspirations of the Plan. Whilst the LDP monitoring target has not been met, the effects of the recession on South-east Wales and Bridgend must be given due consideration when determining the reasons as to why the development of vacant, allocated employment land has not occurred at the long-term average rate of 6.33 hectares per annum. It is considered that the employment allocations and strategy in the LDP remain broadly sound but will be the subject of rigorous testing during the statutory LDP review.

In terms of providing a readily available supply of land for development for employment purposes the monitoring target associated with Policy Target 20 is that 30% or more of vacant land allocated by Policies SP9 and REG 1 is classed as immediately available or available in the short term. The 2016 Employment Survey demonstrates that 41.54 ha of land is immediately available and a further 14.96 ha is available in the short term. This represents 56.26 ha in total or 51.7 % of all vacant land on allocated sites.

The Plan is therefore on target with respect to Policy Target 20 by providing a readily available supply of employment land.

Performance – Policy Target 19

Action

Contextual indicators and comparisons with other local authorities show that notwithstanding the low take up of employment land the 'real' economy is relatively buoyant and that the failure to meet this target is the result of the recent very deep recession and the regaining of previous lost capacity. The Council's Economic Development Section has highlighted that few empty units remain on the boroughs industrial estates and there is pent up demand for small to medium sized units. Bridgend retains its locational advantages for business and can expect higher levels of employment land take-up in the latter part of the Plan period. A formal review of policy will be undertaken during the statutory LDP review that will commence in early 2018.

Performance – Policy Target 20

Action

Continue monitoring.

To Spread Prosperity and Opportunity through Regeneration			
Retailing and Commercial Centres		Primary Policy: Strategic Policy SP10	LDP Objectives: 1a, 1b, 1d, 3e, 3f, 3g
Monitoring Aim: Directs new retail and leisure development to the town and district centres of the County Borough		Other Policies: REG6, REG7, REG8, REG9, REG11	
Policy Target	Indicators	Annual/Interim Target	Monitoring Assessment Trigger
21. To ensure that vacancy rates within the town centres of the County Borough do not increase to a level that would adversely impact on the vitality of those centres.	Annual vacancy rates of commercial properties within the town centres of the County Borough.	Vacancy rates of commercial properties in the town centres of Bridgend, Maesteg or Porthcawl remain below 15% throughout the plan period.	Vacancy rates of commercial properties in the town centres of Bridgend, Maesteg or Porthcawl increase to more than 15%.
22. The integrity of the Primary Shopping Frontages are maintained.	Proportion of A1 retail uses in the Primary Shopping Frontages designated by REG6.	60% of more of units within the Primary Shopping Frontages are in an A1 use. 2014: Preparation of a Primary Shopping Frontages SPG.	<60% or more of units within the Primary Shopping Frontages are in an A1 use. Primary Shopping Frontages SPG is not in place by 2014.
23. The town centres of the County Borough are regenerated by the development of key sites.	Amount (sqm) of major retail, office and leisure development permitted in town centres.	2014: Planning consents in place for Porthcawl retail development. 2014: Completion of Maesteg Outdoor Market, Bus Station and Riverside Scheme. 2016: Development Briefs	Planning consents for Porthcawl Regeneration Area retail development not in place by 2014. Maesteg Outdoor Market, Bus Station and Riverside Scheme is not completed by 2014. Development Briefs for the sites highlighted in the Bridgend Town Centre Masterplan have

		prepared for sites highlighted in Bridgend Town Centre Masterplan.	not been prepared by 2016.
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Analysis of Results

The overall aim of Strategic Policy SP10 is to focus and direct new retail, commercial and leisure developments within the County Borough Retail and Commercial Centres in order to maintain and protect their vitality and viability. A key strand of the LDP's Sustainable Regeneration-Led Spatial Strategy is to promote the County Borough's 3 main town centres as part of the LDP Vision, which seeks to create a successful regional employment, commercial and service centre in Bridgend, a vibrant waterfront and tourism destination in Porthcawl and a revitalised Maesteg.

In order to measure how successful Policy SP10 is in directing appropriate new retail and leisure development to the County Borough's town and district centres to maintain their vitality and viability the monitoring framework looks at 3 Policy Targets relating to vacancy rates of commercial properties within town centres (Policy Target 21), the integrity of the Primary Shopping Streets within the town centres (Policy Target 22) and progress on the regeneration of key sites within the town centres (Policy Target 23).

The annual monitoring target for Policy Target 21 is to ensure that the vacancy rates of commercial properties within the 3 town centres of Bridgend, Porthcawl and Maesteg remain below 15% throughout the plan period.

The latest annual retailing and commercial centre survey indicates that:-

- Within Bridgend Town Centre of the 379 commercial properties surveyed 67 were vacant – representing a vacancy rate of 17.68%.
- Within Porthcawl Town Centre of the 204 commercial properties surveyed 10 were vacant – representing a vacancy rate of 4.90%.
- Within Maesteg Town Centre of the 167 commercial properties surveyed 10 were vacant – representing a vacancy rate of 5.99%.

The LDP's strategic aim of maintaining and protecting the vitality and viability of town centres has not been partially met for the monitoring period 1st April 2016 to 31st March 2017 with respect to Policy Target 21. Whilst the monitoring target has only been marginally missed for Bridgend, further investigations are required. This issue will be scrutinised in detail during the statutory LDP review where a comprehensive assessment of town centre policies combined

with an updated 'Retail Needs Assessment' will provide clarity on the appropriate policy direction.

In terms of seeking to improve the viability and vitality of the town centre, Bridgend businesses have voted for the establishment of a Business Improvement District in the town. Bridgend is now the eleventh BID in Wales, joining Swansea, Merthyr Tydfil, Newport and most recently Caernarfon, Bangor, Colwyn Bay, Neath, Llanelli, Pontypridd and Aberystwyth. The bid area includes the following streets: Adare Street, Angel Street, Boulevard de Villenave d'Ornon, Brackla Street, Brewery Lane, Caroline Street, Cheapside, Court Road, Cross Street, Derwen Road, Dunraven Place, Elder Street, Langenau Strasse, Market Street, Merthyr Mawr Road North, Nolton Street, Quarella Road, Queen Street, Station Hill, The Rhiw, The Rhiw Centre, Water Street and Wyndham Street.

The aim of the BID is to:

- Increase visitor numbers year on year by making our town centre a more attractive and accessible place to visit;
- Improve access, parking and gateways, including working towards making the proposed relaxation of pedestrianisation a reality and more affordable parking;
- Improve perceptions of our town centre by delivering marketing campaigns that enhance Bridgend's image as a place to visit and invest in;
- Reduce the number of vacant properties in the town through attracting new business and pop-up schemes; and

Enhance the town centre experience through small-scale environmental improvements and tackling anti-social behaviour. Also, public consultation is underway to determine if traffic should be re-introduced to Queen Street, Dunraven Place and Market Street. As part of the proposal, a 20mph speed zone and two pedestrian crossing would be introduced alongside approximately 18 parking / loading bays, while street bollards and other street furniture would be installed to safely separate pedestrian and vehicles. Due to issues such as the rise of internet shopping and changing shopping patterns the return of vehicular traffic to certain parts of the town is being considered to encourage more residents to shop in Bridgend.

The annual monitoring target relating to Policy Target 22, to maintain the integrity of the Primary Shopping Frontages of Bridgend, Porthcawl and Maesteg is to ensure that 60% or more units are in A1 (Retail) use.

The latest annual retailing and commercial centre survey indicates that:-

- Within Bridgend Town Centre of the 111 units within the Primary Shopping Frontages 67 were in A1 use – representing 60.36%.
- Within Porthcawl Town Centre of the 95 units within the Primary Shopping Frontages 62 were in A1 use – representing 65.26%.
- Within Maesteg Town Centre of the 85 units within the Primary Shopping Frontages 52 were in A1 use – representing 61.18%.

Data collected as part of last year's retailing and commercial survey highlighted that the proportion of Maesteg town centres' primary shopping frontages had fallen below the annual target for two consecutive years. However, the current data highlights a marginal improvement in the vacancy rates (61.18%) which means that the annual target has been met. Considering the current economic climate this data is very encouraging but will need to be considered in greater detail during the LDP Review to ensure this upwards trajectory.

The proportion of units occupied by A1 uses in Porthcawl's primary shopping frontages has increased from 63.16% to 65.26% which reflects the increasing number of tourists visiting Porthcawl. Conversely, whilst Monitoring Target 22 has been achieved, Bridgend town centre recorded a decrease in the number of units located in the Primary Shopping Frontage occupied by A1 uses for the third consecutive year. As such it is considered that further investigation is required to understand and action where further measures are required to limit further losses. This analysis will be combined with an update of the 'Retail Needs Assessment' (as part of the statutory LDP Review).

To mitigate against the tough economic conditions currently being experienced and to ensure the vitality of the borough's town centres, the Council has chosen to exercise sufficient flexibility when applying LDP Policy REG6 to allow changes of uses to non-A1 uses in Primary Shopping Frontages where an applicant can provide robust evidence to demonstrate that there is insufficient demand for A1 units and its loss would not materially dilute the continuity of the Primary Shopping Frontage. It is the view of this authority that permitting a small number of changes of uses is more conducive to sustaining the viability of the town centre rather than allowing empty units to stand idle.

The interim target for Policy Target 22 is that a Primary Shopping Frontage SPG should have been prepared and in place in 2014, as such the Council has not met its target with respect to this interim indicator for the third consecutive year. However, although the SPG has not as yet been through a statutory

consultation process and adopted by the Council, its preparation is in hand and an officer draft version of the document exists. It is therefore proposed to present the draft SPG to Development Control Committee, undertake statutory consultation and adopt the document in 2018. Its delay is largely attributed to staff resource issues and the prioritisation of other work.

Performance – Policy Target 21 & 23

Action

Policy Research

The LDP's strategic aim of maintaining and protecting the vitality and viability of town centres has not been partially met for the monitoring period 1st April 2016 to 31st March 2017 with respect to Policy Target 21.

The retailing and commercial survey has highlighted that the proportion of Maesteg town centres' primary shopping frontages has improved after falling below the annual target for two consecutive years. Whilst the monitoring target has only been marginally missed for Bridgend in respect of unit vacancy rates, further investigations are required. This issue will be scrutinised in detail during the statutory LDP review where a comprehensive assessment of town centre policies combined with an updated 'Retail Needs Assessment' will provide clarity on the appropriate policy direction.

Performance – Policy Targets 22

Action

Prepare Supplementary Planning Guidance.

It is proposed to present the draft SPG to Development Control Committee, undertake statutory consultation and adopt the document in 2018. Its delay is largely attributed to staff resource issues and the prioritisation of other work.

To Protect and Enhance the Environment			
Tourism		Primary Policy: Strategic Policy SP11	LDP Objectives: 1c, 3c, 3d
Monitoring Aim: Encourage high quality Sustainable Tourism			Other Policies: REG2, REG13
Policy Target	Indicators	Annual/Interim Target	Monitoring Assessment Trigger
24. To increase year on year the number of visitors to the County Borough.	Annual number of visitors to the County Borough.	Year on year increase of visitors to the County Borough.	Decrease in visitors to the County Borough compared to previous year.
<u>Analysis of Results</u>			
<p>Strategic Policy SP11 aims to promote and encourage high quality sustainable tourism, through the implementation of various appropriate projects relating to activity based tourism, business, events and cultural tourism.</p> <p>Policy Target 24 measures how effective the Plan is in promoting and encouraging tourism and the indicator is to increase the annual number of visitors to the County Borough.</p> <p>The latest STEAM figures for Bridgend indicates that the total visitor numbers in 2016 for the County Borough rose from 3.64 million to 3.83 million representing a 5.2% increase. The increase in visitor numbers is encouraging; the STEAM data highlights that the number of staying visitors within the Borough totalled 0.62 million which is a 1% increase on last year's figures which is consistent with the aims and objectives of the Borough's tourism strategy and LDP policies.</p> <p>This has resulted in an increase in tourism related employment from 4,074 to 4,228 which represents an increase of 3.8% compared to last year's data which is considered positive for the County Borough's economy. The County Borough's tourism offer is continually being enhanced and schemes contributing to this success include the implementation of the Wales Coastal Path, a new touring caravan/camping site at Glynogwr , Lakeside (REG12(a)), various mountain bike trails and new visitor centres at Bnyngarw County Park and Parc slip. Within Porthcawl specifically the Harbourside Marina scheme has been implemented and the resort continues to host a number of successful festivals including the Elvis, Rockabilly and New Romantic festivals, attracting large number of visitors. In addition, more than 43,000 spectators attended The Senior Open Championship at the Royal Porthcawl Golf Club. An</p>			

agreement has been reached for Porthcawl to host this prestigious competition in three years' time which will undoubtedly attract significant tourism numbers to Porthcawl.

The Plan is therefore on target with respect to Policy Target 24.

Performance

Action

Continue monitoring.

To Create Safe, Healthy and Inclusive Communities

Housing and Affordable Housing

Primary Policy: Strategic Policy SP12

LDP Objectives: 1c, 3c, 3d

Monitoring Aim: Requires 9,690 market (including 1,370 affordable) dwelling units to be accommodated in the County Borough during the Plan period

Other Policies: COM1, COM2, COM3, COM5, COM6

Policy Target	Indicators	Annual/Interim Target	Monitoring	Assessment Trigger
25. Maintain a 5 year supply of housing land for development throughout the plan period.	Forecast supply of housing land.	Maintain a 5 year supply of housing land for development throughout the plan period.		Less than a 5 year supply of housing land is recorded.
26. Provide 9,690 new dwellings by 2021 based on the three 5 year tranches set out in Policy SP12.	Annual dwelling completions.	By 2011 provide 2,085 dwellings. By 2016 provide 4,973 dwellings. By 2021 provide 9,690 dwellings.		Less than 4,973 dwellings developed by 2016.
27. Develop COM1 and COM2 Residential Allocations at or	Number of units permitted on COM1 and COM2 Residential	Residential Allocations developed at or above the estimated number		Residential Allocations developed below the estimated number of units specified in Policies

above the estimated number of units specified.	Allocations.	of units specified in Policies COM1 and COM2.	COM1 and COM2.
28. Develop Small and Windfall sites, over 0.15 hectares, at a density of 35 dwellings per hectare or more.	Average density of Small and Windfall sites over 0.15 hectares.	Small and Windfall sites over 0.15 hectares developed at a density of 35 dwellings per hectare or more.	Small and Windfall sites over 0.15 hectares developed at a density of less than 35 dwellings per hectare.
29. Provide 1,370 affordable dwellings by 2021 through the planning system as secured by condition or S106.	Annual affordable housing completions.	By 2011 provide 295 dwellings. By 2016 provide 703 dwellings. By 2021 provide 1,370 dwellings.	Dwelling completions fall below specified requirement.
30. Monitor the need for a permanent or transit Gypsy & Traveller site.	The annual number of authorised and unauthorised Gypsy & Traveller encampments in the County Borough.	Approve the Bridgend County Borough protocol for the management of unauthorised gypsy and traveller encampments by April 2014. No increase in the average of 3 unauthorised Gypsy and Traveller Sites recorded in 1 year by the biannual Gypsy and Traveller Caravan Count and / or the Gypsy and Traveller Protocol.	The Bridgend County Borough protocol for the management of unauthorised Gypsy and Traveller encampments is not approved by 2014. An increase above 3 unauthorised Gypsy and Traveller Sites recorded in 1 year by the biannual Gypsy and Traveller Caravan Count and / or the Gypsy and Traveller Protocol for 2 consecutive years will require the identification of a site.

Analysis of Results

In order to create safe, healthy and inclusive communities Policy SP12 of the LDP aims to provide 9,690 dwellings up to 2021, including 1,370 units of affordable housing, to provide for all the accommodation needs of the County Borough.

Five Policy Targets monitor the performance of whether the LDP is meeting its housing needs by measuring the supply of housing land (Policy Target 25), housing completions, for both market and affordable dwellings (Policy Targets 26 and 29), housing numbers permitted on allocated sites (Policy Target 27), housing density (Policy Target 28) and whether there is a need for a permanent or transit Gypsy and Traveller site (Policy Target 30).

Policy Target 25 aims to provide a 5 year supply of housing land for development throughout the plan period. The supply of land for housing is assessed as part of the annual Joint Housing Land Availability Study (JHLAS) which is a statutory document which local planning authorities are required to produce by Welsh Government in accordance with guidance set out in Planning Policy Wales (PPW) and Technical Advice Note (TAN) 1. Supply is assessed against the housing requirements of an adopted development plan.

The recently published 2017 JHLAS shows that the County Borough has housing land supply, assessed against the housing requirement of the Bridgend LDP of **4.0 years**.

Study Date	Number of Years Supply
2007	8.1
2008	6.6
2009	6.2
2010	5.2
2011	5.5
2012	5.1
2013	5.7
2014	6.0
2015	5.4
2016	5.1
2017	4.0

The table above demonstrates that this is the first year since the LDP adoption in 2013 that the land supply has fallen below the 5 year target. Where the land supply is less than 5 years, TAN1 states that local planning authorities should consider the reasons for the shortfall and whether the LDP should be reviewed either in whole or in part.

It is considered that the most effective way of rectifying this issue is through an early review/revision of the adopted LDP given the importance attached to the land supply issue. However, the statutory 4 year review (due in 2018), will provide the impetus for the LPA to update its evidence base, review the LDP strategy, and rectify the land supply issues by identifying and allocating additional housing land. This would assist in seeking to avoid 'planning by appeal' and ad hoc development coming forward outside the development plan system and not in accordance with the LDP's strategy.

The adoption of a pragmatic approach to the determination of residential development sites may also assist in this context (as recognised in TAN1, paragraph 6.2). That is where sites are a departure from the LDP but is otherwise acceptable in planning terms a recommendation for approval may be considered. However, the Local Planning Authority will continue to actively work with landowners and developers to bring forward existing LDP residential allocations and other sites which already have the benefit of planning permission.

This and previous AMR's has shown that the Local Development Plan has performed well delivering many significant benefits for our communities. Most of the housing sites and associated infrastructure allocated in the LDP have been delivered. As expected Bridgend SRGA has delivered the highest proportion of residential units (reflecting the growth strategy of the LDP), in particular Parc Derwen which has delivered 999 residential units. However, it is acknowledged that in the Strategic Regeneration Growth Areas of Maesteg and the Llynfi Valley, Porthcawl and the Valleys Gateway. a number of challenging brownfield sites have stalled due to a combination of viability issues and in some cases land ownership issues albeit that progress is being made in bringing these sites forward. Whilst the LDP's key housing provision policies have largely been successful, it must be acknowledged that as the plan enters the final stages of its 'life-cycle' it is inevitable there would be land supply issues. Nevertheless it is imperative that this issue is addressed as a matter of urgency in the interests of ensuring sustainable growth for the County Borough of Bridgend.

It is also important to note that despite the slower than predicted rates of delivery (mainly attributed to market conditions and viability issues) there is no overriding evidence to suggest that the allocations are not deliverable (as detailed in the section below) or that the LDP strategy is fundamentally 'unsound'. Nevertheless, the slower than anticipated delivery rate does suggest that there is a need for additional site allocations to address the shortfall in the housing land supply and facilitate the identification and allocation of additional viable and deliverable housing land.

The following section provides an overview on the progress of LDPs sites:

North East Bridgend (Parc Derwen) COM1(1)

This site is located 1.5 km to the north of Bridgend town centre and south of Junction 36 of the M4 and is allocated in the LDP for 1,515 residential units, a new school, local retailing and associated community facilities. Development is ongoing on this strategic allocation and a range of developers are currently active on site including Persimmon Homes / Charles Church, Taylor Wimpey and Llanmoor. Persimmon Homes have recently acquired a large tranche of the site and as such from 2018 onwards they are likely to be the only developer active on the site. Whilst considerable progress has been made on this site with 999 units delivered to date, progress has been slower than anticipated largely attributable to the slow housing market and wider economic conditions. The agreed JHLAS (2017) forecasts that the remaining 666 units will be built out by 2021 which is broadly consistent with the phasing of development schedule set out in the LDP.

North East Brackla Regeneration Area COM 1(2)

The Site forms part of the North East Brackla Regeneration Area which is allocated as a mixed-use regeneration scheme accommodating an estimated 550 new dwellings together with commercial and recreation facilities to serve the new community, the industrial estate, the village of Coity and the wider residential community of Brackla to the south. A Development Brief has been approved to provide a planning policy document to guide a phased development of the land.

Lovell Partnership has already completed 99 affordable housing units on the eastern part of the site. The western portion of the site benefits from a recent consent for 220 units, 12 of which will be affordable being developed by Persimmon. The eastern part of the site also benefits from consents for 239 dwellings being developed by Taylor Wimpey. It is accepted that progress has been slow than expected largely due to market conditions The agreed JHLAS (2017) forecasts the site to deliver the remaining 459 units from 2017 to 2021 which is broadly consistent with the phasing of development schedule set out in the LDP.

Parc Afon Ewenni COM 1(3)

Parc Afon Ewenni is a significant brownfield and underutilised employment site which stretches along the A473 corridor from the residential area of Waterton in the east to Waterton Roundabout in the west. The proposed mixed-use development of the Parc Afon Ewenni Site represents an opportunity to build a viable and more sustainable community at Waterton, which is currently isolated, by accommodating additional residential development served by a commercial hub, community and recreation facilities. The site is subject to a flexible development framework that will deliver future residential, commercial and business space.

A planning application was submitted to the LPA for the construction of up to 240 residential units, 1123 sq m of A1/A2/A3/D1/D2 development, public open space and highway works in 2015 (application P/15/368/OUT refers). There have been a number of landowner and S106 issues that have now been resolved and the application was considered by Development Control Committee in September 2017 where planning permission was granted subject to the resolution of the S106 agreement. Access arrangements have now been clarified for the site and the Council is progressing a development brief to bring forward a development for up to 200 dwellings in the eastern most part of the site. A recent meeting with South Wales Police has provided a new time-line for the release of their Waterton Site in phases from now until 2019. The new strategy entails early disposal of Waterton to fund rationalisation relocation of existing facilities and new facilities of their existing Headquarter site on Cowbridge Road. The agreed JHLAS (2017) forecasts the site to deliver the remaining units from 2018 to 2021 which is slower than anticipated in the phasing of development schedule set out in the LDP.

Coity Road Sidings COM 1(4)

This 6.4 hectare brownfield site, in private ownership, is located less than 1 km north of Bridgend Town Centre. The site is substantially vacant despite its prime location, close to the town centre. The site offers the opportunity for a mix of uses including residential, a retained area of employment, recreation (including the possible expansion of adjacent allotment facilities) and a proposed park & ride facility, in connection with the existing Wildmill Railway Halt. This site, formerly owned by the British Railways Residuary Board, is now in private ownership with temporary consent for a limited storage facility. However the Council is still seeking to achieve residential development on the site. The site is in a highly sustainable location, close to the town centre and also benefits from a railway station. A small part of this mixed-use site has planning consent for a self-storage facility. The residential element and implementation of the proposed park & ride facility is likely to come forward during the latter part of the five year period. Uncertainty regarding the site in terms of whether the part landowner Dainton may expand their commercial operations on the site has recently been clarified by an appeal decision which upheld the Council's decision to refuse an incompatible energy use and underlined the site's suitability for housing purposes, within the medium term (application P/15/279/FUL refers).

The agreed JHLAS (2017) forecasts the site to deliver the remaining units from 2019 to 2021/22 which is slower than anticipated in the phasing of development schedule set out in the LDP, however, It is reasonable to assume that the delivery rate and demand will be high, similar to those achieved at Parc Derwen, especially given that delivery is forecasted in the latter part of the 5 year period when housing market recovery is expected to be sustained.

Land at Waterton Lane COM 1(7)

The site is approximately 1.2 hectares in area and lies directly south of the A473, one of the principle highway arteries into Bridgend which links the town with M4 Junction 35 at Pencoed. Bridgend Town Centre lies approximately 2.6 kilometres to the west. The site lies between the A473 and Waterton Lane. Waterton Lane is accessed via a 'left in, left out' junction as the A473 is a dual carriageway road. The junction currently serves the Council Maintenance Depot immediately to the south and west, and the Wicks Van Rental and Lee and Turner sites. In addition, it also serves approximately 25 dwellings at the recent Barratt development – Clos Waterton.

Pre-application meetings and design parameter advice have taken place with Development Control Officers and agents representing the land-owner, on the basis of developer interest in the site from a volume house builder. The land has recently changed hands and is now in the ownership of Phillip Jenkins (Wick Van Hire). Discussions indicate that the landowner would be willing to discuss offers and proposals going forward.

The agreed JHLAS (2017) forecasts that development will take place during 2019 and 2020 the remaining 666 units will be built out by 2021 which is broadly consistent with the phasing of development schedule set out in the LDP.

Jubilee Crescent COM 1(8)

This site represents an underutilised greenfield site within the existing urban area of Bridgend and forms part of the Bridgend SRGA with good public transport links and access to local services.

Planning permission for 48 dwellings was approved by Development Control Committee on the 7th January 2016 (planning application P/15/379/FUL refers). The S106 agreement has been signed; however, there are a number of conditions that need to be discharged before development on site can commence. The agreed JHLAS (2017) forecasts that this site will be built out between 2018 – 2020 which is broadly consistent with the phasing of development schedule set out in the LDP.

Brocastle Estate COM 1(10)

The site is located to the east of Brocastle House and A48, some 1.8 Km to the south east of Bridgend Town Centre. The site is at an extremity of the Bridgend County Borough on the boundary with the Vale of Glamorgan Borough.

The site is being developed by Hafod Care Association for assisted living units for the elderly in conjunction with the 78 bed nursing home. The remaining 30 units represent the second phase of the development project and involves the construction of an articulated row of units located to the east of the existing new buildings. No issues have been raised in respect of the proposed architecture, ecological matters or other technical matters.

Hafod Care Association has advised that they are going to bring forward the remaining 30 units for assisted living accommodation with start on site programmed within the five year period. The agreed JHLAS (2017) forecasts that this site will be built out between 2020 – 2021 which is slower than anticipated in the phasing of development schedule set out in the LDP.

South Wales Police COM 1(5)

The site lies to the north of the A473, Cowbridge Road, which is a principal route into Bridgend Town Centre, approximately 1.2 kilometres to the North West. The junction of the A48 (Bridgend By-Pass) and A473 Waterton Road, at Waterton Cross roundabout, lies 500 metres to the south east of the site.

The site effectively comprises the north-western part of the current Police Headquarters complex, which is accessed via a traffic light controlled junction which also serves Bridgend Retail Park and the Tesco superstore opposite. This site is brownfield, in the Bridgend SRGA located close to the main transport routes and within reasonable walking distance of Bridgend town centre with access to a range of social and community facilities.

Recent discussions with the Police has revealed that the site now forms a critical part of their rationalisation programme and will be retained for Police operations and as such will not be released for residential purposes.

Land at Waterton Manor And Waterton Lane COM 1(11) & COM 1(14)

The most recent planning application for 39 dwellings was approved at development control committee of 3rd September 2015. The permission combines housing allocations. The Section 106 agreement was signed on the 9 November 2016 and discussions with the landowner indicates that work on site is expected to commence later this year.

The agreed JHLAS (2017) forecasts that this site will be built out between 2019 – 2020 which is slower than anticipated in the phasing of development schedule set out in the LDP.

Parc Farm COM 1(13)

The site is located in the Bridgend SRGA and is a predominantly brownfield in the grounds of the former Parc Farm agricultural buildings.

The site benefits from outline consent and a prior notification submission for demolition of the existing buildings. The site has been acquired by Wales and West Housing Association and an application for 24 affordable dwellings is pending. The agreed JHLAS (2017) forecasts that this site will be built out between 2018 – 2019 which is broadly consistent with the phasing of development schedule set out in the LDP.

Land at Llangewydd Road COM 2(6)

This site lies on the western edge of the wider Cefn Glas area of Bridgend. Greenfield in nature, this site has good access to a variety of services locally and public transport links. The site was promoted by Redrow Homes at the LDP Examination which included the submission of a conceptual masterplan for the site. Outline planning application for 165 units has been granted, subject to resolution of a S106 agreement (planning application P/15/358/OUT refers).

The agreed JHLAS (2017) forecasts that this site will be built out between 2018–20222 which is broadly consistent with the phasing of development schedule set out in the LDP.

Ysgol Bryn Castell COM 2(7)

The release of this site is as a result of the school modernisation programme. The existing school and grounds will become surplus to requirements and provides the opportunity for its comprehensive redevelopment for residential purposes. This site is within the urban area of Bridgend, within walking distance of public transport hubs and social and community facilities. A Master Plan has been prepared to guide the future development of the site.

Planning application from Barratt Homes for Phase 1 of the site for 67 dwellings, accessed off Cefn Glas Road was approved in September 2015 and development has commenced (planning application P/15/25/FUL refers). GVA Grimley has recently completed a Development and Planning Brief for Phase 2 of the site and has identified capacity for 130 dwellings supported by an access appraisal undertaken by Vectos. The site is scheduled for disposal in early 2018. The agreed JHLAS (2017) forecasts that this site will be built out between 2018 – 2020 which is broadly consistent with the phasing of development schedule set out in the LDP.

Former Washery Site, Maesteg COM 1(16)

The site is located immediately north-east of the town centre and comprises of mixed-use development including educational, residential and recreational uses. Part remediation of the wider Washery site has resulted in the construction of the new Maesteg Comprehensive School and three development plateaux are earmarked for residential development. Two of these areas (as well as land at Llwynderw off Bridgend Road) already benefit from access arrangements but require an element of additional remediation to make them suitable for development. Welsh Government Land Reclamation monies of £2.5m have been approved and drawn down to enable the required remediation and development, (as well as land at Llwynderw off Bridgend Road) with marketing and implementation of the land envisaged within 3 years.

ARUP have been engaged to design a detailed scheme for remediation and will oversee the SI works which are scheduled to take place in 2017/18. The remediation scheme will provide an 'development-ready' site and marketing will be undertaken in parallel.

The agreed JHLAS forecasts that development will start in 2020-2021 reflecting that challenging nature of this site.

Ewenny Road COM 1(17)

This 7.7 hectare site, which was formerly occupied by Cooper Standard and Budelpak Cosi now represents one of the most strategically sited development opportunities in the Llynfi Valley. Located within the urban area of Maesteg adjacent to the Oakwood Estate, which is a renewal priority for V2C Housing. The site is owned, in part, by the County Borough Council, and has been identified as suitable for funding from the Western Valleys Strategic Regeneration Area (WVSRA).

The strategic and sustainable location of the site, adjacent to a rail halt on the Maesteg to Bridgend line, means that this regeneration opportunity could have benefits for the whole of the Llynfi Valley. The significance of this opportunity has been recognised by the Llynfi Valleys Area Regeneration Plan (VARP) which earmarks the future development of the area as a Strategic Project. The LDP strategy promotes the site as a flexible regeneration opportunity to create a new mixed-use neighbourhood that can deliver much needed development space for small businesses, new market and affordable housing, and related commercial and social facilities set within a pleasant environment that can capitalise on its riverside setting. Outline planning application P/13/808/OUT for a mixed use development, including 115 dwellings and a 50 unit residential extra-care facility (165 units total) was presented to Development Control Committee in June 2014. This has been amended to 138 dwellings. This revision of the Masterplan and the Heads of Terms of the Section 106 Agreement was presented to Committee in May 2016 and the S106 is soon to be finalised with just minor issues to be resolved.

The Council have agreed to dispose of their interest to Clowes (Pontardawe Coal and Metals Co. Ltd) at such time that the decision notice is issued. Clowes intend to dispose of the housing element immediately but retain the commercial element and build this out themselves. Volume builders are showing active interest in acquiring the site.

The agreed JHLAS (2017) forecasts that this site will be built out between 2018 – 2021 which is broadly consistent with the phasing of development schedule set out in the LDP.

Coegnant Reclamation Scheme COM 1(18)

This is a large development site in the upper Llynfi Valley comprising of a linear site of approximately 15 hectares of brownfield land, located immediately to the east of the communities of Caerau and Nantyllyllon. Previously allocated solely for employment and recreational uses it is now recognised that the comprehensive development of the whole area represents a significant opportunity to enhance the environment, improve access to the countryside for the benefit of tourism and deliver a mixture of uses, including new market and affordable housing, open-space, more formal recreation facilities and local employment opportunities and social enterprises. At its northern end the site integrates well with the new primary school in Caerau and is currently the focus of recreation facilities and a new leisure park, including a BMX track. At its southern extremity, the site has the potential to link via a dedicated walking and cycling route to the Maesteg Washery Site and the newly opened Maesteg Comprehensive School, which is located less than 1.5km to the south.

The site is seen as having scope for a mixed-use scheme for residential / employment and leisure uses. The agreed JHLAS (2017) forecasts that this site will be built out in the latter part of the plan period between 2020 – 2022 in recognition that market conditions and land values will slowly improve in the upper valley areas. This forecast is broadly consistent with the phasing of development schedule set out in the LDP.

Crown Road, Maesteg COM 1(19)

This is a brownfield site within the urban area of Maesteg with good public transport links and access to local services. This site is located in close proximity to the Former Maesteg Washery Site and part of the Maesteg & Llynfi Valley SRGA and provides an opportunity for the development of additional housing close to local amenities. Whilst there is not any planning consent for site at present, discussions have taken place with landowners where they indicated that they intend to either develop the site themselves on a plot by plot basis but are also considering releasing the site to a local developer. There are no significant known site constraints that would prevent this site from coming forward.

The agreed JHLAS (2017) forecasts that 10 units are anticipated to be delivered in 2019 and 2020 with the remaining units post 2020 which is broadly consistent with the phasing of development schedule set out in the LDP. In addition, the adjacent Bryneithin Home site has been sold to a developer and the Prior Notification of the demolition of the former care home was approved in July 2015 and demolition has been carried out, which provides an additional incentive for development.

Y Parc COM 1(21)

This residential allocation is a brownfield (but partly regenerated) site within the existing urban area of Maesteg with good public transport links and access to local services. Highways issues constrain the development of the site to an area capable of accommodating only 51 units which the allocation reflects. The site is sustainably located within walking distance of Maesteg Town Centre. The site is relatively flat and there are not any known significant site constraints. Slow market conditions has contributed to this site not be brought forward for development, however it is encouraging that the site is being marketed by Cooke & Arkwright who confirm that there is considerable interest from developers in the site.

The agreed JHLAS (2017) forecasts that 20 units are anticipated to be delivered in 2019 and 2020 with the remaining 31 units post 2020 which is broadly consistent with the phasing of development schedule set out in the LDP and reflective of the slow market conditions in Maesteg & Llynfi Valley SRGA .

Porthcawl Regeneration Area COM 1(25)

The Porthcawl Waterfront Regeneration site (48 ha) is the main focus of existing and future development opportunities in Porthcawl in the adopted LPD and provides a unique opportunity to create a vibrant new focus that will bring social, economic and environmental benefits including flood protection measures to the Town itself and the wider area. This 48 hectare brownfield waterfront site provides a significant opportunity through comprehensive regeneration to transform Porthcawl into a premier seaside resort.

The entire Waterfront area has the benefit of an existing Masterplan (the Seven Bays Project Supplementary Planning Guidance (SPG)) which was adopted by the Council in November 2007. The Bridgend Local Development Plan (LDP) adopted in 2013 reaffirmed the general planning policy outlined in the SPG by allocating the site as a Mixed-Use Regeneration Scheme under Policy PLA3(8). The LDP proposes 1050 new dwellings for the whole of the Porthcawl Waterfront up to 2021, with an additional 300 dwellings anticipated to be delivered beyond the plan period. New retail, leisure and commercial development are also proposed, although the scale of this is not prescribed or confirmed in the plan. In addition, there was an outline planning consent obtained on the Harbourside site on 13th May 2013.

Since 2008 there have been several attempts by the owners to deliver development on the site. The first round was thwarted by the financial crises and subsequent moves to deliver a superstore and smaller retail units reached positions whereby Tesco, Morrison's and Sainsbury's were at advanced stages in negotiation but all subsequently withdrew. These retail operators have concluded that the large superstore which was originally to be the main driver of the scheme is undeliverable. However, evidence accumulated as part of this process suggests that a smaller scale food store should be achievable, alongside various other commercial, leisure and community uses. The residential market has continued to improve and the unique qualities of this site make it a valuable residential commodity.

In recognition on the need to deliver this key regeneration scheme, Nathaniel Lichfield and Partners were appointed in September 2015 by the landowning partnership (Bridgend County Borough Council and the Evans Family, represented by Cooke and Arkwright) to prepare a new Masterplan and supporting guidance to be a catalyst for delivery of the first phase of the Seven Bays Project. The new Porthcawl Harbourside Masterplan (2016) only considers the first phase of the Seven Bays Project SPG (2007) and is known as Porthcawl Harbourside which covers the area between the town centre and the Eastern Promenade. The site has a gross area of approximately 17 acres. The purpose of the new Masterplan (2016) was to revise the land-use section of the 'Western Development Area'. The reason for this was to reflect the changing market conditions particularly in the retail sector which is now significantly different than was anticipated in 2007. There is also a need to reconsider the infrastructure requirements in order to ensure that these do not present a financial barrier to development. The Masterplan proposes 559 residential units in a number of discrete commercial and residential parcels, suitable for take-up by a range of developers. There are ongoing discussions between the Council and the Evans family to amend the landowners agreement as a result of this new masterplan but resolving these legal issues has taken longer than anticipated and the LPA recognises that the lack of a revised landowner's agreement has been one of the main barriers to the site's delivery.

Looking forward, the regeneration of the site and Phase 2 may also benefit from a potentially successful bid to the Welsh Government Coastal Risk Management Programme funding of major flood defence works across Wales, where £125m is allocated for spend between 2018 – 2021.

The LPA recognises that the site is unlikely to be delivered in its entirety during the plan period. The agreed JHLAS (2017) forecasts that 50 units are anticipated to be delivered in 2018 and 2019 and 500 units delivered between 2019 and 2022 which is slower than anticipated in the phasing of development schedule set out in the LDP.

Albert Edwards Prince of Wales Court COM 1(28)

This site is a committed brownfield site within the urban area of Porthcawl, close to the town centre with good access to public transport and local services. RMBI have invested in the existing care home and have brought back a rear wing into use, part of which, serves an increasing need to provide for people with Dementia. Therefore they are no longer looking to re-develop the existing care home. The most recent communication with the RMBI'S Development Team Manager is that there are no programmed plans to release part of the site for alternative residential development.

Land off Maesteg Road COM 1(31)

Land off Maesteg Road COM 1(31) is a mixed-use Regeneration Area in Tondu measuring approximately 43 hectares of land, which has already delivered the Tondu Ironworks Heritage Centre and a new Waste Transfer Station, serving the whole of the County Borough. Llanmoor Homes are developing the southern part of the site and to date 218 units have been delivered on this site which is hugely positive in tough market conditions, however, delivery rates have been slower than expected. Merthyr Mawr Estates proposes to market the remainder of the site with the benefit of an outline planning consent, and introduce other developers on site. There is positive interest from other volume builders and Planning application P/16/366/OUT is expected to be presented to Development Control Committee in November 2017. Planning permission has also been granted for additional retail / commercial development within the designated commercial hub in the southern part of the site (planning application P/15/322/FUL refers)

The agreed JHLAS (2017) forecasts the site to deliver the remaining 474 units over the next six years.

Parc Tyn Y Coed COM 1(32)

To date Barratt South Wales have developed 264 residential units on site with development ongoing. The eastern part of site is in alternative ownership and access from Parc Tyn y Coed development exists together with developer interest. A recent planning application (P/16/251/OUT refers) has been submitted to the LPA with a resolution to grant planning permission subject to a S106 agreement for 16 dwellings with public open space and associated infrastructure on land accessed via Heol Leyshon.

The agreed JHLAS (2017) forecasts that 16 units are anticipated to be delivered in 2018-2019 with the remaining 106 units in 2019-2020 which is broadly consistent with the phasing of development schedule set out in the LDP.

Gateway to the Valleys COM 1 (34)

The comprehensive school is now operational and the new primary school is under construction. Linc Cymru have been granted planning permission for the development of 15 bedspace care unit & 25 apartment extra care combined with communal ancillary facilities, 15 No. 2 bed 4 person and 4 No. 3 bed 5 person served by adopted access road (P/16/600/FUL refers). Linc Cymru are expected to start development imminently.

A pre-requisite of the new school and the Linc Cymru development is for an access road to be built to adoptable standards delivered up to the boundary of the private land to the east which is currently land locked. This new road will able this 7 acre site to be released for development. The Private landowners are in contact with Bridgend Council's Property Department and are keen to progress when the necessary infrastructure is in place.

Housing delivery is anticipated from 2018 onwards on this part of the site to dovetail with primary school completion. The build programme for the 25 extra-care apartments by Linc Cymru is scheduled for completion by October 2017 and Linc Cymru's additional housing element of 20 units will follow on immediately. Given that the school is also programmed to open in 2018 it is reasonable to assume the whole site will be delivered in the five year period. The landowner is in discussion with the Council and a pre-application meeting recently took place and there is active interest from volume builders.

The agreed JHLAS (2017) forecasts that housing delivery is anticipated from 2018 onwards to dovetail with primary school completion.

Conclusion

It is recognised that there are a few challenging allocations that have progressed slower than anticipated but significant progress has been made in bringing these sites forward with Masterplans and Development Briefs in place. In addition, planning applications relating too many of these sites are substantially advanced demonstrating private sector interest and that the LDP strategy is broadly on track. It must be recognised that many of these sites have only not come forward due to viability and market conditions. There is no evidence to suggest that these sites are not deliverable or that their allocation needs to be reviewed. The delays in them coming forward, however, have implications for other monitoring targets and triggers and the need for any further action is being considered in connection with those particular indicators. Given the importance of delivering COM1 and COM2 sites, particularly in terms of their contribution to the 5 year land supply, the Local Planning Authority recognises the need to address this issue immediately through the statutory LDP Review process and will continue to monitor their progress closely.

Policy Target 26 aims to provide 9,690 new dwellings by 2021, based on the three, 5 year tranches of delivery set out in Policy SP12 of the LDP. This equates to an average annual completion rate of 646 dwellings per annum.

The table below highlights the annual completions set out in the JHLAS studies from 2013-2017 are consistently below the LDP average completion rate (646 dwellings per annum). The cumulative impact of not achieving the LDP average completion rate has resulted in failure to meet the interim monitoring target to deliver 4,973 residential units by 2016 (this was reported in last year's AMR).

Year	LDP Average Completion Rate	JHLAS Completions		Annual Need Identified In JHLAS	No. Years Land Supply
2013	646	266	-58%	561	5.7
2014	646	460	-28%	894	6.0
2015	646	582	-9%	940	5.4
2016	646	469	-27%	1020	5.1
2017	646	364	-43%	1011	4.0

Whilst it is disappointing that target 26 has not been met, the deficit is a reflection of the overall trend in the UK and Wales for housing completions. Last year's AMR highlighted a deficit of 333 units in terms of the requirement to deliver 4,973 residential units by 2016. The 2017 JHLAS indicates that 406 units were completed since the last study and that 4978 dwellings have now been completed in total, during the LDP period 2006 to 2017. Current data highlights that the LDP has meet the 2016 interim target figure albeit a year late.

Policy Target 27 requires that the development of housing allocations in the LDP is at or above the estimated numbers set out under Policies COM1 and COM2 of the LDP. This is monitored against the number of units permitted on allocated sites.

Analysis of planning applications indicates that housing allocations are coming forward at or above estimated capacity. Those allocations that have significantly exceeded estimated capacity include:

Site	Number of units indicated in LDP	Total Unit Capacity
COM1(2) North East Brackla Regeneration Area	550	558
COM1(8) Jubilee Crescent	40	48
COM1(17) Ewenny Road	125	165
COM1(31) Land of Maesteg Road	538	692
COM2(7) Ysgol Bryn Castell	150	197
COM2(22) Ty Draw Farm	94	105

The LDP is therefore on target with respect to the delivery of residential allocations at or above estimated capacity, as required by Policy Target 27.

Policy Target 28 aims to develop small and windfall sites, over 0.15 hectares at density of 35 dwellings per hectare or more. The Policy Target is a monitoring mechanism for the implementation of COM4 of the LDP.

An analysis of permissions granted from 1st April 2016 to the end of the monitoring period 31st March 2017 has been undertaken and 9 planning consents are relevant to this monitoring target, ranging from small-scale proposals for only 1 dwelling up to larger unit size windfall developments of 38 dwellings.

The development of 38 residential units at Bridgend Road, Maesteg is the only qualifying development that has achieved a residential density greater than 35 dwellings per hectare. The remaining 8 sites are smaller-scale developments of 1 -14 units at lower densities than 35 dwellings per hectare. However these proposals are justified exceptions permitted by Policy COM4 because of limitations imposed by the size of the site, highway and access issues, topography and site configuration issues.

SITE NO.	ADDRESS	NO. OF UNITS	SIZE	DENSITY	Comments
ID 1036 P/15/862/FUL	Former garage site Maes Glas, Tondu	4	0.20	20	The site is an awkward narrow rectangular piece of land that can only accommodate 2 x semi-detached dwellings. In addition, a higher density scheme incorporating apartments would be out of character with the surrounding area that is characterised by semi-detached dwellings, contrary to the provisions of LDP Policy SP2.
ID 1038 P/15/624/FUL	Plot 5, stable lane off New Street, Pantygog	1	0.17	5.88	The site is located on a plateau and as such due to topography of the site it is only possible to achieve 1 dwelling on the site.
ID 1040 P/16/301/FUL	Hermon Road, Filco Supermarket, Caerau	2	0.19	10.53	The site can only physically accommodate 2 – semi-detached dwellings as proposed by the application.
ID 1042 P/16/491/FUL	The Cottage, Merthyr Mawr	1	0.50	2	The site can only physically accommodate 2 – semi-detached dwellings as proposed by the application.
ID 1046 P/16/270/FUL	Heol Faen (land off) Maesteg	2	0.19	10.53	The site can only physically accommodate 2 – semi-detached dwellings as proposed by the application.
ID 1047 P/15/840/FUL	Pant y Gwbwn Farm, Blackmill	1	0.18	5.56	The site is an awkward triangular piece of land that can only accommodate 2 x semi-detached dwellings.
ID 1059 P/16/88/OUT	Former Blaenllynfi Infants School	14	0.45	31.11	Having regard to the indicative plan, including the size of the site and the scale parameters of the dwellings, it is considered that the site, in principle, is only capable of accommodating 14 units which would provide a reasonable degree of amenity space and incorporate the necessary highways requirements.

ID 1063 P/16/489/FUL	Tyn y Bettws Farm, Llangeinor (Land at)	3	0.21	14.29	The character of the area is low density and as such the proposal for 3 units would sit comfortably with the surrounding pattern of development. A higher density scheme in this rural location would not be acceptable and contrary to the provisions of LDP Policy SP2.
ID 1065 P/16/607/FUL	Bridgend Road, former school playing field, Maesteg	38	0.90	42.22	Density level achieved.

Taking account of the total area of 2.99 hectares 3 for these proposals, and the total number, 66 units to be delivered, the 'average' density of eligible small and windfall sites is 22.07 dwellings per hectare. The LPA is not unduly concerned that Policy Target 28 has not been met as it is considered that design quality, place making and respecting site context are more important than strict adherence to this density figure. The Council will therefore continue to monitor this issue closely in future AMRs.

In terms of the delivery of affordable housing, Policy Target 29 requires the delivery of 1,370 units by 2021 with the interim target to provide 703 affordable dwellings by 2016. Analysis of the housing data indicates that at 2016, 1014 affordable units had been delivered which met the interim target to provide 703 affordable dwellings by 2016. For the period 2016-2017 an additional 136 affordable housing units were delivered, which provides a total of 1150. As such, it is considered that the LDP is on track to deliver 1,370 units by 2021.

Policy Target 30 requires that the Local Planning Authority monitors the need for a Gypsy and Traveller Site by recording the annual number of authorised and unauthorised encampments in the County Borough. The interim target is that there is no increase in the average of 3 unauthorised Gypsy and Traveller Sites within 1 year, as recorded in the Gypsy and Traveller Caravan Count and/or the Council's Gypsy and Traveller Protocol. An increase above 3 unauthorised encampments for 2 consecutive years would trigger the requirement to identify a site.

Another part of the Council's interim target was to ensure that the Protocol for the Management of Unauthorised Gypsy and Traveller Encampments should be approved by April 2014. This has been achieved with the protocol being approved by Management Team, and a Lead Officer responsible for the protocol's implementation identified. For the monitoring period 1st April 2016 to 31st March 2017, 3 unauthorised incidences occurred within the County Borough which does not exceed the 1 year average of 3. As such the LDP is on target with respect to this indicator and will not 'breach' the assessment

trigger of 2 consecutive years of increase in unauthorised encampments within the next 2 years.

- April 2017: Land south of Coity Village between Heol West Plan and Heol Simonston, Coity.
- March 2017: Newton Nottage Road, Nottage, Porthcawl.
- November 2016: Church Acre, Coity.

Notwithstanding whether or not the assessment trigger of Policy Target 30 is breached within this or subsequent years, the requirement as to whether the Council will need to identify a Gypsy and Traveller Site is now however determined by the new requirements of the Housing (Wales) Act 2014.

The Housing (Wales) Act 2014 requires each local authority in Wales to undertake a Gypsy and Traveller Accommodation Assessment to ensure that needs are properly assessed and planned for. An assessment was required to be submitted to Welsh Government by February 2016 with a statutory duty placed on local authorities to make provision for site(s) where an assessment identifies an unmet need.

The Gypsy and Traveller Accommodation Assessment has now been formally approved by Bridgend County Borough Council Cabinet and Welsh Government. In summary, the GTAA covers the period 2016-2031 and estimates the additional pitch provision needed for Gypsies and Travellers in Bridgend. For the first 5 years of the GTAA plan period, there is no requirement for **additional pitches**, and for the remainder of the GTAA plan period, **a further 1 additional pitch is required**. This gives a total need for the whole GTAA plan period of 1 additional pitch.

Performance

Action

Continue monitoring.

To Create Safe, Healthy and Inclusive Communities

Community Uses

Primary Policy: Strategic Policy
SP13

LDP Objectives: 1c, 3c, 3d

Monitoring Aim: The retention of existing community uses and facilities and seek to develop new ones,

Other Policies: COM7, COM8, COM9, COM10,

where needed.			COM11, COM12, COM13, COM14, COM15
Policy Target	Indicators	Annual/Interim Target	Monitoring Assessment Trigger
31. The retention or enhancement of Community Facilities.	Number of applications approved contrary to Strategic Policy SP13 and the protective aim of Policy COM7.	No applications approved contrary to Strategic Policy SP13 and the protective aim of Policy COM7.	1 application approved contrary to Strategic Policy SP13 and the protective aim of Policy COM7.
<p>Analysis of Results</p> <p>Strategic Policy SP13 aims to maintain and improve the quality of life of residents of the County Borough by retaining or enhancing a range of social and community facilities. In the interest of service efficiency the Policy also requires that where new or replacement facilities are proposed, co-location of facilities is considered before stand-alone facilities.</p> <p>Policy COM7 of the LDP specifically protects against facility loss, unless justified by provision of suitable alternative provision, if it is demonstrated that there is an excess of provision or the facility is no longer required.</p> <p>For the monitoring period 1st April 2016 to 31st March 2017 no planning applications were approved contrary to the protective aim of Policies SP13 or COM7.</p>			
Performance			
<u>Action</u>			
Continue monitoring.			

6. SUSTAINABILITY APPRAISAL MONITORING

- 6.1 The Sustainability Appraisal of the LDP identifies 15 objectives under the 4 wider sustainability objectives of:-
- Social progress which recognises the needs of everyone;
 - Effective protection of the environment;
 - Prudent use of natural resources; and
 - Maintenance of high and stable levels of economic growth and employment.
- 6.2 LDP monitoring is concerned with assessing performance of Policies in delivering the Plan's strategy and achieving its objectives and many relate directly to sustainable development. As such there is considerable overlap between the monitoring framework of the LDP and the SA which uses a subset of the LDP's monitoring objectives.
- 6.3 Each of the 15 Sustainability Appraisal objectives are therefore assessed against those LDPs monitoring indicators that have been identified as relevant to the 15 sustainability objectives.
- 6.4 Against each SA objective the monitoring result is cross-referenced to the action column in the previous monitoring chapter (with the exception of the SA objective relating to Built Environment, where performance is not dependant on whether the Built Heritage Strategy is in place). The symbol delineates the specific performance against the SA objective where:-
- represents 'Likely to contribute to the achievement of greater sustainability'; and
 - x represents 'Likely to detract from the achievement of greater sustainability'.
- 6.5 The 2016/2017 Sustainability Appraisal (SA) monitoring results show that out of the 15 objectives and their related targets, 11 have been achieved. In overall terms the LDP is therefore contributing positively to the achievement of greater sustainability.
- 6.6 The SA objectives relating to 'maintaining high and stable levels of economic growth and employment' has not been fully achieved with respect to 'Employment'.
- 6.7 The analysis shows that the LDP did not deliver the annual take-up of employment land of 6.3 hectares. However, as noted in the previous section this is considered not to be a true reflection of what is happening in the real economy, and the current low take up is expected to increase in the coming years in line with expected improvements to the general economy.
- 6.8 With respect to the SA objective of 'social progress which recognises the needs of everyone' the LDP has performed very well. Analysis shows that Bridgend, Porthcawl

and Maesteg Town Centres have achieved the target (60%) relating to the proportion of A1 retail uses in Primary Shopping areas.

- 6.9 Under the Sustainability Objectives of a 'prudent use of natural resources' the LDP has delivered on all of its targets relating to air, climate change, water land/soil, minerals and waste and renewable energy. Although not specifically measured under 'renewable energy' as part of the SA monitoring process there is also scope for further improvement, with the proper implementation of Policy ENV17 of the LDP and the requirement for major planning application to be accompanied by renewable/low carbon energy assessments which is commented on in the previous section.
- 6.10 SA Monitoring also shows that, the LDP is meeting its objective of 'the effective protection of the environment'. However, the 'Built Heritage Strategy' has not been prepared but is anticipated in 2018.

Social progress which recognises the needs of everyone				Monitoring Result
1	Accessibility	To ensure an increase in accessibility to opportunities, transport and to all services and information in the County Borough.	IND1: % of total County Borough housing developed in the SRGA	●
			IND2: % of total County Borough employment land developed in the SRGA	●
			IND8: Progress on RTP schemes	●
			IND22: Proportion of A1 retail uses in the Primary Shopping Areas	●
2	Housing	To provide the opportunity for people to meet their housing needs	IND25: Forecast supply of housing completions	X
			IND26: Annual housing completion figures	X
			IND29: Annual affordable housing completion figures	●
3	Health, safety and security	To improve overall levels of health and safety, including the sense of security, for all in the County Borough	IND31: Improvements to community facilities provision secured through planning consents, conditions and/or Section 106 agreements.	●
4	Community	To maintain, promote and where suitable enhance, the distinctive character of the communities of Bridgend	IND31: Improvements to community facilities provision secured through planning consents, conditions and/or Section 106 agreements.	●

Effective protection of the environment				
5	Biodiversity	To maintain and enhance the diversity and abundance of species, and safeguard areas of significant nature conservation value	IND11a/b/c: Loss of natural habitats without mitigation or translocation of species associated with CCW/Countryside section observations on development control applications	●
6	Landscape	To maintain and enhance the quality and character of the landscape, including its contribution to the setting and character of settlements	IND10: Green Wedge designated land lost to inappropriate development which contributes to coalescence of settlements.	●
			IND11a/b/c: CCW/Countryside section observations on development control applications	●
7	Built Environment	To maintain and enhance the quality of the built environment, including the cultural/historic heritage	IND12: Amount of development permitted which could potentially impinge upon one of those areas/buildings listed as advised by Cadw, the Glamorgan Gwent Archaeological Trust (GGAT) and the Conservation and Design section of the Council.	●
Prudent use of natural resources				
8	Air	To reduce all forms of air pollution in the interests of local air quality and the integrity of the atmosphere	IND8: Progression on Regional Transport Plan developments	●
9	Climate change	To ensure that new development takes into account the effects of climate change	IND6: Developments which incorporate Climate Change adaptation techniques	X
10	Water	To maintain and improve the quality and quantity of ground waters, river waters and	IND5: NRW / DCWW observations on	●

		coastal and bathing waters	development control applications	
11	Land / Soil	To use land efficiently, retaining undeveloped land and bringing damaged land back into use	IND9: The amount of departure planning application permitted outside of the designated settlement boundaries of the County Borough	•
			IND10: Green Wedge designated land lost to inappropriate development which contributes to coalescence of settlements.	•
12	Minerals and waste	To maintain the stock of minerals and non-renewable primary resources	IND13: Amount of aggregates landbank permitted as a percentage of total landbank identified in the Regional Technical Statement	•
			IND14: Number of planning permissions for permanent, sterilising development permitted within a buffer zone or a minerals safeguarding area.	•
13	Renewable energy	To increase the opportunities for energy generation from renewable energy sources	IND17: Progress on adoption of an Energy Opportunities Plan	•
			IND17/18: Permitted and / or installed capacity of renewable electricity and heat projects within the County Borough.	•
Maintenance of high and stable levels of economic growth and employment				
14	Employment	To ensure that there is a vibrant local economy which is at the forefront of a wider regional economy and provide diversity of employment within the County Borough and support a	IND2: % of total County Borough employment land developed in the SRGA	•
			IND3: Implementation of strategic employment sites.	•

		culture of entrepreneurship	IND19: Annual take-up rate of employment land allocations developed / redeveloped for employment purposes.	X
15	Wealth creation	To achieve a clear connection between effort and benefit, by making the most of local strengths, seeking community regeneration, and fostering economic activity	IND3: Implementation of strategic employment sites.	•
			IND19: Annual take-up rate of employment land allocations developed / redeveloped for employment purposes.	X
			IND20: Proportion of the allocated employment land immediately available or available in the short term.	•
			IND24: Annual number of overnight visitors to the County Borough.	•

7. CONCLUSIONS AND RECOMMENDATIONS

7.1 This is the third AMR to be prepared since the adoption of the Bridgend LDP and is based on the period from 1st April 2016 to 31st March 2017 and is required to be submitted to Welsh Government by the 31st October 2017. The findings of the AMR provide an important opportunity for the Council to assess the effectiveness of the Plan and to determine whether or not it needs to be reviewed.

7.2 Local Development Plan Wales (Amendment Regulation 2015) sets out seven questions that the AMR must seek to address. Whilst all of the issues are considered and addressed throughout the report as part of the analysis of the monitoring data, they are not set out specifically to directly address the particular questions. In order to ensure that the AMR complies with its statutory requirements, responses to each of the assessment factors identified in LDP Wales are outlined below:

1. Does the basic strategy remain sound (if not, a full plan review may be needed)?

7.3 The evidence collected as part of the annual monitoring process for 2016-17 indicates that the LDP Strategy remains sound, effective and is for the most part being delivered, however the Local Planning Authority acknowledges that it must progress with the statutory review of the LDP which will address the shortfall in the housing land supply and facilitate the identification/allocation of additional housing land. Whilst the impact of the global economic recession has meant that development in some areas is slower than predicted, it remains the Councils view that the LDP will continue to provide a robust foundation to deliver sustainable economic growth and regeneration.

2. What impact are the policies having globally, nationally, regionally and locally?

7.4 Globally, the SEA Monitoring framework identifies that there is a positive impact on economic, social and environmental aspects of sustainability.

7.5 Nationally, the LDP policy framework is providing opportunities for development to meet national need for housing and employment land. The County Borough is making a significant contribution to national renewable energy targets. The generating capacity within and immediately adjacent the refined SSA (north of Evanstown) is 65 MW which is considerably higher than the estimated capacity within the SSA of 31 MW.

7.6 From a regional perspective the LDP is assisting in meeting transport, waste and mineral requirements.

7.7 At a local level, the LDP policy framework and allocations are assisting with regeneration objectives and meeting the needs of the local community.

3. Do the policies need changing to reflect changes in national policy?

- 7.8 Chapter 4 highlights significant changes in national planning policy guidance as well as proposed changes to the structure of the planning system in Wales during between 2013 and 2017. These national policy changes will be considered further at the statutory LDP Review stage from 2018 with any amendments made to the LDP as necessary.

4. Are policies and related targets in the LDP being met or progress being made towards meeting them, including publication of relevant supplementary Planning guidance (SPG)?

- 7.9 The findings of the LDP and SA monitoring exercise are outlined in chapters 5 & 6 of the AMR.
- 7.10 The following paragraphs provide a brief commentary on the LDP monitoring targets that have not been fully met.
- 7.11 The monitoring objectives relating to 'maintaining high and stable levels of economic growth and employment' has not been fully achieved with respect to 'Employment'. The analysis shows that the LDP did not deliver the annual take-up of employment land of 6.3 hectares. However, as noted in the main body of the AMR report this is considered not to be a true reflection of what is happening in the real economy. The current low take up is expected to increase in the coming years in line with expected improvements to the general economy.
- 7.12 In terms of achieving the required proportion of A1 retail uses in Primary Shopping Areas, the County Borough performed adequately, with Bridgend, Porthcawl and Maesteg Town Centres achieving the required proportion (60%) of A1 uses in Primary Shopping Areas.
- 7.13 Under the Sustainability Objectives of a 'prudent use of natural resources' the LDP has delivered on all of its targets relating to air, climate change, water land/soil, minerals and waste and renewable energy. Although not specifically measured under 'renewable energy' as part of the SA monitoring process there is also scope for significant improvement, with the proper implementation of Policy ENV17 of the LDP and the requirement for major planning application to be accompanied by renewable/low carbon energy assessments which is commented on in the previous section. This issue will be considered further at the statutory LDP Review stage with any amendments made to the LDP as necessary.
- 7.14 Interim Monitoring Target 12 set out a requirement to produce a Built Heritage Strategy by 2015 and to adopt the Strategy as Supplementary Planning Guidance (SPG). This target has not been achieved to date. The Strategy's production was delayed to coincide with the outcome of the Historic Environment Bill, which received Royal Assent on the 21st March 2016. In addition, it was considered prudent to delay the document until TAN24 was published on the 31 May 2017. Therefore it has not

been possible to finalise the document prior to the 31st October 2017. The Strategy's future production is anticipated early 2018.

5. Where progress has not been made, what are the reasons for this and what knock on effects it may have?

- 7.15 The main reason for the slow delivery of some parts of the LDP is linked to the impact of the global economic recession on the operations of the housing and commercial markets. A continued reduction in investment in housing and commercial development will inevitably have an adverse impact on the delivery of some elements of the LDP.
- 7.16 Section 5 provides a detailed analysis of the success of the plan to date against the monitoring indicators and factors in terms of delivering sustainable development. It also provides a summary of how the plan has performed specifically in 2016/17.
- 7.17 The findings of the SA monitoring exercise are outlined in Section 6 of the AMR. The results indicate that overall, the plan is contributing towards sustainable development in the County Borough of Bridgend.

6. Do any aspects of the LDP need adjusting or replacing because they are not working as intended or are not achieving the objectives of the Strategy and/or Sustainable Development Objectives?

- 7.18 Whilst the LDP Development Strategy remains fundamentally sound the Local Planning Authority acknowledges that it must progress with the statutory review of the LDP which will address the shortfall in the housing land supply and facilitate the identification/allocation of additional housing land.

7. If policies or proposals need changing, what suggested actions are required to achieve this?

- 7.19 Information collected through the AMR process indicates that the plan policies are generally being met and that the plan is moving towards its targets, however the Local Planning Authority acknowledges that it must progress with the statutory review of the LDP which will address the shortfall in the housing land supply and facilitate the identification/allocation of additional housing land.
- 7.20 In September 2015 the Welsh Government published a revised LDP Manual. Paragraph 9.4.8 identified additional issues that maybe relevant for the AMR to consider.

8. What new issues have occurred in the area or in local/national policy (key recent contextual and national policy changes, future prospects)?

- 7.21 This is covered in detail in the main body of the AMR report. The Local Planning Authority will be progressing with a statutory review of the LDP commencing in early 2018.

9. How relevant, appropriate and up to date is the LDP Strategy and its key policies and targets?

- 7.22 As outlined in the previous chapters of the AMR report, the LDP Strategy remains broadly sound however, a number of key housing provision policy targets are not being met which indicates that these policies are not functioning as intended. The statutory review of the LDP will address the shortfall in the housing land supply.

10. What sites have been developed or delayed in relation to the plan's expectations on location and timing?

- 7.23 In terms of providing a progress report on LDP sites, the main regeneration and mixed-use sites (Policy PLA3), residential (Policy COM1& COM2), employment (Policy SP9) and those retail and commercial centre sites with a residential element. Progress on Bridgend Town Centre (REG9) sites is also set out in Chapter 5 under policy target 23.

11. What has been the effectiveness of delivering policies and in discouraging inappropriate development?

- 7.24 A review of the data monitoring indicates that the majority of the LDP policies are being delivered assisting to guide growth and change in a sustainable manner reflecting national policy and guidance. Chapters 5 & 6 of the AMR highlight the policies and monitoring indicators that are not delivering or being met and the actions recommended to improve delivery or effectiveness.

8. RECOMMENDATIONS

- 8.1 In the Local Planning Authority's opinion the overall the strategy remains sound, however, a number of key housing provision policy targets are not being met which indicates that these policies are not functioning as intended. It is imperative that the Local Planning Authority progresses with the statutory review of the LDP which will address the shortfall in the housing land supply and facilitate the identification/allocation of additional housing land. It is important to acknowledge that whilst the level of growth in some areas is slower than anticipated, evidence collected through the monitoring process clearly suggests that good progress is being made in the delivery of the majority of LDP targets, which must be seen as a positive. However, further investment into the local economy is required and specific consideration will be given to the opportunities to stimulate the delivery of new employment land and mixed-use regeneration sites by taking a pro-active approach with landowners and developers especially where development sites are in the Councils ownership and bring forward new schemes, masterplans and development briefs to facilitate development. The Council believes that the development which has taken place in the County Borough of Bridgend since the adoption of the LDP, together with the projected future investment from the public and private sector will ensure that the LDP continues to be a success for our communities. .

Recommendations

- 8.2 As a result of the findings of the Annual Monitoring Report for 2017 it is recommended:
1. Bridgend Local Planning Authority commences the statutory review of the LDP which will address the shortfall in the housing land supply and facilitate the identification/allocation of additional housing land. The first stage of the review process will require the production of a 'Review Report' which will set out and explain the scope of the Plan revision required which will be reported to Development Control Committee and Full Council in early 2018;
 2. The actions set out in the AMR to address underperformance are implemented; and
 3. Continue to monitor the Plan through the preparation of successive AMRs

Bridgend Local Development Plan

AMR 2017



October 2017

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

29 NOVEMBER 2017

REPORT OF THE CORPORATE DIRECTOR – COMMUNITIES

DEPARTURE FROM DEVELOPMENT PLAN - PLANNING APPLICATION P/17/585/FUL

1. Purpose of Report

- 1.1 On 9 November, 2017, the Development Control Committee considered planning application P/17/585/FUL as a departure from the Local Development Plan. The Development Control Committee resolved not to refuse planning permission so the application is referred to Council which is requested to approve the application subject to conditions.
- 1.2 A copy of the Development Control Committee report is attached at Appendix 1.

2. Connection to Corporate Improvement Plan / Other Corporate Priorities

- 2.1 The delivery of the County Borough Council's planning functions has links to all three of the Council's corporate priorities as outlined in the Corporate Improvement Plan 2016-2020.

3. Background

- 3.1 The retrospective application relates to the change of use from an ancillary office to Class D1 (physiotherapy clinic and studio), as defined by the Town and Country Planning (Use Classes) Order 1987, at Nodor House, South Road, Bridgend Industrial Estate.
- 3.2 The site has recently been vacated by South Wales Police who used the area as B1 office space. The site is now being utilised by the applicant as a physiotherapy studio and clinic without the benefit of planning permission.
- 3.3 The application site is located within the Primary Key Settlement of Bridgend, as defined by Bridgend County Borough Council's Local Development Plan (2013). The site is within Bridgend Industrial Estate, which is an allocated Employment Site (REG1(2)) that is protected for employment development falling within B1, B2 and B8 use classes.
- 3.4 This application is a resubmission of a previous application for the "change of use from an ancillary office to Class D1 (physiotherapy clinic)" received on 1 March 2017 under planning reference P/17/44/FUL. The application was refused on 24 April 2017 for the following reason:

"The proposed use is not considered ancillary or complementary to the main employment activity of the premises and as such, the proposal is contrary to Policies REG1 and REG2 of the Local Development Plan (2013), and guidance contained within Supplementary Planning Guidance Note 21 Safeguarding Employment Sites".
- 3.5 Conversely to the original application, the resubmitted application, as considered by the DC Committee, included a Planning Statement dated July 2017; supporting letters from the Managing Director of Nodor Darts International Ltd. (property owner), Watts and Morgan

Chartered Surveyors (Marketing Agents) and the Director of One2One Therapy (company owner); a customer survey and a sequential assessment in support of the application.

- 3.6 Policy REG2 protects identified employment sites unless the proposed use can be described as being complementary and/or ancillary to the wider use of the Industrial Estate for employment purposes.
- 3.7 LDP policies are augmented by Supplementary Planning Guidance Note 21 (Safeguarding Employment Sites, Adopted June 2015), which provides further guidance on non 'B' uses within protected industrial areas and indicates that consideration will be given to the following:-
- The nature of the use proposed and whether it is considered as ancillary to the functioning of the industrial estate;
 - Existing ancillary uses already operating (or recently benefiting from planning consent) on the employment site;
 - The size of the employment site and its ability to sustain the proposed use; and,
 - An assessment of the potential impact on nearby retail centres.
- 3.8 Whilst SPG21 is predominantly concerned with D2 (assembly and leisure uses), reference is also made to other non 'B' uses including food and drink (A3) and retail (A1). The list of alternative uses highlighted is 'not exhaustive' and the criteria can also be used to consider other uses including the current proposal. The previous proposal under application P/17/44/FUL was refused on the basis that the use was neither ancillary nor complementary to the main employment activity of the premises thus being contrary to the LDP.
- 3.9 Due to the limited scale and extent of the use, the fact that the 'physiotherapy clinic and studio' has a number of specific operational requirements (including a level access and parking spaces outside the premises), the lack of suitable alternatives within the town centre and the availability of other units for B1, B2 and B8 uses, there is a reasoned argument for the physiotherapy clinic being located on an allocated employment site, subject to the imposition of a planning condition which limits the use of the site to a 'physiotherapy clinic and studio' only.
- 3.10 The Local Planning Authority can grant permission for development which does not accord with the provisions of the development plan in force in the area under Article 20 of the Town and Country Planning (Development Management Procedure) (Wales) Order 2012, subject to ratification by Council.

4. Current Situation

- 4.1 The application site is located within Bridgend Industrial Estate which is allocated and protected for employment uses falling within uses B1, B2 and B8 employment uses by policies REG1(2) and REG2 of the adopted Bridgend Local Development Plan (LDP). The application seeks retrospective consent for a physiotherapy clinic and studio within an existing industrial unit.

5. Effect upon Policy Framework & Procedure Rules

- 5.1 Whilst the application does not fully accord with the policies of the Bridgend Local Development Plan the physiotherapy use has already commenced.

6. Equality Impact Assessment.

- 6.1 A screening for Equality Impact has been undertaken and no negative issues have been identified.

7. Wellbeing of Future Generations (Wales) Act 2015

7.1 The well-being goals identified in the Act are:

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

7.2 The duty was considered in the assessment of the application and in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of wellbeing goals/objectives as a result of the proposed development.

8. Financial Implications

8.1 There are no direct financial implications as a result of this report.

9. Recommendation

9.1 That if Council is minded not to refuse the development then the Corporate Director Communities be given plenary powers to issue a decision notice in respect of this proposal to include the following conditions:

1. Notwithstanding the time limit given to implement planning permissions as prescribed by Sections 31 and 32 of the 1990 Town and Country Planning Act (as amended) this permission, being a retrospective permission as prescribed by Section 73A of the of the above Act, shall have been deemed to have been implemented on 7th July, 2017.

Reason: To comply with Section 73A of the above Act.

2. The premises shall be used as a physiotherapy clinic and studio only, and for no other purpose including any other purpose in class D1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order.

Reason: To retain effective control over the use of the site.

3. The physiotherapy clinic and studio shall only operate within Suite 3 of Nodor House, as shown on the Site Location Plan and Floor Plan received on 7th July 2017.

Reason: To avoid doubt and confusion as to the nature and extent of the approved development.

4. Within 1 month of the date of consent, the parking area shall be completed in permanent materials with the individual spaces clearly demarcated in permanent materials in accordance with the layout plan (Drwg. No. PL01) received on 10th October 2017. The parking area shall be maintained for the purpose of parking in perpetuity.

Reason: In the interest of highway safety.

Mark Shephard
Corporate Director Communities
29 November, 2017

Contact Officer

Mr. Jonathan Parsons

Group Manager - Development

Telephone Number: 01656 643153, e-mail: jonathan.parsons@bridgend.gov.uk

Background documents

Appendix 1: Development Control Committee Report

REFERENCE: P/17/585/FUL

APPLICANT: One 2 One Therapy c/o Mango Planning & Development Ltd,
Number One Waterton Park, Waterton, Bridgend CF31 3PH

LOCATION: **Nodor House, South Road, Bridgend Industrial Estate
Bridgend CF31 3PT**

PROPOSAL: Change of use to Class D1 Physiotherapy clinic and studio

RECEIVED: 7 July 2017

SITE INSPECTED: 6 March 2017

DESCRIPTION OF PROPOSED DEVELOPMENT

This application seeks retrospective consent for the change of use from an ancillary office to Class D1 (physiotherapy clinic and studio), as defined by the Town and Country Planning (Use Classes) Order 1987, at Nodor House, South Road, Bridgend.

The site has recently been vacated by South Wales Police who were utilising the area as office space (Class B1). The site is now being utilised by the applicant as a physiotherapy studio and clinic without the benefit of planning permission. This application seeks to regularise the use of the site.

The clinic employs nine members of staff, five full-time and four part-time, and operates between the hours of 8:00am and 8:00pm Monday to Friday and 8:00am to 1:00pm on Saturdays, Sundays and Bank Holidays. There are no external changes proposed as part of this planning application.

SITE DESCRIPTION

The application site is located within the Primary Key Settlement of Bridgend, as defined by Bridgend County Borough Council's Local Development Plan (2013). The site is within Bridgend Industrial Estate, which is an allocated Employment Site (REG1(2)) and is protected for employment development falling within B1, B2 and B8 use classes.

The site comprises a two storey building finished in red and brown facing-brick, with a flat roof. All windows and doors are white uPVC. The clinic occupies a ground floor unit. The car parking area is located to the South of the building with access directly off South Road.

RELEVANT HISTORY

Application Reference	Description
-----------------------	-------------

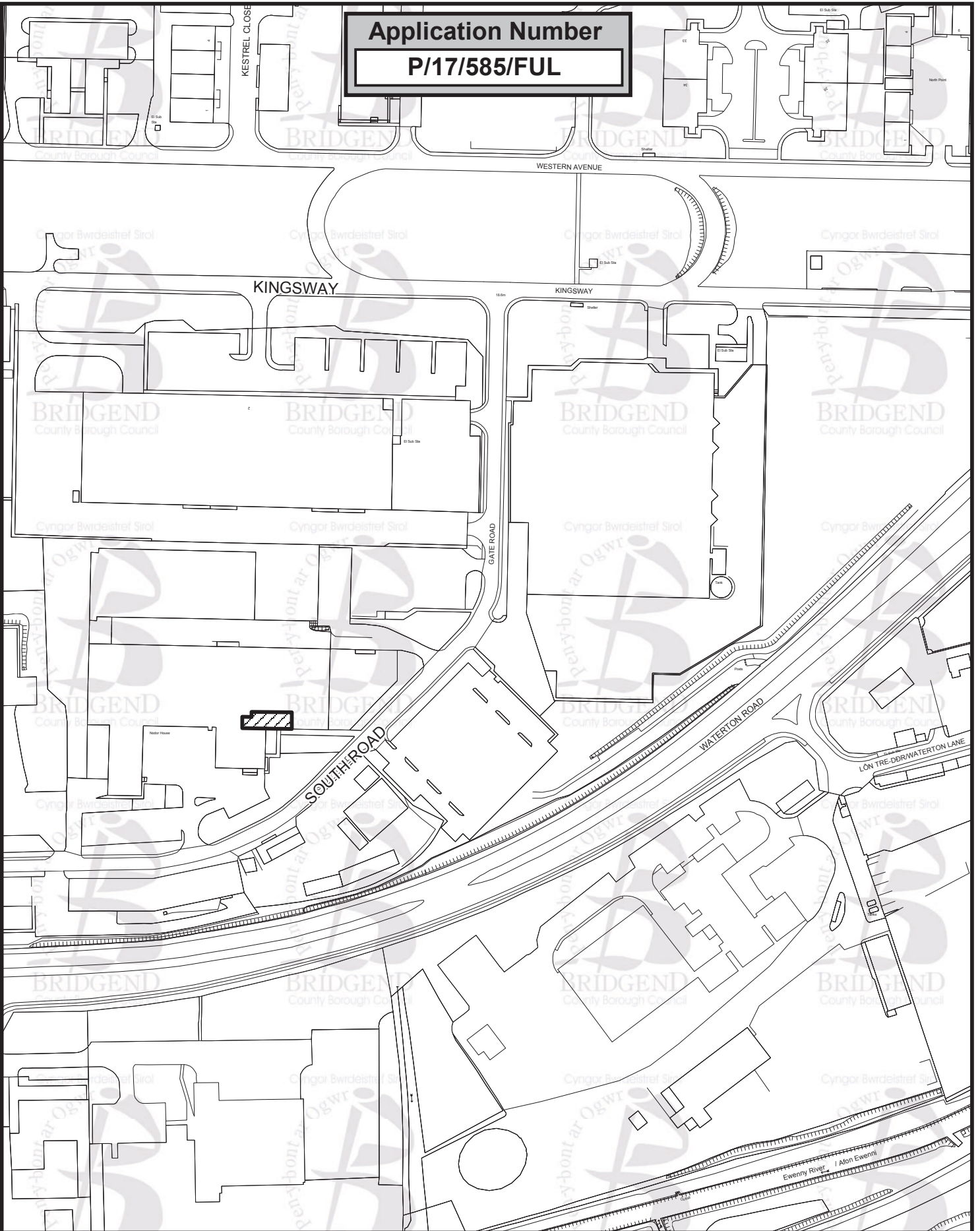
P/17/44/FUL	Change of use from ancillary office to clinic within Class D1	Refused
-------------	---	---------

Refused 24/04/2017 for the following reason:

The proposed use is not considered ancillary or complementary to the main employment activity of the premises and as such, the proposal is contrary to Policies REG1 and REG2 of the Local Development Plan (2013), and guidance contained within Supplementary Planning Guidance Note 21 Safeguarding Employment Sites.

Application Number

P/17/585/FUL



Page 172

Scale 1:2,500

Date Issued:
01/11/2017

Development-Mapping
01656 643176

Mark Shephard

Corporate Director-Communities

Communities Directorate,
Bridgend County Borough
Council, Civic Offices,
Angel Street,
Bridgend CF31 4WB.

O:/Drive/Plandraw/new MI layouts/
Committee DC Plan

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(100023405)

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PUBLICITY

This application has been advertised through direct neighbour notification and the erection of a site notice. The application was also advertised in the local press as a 'departure'. No representations have been received within the consultation period which expired on 29 September 2017.

CONSULTATION RESPONSES

CONSULTEE

COMMENTS

Land Drainage
24 July 2017

No objection to the proposal subject to the imposition of the recommended informative notes.

Economic Development
4 August 2017

Supports the application.

Transportation, Policy and
Development Section
3 October 2017

No objection subject to the imposition of the recommended planning condition.

RELEVANT POLICIES

The relevant policies and supplementary planning guidance are highlighted below:

Bridgend Local Development Plan 2013 (LDP)

Policy PLA1	Settlement Hierarchy and Urban Management
Policy SP2	Design and Sustainable Place Making
Policy PLA11	Parking Standards
Policy SP9	Employment and the Economy
Policy REG1	Employment Sites
Policy REG2	Protection of Identified Employment Sites

Supplementary Planning Guidance 21(SPG21) Safeguarding Employment Sites

In the determination of a planning application, regard should also be given to the requirements of National Planning Policy which are not duplicated in the Local Development Plan. The following Welsh Government Planning Policy is relevant to the determination of this planning application:

Planning Policy Wales Chapter 3	Making and Enforcing Planning Decisions
Planning Policy Wales Chapter 4	Planning for Sustainability
Planning Policy Wales Chapter 7	Economic Development
Planning Policy Wales Chapter 10	Retail and Commercial Development
Planning Policy Wales TAN 4	Retail and Commercial Development
Planning Policy Wales TAN 23	Economic Development

APPRAISAL

The application is referred to the Development Control Committee as the proposal is for a non 'B' use within an industrial area and as such represents a departure from the Local Development Plan and is recommended for approval.

The application site is located within Bridgend Industrial Estate which is allocated and protected for employment development falling within Classes B1, B2 and B8 by Policy REG1(2) of the LDP.

Policy REG2 protects identified employment sites unless the proposed use can be described as being complementary and/or ancillary to the wider use of the Industrial Estate.

The LDP policies are augmented by SPG 21, which provides further guidance on non 'B' uses within protected industrial areas and indicates that consideration will be given to the following:-

- The nature of the use proposed and whether it is considered as ancillary to the functioning of the industrial estate;
- Existing ancillary uses already operating (or recently benefiting from planning consent) on the employment site;
- The size of the employment site and its ability to sustain the proposed use; and
- An assessment of the potential impact on nearby retail centres.

Whilst SPG21 is predominantly concerned with D2 (assembly and leisure uses), reference is also made to other non 'B' uses including food and drink (A3) and retail (A1). The list of alternative uses highlighted is 'not exhaustive' and the criteria can also be used to consider other uses including the current proposal.

The previous proposal under application P/17/44/FUL was refused on the basis that the use was neither ancillary nor complementary to the main employment activity of the premises thus being contrary to the LDP.

Additional information has been submitted in support of the current application, which includes a detailed Planning Statement, supporting letters from the property owner, marketing agents, the site operator a customer survey and a sequential assessment of available sites in the town centre and edge of centre area.

The submitted information identifies that the 'physiotherapy clinic and studio' has a number of specific operational requirements, in particular appropriate DDA compliant surface level access as well as parking spaces outside the premises for clients. The sequential test rules out the currently available town centre and edge of centre sites on the grounds of inappropriate unit size (either too small or too big), viability grounds and lack of appropriate access and parking spaces.

Applying the criteria above it is clear that the use is not necessarily ancillary to the functioning of the industrial estate, however, it is considered that the lack of available alternative sites within the town centre and edge of centre area provides some justification to depart from the LDP policy in this particular case. Also, it is considered that given the size of the site in comparison to the overall industrial area there will be no material dilution of the business purpose or offer of the Bridgend Industrial Estate. Subject to the imposition of a planning condition which limits the use of the site to a 'physiotherapy clinic and studio' only, the application is therefore considered to be acceptable in principle. The condition is necessary as an open D1, which includes other uses may not be supported in this location without due consideration.

The proposed change of use will not impact the character or appearance of the building, or wider area in physical terms, as no external alterations are proposed as part of this development. As such, the design of the proposal is not considered to be material in this instance.

Turning to the issue of highway safety, the Highway Officer requested additional information so that a greater understanding of the parking requirements for the site could be established.

Further information by way of a scheme demonstrating a car parking layout for 15 car parking spaces with turning facility at the site was submitted and the Transportation, Policy and Development Section has no objection to the proposal and the application is considered to be compliant with Policy PLA11 of the LDP and is acceptable in terms of highway safety.

Section 3 of the Wellbeing of Future Generations (Wales) Act 2015 imposes a duty on public bodies to carry out sustainable development in accordance with sustainable development principles to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs (Section 5).

The well-being goals identified in the Act are:

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

The duty has been considered in the assessment of this application. It is considered that there will be no significant or unacceptable impacts upon the achievement of wellbeing goals/objectives as a result of the proposed development.

CONCLUSION

Planning Law dictates that applications must be determined in accordance with the development plan unless material circumstances dictate otherwise. In this case it is considered that the information submitted in support of the current application including the sequential test is material to the determination of the application and has been taken into account during the consideration of the proposal. The re-submitted application has also allowed a further, more detailed assessment of the proposal following the earlier decision. Notwithstanding the previous refusal, in light of the additional information in planning terms the principle of development can be considered to be acceptable albeit contrary to LDP policies and furthermore if allowed the proposal will not result in the material dilution of the function of wider industrial estate.

The proposal is also considered to be appropriate in all other respects including highway safety.

The application is therefore recommended for approval, subject to conditions and informative notes as it is general compatible with Development Plan policies relating to employment.

RECOMMENDATION

- A. The application be referred to Council as a proposal that is a departure from the Development Plan that the Development Control Committee are not disposed to refused based on the supporting information submitted with the application, the

limited scale of the premises, the use of a physiotherapy clinic and studio only, the sequential assessments of alternative sites and the operational requirements of the business.

B. If Council resolve to approve the proposal, the following conditions be included on the retrospective consent (R64):-

1. The premises shall be used as a physiotherapy clinic and studio only and for no other purpose including any other purpose in class D1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order.

Reason: To retain effective control over the use of the site.

2. The physiotherapy clinic and studio shall only operate within Suite 3 of Nodor House, as shown on the Site Location Plan and Floor Plan received on 7 July 2017.

Reason: To avoid doubt and confusion as to the nature and extent of the approved development.

3. Within 1 month of the date of consent, the parking area shall be completed in permanent materials with the individual spaces clearly demarcated in permanent materials in accordance with the layout plan received on 10 October 2017. The parking area shall be maintained as such in perpetuity.

Reason: In the interest of highway safety.

4. * THE FOLLOWING ARE ADVISORY NOTES NOT CONDITIONS

No surface water should discharge to the public highway.

No land drainage run-off should discharge (either directly or indirectly) into the public sewerage system.

MARK SHEPHARD
CORPORATE DIRECTOR COMMUNITIES
Background Papers - None

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

29 NOVEMBER 2017

REPORT OF THE MONITORING OFFICER

ELECTED MEMBER LEARNING & DEVELOPMENT STRATEGY

1. Purpose of Report

- 1.1 The purpose of the report is to request approval of the Elected Member Learning and Development Strategy as attached at **Appendix 1**.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 Elected Members have a wide range of roles and responsibilities that they are expected to undertake. The Elected Member Learning & Development Strategy provides a framework for the development of key skills and knowledge of all Elected Members and will assist in the achievement of all the following Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1 The Elected Member Learning and Development Strategy 2012-17 was approved by Council in 2013. It provided a framework which set out the structure of learning and development for all Elected Members from their election and throughout a term of office.
- 3.2 At its meeting on 6 September 2017, Council approved its intention to make a submission for the Welsh Local Government Association (WLGA) Charter for Member Support and Development. One of the requirements of the Charter is for a Member Development Strategy to be approved by Council.

4. Current situation / proposal

- 4.1 A desktop review of the Elected Member Learning and Development Strategy

has been undertaken to ensure that it is fit for purpose and updated to reflect a number of factors which have changed since the approval of the original Elected Member Learning and Development Strategy.

4.2 Digitisation and e-learning

4.2.1 Significant progress has been made regarding the digitisation of services across Wales which has also led to an increase in the availability of e-learning material. The Bridgend County Borough Council Learning and Development website now contains a number of topics which could be utilised as part of the member development programme. The WLGA has also been instrumental in developing the All Wales Academy (AWA). The AWA is an e-learning portal which is hosted by the NHS which can be accessed by all local Authorities in Wales. A list of available topics and facilities for these portals is shown at **Appendix 2**.

4.3 Councillors Elected in 2017

- 4.3.1 Following the Local Government Elections in 2017 there were 29 newly Elected Members in Bridgend. These newly Elected Members have indicated that changes are needed with the delivery of Member Development Activities.
- 4.3.2 The timings of meetings survey included a section on member development events. Due to the larger number of working councillors it was identified that Elected Members would prefer learning events to be undertaken at the start or end of the day to enable them to balance their working commitments. As a result Member Development events are now planned to be carried out on Tuesdays or Wednesdays and start at either 9:00am or 4:00pm.
- 4.3.3 During the Elected Member induction, some councillors indicated that they had attended some of the topics in the previous administration or had undertaken similar training as part of their work commitments or had developed experience in particular topics and therefore they did not feel that the training was appropriate or relevant.

4.4 Volume of Learning and Development Opportunities

- 4.4.1 Since the 2017 Local Government Elections, a total of 30 repeated Member Development topics and 6 pre-Council briefings have been provided to Elected Members. This is a considerable commitment and many councillors have requested that the topics be prioritised or categorised so that they can ensure that they attend the essential training and negotiate with employers regarding the other topics.
- 4.4.3 Identifying appropriate attendance or categorising member development topics would assist in assessment and evaluation of any training to ensure that it is relevant, timely and has achieved the desired outcomes.

4.5 The proposed Strategy is divided into the following 5 phases:

1. Administration - to establish the newly Elected Members within the Council

2. The Essentials - to provide Elected Members with sufficient knowledge to prepare them to undertake their initial role in the support of Council business.
3. The Core Functions - to provide Elected Members with the knowledge and skills to enable them to undertake their core functions as Elected Members in their wards and on the committees they are appointed to.
4. Identifying the needs of the individual Councillors – the provision of Personal Development Reviews (PDR) with either an Elected Member peer or with assistance from suitably trained officers as soon as possible. This will be “dovetailed” with Member Mentoring for those Councillors elected after the Local Government Election in 2017.
5. Continuing Development - to provide Elected Members with knowledge and skills relating to:
 - leading the community,
 - working with external partners
 - developing those individual and specialist requirements identified within the PDR process and
 - learning and development identified by the Democratic Services Committee.

4.6 It should be noted that in the first year after the election, Member Development activities are primarily for information provision and process development which should be delivered in-house or by appropriate organisations such as the WLGA. After the first year the focus in the delivery of member development will change to the provision of wider in-depth topics at a local level and more topics which relate to regional and national issues.

4.7 A key component in the successful delivery of the Strategy is to encourage every individual Elected Member to engage with the various Member Development processes and to:

- support the identification of appropriate learning and development opportunities;
- actively participate in Member Development activities such as Personal Development Reviews (PDRs) and learning events and,
- assist in the evaluation of the Member Development activities to ensure that the desired outcomes are achieved.

4.8 To assist Elected Members prioritise which topics they need to attend it is proposed that the Democratic Services Committee categorise member development topics as follows:

Essential	Those training topics for quasi-judicial functions and those which are key to an elected member’s role e.g. Corporate Parenting, Data Protection and Safeguarding.
Recommended	This category may include topics such as Risk Management and Scrutiny Questioning Skills which are not essential but will support a councillor’s role.
Optional	This category identifies topics that may be useful to some

councillors but are not a priority.

- 4.8.1 These categories could be prescribed by the Democratic Services Committee to all members for some topics or to target a specific group of councillors i.e. all scrutiny members or all of the Appeals Panel.
- 4.8.2 For those topics which have been arranged at short notice and the Democratic Services Committee is unable to categorise the topic, it is proposed that the Chairperson of the Democratic Services Committee in liaison with the Head of Democratic Services categorise the topics as necessary.
- 4.9. It is proposed that greater use of the e-learning facilities be incorporated into the member development programme. This is proposed to be accomplished as follows:
- The Corporate Induction e-learning modules should be completed by all members in the first year of their term of office.
 - Some topics such as Data Protection will be identified for inclusion in the Member Development programme and categorised by the Democratic Services Committee accordingly. Councillors will be requested to complete the specified e-learning module by a particular date. A subsequent report will be run by Organisational Development to confirm that the e-learning modules have been completed as requested by the Democratic Services committee being advised accordingly.
 - For those returning councillors or those who have previously attended face-to-face training on topics such as corporate parenting will be able to undertake the e-learning module rather than attending the annual repeat of the face-to-face training session.
 - Those members who are able to provide evidence that they have recently attended similar training in their professional roles can be credited with completing the training.
- 4.10 Additional reports will be provided in due course to the Democratic Services Committee to clarify the processes for Annual Reports, Personal Development Reviews and Member Mentoring.
- 4.11 Support for individual member training may be provided following liaison between the relevant Group Leaders and the Head of Democratic Services. It is envisaged that the Strategy and associated Member Development budget will facilitate the provision of appropriate development opportunities.
- 4.12 It is anticipated that the Democratic Services Committee will provide direction for the Member Development activities that need to be undertaken and to ensure that the development needs of Elected Members are met. The Committee will also receive updates regarding the Member Development Budget and any evaluation of the Strategy that is undertaken.
- 4.13 Following Council's decision to achieve the WLGA Charter for Member Support and Development it is hoped that the changes to the Strategy will encourage appropriate attendance and participation in member development events.

5. Effect upon Policy Framework& Procedure Rules

5.1 There is no effect on the Policy Framework and Procedure Rules.

6. Equality Impact Assessment

6.1 There are no equalities implications in respect of this report.

7. Financial Implications

7.1 All activities described in this report will be met from existing budget provisions.

8. Recommendation

8.1 It is recommended that Council approves the Elected Member Learning & Development Strategy as attached as Appendix 1.

P A Jolley

Corporate Director Operational and Partnership Services & Monitoring Officer
17 November 2017

Contact Officer: Gary Jones
Head of Democratic Services

Telephone: (01656) 643385

E-mail: Gary.Jones@bridgend.gov.uk

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

Background documents – None

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Appendix 1

BRIDGEND COUNTY BOROUGH COUNCIL

**ELECTED MEMBER
LEARNING & DEVELOPMENT
STRATEGY**

2017-2022

DRAFT

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Introduction

Elected Members today face increasing challenges. Under the modernisation agenda, there are heightened expectations on them to undertake a diversity of roles ranging from that of community leader to assuming additional responsibilities within their Council. Throughout Wales, Authorities are striving to provide the best possible support for their Members to enable them to meet these challenges. This takes the form of skills and knowledge development, support facilities, and support services.

Increasing attention has been given to Elected Member Development. The Local Government (Wales) Measure 2011 directed that local authorities place more emphasis on Member Development. This supports the aims of the Wales Charter for Member Support and Development which was created to give structure and impetus to the growing body of support services for Elected Members within Welsh Local Government. The Charter has been developed collaboratively by the Welsh Local Government Association (WLGA), Members and Member Support Officers. It aims to provide a broad framework for local planning, self assessment, action and review. This can be enhanced by working together with relevant networks by comparison with other Authorities and in sharing good and innovative practice.

Bridgend County Borough Council aims to achieve entry level Charter Status in 2018. The Local Government (Wales) Measure 2011 and the Charter will provide focus and guidance for future work. The needs of Members in this Authority are of paramount importance.

The Elected Member Learning and Development Strategy sets out the development priorities for the induction of newly Elected Members, the identification of their development needs and the subsequent delivery of development activities.

The strategy will assist in equipping all Members with the necessary skills and knowledge to meet future challenges.

Expectations of the Elected Member Learning and Development Strategy

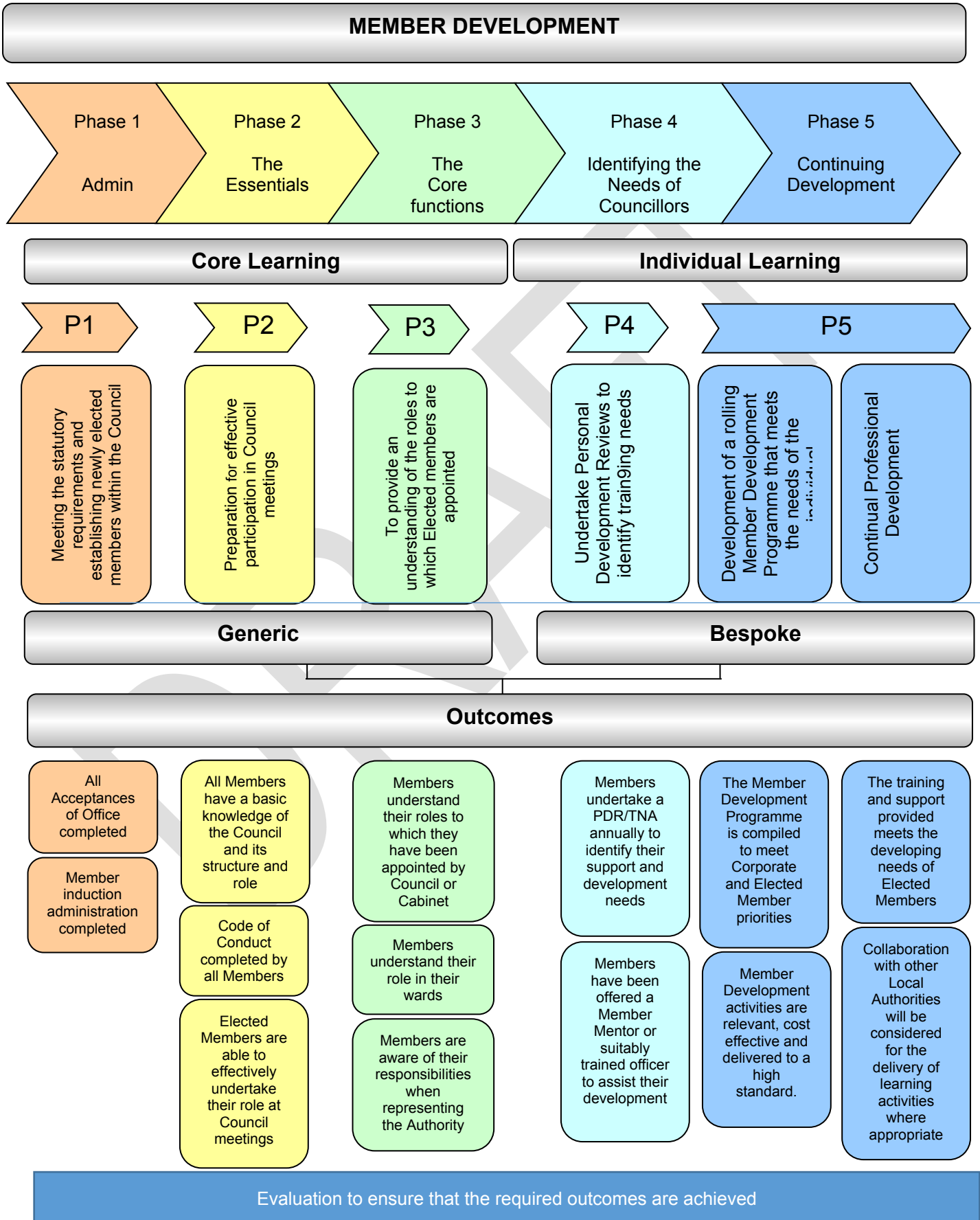
Elected Members are an integral part of ensuring that the strategic aims and objectives of the Council are met and that high quality cost effective services are delivered to the residents of the County Borough of Bridgend.

The Council is working to support the development of all of its Elected Members and to ensure that they are able meet the demands of their roles. Bridgend County Borough Council is therefore committed to ensuring that:

- There is a planned and structured approach to Elected Member learning and development.
- Elected Members have access to appropriate learning and development activities to enable them to acquire the knowledge and skills required to be an effective Elected Member.
- Learning and development, wherever possible, is linked to the roles of Elected Members.
- Access to learning and development activities is equitable.
- Members are encouraged to identify their own development needs and participate fully in learning and development activities.
- All Members will have access to a Personal Development Review (PDR) process that identifies learning and development needs with any additional support that may be required.
- The Member Development Programme will be produced and updated on a regular basis in order to support the Council's strategic plans, the roles and functions of Members and key changes affecting the Council's priorities.
- Member learning and development activity is adequately resourced within available budgets.
- It is the intention of BCBC to gain the Welsh Local Government Association (WLGA) Charter for Member Support and Development.

A Phased Approach

A systematic induction programme will be provided for all newly Elected Members. The initial induction and subsequent Member Development Programme will be delivered as part of the following phased approach:



Roles and Responsibilities for Elected Member Learning and Development

Head of Democratic Services

The role of the Head of Democratic Services is to produce and monitor the Member Development Programme, to collate any identified learning and development needs, and to subsequently use these to inform and plan the on-going Member Development Programme.

Democratic Services Committee

The Democratic Services Committee will provide direction to the Head of Democratic Services in respect of the development and support requirements of Elected Members. This will include the priorities for learning and development and appropriate use of the Member Development budget.

The Committee will categorise development activities, identify the relevant participants to attend events and those topics which could be delivered on a tiered basis.

To assist elected members prioritise which topics are needed to be attended, the Democratic Services Committee will categorise member development topics during the development of the Member Development programme as follows:

Essential	Those training topics for quasi-judicial functions and those which are key to an elected member's role e.g. Corporate Parenting, Data Protection and Safeguarding.
Recommended	This category may include topics such as Risk Management and Scrutiny Questioning Skills which although are very informative and support a councillor's role will are not essential.
Optional	This category identifies topics that may be useful to some councillors but these are not a priority and could be considered as interesting and useful rather than supporting a councillors role or considered as essential.

These categories can be prescribed by the Democratic Services Committee to all members for some topics or to target a specific group of councillors i.e. all scrutiny members or all of the Appeals Panel.

The Democratic Services Committee will also consider benefits could be achieved by providing tiered level of training rather than provide at a single level event. This would enable one level for those elected members with existing skills, knowledge or abilities and for a more detailed introduction for those members who were new to the topic.

For those topics which have been arranged at short notice and the Democratic Services Committee is unable to categorise the topic, it is proposed that the Chairperson of the Democratic Services Committee in liaison with Head of Democratic Services categorise the topics as necessary.

Political Leaders

The role of political leaders from all groups is to pledge commitment to learning and development for Elected Members and to actively support and promote the Member Learning and Development Strategy.

Directorates and Departments

Directorates and Departments are responsible for identifying and delivering service specific learning and development in co-ordination with the Head of Democratic Services and the Democratic Services Committee

Individual Members

Individual Members are responsible for:

- identifying their own development needs;
- seeking opportunities to improve their effectiveness and increase their potential;
- attending arranged learning and development activities;
- sharing their knowledge and skills with their peers;
- reviewing their learning and development activities;
- applying the knowledge and skills developed through the activities; and for
- completing their Personal Development Reviews

Co-ordination

The day-to-day co-ordination of learning and development activities will be the responsibility of the Head of Democratic Services and the Democratic Services Team in liaison with Organisational Development.

Details of each phase of the strategy are as follows:

Phase 1 - Administration

To establish the newly Elected Members within the Council and will include:

- Fulfilling their statutory requirements regarding their Acceptance of Office and completing their Declaration of Personal Interests,
- Creation of ICT accounts and provision of ICT equipment.
- The provision of personal information in order to set up remuneration payments, web pages and enable officers to carry out other necessary administrative functions.
- A briefing of the facilities available to Elected Members within the Authority
- The taking of official photographs for use on the BCBC website and ID cards

Phase 2 – The Essentials

To provide Elected Members with sufficient knowledge to prepare them to undertake their initial role in the support of Council business. This phase may include briefings on the following topics from key officers:

The Chief Executive:

- Overview of the Council its services and structures

Corporate Directors:

- Directorate Service Provision – challenges and achievements

The Monitoring Officer:

- Introduction to Local Government
- Constitution and meeting procedures
- Code of Conduct

Head of Democratic Services

- Roles of and appointment to committees
- The electronic systems within the Council suite

Phase 3 – The Core Functions

To provide Elected Members with the knowledge and skills to enable them to undertake their core functions as Elected Members. It is intended to provide a sound basis for decision making which is required by councillors to carry out their role effectively.

- Audit Committee
- Development Control Committee
- Overview and Scrutiny Committees
- Democratic Services Committee
- Licensing Committee
- Appeals Panel
- Chairing Skills
- Questioning Skills
- Corporate Parenting
- Safeguarding
- Member Referrals
- Ward and Casework
- Delegated Powers

Phase 4 – Identifying the Needs of Individual Councillors

With the possibility of a large number of new Elected Members after an election, it will be necessary to undertake a Personal Development Review (PDR) processes with either an Elected Member peer or with assistance from suitably trained officers as soon as possible.

Identification of learning and development needs

Learning and development needs will be identified at a number of levels.

As an individual

- Newly Elected Members will have an opportunity to discuss their learning and development needs with:
 - a suitable mentor as part of their induction;
 - as part of the PDR process where learning and development needs can be identified.

Role Specific

- Role descriptions will be used as an aid to identify development needs particularly during the PDR process.
- Members whose roles change will be required to review their learning and development needs.
- The identification of learning and development needs at political group level be achieved by consultation with the Head of Democratic Services and through the feedback from the Democratic Services Committee.

Corporate and Constitutional

- Member Development will be linked to corporate and constitutional priorities by the Head of Democratic Services in liaison with the Chief Officers, Heads of Service and the Democratic Services Committee.

Regional and National Initiatives

- Requests are often received from regional bodies or national organisations to provide development opportunities on key issues. These events will be integrated by the Head of Democratic Services into the Member Development Programme but may be in addition to the usual monthly activities.

Mentoring

The formal mentoring of Elected Members by experienced Members is strongly recommended and will be offered to all newly Elected Members. This will enable the mentee to develop the skills, knowledge, understanding and behaviours required for the Elected Member role. This is not a prescriptive or directive relationship but one which allows the mentee to find their own way, guided by the mentor.

Guidance for Member mentors has been developed by the Welsh Local Government Association (WLGA). It is anticipated that Member mentors will be identified and appropriate training will be provided to ensure that all Members are able to receive the appropriate level of support for their personal development. Workshops based on the WLGA guidance will be available for those identified to undertake a mentoring role.

Returning Members that do not require mentoring will be provided with the opportunity to discuss their personal development as part of the PDR process with an Elected Member peer or a suitably trained officer. These officers/peers will be able to assist Members with

identifying their training needs, arranging attendance at events and updating their PDPs and undertaking PDRs.

Phase 5 – Continuing Development

To provide Members with knowledge and skills related to:

- leading the community,
- working with external partners
- developing those individual and specialist requirements identified within the PDR process and
- learning and development identified by the Democratic Services Committee.

Member Development Activity Survey

Elected Members will be surveyed shortly after their election to determine the number of topics, frequency and timings of development events that will be held each month. This survey will be repeated at the mid-point of a term of office or when requested to do so by the Democratic Services Committee.

The survey carried out in 2017 identified that:

- the monthly topic will be delivered on two occasions - the second occasion being a repeat of the first.
- one of the sessions will be held on a Tuesday with the other session being held on a Wednesday (where appropriate)
- one of the monthly development sessions will start at 10.00 am with the other having a starting time of 4.00 pm (where appropriate).

These outcomes were approved by the Council on 26 July 17 and will be used when planning the Member Development Programme.

Pre-Council Briefings

The current practice of pre-council briefings starting at 2.00pm and lasting approximately 45 minutes duration be continued

Prioritisation of Member Development activities

To manage and prioritise Member Development activities, all requests to provide training opportunities for Elected Members will include the following key information to assist when prioritising the delivery of Member Development events:

- The subject of the learning activity
- A brief outline description of the subject
- The requirement/justification to undertake this learning? i.e. is there a statutory requirement, is it part of an on-going initiative.
- Who forms the target audience? i.e. All Members, Scrutiny Members etc.
- What are the expected/desired learning outcome/objectives?

- Which officers/organisations will be delivering/facilitating this event?
- What is the anticipated duration of the session
- What type of training activity is suggested i.e. 1 hour presentation with questions, 45 minute briefing, 2 hour interactive workshop etc.
- How will this activity be evaluated to show that the anticipated benefits have been achieved

The Head of Democratic Services will evaluate all requests and recommend to the Democratic Services Committee how these requests should be prioritised, categorised and if necessary tiered for inclusion in the Member Development Programme

Member Development Programme

It will be the responsibility of the Head of Democratic Services to prepare the Member Development Programme in line with the priorities determined by the Democratic Services Committee. This will be a rolling programme that will confirm the Member Development events for the following three months with subsequent topics for further development activities being identified but not confirmed. This will allow the programme to be flexible and adapt to the changing needs and priorities of Elected Members and the Authority.

If time dependant learning opportunities arise and there is no meeting of the Democratic Services Committee planned before the delivery of the event the Chairperson of the Democratic Services Committee in liaison with the Head of Democratic Services will update the Member Development Programme as necessary.

The programme may also identify topics and events that will be suitable for representatives from the Town & Community Councils to also attend.

Methods of learning and development

A flexible approach to the delivery of learning and development opportunities will be adopted to meet the identified needs of individuals and groups. A variety of methods may be used to deliver these opportunities and could include: seminars, workshops, e-learning and briefing sessions. Where appropriate, shared Member and officer development activities will be encouraged.

E-Learning

Greater use of the e-learning facilities will be incorporated into the member development programme and this will allow:

- elected members to undertake
 - the Corporate Induction e-learning modules should be completed by all members in the first year of their term of office.
 - Some topics such as Data Protection will be identified for inclusion in the Member Development programme and categorised by the Democratic Services Committee accordingly. Councillors will be requested to complete the specified e-learning module by a particular date. A subsequent report will be run by Organisational Development to confirm that the e-learning modules have been completed as requested with the Democratic Services committee being advised accordingly.

- those returning councillors or those who have previously attended face-to face training on topics such as corporate parenting will be able to undertake the e-learning module rather than attending the annual repeat of the face-to-face training session.
- those members who are able to provide evidence that they have recently attended similar training in their professional roles can be credited with completing the training.

Opportunities may arise for regional development activities to be undertaken. This will include topics of common interest on a regional or national basis. These events may reduce costs and enhance outcomes because of the diversity of knowledge and experience of attendees, whilst also providing an opportunity for cross-council communication and collaboration.

Access to learning and development opportunities

All Elected Members will have:

- the opportunity to benefit from learning and development opportunities, regardless of ability, race, colour, national ethic or social origin, gender, sexuality, sexual orientation, religion, age, disability, political or other personal beliefs.
- equal access to information relating to learning and development opportunities.
- equal access to participation in learning and development opportunities, taking into account the needs of their roles and responsibilities throughout their term of office with Authority, and their personal learning needs.

Attendance at Member Development Events

The Member Development Programme will be approved by the Democratic Services Committee and details included in the Bridgemembers magazine. Announcements will also be made at Council meetings to advise Members of forthcoming Member Development activities.

Member Development Activities appointments will be placed in individual Elected Members electronic calendars. Members will be requested respond electronically if they are unable to attend the activity. It is vital that these responses are accurate as the facilitators of the events are provided with the anticipated attendance numbers to tailor their delivery of the session.

The attendance of Elected Members at these Member Development Activities will be displayed on the BCBC website but the attendance figures will not be included in the overall meeting attendance figures.

At each session the attendance will be recorded and circulated to Organisational Development for recording on Trent.

A summary of attendance at training events will be compiled and circulated to Group Leaders on a regular basis in order that they can promote and encourage the attendance at Member Development activities to their Group.

The Learning & Development Website, the All Wales Academy (AWA)

The Learning & Development Website and the All Wales Academy are online portals where suitable development opportunities are provided for Officers and Elected members. Elected Members may be requested to undertake an e-learning session as part of the Member Development Programme or they wish to undertake these learning activities for their own development. Assistance can be provided by the Democratic Services Team and the Organisational Development Team to enable Members to engage with these learning activities.

E-learning completion reports will be provided to the Head of Democratic Services on a regular basis to monitor the activities particularly those included in the Member Development programme

All face to face learning and development activity presentations will be uploaded to the Learning and development website as a reference portal for all Elected Member related training.

Learning and development records

Democratic Services will collate information regarding Elected Member learning and development records including information regarding the development activities that have been identified, the booking of events, attendance at learning opportunities and the evaluation of individual training events that have been undertaken.

The Organisational Development Team will to be notified of any training that is undertaken by relevant departments. It is expected that all departments involved in providing Member Development events also provide the relevant training records to the Organisational Development Team.

These records can also be used to provide information for evaluation purposes and for the completion of Members Annual Reports which have been introduced as part of the Local Government (Wales) Measure 2011.

Resources

Elected Member learning and development, will be resourced from the allocated Member Development budget. Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Democratic Services Committee will monitor appropriate spend on the budget.

In house training will be provided by Directorates if the topic relates to their service areas. The costs for this type of event will be met from within Directorate budgets and not from the Member Development budget

Directorates will also be responsible for funding designated Elected Members to attend relevant service area conferences and events. The Democratic Services Team will co-ordinate the funding for travelling and out of county subsistence allowances.

Potential Candidate Briefings

In order to promote local democracy and the understanding of the role of a councillor briefings for potential candidates will be held prior to Local Government elections. This event will inform those members of the public planning to stand for election of the:

- requirements they must meet in order to stand for election,
- election process
- roles and responsibilities they will be expected to undertake as a councillor
- skills, knowledge and commitment necessary to become an effective councillor
- structure and remit of the Council

Evaluation

It is the responsibility of the Head of Democratic Services to ensure that the evaluation of planned Member development events is carried out.

Evaluation of Individual Events:

All training providers are required to incorporate an evaluation of the event into their learning session and Members will be asked to complete a learning and development evaluation form.

Members are recommended to complete learning logs as part of their Personal Development Portfolio, this will help them to assess the impact of any development on their role and function.

Evaluation forms will be analysed and the feedback collated into a report which will be presented to the Democratic Services Committee on a regular basis. This will enable the Democratic Services Committee to evaluate the effectiveness of the Member Development Programme and ensure that the identified outcomes are achieved.

Evaluation of Phases of the Member Development Strategy

It is appropriate that an independent assessment of the phases or elements of the Member Learning & Development Strategy is undertaken. It has been agreed that the WLGA will assist in this process and facilitate focus groups with Elected Members to help determine the effectiveness of the strategy.

Evaluation of Training Facilitators

To ensure that any learning and development activity provided to Elected Members is delivered to the highest standards and that the aims and objectives of the event are met, it is planned for an internal subject matter expert or the Head of Democratic Services to attend the event and evaluate the provider/facilitator. This will be essential for events delivered by external providers to ensure that value for money has been achieved and that effective training has been provided which meets the required outcomes.

Review of the Elected Member Learning and Development Strategy

To ensure that the Elected Member Learning and Development Strategy remains an effective tool for the development of Elected Members it will be necessary to plan a review the strategy. It is anticipated that the strategy will be reviewed during 2020 or at the request of the Democratic Services Committee and in response to relevant changes to legislation or to the Authority.

DRAFT

E-LEARNING TOPICS AND FACILITIES (LEARNING AND DEVELOPMENT WEBSITE AND THE ALL WALES ACADEMY (AWA))

The following topics and facilities are available on the Learning and Development Website:

- Corporate Induction
The Corporate Induction Programme has been designed to give new employees an insight into the work, people and services associated with the Council. However, it can also be used by current employees who are changing directorates or for Elected Members to familiarise themselves with the Council.
- ICT Code of Conduct
This is the compulsory ICT Code of Conduct module for all Bridgend staff using information and communication technology. All members must complete the ICT Code of Conduct.
- Data Protection Act E-learning Module
This module is mandatory for all Elected members and employees who process personal information. The Information Commissioner's Office has advised about the importance of making sure all personnel who regularly handle personal information receive adequate data protection training.
- DSE E-Learning Module
This course describes practical steps you can take to ensure your own health and safety. The guidelines will also apply if you use a laptop or use Display Screen Equipment at home.
- Safeguarding Children and Adults - Raising Awareness E-Learning Module
This module will outline what is meant by the term 'Safeguarding' and will ensure that everyone understands the part they play in ensuring that abuse does not go unrecognised and where it is suspected or known about, that it is reported to the appropriate people.
- Violence against women domestic abuse and sexual violence (VAWDASV) E-Learning Module
This e-learning package meets the requirements of group 1 of the National Training Framework on violence against women, domestic abuse and sexual violence
- Fire Safety Awareness E-learning Module
This module is designed to give you an overview of good fire safety practice at work; identifying potential fire risks to yourself and colleagues, explaining what to do on hearing a fire alarm and how to utilise different types of fire-fighting equipment.

The Members area of the Learning and Development website is being developed as the repository for all relevant information relating to Elected Members. This currently includes:

- Resources/Presentations from Induction Events

- Resources/Presentations from Pre-Council Briefings
- Resources/Presentations from Member Development sessions
- Resources/Presentations from Development Control Committee Workshops

It is planned that more information will be added in this website and will include documents and guidance for Elected Members:

- Annual Reports
- Personal Development review
- Member Mentoring
- Role Descriptions
- Budget Books
- Other suitable topics

The following e-learning topics are available on the All Wales Academy (AWA):

The WLGA has also been instrumental in developing the All Wales Academy (AWA). The AWA is an e-learning portal which is hosted by the NHS with access provided to all local Authorities in Wales. The topics have been provided in collaboration with a range of providers including the All Wales Member Support and Development Lead Members and Officers network. Topics Include:

- Using e-learning in your Development
- Councillor Development
 - Chairing Meetings
 - Corporate Parenting
 - Decisions for Future Generations
 - The Effective Ward Councillor
 - Ethics and Standards
 - Equality & Diversity
 - Introduction to Scrutiny
 - Public Speaking Skills
 - Safeguarding
- General Topics
 - Data Protection Awareness
 - Freedom of Information
 - Social Services and Well-Being (Wales) Act 2014
 - Violence against women, domestic abuse and sexual violence
 - Effective Writing
 - Emotional Intelligence
 - Managing Yourself and Your Time
 - Stress Awareness

Additional topics are continually being sought and if they are considered suitable are developed, translated and implemented. It is planned that a module of Social Media will shortly be finalised and available on AWA.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

29 NOVEMBER 2017

REPORT OF THE MONITORING OFFICER

INFORMATION REPORTS FOR NOTING

1. Purpose of Report.

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

2. Connection to Corporate Plan / Other Corporate Priorities.

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

3. Background.

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

4. Current situation / proposal.

4.1 Information Reports

The information reports below have been published since the last ordinary meeting of Council:-

<u>Title</u>	<u>Officer</u>	<u>Date published</u>
Urgent Delegated Decision	Monitoring Officer	23 November 2017
Response to the Draft Report of The Independent Remuneration Panel for Wales	Corporate Director Operational and Partnership Services	23 November 2017

5. Effect upon Policy Framework and Procedure Rules.

- 5.1 This report accords with the relevant Procedure Rules.

6. Equality Impact Assessment.

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

7. Financial Implications.

- 7.1 There are no financial implications regarding this report.

8. Recommendation.

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

P A Jolley
Corporate Director Operational and Partnership Services & Monitoring Officer
November 2017

Contact Officer: MA Galvin
Senior Democratic Services Officer - Committees

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Background documents:
None were used in the production of this report

BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO COUNCIL

29 NOVEMBER 2017

REPORT OF THE MONITORING OFFICER

URGENT DELEGATED DECISION

1. Purpose of Report.

1.1 To report to Council delegated decisions taken as a matter of urgency under the Scheme of Delegation of Functions.

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

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

3. Background.

3.1 These decisions are required to be reported to Council under Paragraph 18 of the Overview & Scrutiny Procedure Rules which are to be found at Part 4 of the Constitution.

4. Current situation / proposal.

4.1 The Decision so taken under Scheme A paragraph 1.1 and which therefore bypasses the call-in procedure (as set out in paragraph 19 of Part 4 Rules of Procedure within the Constitution) is briefly detailed as follows, and attached in full as an Appendix to this report:-

4.2 EFS-ST-17-61 – To seek approval to temporarily suspend the Council's Contract Procedure Rules (CPR) (rules 7.2.3) and request 3 quotes as a matter of urgency for a number of home to school transport contracts.

5. Effect upon Policy Framework & Procedure Rules.

5.1 This report has no effect on the Council's Policy Framework and Procedure Rules.

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 relating to the report.

8. Recommendation.

8.1 It is recommended that Council notes the report.

P A Jolley
Corporate Director Operational and Partnership Services & Monitoring Officer
November 2017

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

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

Background documents

Delegated Decision referred to in Paragraph 4.2 of the report.

SCHEMES OF DELEGATION OF FUNCTIONS RECORD OF DECISION

1. Scheme Information:	
a. Decision Reference Number:	EFS-ST-17-61
b. Decision Type (Proposed or Actual):	Actual
c. Scheme under which decision is to be made	Scheme A
d. Paragraph Number:	1.1
e. Does this Decision contain Exempt Information? If so, provide details with reference to paragraph(s) 12 to 18, Part 4 and paragraphs 19 to 21, Part 5 Schedule 12A, Local Government Act 1972.	No
f. Does this Decision contain "Confidential information:	No
2. Details of Decision (including: Any public interest test undertaken in relation to Part 1(e) above; equalities implications and details of any assessment undertaken)	
<p>To seek approval to temporarily suspend the Council's Contract Procedure Rules (CPR) (rules 7.2.3) and request 3 quotes as a matter of urgency for a number of home to school transport contracts.</p> <p>Due to an Operator serving one month's notice on a contract and the statutory duty the authority has to provide home to school transport it is in the best interest to suspend part of the CPRs to reduce the timescales for procuring services. It is believed that there are no implications in relation to age; disability; gender and transgender; race; religion or belief and non-belief; sexual orientation on this matter.</p>	
3. Reason for Decision (including any reasons for urgency which led to the implementation of the decision before the preparation of this record or before the expiry of 3 working days after the publication of the decision to which call-in provisions apply):	
<p>Gwyn Jones Travel has given one month's notice on his Maesteg to Archbishop McGrath route (B6).</p> <p>. The Operator has agreed to extend the notice up to two month's in order for the authority to conduct a procurement process, appoint and inform the school,</p>	

parents and pupils of the changes but would prefer the shorter notice period.

In order for the market to respond, and due to the number of pupils travelling, the B6 route has been split into 3 routes.

The value of each Contract would be between £50,000 and £60,000 up to 19th July 2019. Three Operators will be invited to bid for each quote, without the Authority advertising the requirements on Sell2Wales.

In light of the above, an urgent decision is needed to suspend the relevant CPRs and request quotes.

The Chairpersons of the Overview and Scrutiny Committees have agreed that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency and not subject to call-in.

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

- Robin Davies – Operational and Partnership Services
- Lindsay Harvey – Corporate Director – Education
- Overview and Scrutiny Chairs

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

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

None

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

None

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

None

6. Contact Details:	Case Officer	Decision-Maker
a. Name:	Robin Davies	Cllr Hywel Williams
b. Job Title/Role:	Group Manager	Deputy Leader
c. Telephone Number:	01656 754881	01656 643225
d. E-mail Address:	robin.davies@bridgend.gov.uk	Cllr.hywel.williams@bridgend.gov.uk
e. Date Decision made:		27 Sep 17
f. Signature:		Cllr Hywel Williams

Notes:

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

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

a. Date received	<input type="text" value="27/09/17"/>
b. Confirmation of Urgency	<input type="text" value="-"/>
c. Date published	<input type="text" value="27/09/17"/>
d. End of Call - In period (Scheme A & B1 only)	<input type="text" value="N/A"/>
e. Decision Called in.	<input type="text" value="N/A"/>
f. Effective date of Decision.	<input type="text" value="27/09/17"/>

BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO COUNCIL

29 NOVEMBER 2017

REPORT OF THE CORPORATE DIRECTOR OPERATIONAL AND PARTNERSHIP SERVICES

RESPONSE TO THE DRAFT REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES 2018/19

1. PURPOSE OF REPORT.

- 1.1 To inform Council of the response to the draft Annual Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must make available to its Members for the 2018/19 municipal year.

2. CONNECTION TO CORPORATE PLAN / OTHER CORPORATE PRIORITIES.

- 2.1 The Independent Remuneration Panel for Wales has acknowledged the need to ensure that financial barriers do not stand in the way of attracting more people to serve in local government. The active participation of all Members contributes to all the following Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. BACKGROUND.

- 3.1 The Local Authorities (Allowances for Members) (Wales) Regulations 2007 provided for the establishment of the Independent Remuneration Panel for Wales.
- 3.2 This is the tenth draft Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the ninth published under the requirements of the Local Government (Wales) Measure 2011. The Measure extended the responsibilities of the Panel and its powers under Section 142 to decide (prescribe) payments to members of relevant authorities.
- 3.3 The draft Annual Report of the Independent Remuneration Panel for Wales

has been circulated for consultation to all Councils in Wales. Comments on the draft proposals have been requested to be returned to the Panel by 29 November 2017. This will provide an opportunity to review the feedback and finalise their determinations in the report to be published in February 2018.

- 3.4 The Draft Annual Report has been circulated by the Democratic Services Team to all Group Leaders and Independent Members. They have been advised that they were able to submit their comments for consideration by the Democratic Services Committee.

4. CURRENT SITUATION / PROPOSAL.

- 4.1 The Democratic Services Committee considered the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2018/19 at its meeting held on 2 November 2017. They were provided with an explanation of the 52 proposed determinations and requested to provide any appropriate feedback on behalf of the Council.
- 4.2 A copy of the response from the Democratic Services Committee is attached at **Appendix A**. The content of this letter was confirmed by the Chairperson of the Democratic Services Committee before being shared with all Group Leaders and Independent Members on 13 November 2017.
- 4.3 The Group Leaders and Independent Members were invited to confirm that they had no objections to the draft response by 17 November 2017. No additional comments were received.
- 4.4 The agreed response was sent to the IRPW before the deadline of 29 November 2017.

5. EFFECT UPON POLICY FRAMEWORK AND PROCEDURE RULES.

- 5.1 This report accords with the relevant Procedure Rules.

6. EQUALITY IMPACT ASSESSMENT.

- 6.1 This report is supportive of the equalities implications for Elected Members by including care, family and other allowances.

7. FINANCIAL IMPLICATIONS.

- 7.1 The current budget set for 2017/18 for the remuneration of elected members is £1,104,140.
- 7.2 Should these proposals be introduced the cost of remuneration of members is likely to increase by £200 per Elected Member which equates to a total of £10,800. Some of this cost may be negated by the some of the Elected Members electing to forgo some or all of their salaries.
- 7.3 It is uncertain at this stage if the proposals in the draft Annual Report will be implemented. Some savings which are currently being made due to the 3 senior salary posts which are not being remunerated may be negated by the

implementation of other proposals in the report therefore an assessment of the future budget costs cannot be made at this stage.

7.4 Following the publication of the Annual Report for the Independent Remuneration Panel in February 2018, an assessment will be undertaken of the cost implications prescribed by the Panel and submitted to Council for consideration.

8. RECOMMENDATION.

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

P A Jolley

Corporate Director Operational and Partnership Services & Monitoring Officer

17 November 2017

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Background documents:

- [Independent Remuneration Panel for Wales Annual Report February 2018/19.](#)
- [Bridgend County Bough Council - Schedule of Remuneration 2017-18](#)

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Cynghorydd RM James

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Councillor RM James

Democratic Services Committee (Chairpperson)
Email: membersbcbc@bridgend.gov.uk

Our Ref / Ein cyf: DSC/IRPW

Your Ref / Ein cyf: GJ/DSC/0001

Date / Dyddiad: 27 November 2017

Mr John Bader,
Independent Remuneration Panel for Wales
Room N.03
First Floor
Crown Buildings
Cathay's Park
Cardiff
CF10 3NQ

Dear Mr Bader,

The Democratic Services Committee of Bridgend County Borough Council would like to thank you and the panel members for providing the opportunity to express their views in respect of the Independent Remuneration Panel for Wales (Draft) Annual Report dated February 2018/19.

Officers circulated the Draft Annual Report to all group leaders and independent members of this Council. They were advised that if they had any views or comments on the report that they could be submitted to the Democratic Services for collation and consideration. On 02 November 2017 the Democratic Services Committee met to consider the report and any views that had been provided. A summary of the views of the Council is shown below. A full record of the comments received by the Committee is shown at Appendix 1.

1. General

The Labour and Plaid Cymru groups along with some of the independent members accepted the determinations of the Independent Remuneration Panel for Wales.

2. Visit from the Panel

This Council considers that the Panel's visit to each Local Authority provided an invaluable opportunity for a variety of individual Elected Members to discuss some of their issues relating to the remuneration directly with Panel Members. It was considered beneficial that this practice continue at least once in term of office.

3. Basic Salary

The committee expressed its concerns that the increase in Basic Salary was in excess of the one percent public sector pay cap and treated Elected Members differently from Local Authority employees. It was understood that Elected Members could elect to forgo some of their salary in order to align their pay increase to the public sector pay cap but it was considered that the difference in salary increase sent the wrong message as the public

sector were not in a position to receive a higher increase in salary and then subsequently choose to forgo some of their salary.

4. Job Sharing

The Committee considered that although job sharing may be beneficial to some individuals, the job sharing arrangements could create difficulties in terms of governance and accountability. If job sharing arrangements were shared during a week i.e. 2.5 days as a cabinet member and 2.5 days as a ward member, this would create confusion as to who was making the decisions and when. It was suggested that further details be provided to clarify which roles would be considered suitable for job sharing and how the job sharers would maintain effective governance and accountability.

5. Reimbursement of Care costs

The changes to the Reimbursement of Care costs were welcomed and the Committee considered that these changes were likely to encourage greater use of this facility. Committee Members also considered that any specialist care needs usually required a long term commitment from the elected Member to the care provider which would not allow a great deal of flexibility. This would usually prevent any specific care needs being able to be provided at short notice resulting in the elected member being unable to fulfil their role effectively.

6. Supporting the work of Local Authority Elected Members

The committee raised a variety of options which could be explored to extend the existing support provided to Elected Members. The Committee determined that the Elected Members ICT Forum be re-established to review the support currently provided to all Elected Members and to review the effectiveness of ICT provision. It was anticipated that the review would be included as part of the budget consultation process which was currently taking place. It was hoped that any outcomes from the review would be implemented at the start of the next financial year.

It is hoped that this clarifies the position of this Council and that the comments summarised above and included in Appendix 1 provide additional information on which to finalise your Annual Report 2018/19

Yours sincerely

Councilor RM James
Chairperson Democratic Services Committee

Rydym yn croesawu gohebiaeth yn y Gymraeg. Rhowch wybod i ni os yw eich dewis iaith yw'r Gymraeg. We welcome correspondence in Welsh. Please let us know if your language choice is Welsh.

**COMMENTS RECEIVED BY THE DEMOCRATIC SERVICES COMMITTEE IN
RESPONSE TO THE DRAFT INDEPENDENT REMUNERATION PANEL ANNUAL
REPORT 2018/19**

General

- What is the cost of this Annual Report and the remuneration of the Panel.
- Reduce the number of Borough Councillors.
- Fewer senior salaries. 18 out of 54 Councillors is too many.
- Fewer Cabinet members?
- I have read the report of the IRP for Wales and have no comment to make other than I accept its recommendations.
- The Labour Group accepted the determinations of the Independent Remuneration Panel for Wales.

Basic Salary

- Members who have no income other than their councillor salary (especially younger members) – as with students attending University perhaps means testing should be considered.
- I can see that Councillors should be paid as it is certainly far more demanding a role than I ever imagined. However, I hope that most Councillors are not doing it just for the money.
- As there is a 5 year limit on this “job “until a further election, I believe very few would give up their “day job “ to become a Councillor for just over £13,000 a year. So regretfully, it does not attract bright, young, dynamic people into the role as it should do. Those that do become Councillors have to juggle jobs and time management becomes an issue.

Senior Salary

- Too big a financial hike from Basic salary to Senior salary.

Supporting the work of Local Authority Elected Members

- Some members may not have access to the internet &/or an ability to print at home so the costs have to be found from their “pay” thereby decreasing the affordability of attending council meetings/carrying out councillor duties.

Reimbursement of Travel and Subsistence Costs when on Official Business

- If a member hasn't got use of their own transport it leads to the need to use public transport. If they live where there are no bus routes or indeed no buses then there is a need to travel by taxi.
- Reduce travel costs with more use made of conference calling and Skype/Facetime

Local Government Pension Scheme

- Pension scheme far too generous

Payments to Members of Community and Town Councils

- The £500 to Town Councillors (we as a Town Council have all opted to forego this payment) as for the £150 suggested for telephone and sundries. Hopefully no Town Councillor is taking advantage of this far too generous payment.

COUNCIL – 29 NOVEMBER 2017

AGENDA ITEM 14 (A)

Question from Councillor Altaf Hussain to the Cabinet Member Wellbeing and Future Generations

“Data from the British Pest Control Association (BPCA), identified that in 2015-16 Bridgend County Borough Council dealt with more rat problems per head than any other authority in Britain. Last year Bridgend had a 4% reduction in the pest call out levels compared to other Authorities across the UK, which appears to be a step in the right direction. However in recent weeks the number of rats seen across the County Borough appears to be increasing including in my own ward of Pen-y-fai. Although many of these rat sightings are of dead rats, can the Cabinet Member explain what is being done to minimise the rat population across the County Borough and what steps are being taken to ensure that the health and wellbeing of the residents is not adversely impacted by the rat population?”

Response from the Cabinet Member Wellbeing and Future Generations

The opportunity to provide further information regarding the British Pest Control Association’s view that Bridgend County Borough Council dealt with more rat problems per head than any other authority in Britain in the year 2015-2016, is something that I’m sure members are keen to read.

It should be noted that BPCA survey itself recognises limitations in comparing the Pest Control activity of different local authorities. Unlike 92% of authorities in the UK, Bridgend County Borough Council provides a free service for pests of public health significance, including rats. It is well documented that the introduction of pest control charges by a local authority reduces the number of treatments undertaken by the Council. The figures produced by the BPCA are therefore likely to be a reflection of the pricing policy that Bridgend Council operates rather than a true comparison of the scale of rat problems in UK local Authorities.

It should also be noted that a significant number of UK local Authorities no longer provide any Pest Control Services and thus the BPCA survey does not include any information from those areas or from private Pest Control companies.

In light of this, and the fact that the BPCA have stated that their figures were incomplete, to describe Bridgend as having a particular problem is hugely unfair. The British Pest Control Association’s view highlights both the sterling work that Bridgend County Borough Council are doing in relation to dealing with pests, as well as the fact that unlike most other local authorities, Bridgend County Borough Council still offers a free service which residents are engaging with. Retaining this free service, amongst the background of financial cuts, is a positive step which prevents the health and wellbeing of the residents being adversely impacted by the rat population.

All of the pest related calls received relating to residential dwellings are referred to Mitie Pest Control, who are the Council’s contracted service provider. During comparable periods in the last 4 years the number of pest related calls have remained at a consistent level, so I cannot comment on what other local authorities have done to increase their call out rate, but our figures show residents are still engaging with our service at the same rate they were in 2015-16.

In relation to the Pest Control treatment service, the contractor liaises with officers within the Shared Regulatory Service to highlight areas of concern. Officers will then investigate issues whether there may be a problem with disrepair to a property allowing entry to rats or also if there are accumulations of refuse which are providing a food source. Officers have the powers to serve notice, and prosecute for non-compliance or carry out work in default the costs of which are then recharged to the notice recipient who may be either the owner or occupier of the property.

In relation to call, all calls concerns and complaints are logged directly by our call centre, which has resulted in officers taking both informal and formal action requiring persons to arrange for the removal and proper disposal of refuse which removes food sources for rats, so helping to control the population.

Bridgend County Borough Council also manages the Sewer Baiting Contract on behalf of Welsh Water, and officers of Shared Regulatory Services can direct sewer baiting to be carried out in specific areas where reports or calls have been received of increased rodent activity. This again highlighting the positive steps that Bridgend County Borough Council have been taking and the high regard that other organisations have for the Pest Control Service.

We are proud to be one of the few councils still providing this service free of charge, and will continue to respond promptly to all calls relating to pest control.

COUNCIL – 29 NOVEMBER 2017

AGENDA ITEM 14 (B)

Question from Councillor J Radcliffe to the Cabinet Member Social Services & Early Help

“What assessment has the authority – either alone or as part of regional collaboration – made (or intends to make) of the implications of the recent British Medical Journal research (<http://bmjopen.bmj.com/content/7/11/e017722>) on the link between social care cuts and mortality rates in care homes in England, and how will the authority use this research to inform budget planning and service design?”

Response from the Cabinet Member Social Services & Early Help to Councillor J Radcliffe

It should be noted that this research relates to care homes in England, rather than Wales, and the article itself refers to limitations and that it needs to be treated carefully at a lower level of population. As such:

- Variations may exist at the local level which were not identified by the study (i.e. it is not inevitable that this pattern is repeated in any one LA area or indeed in Wales compared to England)
- There may be other mediating factors beyond those explored in this analysis (i.e. lots of factors as well as macro-economic conditions may have an influence, including, I would assume, the actual population make up including the age at which people come into care homes and nursing homes, male/female mix, Learning Disability survivals etc.)

There is a potentially a simpler explanation to the finding identified by Cllr Radcliffe: older people are going into residential care at a later stage in their lives and their length of stay are shorter.

Pressures due to social care continue to pose a risk to the Council’s financial sustainability in the medium to long term. The wider challenges facing social care have been well documented; as a result of demographic changes primary and community services are facing increasing and more complex demands. More people are diagnosed with one or more preventable health conditions and frail older people increasingly have more complex needs. It can be argued that these significant challenges facing social care are such that new thinking on funding is required and new models of service delivery are required.

The Western Bay Commissioning Strategy (which was developed with regional Local Authority and Health partners alongside the independent health and social care consultancy, the Institute of Public Care) focuses on a shift in care from residential services to an increase in services in the community with the introduction of intermediate care and so on.

This is very much in keeping with legislation in Wales, Social Services and Well-being (Wales) Act 2014, which came into force in April 2016. The Act provides the legal framework for improving the well-being of people who need care and support and for transforming social services in Wales, a fundamental principle of which is around **Prevention and Early Intervention** – increasing preventative services within the community to minimise the escalation of critical need.

Therefore, more people are going into residential care/nursing care at a later stage for shorter periods with more complex needs. The focus of this shift is better outcomes for older people and enabling them to be more independent for longer, although in the vast majority of cases care and support at home is also less costly than residential care. We cannot continue with the 'old models' as financially they are not sustainable, so more services are now available in the community. This is generally better for individuals too. However, if an individual is assessed to require a care home placement, the LA or HB will make the necessary placement and pay for it.