

# Public Document Pack

## 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, 14 December 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, 20 December 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 - 24  
To receive the minutes of a meeting of Council dated 29 November 2017.
4. To receive announcements from:  
(i) Mayor (or person presiding)  
(ii) Members of the Cabinet  
(iii) Chief Executive
5. To receive the report of the Leader
6. Porthcawl Regeneration Scheme 25 - 36
7. Amendment of the Constitution 37 - 40
8. Elected Member Role Descriptions 41 - 98
9. Information Reports for Noting 99 - 120
10. To receive the following Questions to the Cabinet

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**1. Question to the Cabinet Member for Education and Regeneration from Councillor Timothy Thomas**

What are your plans for the growth and promotion of Welsh Medium Education in the County Borough and how will this authority contribute towards the Welsh Government target of one million Welsh speakers by 2050?

**2. Question to the Cabinet Member Communities from Councillor Altaf Hussain**

Given the recent adverse weather conditions in the County Borough and the significant level of ongoing work within your portfolio i.e. potholes and street lighting etc. could the Cabinet Member for Communities advise me how this work has been prioritised. I am sure that this Council wishes to ensure that the risk of injury of our residents and the likelihood of road traffic accidents is minimised to prevent this Council incurring additional costs and supports the health and wellbeing of its residents.

**11. Notice of Motion**

**Notice of Motion Proposed by Councillor Bridie Sedgebeer**

**NatWest Closures in Bridgend County**

This Council expresses its great concern over the proposed closures of NatWest Bank Branches in Pencoed, Maesteg and Porthcawl.

The proposal to close these three branches in our County will be detrimental to the prosperity of our communities.

Customers, particularly elderly residents, rely on being able to pop into their local branch to manage their money. The provision of local, face-to-face banking facilities has been reduced significantly over the past few years and will leave Pencoed without a branch of any bank. Technological change is helping customers access banking services in different ways but banks must not ignore the needs of those customers who are unable to use/engage with these new ways.

This council requests that the Leader writes to NatWest, to ask it to reconsider its position on the closure of these three branches and to agree to take reasonable action to support residents, community groups and businesses to explore possible alternatives, including working with credit unions and neutral shared branches.

**12. Urgent Items**

To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 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, 29 NOVEMBER 2017

MINUTES OF A MEETING OF THE COUNCIL HELD IN COUNCIL CHAMBER - CIVIC  
OFFICES ANGEL STREET BRIDGEND CF31 4WB ON WEDNESDAY, 29 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	DK Edwards	J Gebbie
T Giffard	RM Granville	CA Green	DG Howells
A Hussain	RM James	B Jones	M Jones
DRW Lewis	JE Lewis	JR McCarthy	DG Owen
D Patel	RL Penhale-Thomas	JC Radcliffe	KL Rowlands
B Sedgebeer	RMI Shaw	CE Smith	SG Smith
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		

## Apologies for Absence

SK Dendy, MJ Kearn and AA Pucella

## Officers:

Susan Cooper	Corporate Director - Social Services & Wellbeing
Lindsay Harvey	Corporate Director Education and Family Support
Randal Hemingway	Head of Finance & Section 151 Officer
Andrew Jolley	Corporate Director Operational & Partnership Services
Gary Jones	Head of Democratic Services
Darren Mephram	Chief Executive
Jonathan Parsons	Group Manager Development
Helen Picton	Service Manager Trading Standards
Andrew Rees	Senior Democratic Services Officer - Committees
Mark Shephard	Corporate Director - Communities

## 85. MINUTES' SILENCE

The Mayor referred with sadness to the recent death of Mr Carl Sargeant, Assembly Member and requested Members observe a minutes' silence.

All present stood in silence in tribute.

## 86. DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

Councillor JC Spanswick declared – Agenda item 15 – Notice of Motion, personal interest as an employee of Rhondda Cynon Taf County Borough Council and one of the offices responsible for implementing the Public Spaces Protection Order.

All members of the Corporate Management Board, the Group Manager Development and Operational Manager Enterprise & Specialist Services with the exception of the

Chief Executive declared a personal interest in agenda item 7 – JNC Pay Structure and withdrew from the meeting during consideration thereof.

87. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of Council of 1 November 2017 be approved as a true and accurate record.

88. TO RECEIVE ANNOUNCEMENTS FROM:

The Mayor

The Mayor announced with sadness that she had been informed that Councillor Pucella's grandson, Luca had recently passed away. She stated that she had sent a letter of condolence to Councillor Pucella and his family.

The Mayor announced that she and her Consort had the pleasure of opening a new residential care home in North Cornelly called the Morgana Court and Lodge. She and the Consort were taken on a tour and were amazed at the new ideas that had been incorporated into the site to stimulate clients with Dementia. She stated that music was being played in a bar which looked like a local public house, a bus stop in the corridor with a bench, telephone box and post box. There was also a room with a television screen showing moving country side and had people waving from the fields. With all of the sights and sounds in the room it resembled being on a train, which provided a fantastic way to stimulate memories and a great way of remembering for the residents.

The Mayor informed Council that she recently had the honour of attending the Bridge FM Young Achiever Awards. This impressive event celebrated the young people from around the county borough and recognised their achievements in business, training, education, arts, music and voluntary work. She stated that it was heartening to meet so many young people who are actively making a positive contribution to our communities.

The Mayor announced that November is when the nation remembers and honours those who have sacrificed themselves to secure and protect our freedom. She had represented the Authority at the Remembrance Sunday event held in Bridgend where the Mayor and Consort marched in the parade and laid a wreath on behalf of the Council and its residents. They also attended events which supported armed forces including the a concert for Help for Heroes which had incredible Choirs and Bands and the Royal British Legion Concert held in Maesteg Town Hall which was very touching.

The Mayor also announced that she had the pleasure of attending two events with the South Wales Fire and Rescue Service. The first was at Fire Brigade Headquarters in Llantrisant for the presentation of Long Service and Good Conduct medals for personnel who had served between 20 and 42 years. They also had the pleasure of meeting the dedicated staff and Officers who work as retained Firemen at Porthcawl Fire Station, who demonstrated the rescue tender and its extraction equipment before also demonstrating a simulated road traffic collision. She stated that it was clear to see that they all worked as a team and were extremely proud of the Fire Service.

The Mayor also announced she and the Consort had been invited to Swansea University to celebrate the Life of the late Rhodri Morgan. His brother described a picture of the 'true' Rhodri with AMs and other's in academia sharing some of the stories when they worked together. It was very inspiring and showed what a great Humanitarian and Statesman he was.

The Mayor informed Council that she and the Consort attended the Royal Welsh Showground yesterday and launched the Argora Food Project which brought together

like minded organisations and individuals from across Wales to discuss the challenges facing the produce sector. The project will be led by Bridgend County Borough Council in partnership with seven other Rural Development Plan Local Action Groups. This three-year initiative will be focused on creating strong supply-chains so that small rural-based firms can work together to meet the demands of retail and tourism businesses for locally produced goods.

The Mayor announced that as December is almost upon she was looking forward to being busy over the festive period and will be visiting a number of care establishments to wish residents and users a happy Christmas.

The Mayor also announced that all Members will all have received an email informing that the nominations for the Mayor's Annual Citizenship Awards are now open. The awards are open to people who live in the county borough, as well as groups and businesses based locally. More information can be found on the Mayoral webpages where a nomination form can be downloaded. The deadline for nominations is Friday 26 January and the winners will be honoured at an event in March.

#### Deputy Leader

The Deputy Leader advised Members that the next round of pre-Council briefings have been scheduled to take place on 20 December, the topic will be Digital Transformation. On 31 January, there will be a pre-Council on the implementation of Universal Credit, and on 28 February there will be a presentation on the Local Development Plan. He stated that the final Code of Conduct training session is being held on 13 December at 2pm. This was specifically for those Members who have not completed this training during the current term of office. He also hoped that all Members will be able to attend a briefing from the Local Democracy and Boundary Commission, to take place at 4pm on 9 January 2018, which will see the Commission outline the work it will be undertaking over the next few years.

The Deputy Leader stated that Members will have seen the recent media coverage about the extremely encouraging recycling statistics. These have revealed that overall recycling between July and September rose from a 2016 rate of 57 per cent to almost 74 per cent for the same period in 2017.

The community recycling centres have recorded a 254 tonne increase in recycling between June and August, and waste sent for disposal as landfill during that same period decreased by 957 tonnes. 7,720 households have signed up for the AHP service, with an average of 100 additional requests being received every week. To date, 278 tonnes of nappies and AHP waste have been diverted from going to landfill. He informed Council that these results are extremely significant in light of the well-publicised issues and concerns that have been expressed about the introduction of the new scheme. He stated that whilst the scheme is not yet perfect and some work is still required with Kier to get the scheme fully to where the Council would want it to be, the results are nevertheless demonstrating that the new procedures are indeed capable of achieving the strict new national targets.

He was looking forward with interest to finding out how Bridgend County Borough's performance will be officially rated when compared against other councils in Wales.

#### Cabinet Member Communities

The Cabinet Member Communities stated that as the Council's Domestic Abuse champion, he was pleased to see a strong response to this year's White Ribbon Appeal.

A number of local events were organised, some of which are still ongoing, and the message this year was to 'break the cycle'.

To help support this, staff from Calan DVS, PCSOs and the Police Youth Volunteers took a roadshow to different parts of the county borough to raise awareness and publicise the fact that a wide range of help and support is at hand for anyone who is suffering from domestic abuse or who suspects that it might be taking place with a neighbour, relative or friend. He informed Council that the roadshow will be visiting the Y Centre in Porthcawl on Thursday 30 November between 9.30am and 12.30pm, the Co-operative in Porthcawl on Monday 4 December between 10am and 12noon, and Asda in Bridgend on Thursday 7 December between 10am and 12noon. He hoped Members would show their support and he thanked Councillor David White for his efforts as White Ribbon champion. Further details about the White Ribbon Campaign, are available on their website [www.whiteribboncampaign.co.uk](http://www.whiteribboncampaign.co.uk)

The Cabinet Member Communities announced that he was also delighted to see that the authority has worked in partnership with Porthcawl Town Council and that 15 new bins have been installed along Porthcawl sea front as a result. He stated that all of the new bins provided have been funded by Porthcawl Town Council, and will be serviced by Bridgend County Borough Council. He stated that there were now a third more bins in place and there was now no excuse for dog owners and visitors not to bag and bin their pet waste anymore. He thanked the Town Council for working with the Council, which demonstrates how such partnerships can operate for the benefit of local residents, and he hoped to see many more.

The Cabinet Member Communities reminded Members that at the last meeting of Council he announced the award of a £2,500 grant for the Caerau Minewater Project, which aims to create a heat network for local homes using water that has collected in old mine workings. Further to that announcement, he now had the pleasure in announcing that the project has attracted further grant funding, with the Council receiving a formal offer of grant from the Welsh European Funding Office, amounting to just under £6.5m for the further development of the scheme, subject to a degree of match funding. The Caerau Project is one of only three such projects in the UK, and the amount granted reflects the profile and kudos of the Project, and represents 100% of the grant monies bid for. No grant money will be drawn down until all the match funding is in place, but once in place the grant will enable the project to further develop. He congratulated all who are involved in this project and he would bring more information to Members as this exciting project develops.

#### Cabinet Member Social Services and Early Help

The Cabinet Member Social Services and Early Help announced that with forty-five Extra Care units currently under construction in Ynysawdre, he asked Members to help spread the word about a competition being run alongside the Jehu Group and Linc Cymru. Local people were being asked to help name not only the new development, but also the street that will run through it. He stated that the two successful suggestions will win £50 gift vouchers, and people can enter the competition simply by emailing their suggestions to [sian.bridge@jehu.co.uk](mailto:sian.bridge@jehu.co.uk) The closing date for entries is 1 December. He also informed Members that with a second Extra Care facility being built in Maesteg, this was a great idea and one that will help the local community become involved in this excellent development.

The Cabinet Member Social Services and Early Help requested Members help in raising awareness that the safeguarding of vulnerable adults and children is everyone's business. He stated all can help prevent abuse and neglect simply by becoming more aware of the danger signs, not just the giveaway physical injuries, but also tell-tale



changes in people's behaviour. He informed Members that abuse can take many forms, and further details can be found by visiting the Western Bay Safeguarding Board's website, [www.WBSB.co.uk](http://www.WBSB.co.uk)

#### Cabinet Member Wellbeing and Future Generations

The Cabinet Member Wellbeing and Future Generations announced that following an increase in complaints to the Shared Regulatory Services (SRS), Members may want to advise their constituents to be alert for 'free trial offers' which could result in them paying monthly sums for unwanted subscription goods and services. It was estimated that two million people across the UK experience difficulties trying to cancel monthly subscription payments, many of which have resulted from cold calls and scams. After an initial 14 day cooling-off period, some customers only realise months after the fact that they have been set up for continuous payments from their bank accounts. She stated that the warning from SRS comes during National Consumer Week, who advise that anyone who thinks they may have fallen victim to a scam or who wants more information to contact the Citizens Advice Consumer Service either online or by calling them on 03454 040506.

#### Cabinet Member Education and Regeneration

The Cabinet Member Education and Regeneration announced that Members will already be aware that this Council was instrumental in bringing the old watchtower at Porthcawl back into use by working alongside the National Coastwatch Institution. He was delighted to receive a recent email from station manager Phil Styles which informed me that the station has now been officially recognised as a search and rescue organisation by the Coast Rescue Co-ordination Centre based at Milford Haven. He stated that this was very well deserved as the station is currently the organisation's second busiest in the UK. With a crew of 43 volunteers, they have logged more than 5,000 hours, recorded 4,500 vessel movements, been directly involved with 36 incidents and have helped monitor a further 46. He congratulated the volunteers on their success.

The Cabinet Member Education and Regeneration was delighted to attend the launch of the county borough's new SEREN network. Designed to support the area's brightest young minds, the network provides special events and workshops throughout the year that help them target places at leading universities. He stated that around 150 of the highest achieving A Level students gathered for the launch at Bridgend College where they met with representatives from the likes of Oxford and Bath universities. Also present was the Brilliant Club, a charity which supports children from under-represented communities to access the country's best institutions. He stated that it has been set up in partnership with sixth forms, Bridgend College and Welsh Government, the network forms part of a wider regional hub and is sure to be of huge benefit to talented local young people.

The Cabinet Member Education and Regeneration also announced another recent launch was the county borough's first-ever Junior Apprenticeship programme which is offering vocational courses in hair and beauty, public services, and construction or garden design. This was a partnership between Welsh Government, the Council, schools and Bridgend College and is supporting forty-five teenagers who are studying at the college while also working towards GCSEs in English and Maths. He stated that this was a great opportunity for year 10 and 11 pupils to gain hands-on experience, and Bridgend College has extensive links with local employers to help them get a head-start.

The Cabinet Member Education and Regeneration stated that Members will no doubt have seen local news about Bridgend Indoor Market's new business enhancement plan. This has been produced alongside the Bridgend Market Partnership to create new stalls,

attract more visitors and improve the overall shopping experience at the market. He stated that the traders were currently considering the proposals and their feedback was awaited. The proposals have been put together to achieve some very specific things. Among its proposals are a restructured rent policy, a 15 per cent rent rebate during the post-Christmas 'off-peak' trading period, the appointment of commercial agents to promote and let market stalls, the establishment of a Market Association and an improvement and communications plan, a market enhancement fund and more. He informed Council that this is a very exciting and ambitious piece of work which demonstrates the Council's commitment, and which could prove to be the key for delivering a prosperous future for the indoor market. He acknowledged and thanked the Bridgend Market Partnership for all their efforts and support during the plan's development.

#### Chief Executive

The Chief Executive announced that the budget consultation will come to a close this weekend on Sunday 3 December and he updated Members on how it was going and asked Members to encourage their constituents to make sure they have had their say before the deadline expires. He informed Members that the budget consultation is asking residents to help identify which areas should be prioritised in next year's budget. To help achieve this, the Council has carried out a range of advertising across social media, online and in local newspapers such as the Glamorgan Gazette and Glamorgan Gem. He stated that a series of media release have been issued, the last of which went out earlier this week to help remind people about the imminent deadline.

He informed Council that he and the Deputy Leader also took part in a live debate on Facebook and Twitter where questions and opinions on budget-related issues were invited.

He also informed Members that the Council has met with local groups such as Bridgend Shout, Bridgend Youth Council, Maesteg-based over-50s group Shedquarters and members of Bridgend Business Forum in order to get their views and feedback. A simplified version of the consultation survey has been produced specifically for younger residents, and to date 100 responses had been received. He stated that a series of local workshops have been held at different venues around the County Borough, and the last one is due to take place on Thursday evening at Ogmores Valley Life Centre between 4pm and 6pm. To date, 1,572 completed budget survey questionnaires have been received and consultation carried out with the Citizen's Panel. The majority of these returns have been filled in online, although the survey has also been available in hard copy format from local libraries. With the deadline looming, he hoped Members will encourage as many people as possible to have their say and help decide how these challenges are going to be faced.

The Chief Executive informed Council of the outcome of further error testing work undertaken on Housing benefit claims following the work carried out by the Wales Audit Office, wherein it had tested a sample of 45 Housing Benefit cases. The sample contained 11 cases with errors and when extrapolated would produce a hypothetical error of circa £1.9m. Further detailed work had been conducted with 120 cases checked, which revealed 2 errors in the sum of £97 out of a total benefit sum of £500k. Following an audit of the DWP claim, errors totalling £350 had been found out of a total of claims of £50m. He stated that the DWP regard a reasonable variation to be £200k. In summary, he stated that no significant control weaknesses were found.

#### Monitoring Officer

The Monitoring Officer announced the following changes to the Committee cycle:-

1. Subject Overview and Scrutiny Committee 2 scheduled for 7 December 2017, will now commence on this date at 1.00pm and not 9.30am as originally planned. This change has been required, as the original timing of the meeting clashed with another important Council led event (Olympage).
2. The Licensing Committee originally diarised for 19 December 2017 has been brought forward to 11 December at 2.00pm, in order to not delay a key item of agenda business.
3. A further meeting of the Democratic Services Committee has been deemed necessary, in order to consider preparation for the WLGA Charter for Member Support and Development. It is proposed that this be convened for 17 January 2018 at 4.00pm.
4. Finally, it has been considered necessary to diarise a further meeting of Subject Overview and Scrutiny Committee 1 for 18 January 2018 at 9.30am. The reason for this is to consider further information with regard to the Residential Remodelling of Children's Services, prior to the Committee making comments and recommendations on the proposed model going forward.

He informed Council that the Chairpersons of each of the above Committees have been consulted and they are in agreement with the proposals.

89. TO RECEIVE THE REPORT OF THE LEADER

The Leader advised Members of the recent response he had received from the Chair and Chief Executive of Cwm Taf University Health Board regarding the Council's concerns about the potential impact of proposed boundary changes. He stated they had offered a number of assurances in the event that the changes go ahead, which highlighted the following:

- They are committed towards maintaining and improving health services for local people, and also to the outcome of the South Wales Programme.
- The forthcoming consultation is solely about the organisational boundary. Any service changes would require a separate public consultation process in line with regulatory frameworks.
- Current Cwm Taf hospital waiting times are lower than they are in the ABMU area. In the event the Princess of Wales becomes part of Cwm Taf UHB, the focus will be firmly fixed on bringing PoW waiting times in line with this.
- No service reductions are planned for the PoW.
- Cwm Taf intended to work with ABMU to ensure service sustainability across all sites.
- Cross-boundary access to treatment and inter-regional services will continue.
- While patient pathways may be reviewed at a later date, it will only occur if it improves the accessibility and quality of care, and demonstrates clear benefits for patients.
- As regards Maesteg Community Hospital, the response admitted that Cwm Taf are currently unfamiliar with the site and services, but stressed that the intention is to understand the whole of the community infrastructure over coming weeks.

- While they could not comment specifically on the hospital, Cwm Taf has a track record of investing in community services and establishing community hospitals as cluster hubs which bring together primary, secondary and social care services together. This is certainly something they would seek to explore locally.

The Leader informed Members that the letter concludes by stating that Cwm Taf view proposed boundary changes as an opportunity to improve services across all three local authority areas, to share expertise and resources, and enhance patient experience and access to services. He stated that both the Chief Executive and the Chair have also stressed that they will be happy to come and meet Members to answer questions and discuss any concerns directly, and he would bring further details about this as it develops.

The Leader also advised Members of a letter he had received from the Director General of the Universal Credit programme informing the authority that four main changes are to be made to the system once appropriate legislation has been approved. He stated that the first change will enable short stays in temporary accommodation to be paid through housing benefit, and is intended to ease financial concerns expressed by local authorities. The other changes all concern the first assessment period.

The letter also advised that the current waiting time of seven days is to be abolished, the transition time for anyone transferring across from Housing Benefit will be two weeks, and the period of repayment for new advances will be extended to 12 months to enable claimants to receive up to 100 per cent of their entitlement. The changes are intended to support claimants during the first assessment period following lobbying from councils amid complaints that people have been left without payments during processing. These changes will affect the roll-out schedule of the system and the DWP will be contacting affected councils with further details, and it was hoped to have more information about this soon.

The Leader informed Council that whilst giving evidence to the Parliamentary Commission into Health and Social Care, the Chair Dr Ruth Hussey and Professor Keith Moultrie were clear that the Council's integrated model of intermediate community care for older people was a beacon of best practice not just in Wales but across the UK. He stated that if there is a change, it would be ensured that these vital community services will continue to be developed.

The Leader also announced that as part of the Our Valleys Our Future, he was very pleased that the new Cabinet Secretary for Local Government and Public Services Alun Davies has announced a seventh strategic hub northern Bridgend. The Council had worked hard to ensure the Garw, the Llynfi and Ogmore is a focus for public sector investment, with the aim to ensure that the hubs will in turn attract private sector investment creating jobs and opportunities. He stated that the process of developing the proposals for the strategic hub based on the initial themes included in the Welsh Government's delivery plan was now underway. He also stated that the taskforce and each of the seven local authorities will hold a strategic hub seminar to support the development of an investment blueprint for each area over the next 15 years. The specific projects to be funded over the term of the Assembly will be identified by April 2018. In addition to the strategic hubs a Valleys Landscape park is being considered by Welsh Government to maximise the tourist and leisure opportunities of the natural landscape and rich heritage.

He also announced that Heathrow has unveiled a longlist of sixty-five Logistic Hub locations, off-site centres for construction and manufacturing which will help the airport deliver its expansion plan. He stated that the Logistics Hubs will participate in offsite

construction of the third runway, bringing jobs to every corner of the UK and that a site at Brocastle was among the shortlisted sites. The airport had also unveiled ten Business Summit locations, including one to be held in Cardiff, ensuring every region across the UK benefits from supply chain opportunities via expansion.

The Leader informed Council of the progress being made in the construction of Betws Primary School and Ysgol Gynradd Gymraeg Cwm Garw which will share the same site to be ready in January 2018. The new Bynmenyn Primary School will be ready in February and construction on the new Pencoed Primary School was continuing and would be ready in September 2018. He stated that Band B submission of the School Modernisation Programme would be considered as part of the budget setting process.

90. INTERIM APPOINTMENT - HEAD OF FINANCE

The Chief Executive sought approval to make an interim appointment to the role of Head of Finance and Section 151 Officer.

The Chief Executive informed Council that the current post holder had tendered his resignation and his contract will end on 3 January 2018 and to enable him to review the current arrangements he proposed that an appointment process for an interim Head of Finance and Section 151 Officer be undertaken. This would ensure there is sufficient leadership and management capacity and that financial decisions and timely advice is available during the absence of a permanent Section 151 Officer.

He informed Council that the process for the appointment of an interim Head of Finance will involve sourcing suitably qualified and experienced candidates to undertake the role and would involve an officer interview panel, comprising the Chief Executive, outgoing Head of Finance and a representative of HR who will assess the abilities of the candidates.

Members questioned the arrangements proposed by the Chief Executive as they had been involved in the previous appointment of Chief Officers and Heads of Service through the Appointments Committee. Members also questioned the length of time it was proposed to have the interim appointment for. The Chief Executive informed Council that this was the first time for an interim appointment to be considered in this way and that more formal arrangements are usually put in place for appointments. He stated that consultation will take place with the Cabinet prior to an interim appointment being made. He informed Council that the timescale for an interim appointment was for approximately 6 months, with the possibility of an extension beyond that. He stated that it was not an easy market to make a permanent appointment for senior posts and that he would take the time during the interim appointment to review the structure of senior management. He highlighted the importance of making an interim appointment in order to have continuity and due to the need to have a Section 151 Officer in post. The Chief Executive also informed Council that as it was proposed to make an interim appointment, the JNC pay scales would not apply. The appointment would be made on the basis of a fixed price and value for money would be a key consideration.

The Leader undertook to consult with the Group Leaders on the interim appointment of the Head of Finance and Section 151 Officer.

RESOLVED: That Council delegated to the Chief Executive authority to undertake the recruitment and appointment of an interim Head of Finance and Section 151 Officer.

**91. JNC PAY STRUCTURE**

The Chief Executive sought approval to implement a new approach to senior management pay.

He informed Council that the current JNC salary structure highlighted had been in existence since 2008. The current structure has large gaps between the senior management tiers. He stated that the current structure has resulted with an inability to be sufficiently flexible to position roles so that the Council can provide a remuneration package which can attract staff of the appropriate calibre. It also limited the ability to succession plan and to allow for career progression.

He reported on a proposal to implement a more flexible senior manager pay scale which had the objective of addressing those concerns whilst enabling a targeted 20% reduction in senior management costs to the Council over the next two years, which equated to approximately £500,000 a year. He stated this was 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. No changes were proposed to be made to the NJC structure as part of this exercise. The new JNC structure also proposed to be extended downwards to bridge the gap with that of the top end of the NJC scale. He highlighted the proposed JNC pay structure which it was proposed would be in place by the end of the financial year. Consultation will take place with the trade unions on the proposed changes to the JNC pay structure and notice of formal consultation issued to existing JNC post holders. He informed Council that the proposals would be referred to the Independent Remuneration Panel for Wales to seek their agreement.

**RESOLVED:** That Council approved the new JNC pay structure with an effective date of 1 April 2018.

**92. 2018-19 COUNCIL TAX BASE**

The Section 151 Officer submitted a report, the purpose of which was to provide Council with details of the council tax base and estimated collection rate for 2018-19.

He advised that the estimated council tax base for 2018-19 was 54,403.60 and the estimated collection rate was 98%. The net council tax base was therefore 53,315.53. He added that collection rates over the previous 3 years had been the highest achieved and the estimated collection rate in the last year was 97.6%, which was the highest collection rate ever achieved in this Authority.

The Section 151 Officer advised Members that the authority does not write off Council Tax debt and will continue to collect historical debt.

**RESOLVED:** That Council:

- (1) Approved the council tax base and collection rate for 2018-19, as shown in paragraph 4.1 of the report.
- (2) Approved the tax bases for the community areas set out in Appendix A to the report.

93. AMENDMENT TO THE FINANCIAL PROCEDURE RULES WITHIN THE COUNCIL'S CONSTITUTION

The Head of Finance and Section 151 Officer sought approval of proposed amendments to the Constitution which reflect changes to the Financial Procedure Rules (FPRs). He stated that the FPRs had not been revised for a number of years, during which time new financial processes and procedures and legislation and guidance have come into effect.

He informed Council that officers had reviewed the FPRs and had made changes relating to:

- 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.

He stated a further revision would need to take place to reflect legislative changes when the Data Protection Act will be replaced by the Data Protection Bill (which incorporates the General Data Protection Regulation).

A member of Council questioned the security in place on the use of purchasing cards. The Head of Finance and Section 151 Officer commented that purchasing cards are only available to authorised officers. Cards have credit limits and all spend on the cards have to be authorised by line managers. The use of purchasing cards is reviewed by officers from Finance and Procurement and there are rigorous controls in place governing their use. He informed Members that the Council gains a rebate from the use of purchasing cards and he undertook to provide Members with details of the rebate.

RESOLVED: That Council approved the amendments to the Financial Procedure Rules and consequently approved the updated Constitution.

94. 2017 ANNUAL MONITORING REPORT FOR THE BRIDGEND LOCAL DEVELOPMENT PLAN 2006 - 2021

The Group Manager Development reported on the findings of the Local Development Plan 2017 Annual Monitoring Report (AMR) and sought approval that the Development Control Committee takes on the role of the LDP Steering Group.

The Group Manager Development informed Members that the report is the 3rd such report that has been produced since the LDP was adopted in 2013. He stated that the LDP is one of the high level strategies which must be prepared by the Council which sets out in land use terms the Council's priorities but also must be in conformity with national policy and regulations. The plan is evidence based and involves considerable consultation and independent scrutiny. The Council has a statutory duty to keep all matters under review that are expected to affect development within its area and Section 76 of the Planning and Compulsory Purchase Act 2004 requires these matters be expressed in the form of an Annual Monitoring Report for submission to Welsh Government. He informed Council that the AMR is essentially a 'Health Check' of the LDP, determining how effective it has been in meeting the objectives of the plan and whether the development strategy that underpins the plan remains valid. The AMR also considers how contextual changes, such as the state of the economy and national and regional influences and changes to legislation may also have influenced the success or validity of the Plan. He highlighted some of the 'key findings' from the 2017 data analysis for the period 1st April 2016 to 31st March 2017 are:-

- 4978 new dwellings have been completed during the plan period up to 2017 – 1150 have been affordable.
- The Council has a housing land supply assessed against the housing requirement of the LDP of 4.0 years, which is below the 5 year minimum requirement.
- During the monitoring period 1.4 hectares of vacant employment land was developed, which is substantially below the LDP's proposed take up of 6.3 hectares per annum.
- In determining how successful the LDPs Regeneration-Led Spatial development strategy has been, the LDP identifies 4 Strategic Growth areas at Bridgend, the Valleys Gateway, Maesteg and Porthcawl. Monitoring of implementation of housing and employment allocations shows that the Bridgend and Valleys Gateways strategy areas have been very successful in terms of delivery but that Maesteg and Porthcawl Growth Areas have underperformed. This underperformance is largely attributed to issues of viability in Maesteg and land ownership issues in Porthcawl where the wider Porthcawl Waterfront Regeneration Area has failed to deliver the anticipated levels of growth.
- Vacancy Rates within our town centres are 17.7% in Bridgend, 4.9% in Porthcawl and 6.0% in Maesteg. In this context Bridgend Town Centre Vacancy Rate is higher than the LDP target of 15%.
- In terms of monitoring the need to provide a permanent or transit Gypsy and Traveller Site this has been determined by updated evidence contained in the recent Gypsy and Traveller Accommodation Survey. The survey shows that there is no requirement up to 2021 and a requirement for 1 additional pitch up to 2031.
- 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 and the Ogmore Valley) is 65MW, which is considerably higher than the estimated capacity of the SSA of 31MW.

The Group Manager highlighted the key conclusions from this year's Annual Monitoring Report, that plan policies are generally being met with the Plan moving towards its targets and that the LDPs Development Strategy remains fundamentally sound. However, the Local Planning Authority acknowledges that it must progress with a Review, given that there is a statutory obligation to undertake a full review 4 years after adoption and an imperative to address the shortfall in housing land supply.

He stated that the recommendations of the AMR are that Bridgend Local Planning Authority commences a statutory Review of the LDP in early 2018 and in order to facilitate the review, the Development Control Committee takes on the role of LDP Steering Group, whose function will be to scrutinise the key stages of plan preparation and evidence gathering and make future recommendations to Council.

The Group Manager Development reported that the next stage of Plan review requires the preparation of a detailed 'Review Report' that will be reported to Development Control Committee and 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.



The Group Manager Development reported on a proposal that the Development Control Committee takes on the role of LDP Steering Group, to oversee the review of the Local Development Plan from start to completion.

A Member of Council questioned the impact of the northern employment hub on the LDP. The Group Manager Development stated that the development of the hub will be taken into account as part of the evidence which would inform the LDP.

Members of Council questioned why vacancies to commercial properties in Pencoed town centre did not feature amongst the key findings of the AMR. The Group Manager Development informed Council that Bridgend was included in the AMR for monitoring purposes as it is a 'sub regional centre' and Maesteg and Porthcawl are classed as 'town centres'. Pencoed does not fall within this category as it is a 'district centre' and is not subject to the same level of monitoring. Members also expressed concern that the vacancy rates of commercial properties was above the target in Bridgend although Maesteg and Porthcawl town centres were exceeding targets. The Group Manager Development commented that it was disappointing the vacancy targets in Bridgend had not been met, although the rates are only slightly below target there were signs of a marginal improvement over last year. He stated that the scope of the LDP review could be widened to look at town centre boundaries and to have a more realistic delivery of targets for commercial property vacancies.

Members also requested that the review fully utilises current industrial sites. The Group Manager Development stated that the LDP process will see a considerable amount of engagement and efforts would be made to ensure that industrial sites are occupied.

A Member of Council referred to the lowering of the percentage to provide affordable housing in the current LDP and asked whether this would be increased as part of the review. The Group Manager Development stated that this was again based on evidence and that the LDP had to be deliverable. He stated that commercial housebuilders have an input to the Joint Housing Land Availability Study and that the County Borough has a housing requirement of 4 years in the current LDP, which had recently dipped below 5 years. The housebuilders will also be engaged as part of the LDP review. He also stated that the affordable housing requirement may affect the deliverability of some sites. Any new LDP will be subject to external examination conducted by an independent Planning Inspector and the plan would need to demonstrate deliverability before approval by Welsh Government. Members expressed concern at the lack of 1 bedroom properties in the County Borough.

A Member of Council commented on the need for engagement to take place with primary health care providers in order to improve community health facilities as part of the theme of social progress which recognises the needs of everyone. The Group Manager Development confirmed that engagement will take place with primary health care providers which will be a key element in preparing the new plan.

The Cabinet Member Education and Regeneration commented that school places would also need to be reviewed as part of the process. The Group Manager Development confirmed that the supply of school places would have to be reviewed in addition to housing development. He highlighted the importance of providing the right infrastructure in order to support new housing developments.

A Member of Council commented on the importance of having vibrant and diverse town centres and it appeared that Pencoed had been missed out from the review process. The Group Manager Development informed Council that Pencoed had not been missed out from the process and is identified within the LDP as a District Centre along with

other areas including Kenfig Hill, Aberkenfig and Pyle. He also informed Council that all parts of the Council will be part of the LDP review process.

RESOLVED: That Council:

- (1) Noted the content of the AMR;
- (2) Agreed that the Development Control Committee takes on the role of the LDP Steering Group to assist in the production and replacement of the Bridgend Local Development Plan.

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

The Group Manager Development reported that the Development Control committee at its meeting on 9 November 2017 considered planning application P/17/585/FUL as a departure from the Local Development Plan. He stated that the Committee resolved not to refuse planning permission and the application referred to Council requesting that it approve the application subject to conditions.

The Group Manager Development reported that the application seeks retrospective consent for a physiotherapy clinic and studio within an existing industrial unit. 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). He informed Council that the site had recently been vacated by South Wales Police who used the area as B1 office space. The site was now being utilised by the applicant as a physiotherapy studio and clinic without the benefit of planning permission.

He informed Council that the application is a resubmission of a previous application for the "change of use from an ancillary office to Class D1 (physiotherapy clinic)" under planning reference P/17/44/FUL and was refused on 24 April 2017.

RESOLVED: That Council is minded not to refuse the development and the Corporate Director Communities be given plenary powers to issue a decision notice in respect of this proposal subject to the conditions contained in the report of the Corporate Director Communities.

96. ELECTED MEMBER LEARNING & DEVELOPMENT STRATEGY

The Corporate Director Operational and Partnership Services sought approval of the Elected Member Learning and Development Strategy.

He stated that a desktop review of the Strategy had 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 Strategy. He informed Council that newly elected Members have indicated that changes are needed in the delivery of Member Development Activities and it was proposed to divide the Strategy into the following 5 phases: Administration; the Essentials; the Core Functions; Identifying the needs of the individual Councillors and Continuing Development.

He reported on a proposal that the Democratic Services Committee categorise member development topics as follows: Essential; Recommended and Optional. He also informed Council of a proposal to make greater use of e-learning facilities to be incorporated into the member development programme.

**RESOLVED:** That Council approved the Elected Member Learning & Development Strategy.

97. **INFORMATION REPORTS FOR NOTING**

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

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

<u>Title</u>	<u>Date Published</u>
Urgent Delegated Decision	23 November 2017
Response to the Draft Report of the Independent Remuneration Panel For Wales	23 November 2017

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

**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?”*

**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 BCPA 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.

Councillor Hussain in asking a supplementary question, questioned whether there are plans to improve the quality of bags in order to deter pests from breaking into them and whether the pest control service would continue to be provided as a free service. The Deputy Leader stated there were no plans to change the bags and that pests would not be attracted to residual bags provided citizens placed their food waste in the food caddies. The Monitoring Officer confirmed that the pest control service is provided free of charge and there were no plans in the budget process to change that.

**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.

Councillor Radcliffe commented that given the uncertainty which the Council would be part of with its collaboration with health, asked whether discussions had taken place with Cwm Taf Health Board on pooled budgets for registered social nurses. The Cabinet Member Social Services & Early Help commented that pressure will continue to be put on the Welsh Government, which has social care, health and education high on its agenda for more funding. The Corporate Director Social Services and Wellbeing informed Council that the Council has Integrated Managers who work with nurses; however there is a shortage of registered nurses working in registered homes. She confirmed that work is progressing to align budgets which need to be in place by April 2018.

99. NOTICE OF MOTION PROPOSED BY COUNCILLOR A WILLIAMS

Councillor A Williams proposed the following Notice of Motion.

“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”.

The Notice of Motion was seconded by Councillor KJ Watts.

The Cabinet Member Communities expressed some sympathy with the sentiments of the Notice of Motion as action against dog fouling was one of the key pledges in the manifesto. He stated that in order to implement a Public Spaces Protection Order as proposed in the Notice of Motion, significant public consultation will firstly have to take place. He also commented that as the matter is a Cabinet function it would need address to explore all avenues open to the Council to bring forward robust measures in order to address the spirit of the original Notice of Motion and that a report be presented to a future meeting of Cabinet. He also informed Council there would need to be engagement with key partners and the proposals would also need to be considered by Scrutiny.

Councillor JP Blundell in seconding the proposal made by the Cabinet Member Communities commented that the implementation of a Public Spaces Protection Order would need to be financed. Engagement would also need to take place with key partners in order to enforce such an Order and the experiences of other local authorities would had implemented Orders would need to be looked at.

Having had those assurances from the Cabinet Member Communities, Councillor A Williams then withdrew the Notice of Motion, which was duly seconded by Councillor KJ Watts.

RESOLVED: That the original Notice of Motion be withdrawn and that an amendment is made in that consultation take place to explore all

avenues open to the Council to bring forward robust measures in order to address the spirit of the original Notice of Motion and that a report be presented to Cabinet due to it being a Cabinet function. There would need to be engagement with key partners and a report on the proposals be placed on the Scrutiny Forward Work Programme.

100. NOTICE OF MOTION PROPOSED BY COUNCILLOR DG HOWELLS

This item was withdrawn.

101. URGENT ITEMS

There were no urgent items.

The meeting closed at 5.38 pm

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## BRIDGEND COUNTY BOROUGH COUNCIL

### JOINT REPORT OF THE S151 OFFICER AND THE CORPORATE DIRECTOR - COMMUNITIES

#### REPORT TO COUNCIL

20 DECEMBER 2017

#### **PORTHCAWL REGENERATION SCHEME**

##### **1. Purpose of Report**

The purpose of this report is to:

- a. To obtain approval from Council for a revised capital programme for 2017-18 to 2026-2027
- b. Advise Members that a report was submitted to Cabinet on 19<sup>th</sup> December 2017 which:
  - (i) updated Cabinet on the Porthcawl Regeneration Scheme;
  - (ii) advised that a proposal has been received from the Evans' families, to sell to the Council their leasehold interest in Phase 1 – land at Salt Lake Car Park;
  - (iii) presented the terms of this proposal, and set out the consequential impact on the remainder of the Porthcawl Regeneration Scheme;
  - (iv) advised members of the 'due diligence' that has been undertaken to date, and the further measures which will be put in place to protect the public interest; recommended that the offer be accepted.

At its meeting on 19<sup>th</sup> December 2017, Cabinet authorized the Corporate Director - Communities, in consultation with the S151 Officer and the Monitoring Officer to:

(a) Acquire the Evans' families head lease and sub lease interests in Salt Lake Car Park Porthcawl, at the price of £3,330,000 and terms set out in **Appendix 1** of this report;

(b) Vary the existing Owners Agreement dated 11<sup>th</sup> March 2011 between the Council and the Evans families, on the terms outlined in paragraph 4.11 of the report.

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

- 2.1 This project directly meets the Council's Corporate Priorities "Smarter Use of Resources" and "Supporting a Successful Economy".

##### **3. Background**

- 3.1 In 2006 the owners of development land in Porthcawl agreed to work jointly, by bringing together the freehold and leasehold interests which overlay substantial land holdings within the town. The aim was to bring forward the land for sale, providing the owners with sale receipts to be split on a pre-agreed basis subject to minimum prices being achieved; and to deliver a clear planning context for disposal of sites for third party development.

- 3.2 In November 2007, the Porthcawl Regeneration Supplementary Planning Guidance (SPG) was adopted by the Council. This provided for new homes within the overall area plus major retail and leisure developments, community provision, new road systems, land set aside for health provision, and other areas of public amenity, including new sea defences along Eastern Promenade and the Sandy Bay frontage.
- 3.3 The overall development area was divided into two phases of which:
- Phase One included Hillsborough car park, The Green and Salt Lake car park
  - Phase Two comprised the Coney Beach Amusement Park and the former Sandy Bay caravan park.
- 3.4 The Owners Agreement (OA) was signed in early 2011. This was a 20 year Agreement between Bridgend County Borough Council (Public Sector Owner) and the Evans Families (Private Sector Owners). The underlying principle of this was to dispose of land and that all net proceeds would be split in a 60:40 proportion in the Council's favour (subject to minimum prices being obtained). The owners are mutually obliged to promote and bring forward development land for sale within the 20 year period.
- 3.5 The Phase One site disposal, as contained within the owners' agreement, was subject to a total minimum price being achieved of £12.5 million. This figure was considered achievable at the time, due to the aggressive expansion strategies of the major supermarket chains, requiring a high land take to accommodate 'superstores', and the accompanying parking requirement. It was agreed that Phase One, incorporating retail, community, leisure and housing uses would be the earlier phase for disposal. The Phase Two site (which is predominantly residential) would follow on at a later date.
- 3.6 Members should note that before development could take place in Phase 1, major infrastructure works would be required, and this remains the case. The works involve roads being upgraded/reconstructed, closed or reconfigured together with new drainage systems and utility systems, along with flood defence works.

#### **4. Current Situation/Proposal**

##### **Disposal History**

- 4.1 Although the alignment of ownerships and delivery of a strong planning framework have been very positive aspects of this scheme, the developer demand has proved more difficult. This is primarily because of the very volatile and still changing market conditions over the last nine years, during which time both the retail and housing markets have undergone significant changes. Sales of sites for large scale food stores had for a long period of time been the main stimulus to kick start many successful regeneration schemes. The fundamental shift which has taken place within the food sales sector means that demand of this nature, at the scale previously seen, has all but disappeared. The consequence is that the development of the site as envisaged in the SPG is unlikely to attract developer interest, and the minimum price as set out in the OA, is currently unlikely to be achieved.

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

### **Necessary Expenditure**

- 4.5 Within the terms of the OA the Council agreed to fund "necessary expenditure" such as planning costs, in order to enable the development scheme to proceed. This was on the basis that it would be reimbursed from the capital receipts generated from land sales. No receipts have yet been generated. Within the terms of the Owners Agreement the Evans' are required to reimburse the Council on the 5<sup>th</sup> anniversary of the expenditure, commencing on the date of the Owners Agreement. No payment has yet been received as this and related commercial matters have yet to be agreed.

### **Acquisition of the Evans' Interest:**

- 4.6 The Council owns the freehold interest in 17.16 acres within the phase 1 area of the Harbourside Regeneration, which includes Hillsborough Place Car Park, The Green and Salt Lake Car Park. The Evans' own the long leasehold interest in Salt Lake Car Park which has an area of 9.5 acres and expires in 2033.
- 4.7 Over the summer of 2017, the pros and cons of acquiring the Evans' leasehold interest has been considered. It was concluded that provided that this could be done on terms favourable to the Council, there was merit in this option as it would enable regeneration of the site to proceed. The alternative of not proceeding was also an option. However, under the current arrangement, it was considered that in all likelihood it would take a number of years for anything to happen on the Phase 1 site with the consequential impact on the Council's ambition to develop Porthcawl as a premier tourism destination and also a failure to deliver a significant amount of allocated housing approved in the LDP.
- 4.8 A preliminary valuation was undertaken by independent property agents Alder King, to establish the price range within which the authority could consider acquisition.
- 4.9 A provisional offer was made by the Council in Sept 2017 based on this, with a short expiry date, and terms have now been provisionally agreed to acquire the Evans' interest on heads of terms attached at **Appendix 1**.

## **Proposed Variations to the Owners Agreement**

- 4.10 As part of the terms for the purchase of the Evans' interest, it will be necessary to amend the Owners Agreement. This is a complex document which took a significant period of time to produce, agree and complete. Neither party can unilaterally terminate the agreement. If the authority wishes to purchase the land then it needs to take a pragmatic view on the Owners Agreement and minimize the variations. It is prudent to ensure that any variations to the Owners Agreement are carried out simultaneously to the purchase and that they follow the current terms and structure.
- 4.11 However, some changes are necessary. The key changes are as follows:
- All references to Phase 1 land removed.
  - The Evans' have the right to request the grant of leases for up to 5 kiosks along Eastern Promenade and the proposed Sandy Bay Promenade. It is proposed that none are permitted on Eastern Promenade and up to 5 kiosks are permitted along the proposed Sandy Bay Promenade. This will be subject to planning consent and the kiosks not adversely impacting on the phase 2 development. The quality and use will be controlled by the lease (on the basis of the draft terms included within the existing OA).
  - Under the current OA the Evans' have the right to be granted a temporary car park in the Phase 2 Area, once Phase 1 land is to be developed, to enable them to continue the running of their funfair business until it is closed down by the phase 2 scheme. It is proposed that the terms of the lease are varied as follows:
    - The Evans' will be responsible for securing planning consent and undertaking any necessary works. They will be permitted to remove the pay and display machines from Salt Lake car park.
    - The area of the land has been confirmed and will enable a temporary campervan site to continue to operate on a reduced area.
    - A lease will be granted over Salt Lake car park for the period 1<sup>st</sup> February 2018 – 30<sup>th</sup> November 2018 at the current rental, to enable the Evans' to set up the new temporary car park on Sandy Bay.

### **4.12 Due Diligence**

The Council has consulted with the Wales Audit Office in relation to the steps it should undertake to ensure that it has followed due process and safeguards the public interest.

Two independent valuers have been appointed to consider and provide their advice on the market value of the land. They have based their advice on the following information:

- The current planning position - the SPG, the LDP, the current planning consent and S106 planning agreement (which is no longer deliverable as it assumes large scale food retail), and the draft Master Plan
- The Jubbs Infrastructure report of 2016 which reviewed all reports, technical information and tendered works costs, to provide advice on the most effective and commercial scheme, along with estimated costings. (The Council hold detailed technical site information, which has contributed to being able to provide accurate development costs.)

Alder King has a wealth of knowledge of this project and provided valuation advice on this scheme in the past. They have advised on:

- Market valuation of the phase 1 land;
- Apportionment due to the Evans' in relation to their leasehold interest;
- Proposal to vary the Owners Agreement and impact on the value of the Council's interest (including the appropriateness of the 60:40 split for phase 2)

Alder King has considered the entirety of the proposal:

- a. The market value of phase 1
- b. The receipt to be paid to the Evans'
- c. The nature of the variations to the Owners Agreement
- d. The impact on the phase 2 land

They are of the opinion that this transaction represents value for money for the Council.

Jones Lang LaSalle has been asked to provide a second, independent valuation of the market value of phase 1. They have valued the whole of the phase 1 site marginally above Alder King, therefore providing additional assurance to the Council.

#### **4.13 Risks / Issues**

The following provides a summary of the key risks and issues which the Council has considered, along with any mitigation measures, prior to entering into this agreement.

1. What are the benefits of the Council purchasing the land versus continuing with the current Owners Agreement?
  - Currently there is an impasse between the landowners and no clear way forward. The parties could defer proceeding any further until circumstances change e.g. uplift in property market and achievement of the "minimum price"
  - The disadvantage of deferring is that this prime site may not be brought forward for regeneration for the foreseeable future. It currently is an unattractive site which detracts from the tourism offer of Porthcawl, and opportunities to attract beneficial investment are being missed.
  - Acquisition of the site will enable the Council to have full control in setting its objectives, delivering regeneration of this site and meeting housing targets. However, it will, nonetheless need to deliver a commercially viable scheme which will provide a positive financial return on the acquisition and development costs.
2. What if land values fall in future?
  - Economic prospects for the UK as a whole are uncertain, and national growth projections were revised downwards in the Chancellor's autumn budget statement. Cabinet should be mindful of the risk that land values could decline in future;
3. Could the Council terminate or renegotiate the OA?
  - The OA cannot be terminated unless both parties are willing.
4. What is the value of the land and how much should the Council pay the Evans'?

- The site has been valued by Alder King and by JLL. Both independent valuations are marginally above the value of the proposed transaction.
  - Under the terms of the OA the sale receipts (value of the land) are split 60:40 in favour of the Council. The valuation basis for the apportionments has been certified in a number of valuations dating back to 2006 and commissioned from King Sturge, Alder King and Hewdon Consulting Ltd. The 60:40 split relates to both the entire scheme and Phase 1 in isolation. Alder King have reviewed the 60:40 split and confirmed that it continues to represent the appropriate valuation of the parties' interests.
  - Alder King have certified that in their opinion if Phase 1 is removed from the OA, the respective value of the Council and Evans' interests remains at 60:40 (in favour of the Council) for phase 2.
5. Will the Council recoup all of the Necessary Expenditure owed under the OA?
- Yes - the purchase price is paid to the Evans' and simultaneously the Necessary Expenditure owed is paid back to the Council
  - Over the next 5 years the Council is entitled to a further amount, so is benefitting from early receipt of this sum in full.
6. Will the Council have full control of Phase 1 land?
- Yes - members should be aware however that the Evans' will be permitted to use Salt Lake car park for the summer of 2018, whilst they set up a temporary car park on Sandy Bay, to ensure the continued operation of the funfair until the phase 2 development commences.
7. What does the amendment to the OA mean for Phase 2?
- In relation to Phase 2 the terms of the OA remain intact. The parties will be obliged to progress disposal if the minimum price is achievable and will need to agree the basis on which this will proceed.
  - The Evans' require some assurance that the Council will progress with Phase 2 and a programme will need to be agreed between the parties as a side letter, but will not form part of the OA.
8. What are the next steps once the site is purchased?
- The expectation is that the development of the Phase 1 site will be progressed as expediently as possible;
  - The Council will need to consider internal capacity and resourcing. This no longer exists within the Council's staffing resources. For example, the Communities Directorate does not have the capacity currently to take forward the work on this development, and market conditions are making it very difficult to recruit staff with the appropriate skills and experience on current pay scales. Development work on the scheme will therefore, in all likelihood have to be outsourced, and the costs of this met from future receipts. This is likely to include project management, engineering, property, legal and planning. The repayment of the necessary expenditure of £330,000 will be treated as an earmarked reserve to fund these costs.

- Other factors to consider include the need for funding for infrastructure costs; review of the draft Master Plan; local dialogue / consultation; and production of marketing strategy and plan.

## **5. Effect upon Policy Framework& Procedure Rules**

None

## **6. Equality Impact Assessment**

There are no equalities issues arising from this report

## **7. Financial Implications**

- 7.1 The current capital programme, approved by Council on 4<sup>th</sup> October 2017, includes a scheme entitled 'Porthcawl Infrastructure' with a budget of £5.507 million. This scheme was approved in September 2012 to fund the infrastructure works outlined above, the cost of which would be met initially from prudential borrowing until the Council secured the capital receipt arising from the sale of the land. As such, this scheme is not cash-backed and cannot be used for another scheme without the guarantee of a resultant capital receipt to repay any borrowing.
- 7.2 Given that a decision is still needed on the future use of the land, it is recommended that this scheme be removed from the capital programme and replaced at a future date with a revised proposal and associated costs and funding.
- 7.3 It is proposed that the repayment of the necessary expenditure of £330,000 will be treated as an earmark reserve to fund the future resourcing costs required to bring the site forward for disposal.
- 7.4 The cost of the transaction to the Council is £3,330,000 plus VAT (recoverable) of £666,000 and Stamp Duty Land Tax of £178,800, which totals £4,174,800.

## **8. Recommendation**

- 8.1 Council is recommended to approve the revised Capital Programme as set out in Appendix 2 of this report.

**Randal Hemingway**  
**S151 Officer**

**Mark Shephard**  
**Corporate Director - Communities**

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**Background documents:**  
None

## **APPENDIX 1**

### **HEADS OF TERM**

**PURCHASER:** Bridgend County Borough Council, Civic Offices, Angel St, Bridgend, CF31 4WB

**VENDOR:** Williams and Brooke Ltd and Trustees and/or Partners of Coney Leisure Beach as lessees / sub lessees of land within Phase 1; together with the consent of the parties to the Owners Agreement including Barclays Bank and any other mortgagees.

**PROPERTY:** Leasehold land held under title no. WA172960 held by Williams and Brooke Ltd and under lease dated 22 August 1996 between Williams and Brooke Ltd and Charles Patrick Evans.

**PRICE:** £3.33 million (Three million and three hundred and thirty thousand pounds) plus VAT if applicable and Stamp Duty Land Tax.

**CONDITIONS:** Overage - none will be payable

**Necessary Expenditure** - The vendors are to pay the monies owed for Necessary Expenditure (plus interest), invoiced and outstanding under the Owners Agreement, in the sum of £330,000 (Three hundred and thirty thousand pounds) simultaneous with this sale, together with VAT (as applicable). (This has been rounded down from £332,135.32).

**Variation of the existing Owners Agreement:**

- the current Owners Agreement will be varied on completion of this sale, to reflect the sale and the parties intention to work jointly on phase 2 only. All current references to phase 1 will be removed.
- The impact of this is that there will be no retained land nor reference to restrictive covenants in relation to phase 1. (The mechanism for this will be set out within the sale contract.) For clarity, any compensation claims relating to the retained land will be considered as null and void.
- Kiosks : the Evans' will be entitled to up to 5 kiosks on the proposed Sandy Bay Promenade (subject to planning and no adverse impact on the phase 2 development), as opposed to 5 kiosks on Sandy Bay and Eastern Promenade.
- Delivery of Phase 2 - The parties will agree a programme which does not negatively impact on Phase 1. However the OA will not be varied and the current relevant clauses will remain in force, in terms of determining how land is brought forward for disposal.

**INFRASTRUCTURE WORKS** - BCBC to be granted the right to enter the vendors adjoining or neighbouring land to undertake any infrastructure works required to benefit the property acquired.

**COSTS:** each party to be responsible for their own costs in relation to the transaction and any costs associated with variation of the Owners Agreement

**TIMESCALES:** Legal completion to take place no later than 30th December 2017.

**APPROVALS:** The Council will need to obtain the following before completing the sale



- formal approval to the heads of terms provisionally agreed to be sought from Cabinet and Council.
- Two independent valuations certifying the market value of the land

#### TEMPORARY PARKING:

- the Council will make available an area of land at Sandy Bay car park as temporary car parking for the benefit of the continued operation of the funfair, for a period of 10 years or until the phase 2 development proceeds (whichever is the sooner) and on similar terms as contained within the Owners Agreement. However, the Evans' will be responsible for securing planning consent and undertaking any necessary works.
- As an interim measure and to ensure the continued operation of the funfair whilst Sandy Bay car park is facilitated, the Evans' will be granted a lease to occupy Salt Lake car park from 1<sup>st</sup> February 2018 - 30<sup>th</sup> November 2018 and on the basis of the existing rental.

OVERAGE: no future overage will be paid by the Council, which would often be the case in this type of transaction, when a vendor tries to safeguard any potential uplift in value once the development takes place.

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## CAPITAL PROGRAMME 2017-2027

## APPENDIX 2

		CAPITAL PROGRAMME 2017-2021																APPENDIX 2	
				2017-2018															CUMULATIVE
Corporate Priority		Total Costs to 31-3-17	Oct 2017 £'000	New Approvals £'000	Vire £'000	Slippage £'000	Revised 2017-18 £'000	2018-2019 £'000	2019-2020 £'000	2020-2021 £'000	2021-2022 £'000	2022-2023 £'000	2023-2024 £'000	2024-2025 £'000	2025-2026 £'000	2026-2027 £'000	Total 2017 - 2027 £'000		
		£'000																	
Education & Family Support																			
Pen Y Fai Primary School	Smarter Use of Resources	6,847	392	-	-	-	392	-	-	-	-	-	-	-	-	-	392		
Y Dderwen Comprehensive School	Smarter Use of Resources	39,333	155	-	-	-	155	-	-	-	-	-	-	-	-	-	155		
Coety/Parc Derwen Primary School	Smarter Use of Resources	8,483	77	-	-	-	77	-	-	-	-	-	-	-	-	-	77		
Additional Learning Needs	Smarter Use of Resources	4,060	59	-	-	-	59	-	-	-	-	-	-	-	-	-	59		
Garw Valley South Primary Provision	Smarter Use of Resources	1,641	8,327	-	-	-	8,327	841	-	-	-	-	-	-	-	-	9,168		
Garw Valley Primary Highways Works	Smarter Use of Resources	42	358	-	-	-	358	-	-	-	-	-	-	-	-	-	358		
Pencoed Primary School	Smarter Use of Resources	967	9,650	-	-	-	9,650	216	-	-	-	-	-	-	-	-	9,866		
Pencoed School Highways Works	Smarter Use of Resources	38	332	-	-	-	332	-	-	-	-	-	-	-	-	-	332		
Brymenyn Primary School	Smarter Use of Resources	1,323	7,010	-	-	-	7,010	166	-	-	-	-	-	-	-	-	7,176		
Brymenyn Primary Highways Works	Smarter Use of Resources	-	807	-	-	-	807	-	-	-	-	-	-	-	-	-	807		
Flying Start Provision	Smarter Use of Resources	952	14	-	-	-	14	-	-	-	-	-	-	-	-	-	14		
Heronbridge Special School	Smarter Use of Resources	20	280	-	-	-	280	-	-	-	-	-	-	-	-	-	280		
Ysgol Bryn Castell Special School	Smarter Use of Resources	-	-	96	-	-	96	-	-	-	-	-	-	-	-	-	96		
Schools Modernisation Retentions	Smarter Use of Resources	-	505	-	-	-	505	-	-	-	-	-	-	-	-	-	505		
Maesteg Comprehensive School Highways Improvements	Smarter Use of Resources	412	88	-	-	-	88	-	-	-	-	-	-	-	-	-	88		
Schools Traffic Safety	Smarter Use of Resources	181	319	-	-	-	319	-	-	-	-	-	-	-	-	-	319		
Complex and Medical Needs Works in Schools	Smarter Use of Resources	-	270	-	-	-	270	270	60	-	-	-	-	-	-	-	600		
Built Environment																			
Solar Panels	Smarter Use of Resources	28	12	-	-	-	12	-	-	-	-	-	-	-	-	-	12		
Total Education and Family Support		64,327	28,655	96	-	-	28,751	1,493	60	-	-	-	-	-	-	-	30,304		
Social Services and Well-being																			
Adult Social Care																			
Extra Care Facilities	Helping People to be more Self Reliant	3	2,997	-	-	1,497	1,500	1,497	-	-	-	-	-	-	-	-	2,997		
Refurbishment Works for 52 Week Residential Provision at Heronsbridge School	Smarter Use of Resources	31	255	-	-	-	255	-	-	-	-	-	-	-	-	-	255		
Modernisation and Mobilisation of the Homecare Workforce	Helping People to be more Self Reliant	9	63	-	-	-	63	-	-	-	-	-	-	-	-	-	63		
Bridgelink	Helping People to be more Self Reliant	132	30	-	-	-	30	30	30	30	30	30	30	30	30	30	300		
Adult Social Care Minor works	Core Services & Statutory Functions	78	43	-	-	-	43	-	-	-	-	-	-	-	-	-	43		
Social Services Care Act	Core Services & Statutory Functions	31	122	-	-	-	122	-	-	-	-	-	-	-	-	-	122		
Multi Agency Safeguarding Hub (MASH)	Helping People to be more Self Reliant	-	205	-	-	-	205	-	-	-	-	-	-	-	-	-	205		
Total Social Services and Well-being		284	3,715	-	-	1,497	2,218	1,527	30	30	30	30	30	30	30	30	3,985		
Communities																			
Street Scene																			
Town Beach Revetment Sea Defence, Porthcawl	Supporting a Successful Economy	109	3,363	-	-	1,269	2,094	1,022	-	-	-	-	-	-	-	-	3,116		
Highways Structures	Smarter Use of Resources	199	200	-	-	-	200	200	200	200	200	200	200	200	200	200	2,000		
Highways Maintenance	Smarter Use of Resources	500	250	-	-	-	250	250	250	250	250	250	250	250	250	250	2,500		
Replacement of Street Lighting Columns/ River Bridge Protection Measures	Smarter Use of Resources	97	703	-	-	-	703	400	400	400	400	400	400	400	400	400	4,303		
Road Safety	Supporting a Successful Economy	232	115	-	-	-	115	-	-	-	-	-	-	-	-	-	115		
Fleet Vehicles	Smarter Use of Resources	374	500	-	-	-	500	-	-	-	-	-	-	-	-	-	500		
Re-locate Household Waste Recycling Centre - West	Smarter Use of Resources	6	1,322	-	-	1,320	2	1,320	-	-	-	-	-	-	-	-	1,322		
Parks Pavilions	Smarter Use of Resources	331	1,000	-	-	900	100	900	-	-	-	-	-	-	-	-	1,000		
Aberfields Playing Fields	Smarter Use of Resources	-	11	-	-	-	11	-	-	-	-	-	-	-	-	-	11		
Playground at Ffordd yr Eglwys	Core Services & Statutory Functions	50	25	-	-	-	25	-	-	-	-	-	-	-	-	-	25		
Bridge Strengthening - A4061 Ogmore Valley	Supporting a Successful Economy	-	340	-	-	-	340	50	2,000	-	-	-	-	-	-	-	2,390		
Communities Minor Works	Smarter Use of Resources	6	200	-	-	-	200	-	-	-	-	-	-	-	-	-	200		
Residents Parking Bridgend Town Centre	Supporting a Successful Economy	24	128	-	-	-	128	-	-	-	-	-	-	-	-	-	128		
Heol Simonstone/Coychurch Rd	Supporting a Successful Economy	264	33	-	-	-	33	-	-	-	-	-	-	-	-	-	33		
ST06 Highways Small Schemes	Smarter Use of Resources	44	46	31	-	-	77	-	-	-	-	-	-	-	-	-	77		
Remedial Measures - Car Parks	Supporting a Successful Economy	-	115	-	-	-	115	-	-	-	-	-	-	-	-	-	115		
Prow Capital Improvement Programme	Smarter Use of Resources	97	40	-	-	-	40	-	-	-	-	-	-	-	-	-	40		
Transport Grant Scheme - Safe Routes to School	Smarter Use of Resources	528	711	-	-	-	711	-	-	-	-	-	-	-	-	-	711		
METRO National Cycle Network	Supporting a Successful Economy	302	421	-	-	-	421	-	-	-	-	-	-	-	-	-	421		
Coychurch Crematorium Works	Core Services & Statutory Functions	-	280	-	-	-	280	-	-	-	-	-	-	-	-	-	280		
Retaining Wall Replacement, Bettws	Smarter Use of Resources	-	175	-	-	-	175	-	-	-	-	-	-	-	-	-	175		
Civil Parking Enforcement Vehicle	Smarter Use of Resources	-	68	-	-	-	68	-	-	-	-	-	-	-	-	-	68		
City Deal	Supporting a Successful Economy	-	-	-	-	-	-	1,888	2,360	2,832	2,832	4,248	4,248	7,079	7,079	7,079	39,645		
Regeneration & Development																			
Porthcawl Resort Investment Focus	Supporting a Successful Economy	-	168	-	-	-	168	-	-	-	-	-	-	-	-	-	168		
Special Regeneration Funding	Supporting a Successful Economy	67	90	-	-	-	90	1,285	540	540	-	-	-	-	-	-	2,455		
Bridgend Townscape Heritage Initiative	Supporting a Successful Economy	2,276	415	-	-	-	415	-	-	-	-	-	-	-	-	-	415		
Porthcawl Townscape Heritage Initiative	Supporting a Successful Economy	438	225	-	-	-	225	35	-	-	-	-	-	-	-	-	260		
Business Support Framework	Supporting a Successful Economy	2,200	120	-	-	-	120	-	-	-	-	-	-	-	-	-	120		
Llynfi Valley Development Programme	Supporting a Successful Economy	-	-	-	-	-	-	2,400	-	-	-	-	-	-	-	-	2,400		
Purchase of Land at Salt Lake Car Park, Porthcawl	Supporting a Successful Economy	-	-	3,509	-	-	3,509	-	-	-	-	-	-	-	-	-	3,509		
Maesteg Town Hall Cultural Hub	Supporting a Successful Economy	-	1,084	-	-	1,084	-	281	803	2,416	345	-	-	-	-	-	3,845		

	Corporate Priority			2017-2018													CUMULATIVE
		Total Costs to 31-3-17	Oct 2017 £'000	New Approvals £'000	Vire £'000	Slippage £'000	Revised 2017-18 £'000	2018-2019 £'000	2019-2020 £'000	2020-2021 £'000	2021-2022 £'000	2022-2023 £'000	2023-2024 £'000	2024-2025 £'000	2025-2026 £'000	2026-2027 £'000	Total 2017 - 2027 £'000
		£'000															
Smart System and Heat Programme	Supporting a Successful Economy	-	-	-	-	-	-	100	100	50	-	-	-	-	-	-	250
Nantymoel Community Facilities (former Berwyn Centre)	Core Services & Statutory Functions	-	200	-	-	-	200	-	-	-	-	-	-	-	-	-	200
Property		-					-										-
Drainage, Science Park	Smarter Use of Resources	-	200	-	-	-	200	-	-	-	-	-	-	-	-	-	200
Minor Works	Smarter Use of Resources	77	1,182	-	-	-	1,182	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	11,082
Upgrading Industrial Estates	Core Services & Statutory Functions	23	17	-	-	-	17	-	-	-	-	-	-	-	-	-	17
DDA Works at Civic Offices	Smarter Use of Resources	-	120	-	-	-	120	-	-	-	-	-	-	-	-	-	120
Civic Offices External Envelope	Smarter Use of Resources	1,538	1,012	-	-	-	1,012	-	-	-	-	-	-	-	-	-	1,012
Agile Working (Rationalisation of Admin. Estate)	Smarter Use of Resources	16	621	-	-	621	-	621	-	-	-	580	-	-	-	-	1,201
Relocation of Depot Facilities	Smarter Use of Resources	60	4,316	-	-	4,216	100	4,216	-	-	-	-	-	-	-	-	4,316
Bridgend Market	Core Services & Statutory Functions	1	19	-	-	-	19	-	-	-	-	-	-	-	-	-	19
Non-Operational Assets	Smarter Use of Resources	520	480	-	-	480	-	480	-	-	-	-	-	-	-	-	480
Community Projects	Smarter Use of Resources	444	214	-	-	-	214	100	50	50	50	50	50	50	50	50	714
Total Communities		10,823	20,529	3,540	-	9,890	14,179	16,648	7,803	7,838	5,177	6,828	6,248	9,079	9,079	9,079	91,958
Operational & Partnership Services																	
ICT																	
Investment in ICT	Smarter Use of Resources	-	-	-	-	-	-	300	-	-	-	-	-	-	-	-	300
Digital Transformation	Smarter Use of Resources	410	-	-	-	70	70	520	-	-	-	-	-	-	-	-	590
ICT Laptop Replacement (Life Expired)	Smarter Use of Resources	-	250	-	-	-	250	300	-	-	-	-	-	-	-	-	550
ICT Infrastructure - Data Storage	Smarter Use of Resources	-	400	-	-	-	400	-	-	-	-	-	-	-	-	-	400
Civic Desktop PC's	Smarter Use of Resources	-	120	-	-	-	120	-	-	-	-	-	-	-	-	-	120
Digital Meeting Spaces	Smarter Use of Resources	-	150	-	-	-	150	-	-	-	-	-	-	-	-	-	150
Desktop Computer / Monitor Replacement	Smarter Use of Resources	-	240	-	-	-	240	-	-	-	-	-	-	-	-	-	240
Housing / Homelessness																	-
Housing Renewal Schemes	Supporting a Successful Economy	377	100	-	-	-	100	100	100	100	100	100	100	100	100	100	1,000
Housing Renewal/Disabled Facilities Grants	Helping People to be more Self Reliant	4,677	3,272	-	-	-	3,272	2,350	2,350	2,350	2,350	2,350	2,350	2,350	2,350	2,350	24,422
Brynmenyn Homelessness Unit	Helping People to be more Self Reliant	-	120	-	-	-	120	-	-	-	-	-	-	-	-	-	120
Legal & Democratic Services																	-
Mayor's Car	Core Services & Statutory Functions	-	23	-	-	-	23	-	-	-	-	-	-	-	-	-	23
Total Operational & Partnership Services		5,464	4,675	-	-	70	4,745	3,570	2,450	2,450	2,450	2,450	2,450	2,450	2,450	2,450	27,915
Unallocated		-	-	-	-	-	-	-	-	1,073	1,814	1,268	1,848	1,848	1,848	1,848	11,547
Total Expenditure		80,898	57,574	3,636	-	11,317	49,893	23,238	10,343	11,391	9,471	10,576	10,576	13,407	13,407	13,407	165,709
Expected Capital Resources																	
General Capital Funding																	
General Capital Funding - General Capital Grant		-	2,379	-	-	-	2,379	2,394	2,394	2,394	2,394	2,394	2,394	2,394	2,394	2,394	23,925
General Capital Funding - Supported Borrowing		-	3,909	-	-	-	3,909	3,934	3,934	3,934	3,934	3,934	3,934	3,934	3,934	3,934	39,315
Capital Receipts - Schools		-	10,516	-	80	-	10,436	-	-	-	-	-	-	-	-	-	10,436
Capital Receipts - General		-	9,055	-	-	4,660	4,395	5,202	770	-	-	-	-	-	-	-	10,367
Earmarked Reserves		-	9,427	3,509	80	4,853	8,163	5,868	160	50	-	-	-	-	-	-	14,241
Revenue Contribution		-	1,882	96	-	-	1,978	458	572	686	686	1,030	1,030	1,716	1,716	1,716	11,588
Prudential Borrowing (unsupported)		-	1,500	-	-	-	1,500	-	-	-	-	-	-	-	-	-	1,500
Local Govt Borrowing Initiative (21st Century Schools)		-	5,657	-	750	-	4,907	-	-	-	-	-	-	-	-	-	4,907
Loan - WG		-	-	-	-	-	-	2,400	-	-	-	-	-	-	-	-	2,400
Sub-Total General Capital Funding		-	44,325	3,605	-	750	-	9,513	37,667	20,256	7,830	7,064	7,014	7,358	7,358	8,044	118,679
External Funding Approvals																	
WG - 21st Century Schools		-	7,425	-	750	-	8,175	623	-	-	-	-	-	-	-	-	8,798
WG - Safe Routes in Communities		-	711	-	-	-	711	-	-	-	-	-	-	-	-	-	711
WG - Porthcawl Revetment		-	2,522	-	-	-	952	1,570	767	-	-	-	-	-	-	-	2,337
Westminster		-	-	-	-	-	-	1,430	1,788	2,146	2,146	3,218	3,218	5,363	5,363	5,363	30,035
S106		-	842	31	-	-	873	-	-	-	-	-	-	-	-	-	873
Transport Grant		-	421	-	-	-	421	-	-	-	-	-	-	-	-	-	421
Heritage Lottery Fund (HLF)		-	705	-	-	360	345	35	360	1,084	311	-	-	-	-	-	2,135
EU		-	492	-	-	492	-	127	365	1,097	-	-	-	-	-	-	1,589
Other		-	131	-	-	-	131	-	-	-	-	-	-	-	-	-	131
Sub-Total External Funding Approvals		-	13,249	31	750	-	1,804	12,226	2,982	2,513	4,327	2,457	3,218	3,218	5,363	5,363	47,030
Total Funding Available		-	57,574	3,636	-	11,317	49,893	23,238	10,343	11,391	9,471	10,576	10,576	13,407	13,407	13,407	165,709

## Glossary of terms

WG - Welsh Government

EU - European Union

S106 - Section 106 of the Town and Country Planning Act 1990

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO COUNCIL

20 DECEMBER 2017

### REPORT OF THE MONITORING OFFICER

#### AMENDMENT OF THE CONSTITUTION

##### 1. Purpose of Report

- 1.1 The purpose of this report is seek approval for the amendment of the Constitution to enable the Authority to meet its requirements in respect of the provision of agenda and minutes in accordance with the Welsh Language Standards.

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

- 2.1 The amendment of the Constitution will enable the Authority to support its commitment to the Welsh language and to achieving 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 Welsh Language (Wales) Measure 2011 replaced the Welsh Language Scheme and as a result the Welsh Language Commissioner has determined the appropriate Welsh Language Standards required by this Authority to provide Welsh speakers improved, enforceable rights in relation to the Welsh language.
- 3.2 Standard 41 requires this authority to produce the following documents in Welsh
- (a) agendas, minutes and other papers that are available to the public, which relate to management board or cabinet meetings;
  - (b) agendas, minutes and other papers for meetings, conferences or seminars that are open to the public.
- 3.3 The Authority must comply with Standard 41(a) in every circumstance, except: other

papers that are available to the public, which relate to management board or cabinet meetings and must comply with Standard 41(b) in every circumstance, except other papers for meetings that are open to the public. .

#### **4. Current situation / proposal**

4.1 The Local Government Act 1972 requires that all agendas are published at least 3 working days before a meeting, (not including the day of the send out nor the day of the meeting). To achieve this requirement and to meet the intention of the Welsh Language Standards, all information included on the agenda must be translated into welsh and published at the same time as the English version of the agenda. It was identified that the existing provision in the Constitution relating to: Questions by the public; Questions by Members and Motions on Notice could not meet the necessary timelines to produce the welsh version of the agenda.

4.2 Paragraph 10 of Part 4 of the Bridgend County Borough Council Constitution relates to Questions by the public:

##### *10.1 General*

*Members of the public may ask questions of members of the executive at ordinary meetings of the Council other than the first ordinary meeting following the annual meeting in a year of ordinary elections of councillors to the Council in pursuance of paragraph 2.2(6).*

##### *10.2 Order of questions*

*Questions will be asked in the order notice of them was received, except that the Mayor may group together similar questions.*

##### *10.3 Notice of questions*

*A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the proper officer no later than midday **five clear working days before the day** of the meeting. Each question must give the name and address of the questioner and must name the member of the executive to whom it is to be put.*

4.2.1 Paragraph 11.5 of Part 4 of the Bridgend County Borough Council Constitution relates to Questions by Members:

##### *11.5 Notice of questions*

*A member may only ask a question under Rule 11.2 or 11.3 if either:*

- (a) they have given at least **five clear working days notice** in writing of the question to the proper officer or*
- (b) in the opinion of the Mayor or the person presiding the question relates to urgent matters, they have the consent of the person to whom the question is to be put and the content of the question is given to the proper officer by 10.00 a.m. on the day of the meeting in the case of an afternoon meeting or by 1.00 p.m. on the working day*

*preceding the day of the meeting in the case of a morning meeting. In the event of an urgent question being asked the requirements of paragraph 11.6 in respect of written answers need not apply.*

- 4.2.2 Paragraph 12 of Part 4 of the Bridgend County Borough Council Constitution relates to Motions on Notice:

*12.1 Notice*

*Except for motions which can be moved without notice under Rule 13, written notice of every motion, signed by the member giving notice, must be delivered to the proper officer **not later than five clear working days before the date of the meeting**. These will be entered in a register open to public inspection.*

- 4.3 The 5 clear working days enables the motion or question to be placed on the agenda in English but does not provide sufficient time to arrange welsh translation for the inclusion of the motion or question before the agenda has to be published as the Authority does not have an internal translation service.
- 4.4 It is proposed that this timescale be extended from five working days to **ten working days** before the date of the meeting for motions and questions as identified in paragraph 4.2 – 4.2.2. This will allow sufficient time to arrange the translation of the motion or question prior to publication of the English and Welsh agenda and enable the Authority to meet the requirements of its Welsh Language Standards and the Local Government Act 1972.

## **5. Effect upon Policy Framework& Procedure Rules**

- 5.1 The Constitution governs the operation of the Authority and thereby has an effect upon the operation of the Policy Framework.

## **6. Equality Impact Assessment**

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

## **7. Financial Implications**

- 7.1 The cost of translation of the specific parts of the Constitution, and the cost of translating agendas and minutes will be met from the existing corporate budget set aside to meet the costs of certain Welsh Language Standards, which includes standard 41.

## **8. Recommendation**

- 8.1 It is recommended that Council approves the amendment of paragraphs 10, 11 and 12 of Part 4 of the Constitution as outlined in paragraph 4 of the report to extend the timescales from 5 to 10 working days.

**PA Jolley**  
**Corporate Director Operational and Partnerships Services and Monitoring Officer**  
**05 Dec 2017**

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CF31 4WB

**Background documents** – None



## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO COUNCIL

20 DECEMBER 2017

### REPORT OF THE MONITORING OFFICER

#### REVIEW OF ELECTED MEMBER ROLE DESCRIPTIONS

##### 1. Purpose of Report

- 1.1 The purpose of this report is to present the Elected Member Role Descriptions for approval.

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

- 2.1 Elected Member Role Descriptions will enable Elected Members to better understand their roles and support them in achieving 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 Elected Members have a wide range of roles and responsibilities which they are expected to undertake. Elected Member Role Descriptions provide a framework which describes the purpose, activities and responsibilities regarding a variety of the key roles which they undertake.
- 3.2 In 2010, the Authority adopted the generic roles descriptions which had been produced by the Welsh Local Government Association (WLGA). Following the introduction of the Local Government (Wales) Measure 2011 the WLGA developed the generic role descriptions which were then adapted to reflect the local practices and procedures in Bridgend. These role descriptions were approved by Council on 01 May 2013.
- 3.3 Following the Local Government elections in May 2017 it is considered appropriate to undertake a review of Member Role Descriptions to ensure that the role descriptions:

- effectively cover the diversity of roles undertaken by councillors;
- meet the requirements of Elected Members and the WLGA Charter for Member Development and Support.

#### **4. Current situation / proposal**

4.1 The following Member Role Descriptions have been developed from the model role descriptions produced by the WLGA and tailored to the requirements of the roles undertaken by councillors within Bridgend County Borough Council. Additional role descriptions were developed by the Officers in Bridgend for the Member Mentor and the LA School Governor.

• Elected Ward Member	Appendix 1
• Leader	Appendix 2
• Deputy Leader	Appendix 3
• Cabinet Member	Appendix 4
• Overview and Scrutiny Chairperson	Appendix 5
• Overview and Scrutiny Member	Appendix 6
• Regulatory Committee Chairperson*	Appendix 7
• Regulatory Committee Member*	Appendix 8
• Audit Committee Chairperson	Appendix 9
• Audit Committee Member	Appendix 10
• Democratic Services Committee Chairperson	Appendix 11
• Democratic Services Committee Member	Appendix 12
• Standards Committee Chairperson	Appendix 13
• Standards Committee Member	Appendix 14
• Leader of the Opposition	Appendix 15
• Member Champion	Appendix 16
• Member Mentor	Appendix 17
• Mayor (Deputy Mayor)	Appendix 18
• School Governor	Appendix 19

\* It should be noted that the Member Role Descriptions for Regulatory Committee Member and Chairperson will be used for Appeals Panel, Licensing.

##### **4.1.1 Outside Bodies**

4.1.2 Role descriptions for outside bodies are not always available and a generic outside bodies role guidance has been provided at Appendix 20. Elected Members appointed to those outside bodies that do not currently have specific role description will be requested to work with the body to which they are appointed and the Democratic Services Team to provide or develop a relevant role description.

##### **4.2 An Individual Portfolio**

4.2.1 It is intended that the primary Member Role Description be that of the Elected Ward Member which identifies those activities that are undertaken by councillors when they are initially elected into office. This document is made up of several

sections which will be personalised to reflect the activities that are undertaken by each Elected Member:

- Accountabilities – this section defines to whom the role is responsible to.
- Role, Purpose and Activities – this section outlines a councillor's basic roles and activities
- Representing the Authority- this section identifies the committees, outside bodies, champion roles and national or regional organisations to which Elected Members are appointed.
- Member Development – confirms that the Elected Member will adhere to the Code of Conduct and the commitment to undertake member development activities that are identified or provided.
- Values – This section identifies a simple list of values that are necessary to fulfil the role.

4.2.2 Each key role that is undertaken by a councillor will be identified in the personalised Elected Ward Member Role Description. All associated Member Role Descriptions will be stored on the Members area on the Learning and Development website on the intranet.

4.2.3 All Members will be requested to date and sign an electronic copy of their Elected Ward Member Role description which will then be held with the Democratic Services team for reference.

4.2.4 When the appointments or responsibilities of an individual councillor change the Elected Ward Member Role description will be updated accordingly.

### 4.3 The Charter requirement

4.3.1 The WLGA Charter for Member Support and Development requires that members are supported with role descriptions as follows:

Topic	Standard	Clarification
<b>Members are supported with role descriptions.</b>	<p>Role descriptions are adopted for the:</p> <ol style="list-style-type: none"> <li>1. Ward Member</li> <li>2. Leader</li> <li>3. Deputy Leader</li> <li>4. Cabinet Member</li> <li>5. Scrutiny Chair</li> <li>6. Scrutiny member/ Scrutiny Co-optees</li> <li>7. Chair of Regulatory Committee</li> <li>8. Member of Regulatory Committee</li> <li>9. Chair of the Audit Committee</li> <li>10. Member of Audit Committee</li> <li>11. Chair of Democratic Services</li> <li>12. Member of Democratic Services</li> <li>13. Chair of Standards committee</li> <li>14. Member of Standards Committee</li> <li>15. Leader of the Opposition</li> <li>16. Member Champion</li> <li>17. Mayor (Deputy)/Chair of Council</li> </ol>	<p><b>What does adopted mean?</b></p> <p>Role descriptions exist and have been formally adopted for all the roles listed.</p> <p>There is no need at this level for members to evidence that they perform the roles outlined in the descriptions but they should understand what their role is and what is expected of them.</p> <p>What can be defined as a role description?</p>

Topic	Standard	Clarification
	<p>Chairs of area committees – Not required by at present</p> <p>Guidance is provided to members on their role on outside bodies.</p>	<p>See:</p> <ul style="list-style-type: none"> <li>the WLGA model role descriptions for Welsh Authorities and</li> <li>the WLGA document <i>The Role of Councillors in Collaboration</i> and</li> </ul> <p><b>Outside Bodies</b></p> <p>Where members are responsible for formally representing the Authority or making decisions that could impact on the Authority or have legal obligations as - for example trustees of an organisation, they should be provided with a role description. In all instances members should be provided with guidance on their role on the outside body. Officers should secure (where available) terms of reference from outside bodies.</p>

4.4 The Charter requires that Member Role Descriptions should not only be approved by Council but are used as part of the Personal Development Review (PDR) process. It is intended that they be used to clarify the roles of individual Elected Members particularly those appointed into Senior Salary posts. Member Role Descriptions will assist councillors to identify any additional knowledge and skills required to undertake the roles to which Elected Members are appointed and to enable them to effectively carry out these additional responsibilities.

#### 4.5 Timescales

4.5.1 It is proposed that the approval and use of the Member Role Descriptions meet the following timescales:

- |  |           |
|--|-----------|
| • Agreed by Democratic Services Committee          | 02 Nov 17 |
| • Submitted to the Standards Committee             | 30 Nov 17 |
| • Submitted for approval to Council                | 20 Dec 17 |
| • Issued/amended/updated and signed by councillors | 31 Jan 18 |
| • Used in the completion of the PDR process        | 31 Mar 18 |

4.6 Council is requested to review the revised Member Role Descriptions appended to this report and propose any amendments to ensure that they accurately reflect the roles that councillors carry out.

### 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 The role descriptions for Elected Member will require translation at an approximate cost of £480. All activities described in this report will be met from existing budget provisions.

## **8. Recommendation**

8.1 It is recommended that Council approve the appended Elected Member Role Descriptions.

**PA Jolley**

**Corporate Director Operational and Partnership Services and Monitoring Officer**  
**05 Dec 2017**

**Contact Officer:** Gary Jones  
Head of Democratic Services

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**Background documents** – None

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**Councillor (Name)**  
**Elected Ward Member - (Ward Name)**

**Role Description**

**1 Accountabilities**

- To Full Council
- To the electorate of their ward

**2 Role Purpose and Activity**

• **Representing and supporting communities**

- To represent ward interests
- To be an advocate for the Council in the ward and communities they serve
- To be a channel of communication to the community on council strategies, policies, services and procedures
- To represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally
- To liaise with executive members, other council members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported
- To be vigilant and do everything possible to protect adults and children at risk from abuse
- To promote tolerance and cohesion in local communities

• **Making decisions and overseeing council performance**

- To participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance
- To participate in informed and balanced decision making on committees and panels to which they might be appointed
- To adhere to the principles of democracy and collective responsibility in decision making
- To promote and ensure efficiency and effectiveness in the provision of council and other public services
- To act within the budgetary framework of the Council

• **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council

- To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office
- **Being a Corporate Parent**
  - To have an understanding of the legal responsibilities of elected members under the Children Act 2004 and the Social Services and Wellbeing (Wales) Act 2014 as a corporate parent to the children in the care of Bridgend County Borough Council.
  - To ensure that as corporate parents, they you are satisfied that there is a joined up, effective and holistic approach to meeting the needs of looked after children through policy and planning.

### **3 Representing the Authority**

- To represent the Council/Cabinet on the following Committees and be familiar with their terms of reference:
  - 
  - 
  -
- To represent the Council/Cabinet on the following outside bodies and partner organisations promoting common interests and co-operation for mutual gain and be familiar with their terms of reference:
  - 
  - 
  - 
  - 
  - 
  -
- To represent and be an advocate for the Council on Regional and National Bodies and at associated events (as appointed)
  - 
  - 
  -
- To represent the Authority in those roles to which you are formally appointed as a "Champion"
  - 
  - 
  -

### **4 Member Development**

- To comply with the Members Code of conduct and maintain the highest standards of conduct and ethics in the way in which you carry out your duties.
- To actively participate in Member Development activities that support your role and in particular those activities identified during the Personal Development Review



(PDR) process thus enabling full and active involvement in all matters within your role and remit.

- To participate in opportunities for learning & development to enhance your understanding of your role when appointed to Committees or outside bodies.
- To actively participate in opportunities for development provided for Members by the Authority.

## **5 Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Leader**

### **Role Description**

#### **1. Accountabilities**

- To Full Council
- The Public

#### **2. Role Purpose and Activity**

- **Providing political leadership to the Council**
  - To be a political figurehead for the Council; to be the principal political spokesperson for the Council
  - To provide leadership in building a political consensus around council policies
  - To form a vision for the Council and community
  - To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery
- **Appointing the Cabinet**
  - To designate the appropriate portfolios
  - To appoint appropriate elected members to each portfolio
  - To allocate cabinet members to roles with regard to their abilities
  - To designate the Deputy Leader
- **Representing and acting as ambassador for the Authority**
  - To represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the County Borough, at external bodies, and to the community as a whole
  - To represent the Authority on the Welsh Local Government Association (WLGA)
  - To provide leadership and support local partnerships and organisations
  - To represent the Authority in regional and national bodies as appropriate
- **Providing leadership within the portfolio**
  - To fulfil the role of a portfolio holder, as appropriate, having regard to the role purpose and activities, and role specification of an executive member
- **Managing and leading the work of the Cabinet and chairing meetings**
  - To ensure the effective running of the Cabinet by managing the forward work programme and ensuring its continuing development
  - To ensure the work of the Cabinet meets national policy objectives to fulfil the policies of the Council
  - To advise and mentor other cabinet members in their work
  - To chair meetings of the Cabinet in compliance with the Constitution

- **Participating in the collective decision making of the Cabinet**
  - To work closely with other cabinet members to ensure the development of effective council policies within the budgetary framework for the Council, and the delivery of high quality services to local people
  - To accept collective responsibility and support decisions made by the Cabinet once they have been made
- **Working with officers to lead the organisation**
  - To liaise with the Chief Executive, and other appropriate officers, on a regular basis
  - To work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues
  - To ensure that the Authority works towards meeting the budgetary constraints placed upon it.
- **Leading partnerships and community leadership**
  - To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
  - To negotiate and broker in cases of differing priorities and disagreement
  - To act as a leader of the local community by showing vision and foresight
- **Internal governance, ethical standards and relationships**
  - To promote and support good governance of the Council and its affairs
  - To provide community leadership and promote active citizenship
  - To promote and support open and transparent government
  - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
  - To appear before scrutiny committees in respect of matters within the portfolio
  - To adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

### 3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

## **Cabinet Member (Deputy Leader/Portfolio)**

### **Role Description**

#### **1. Accountabilities**

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

#### **2. Role Purpose and Activities**

- **Providing portfolio leadership**
  - To give political direction to officers working within the portfolio
  - To gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes
  - To liaise with the appropriate scrutiny committee
  - To be accountable for choices and performance in the portfolio
  - To have an overview of the performance management, efficiency and effectiveness of the portfolio
  - To make executive decisions within the Portfolio
  - To ensure that the portfolio is delivered within the budgetary constraints of the Authority
- **Contributing to the setting of the strategic agenda and work programme for the portfolio**
  - To work with officers to formulate policy documents both strategic and statutory. Ensure that the political will of the majority is carried to and through the Cabinet.
  - To provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate.
- **Providing representation for the portfolio**
  - To provide a strong, competent and persuasive figure to represent the portfolio.
  - Be a figurehead in meetings with stakeholders
- **Reporting and accounting**
  - To report as appropriate to the Leader, Full Council, Cabinet, regulatory bodies and the media
  - To be the principal political spokesperson for the portfolio
  - To appear before scrutiny committees in respect of matters within the portfolio
- **Taking an active part in cabinet meetings and decision making**
  - To show an interest in and support for the portfolios of others

- To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility
- **Leading partnerships and community leadership**
  - To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
  - To negotiate and broker in cases of differing priorities and disagreement
  - To act as a leader of the local community by showing vision and foresight
- **Internal governance, ethical standards and relationships**
  - To promote and support good governance of the Council and its affairs
  - To provide community leadership and promote active citizenship
  - To promote and support open and transparent government
  - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
  - To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.
- **To undertake the role of Deputy Leader**
  - To fulfil the duties of the Leader in his or her absence
  - To assist the Leader in specific duties as required

### 3. **Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

## **Cabinet Member (Portfolio)**

### **Role Description**

#### **1. Accountabilities**

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

#### **2. Role Purpose and Activities**

- **Providing portfolio leadership**
  - To give political direction to officers working within the portfolio
  - To gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes
  - To provide leadership to the portfolio
  - To liaise with the appropriate scrutiny chairperson and committee as required
  - To be accountable for choices and performance in the portfolio
  - To have an overview of the performance management, efficiency and effectiveness of the portfolio
  - To make executive decisions within the Portfolio
  - To ensure that the portfolio is delivered within the budgetary constraints of the Authority
- **Contributing to the setting of the strategic agenda and work programme for the portfolio**
  - To work with officers to formulate policy documents both strategic and statutory. Ensure that the political will of the majority is carried to and through the Cabinet.
  - To provide assistance in working up and carrying through a strategic work Programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate.
- **Providing representation for the portfolio**
  - To provide a strong, competent and persuasive figure to represent the portfolio. Be a figurehead in meetings with stakeholders
- **Reporting and accounting**
  - To report as appropriate to the Leader, Full Council, Cabinet, regulatory bodies and the media
  - To be the principal political spokesperson for the portfolio
  - To appear before scrutiny committees in respect of matters within the portfolio
- **Taking an active part in cabinet meetings and decision making**

- To show an interest in and support for the portfolios of others
- To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility

▪ **Leading partnerships and community leadership**

- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement
- To act as a leader of the local community by showing vision and foresight

▪ **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

**3. Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building



## **Overview and Scrutiny Chairperson**

### **Role Description**

#### **1. Accountabilities**

- Full Council
- The Public
- The Committee

#### **2. Role purpose & activity**

- **Providing leadership and direction**
  - To provide confident and effective management of the committee
  - To promote the role of overview and scrutiny within the council, liaising effectively with officers, executive members and colleague chairs
  - To promote the integral role and contribution of scrutiny within the authority's wider improvement planning and reporting arrangements
  - To lead joint scrutiny activities with other authorities or organisations when required
  - To champion and promote the role of Overview and Scrutiny to the public, helping the public better understand and, crucially, contribute to and engage with the scrutiny process.
  - To promote the role of Overview and Scrutiny to partner bodies, helping them to understand and engage with the Scrutiny function.
  - To demonstrate an objective and evidence based approach to overview and scrutiny ensuring that scrutiny inquiries are methodologically sound and incorporate a wide range of evidence and perspectives
  - To follow-up scrutiny recommendations, evaluate the impact and added value of overview and scrutiny activity and identify areas for improvement
  - Work closely with scrutiny support staff to drive continual improvements in scrutiny
  - Assist in publicising the work of the scrutiny committee
- **Managing the work programme**
  - To develop a balanced work programme for the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, holding the executive to account, and performance monitoring
  - To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, audit and regulatory reports and recommendations, single-integrated plan and partners strategic priorities and relevant community issues

- To ensure that the public are engaged in scrutiny activities by informing them about the work programme and encouraging participation
  - To ensure that the work programme is delivered
  - To report on progress against the work programme to Council, and others as appropriate
  - To ensure that the work programme is manageable and the workload delegated and prioritised to focus on the areas of most benefit or greatest risk to the organisation.
  - To ensure that task and finish/working/sub groups have clear terms of reference and deliver the required outcomes.
- **Leading Joint Scrutiny**
- To apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny
  - To ensure that regional bodies and partnerships are held to account and that their plans are subject to scrutiny
  - To develop protocols and terms of reference for joint working
  - To ensure public engagement in joint scrutiny activities
  - To enable the pooling of scrutiny resources for effective working and outcomes
  - To ensure the equal participation and contribution from all partners as appropriate
- **Effective meeting management**
- To plan and set agendas containing clear objectives and outcomes for the meeting
  - To ensure that necessary preparation is done beforehand, if necessary, through pre-meetings, including agreeing appropriate lines of questioning
  - To ensure that the approach to overview and scrutiny is impartial and that the committee meeting is conducted without political whipping (as per the Local Government (Wales) Measure 2011)
  - To manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to
  - To ensure that all participants have an opportunity to make an appropriate contribution
  - To ensure that members of the public are able to contribute to meetings and understand the protocols for public speaking.
- **Involvement and development of committee members**
- To encourage effective contributions from all committee members in both committee and Research & Evaluation Panels (REPs)
  - To assess individual and collective performance within the committee and facilitate appropriate development
  - To champion the importance of learning and development

### ☐ **Involvement and development of committee members**

- To encourage effective contributions from all committee members in both committee and Research & Evaluation Panels (REPs)
- To assess individual and collective performance within the committee and work to improve scrutiny outcomes
- To ensure that committee members have the appropriate knowledge and skills to undertake their roles and work with lead members and officers to secure appropriate development.

### **3, Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

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**Overview and Scrutiny Member**  
**(Including Co-optees and Registered Representatives)**

**Role Description**

**1. Accountabilities**

- Chair of the appropriate scrutiny committee
- Full Council
- The public

**2. Role purpose & activity**

- To participate fully in the activities of the Overview and Scrutiny Committee, the development and delivery of its work programme and any associated Research and Evaluation Panels (REPs)
- **Scrutinising and developing policy**
  - To assist in the development of council policy through scrutinising of draft policies, and improvement and refinement of existing policy
  - To challenge policies on a sound basis of evidence for example against legislation or local political priority
  - To assess the impact of existing policy and identify areas for improvement
  - To identify where new policies might be required to address forthcoming legislation
- **Holding the Executive to Account, Monitoring performance and service delivery**
  - To monitor the performance of internal and external providers against standards and targets including questioning of executive and senior officers on the delivery of targets
  - To contribute to the identification and mitigation of risk
  - To investigate and make recommendations to address the causes of under performance or poor performance
  - To monitor action plans or recommendations following external audit, inspection or regulatory reports
  - To evaluate the validity of executive decisions and challenge decisions through call in where appropriate
  - To build trust with the executive so that appropriate matters could be sent to scrutiny for a pre-decision review prior to the executive taking a final decision
- **Promoting the work of Overview and Scrutiny**

- To promote the role of overview and scrutiny within and outside the council, developing effective internal and external relationships
- To demonstrate an objective non political and evidence based approach to overview and scrutiny, by utilising a wide range of research in any work undertaken including sources of information outside the Council
- To add value to the decision making and service provision of the authority through effective scrutiny
- To be able to demonstrate where scrutiny is making a difference by its involvement
- **Community engagement**
  - To use scrutiny as a means to address community issues and engage the public in forward work programmes
  - To encourage stakeholders to participate in the work of the authority
  - To assist in developing locally viable and acceptable policy solutions
  - To build a dialogue around priorities, objectives and performance, among communities and stakeholders
  - To take a county wide perspective in dealing with issues
- **Participating in joint scrutiny**
  - To work within the appropriate terms of reference and protocols governing joint working in scrutiny
  - To apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny
  - To contribute to the scrutiny of regional bodies and partnerships
  - To encourage public engagement in joint scrutiny
  - To work effectively with partner scrutineers from other authorities and organisations.
- **Meeting participation**
  - To make adequate and appropriate preparation for meetings through research and briefings and planning meeting strategies
  - To participate in a proactive objective, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements
  - To demonstrate effective scrutiny inquiry skills in questioning, listening and information handling
  - To be non-political
  - To focus on outcomes / making a difference by participation

### 3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
  - Appreciation of cultural difference
  - Sustainability

- 
- **Community leadership**
  - To use scrutiny as a means to address community issues and engage the public
  - To encourage stakeholders to participate in the work of the authority
  - To develop locally viable and acceptable policy solutions
  - To build a dialogue around priorities, objectives and performance, among communities and stakeholders
- **Meeting participation**
  - To make adequate and appropriate preparation for meetings through research and briefings
  - To participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements

### **3 Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

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## **Regulatory Committee Chairperson**

### **Role Description**

#### **1 Accountabilities**

- To Full Council
- To the members of the regulatory committee

#### **2 Role Purpose and Activity**

- **Providing leadership and direction**
  - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
  - To ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process
  - To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
  - To delegate actions to sub committees as appropriate
- **Promoting the role of the regulatory committee and quasi-judicial decision making**
  - To act as an ambassador for the regulatory committee, facilitating understanding of the role
  - To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
  - To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings
- **Internal governance, ethical standards and relationships**
  - To develop the standing and integrity of the committee and its decision making
  - To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
  - To promote and support good governance by the Council.

#### **3 Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness

- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

## **Regulatory Committee Member**

### **Role Description**

#### **1. Accountabilities**

- To Full Council
- To the Chairperson of the committee

#### **2. Role purpose and activity**

- **Understanding the nature of the regulatory committee and quasi-judicial decision making**
  - To be aware of the quasi-judicial nature of regulatory committee decision making
  - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
  - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the committee
- **Participating in meetings and making decisions**
  - To participate effectively in meetings of the regulatory committee
  - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
  - To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
  - To promote and support good governance by the Council
  - To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

#### **3. Values**

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

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## **Chair of Audit Committee**

### **Role Description**

#### **1 Accountabilities**

- To Full Council

#### **2 Role Purpose and Activity**

- **Providing leadership and direction**
  - To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
  - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
  - To agree the agendas for Audit Committee meetings
  - To lead the committee in its role in:
    - reviewing and scrutinising the Authority's financial affairs
    - Making reports and recommendations in relation to the Authority's financial affairs
    - Reviewing and assessing the risk management, internal control and corporate governance arrangements of the Authority
    - Making reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements
    - Overseeing the Authority's internal and external audit arrangements
    - Reviewing the financial statements prepared by the Authority and approving them when powers are delegated.
    - Developing relationships with internal and external auditors and the Authority's Monitoring Officer
    - Developing a forward work programme designed to deliver the audit committees functions
    - Reviewing and self-assessing the performance of the Committee and its members
- **Promoting the role of the audit committee**
  - To act as an ambassador for the audit committee, facilitating understanding of the role
  - To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly

- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in the audit process
- **Internal governance, ethical standards and relationships**
  - Understanding the financial risks associated with corporate governance; being satisfied that the Authorities assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it
  - To develop the standing and integrity of the committee and its decision making
  - To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility
  - To promote and support good governance by the Council.

### 3. **Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Consensus Building
- Inclusive Leadership

**Audit Committee Member  
(including Lay-Member)  
Role Description**

**1 Accountabilities**

- To Full Council
- To the Chair of the Audit Committee

**2 Role purpose and activity**

- **Understanding the role of the Audit Committee and undertaking its functions:**
  - Reviewing and scrutinising the Authority's financial affairs
  - Making reports and recommendations in relation to the Authority's financial affairs
  - Reviewing and assessing the risk management, internal control and corporate governance arrangements of the Authority,
  - Making reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements,
  - Overseeing the Authority's internal and external audit arrangements
  - Reviewing the financial statements prepared by the Authority.
  - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
  - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee
- **Participating in meetings and making decisions**
  - To participate effectively in meetings of the audit committee; questioning and seeking clarification on matters falling within the committee's remit
  - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
  - Understanding the financial risks associated with corporate governance; being satisfied that the Authority's assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it
  - To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
  - To promote and support good governance by the Council

- To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility

### **3. Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability



## **Democratic Services Committee Chairperson**

### **Role Description**

#### **1 Accountabilities**

- To Full Council

#### **2 Role Purpose and Activity**

- **Providing leadership and direction**
  - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
  - To lead the committee in its role in:
    - Designating the Head of Democratic Services
    - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, ensuring that these are adequate
    - Make annual reports to the full council in relation to the above
    - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
    - Considering reports prepared by the Head of Democratic Services
    - Developing the Authority's member support and development strategy
    - Ensuring that members have access to a reasonable level of training and development as described in the Authority's member development strategy and the Wales Charter for Member Support and Development
    - Ensuring that the budget for member development is sufficient
    - Ensuring that members have access to personal development planning and annual personal development reviews
  - To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- **Promoting the role of the Democratic Services Committee**
  - To act as an ambassador for the Democratic Services committee, facilitating understanding of the role
  - To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
  - To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.

- **Internal governance, ethical standards and relationships**

- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the Democratic services committee's area of responsibility
- To promote and support good governance by the Council.
- Support the WLGA Member Support networks as necessary

**3. Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

## **Democratic Services Committee Member**

### **Role Description**

#### **1 Accountabilities**

- To Full Council
- To the Chair of the Democratic Services committee

#### **2 Role purpose and activity**

- **Understanding the nature of the audit committee:**
  - To be aware of and effectively undertake the role of the committee in:
    - Designating the Head of Democratic Services
    - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate
    - Make annual reports to the full council in relation to the above
    - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
    - Considering reports prepared by the Head of Democratic Services
    - Developing the Authority's member support and development strategy
    - Ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development
    - Ensuring that the budget for member development is sufficient
    - Ensuring that members have access to personal development planning and annual personal development reviews
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

- **Participating in meetings and making decisions**

- To participate effectively in meetings of the Democratic services committee,
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

- **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Democratic Services Committee's area of responsibility

**3. Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

## **Standards Committee Chairperson**

### **Role Description**

#### **1 Accountabilities**

- To Full Council

#### **2 Role Purpose and Activity**

- **Providing leadership and direction**
  - To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
  - To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice on the Code of Conduct
  - To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
  - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
  - To lead the committee in its role in:
    - promoting and maintaining high standards of conduct by Councillors and co-opted members
    - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
    - advising the Council on the adoption or revision of the Members' Code of Conduct;
    - monitoring the operation of the Members' Code of Conduct;
    - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
    - granting dispensations to Councillors and co-opted members
    - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
    - the exercise of these functions in relation to community councils and the members of those community councils.

#### **3. Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity

- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

## **Standards Committee Member**

### **Role Description**

#### **1 Accountabilities**

- To Full Council
- To the Chair of the Standards Committee

#### **2 Role purpose and activity**

- **Understanding the nature of the Standards committee and effectively fulfilling its functions by:**
  - promoting and maintaining high standards of conduct by Councillors and co-opted members
  - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
  - advising the Council on the adoption or revision of the Members' Code of Conduct;
  - monitoring the operation of the Members' Code of Conduct;
  - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
  - granting dispensations to Councillors and co-opted members
  - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee
- **Participating in meetings and making decisions**
  - To participate effectively in meetings of the Standards committee,
  - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
  - To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements

- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility

**3. Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability



## **Leader of the Opposition**

### **Role Description**

#### **1. Accountabilities**

- To the nominating group

#### **2. Role Purpose and Activity**

- **Providing political leadership for an opposition group**
  - To be a political figurehead for an opposition group;
  - to be a political spokesperson for the Council's opposition.
  - To provide leadership in the constructive challenge of the Council's policies
  - To constructively challenge the vision for the Council and community where appropriate
  - To provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery
- **Representing the Authority's opposition**
  - To represent the Opposition Group to a high standard; providing a strong, competent and eloquent figure to represent the opposition within the Authority.
  - To represent the Council on external bodies
- **Internal governance, ethical standards and relationships**
  - To promote and support good governance of the Council and its affairs
  - To provide community leadership and promote active citizenship
  - To promote and support open and transparent government
  - To promote, support, and adhere to respectful, appropriate and effective relationships with employees of the Council
  - To promote, support and adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

#### **3. Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

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## **(Champion Title(s)) Member Champion**

### **Role Description**

#### **1. Accountabilities**

- To Full Council/Cabinet

#### **2. Role Purpose and Activities**

- **Within the Council**

- To promote the interest being championed within the Council's corporate and service priorities
- To promote the needs of the client group represented in the interest to the decision makers within the council
- To work with the decision makers in the Council to establish strategies/policies/work plans connected with the interest
- To maintain an awareness of all matters connected with the interest
- To contribute to good practice and the continuous improvement of services and functions related to the interest
- To engage with members in matters related to the interest such as attending Overview and Scrutiny/Cabinet /Full Council meetings etc.
- Raising awareness of and taking a lead role in the development of all members and officers in relation to the interest

- **In the Community**

- To raise the profile of the interest in the community
- To engage with citizens and community groups in matters related to the interest
- To lead and support local initiatives related to the interest

#### **3. Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

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## **Mayor (Deputy Mayor)**

### **Role Description**

#### **1. Accountabilities**

- To Full Council
- The citizens of Bridgend County Borough

#### **2. Role Purpose and Activity**

- **Acting as a symbol of the Council's democratic authority**
  - As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council
  - To represent the Council at civic and ceremonial functions
- **Chairing Council meetings**
  - To preside over meetings of the Council, so that its business can be carried out efficiently
  - To ensure the Council conducts its meetings in line with the Council's Constitution.
- **Upholding and promoting the Council's Constitution**
  - To ensure the Constitution is adhered to and, if necessary, to rule on the interpretation of the Constitution
- **Internal governance, ethical standards and relationships**
  - To promote and support good governance of the Council and its affairs
  - To provide community leadership and promote active citizenship
  - To promote and support open and transparent government
  - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
  - To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office
- **Community Engagement**
  - To promote public involvement in the business of the Council
  - To promote the Council in all sections of the community
  - To encourage joint working between all sectors of the community to the betterment of the community as a whole.

#### **3. Values:**

- Openness and transparency
- Honesty and integrity
- Tolerance and respect

- Equality and fairness
- Appreciation of cultural difference
- Sustainability

### **Deputy Mayor**

- To fulfil the duties of the Mayor in his or her absence
- To assist the Mayor in specific duties as required

## **Member Mentor**

### **Role Description**

#### **1 Accountabilities**

- Before undertaking work with a mentee the mentor will agree to act within the 'Code of Practice for Member Mentors' contained within the WLGA's Guidance for Member Mentors.

#### **2 Role Purpose and Activity**

- **Offering support**
  - To develop an active partnership with the mentee
  - To be an advocate for the Council in developing a reciprocal learning process with the mentee, sharing resources and experience for mutual benefit
  - To promote and facilitate networking
  - To be responsive to the developing needs of the mentee
  - To provide information and guide the mentee in identifying learning needs and developing a learning plan
  - To act as a guide and coach on current practice and protocol
  - To ensure regular contact and feedback is given to the mentee to support development
- **Creating challenge**
  - To participate in reflective activities with the mentee to share experience, understanding, and to facilitate the evaluation of learning
- **Facilitating vision and identity with the mentee undertaking a new role**
  - To promote governance, ethical standards and relationships in the Council's affairs
  - To provide community leadership and promote active citizenship
  - To promote and support open and transparent government
  - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
  - To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office
- **Personal and role development of the mentee**
  - To actively seek opportunities which support the personal and role development of the mentee

### **3 Likely qualities of a good Member Mentor**

- Demonstrates commitment to the values of the Council and the following values in public office:
  - Openness and transparency
  - Honesty and integrity
  - Tolerance and respect
  - Equality and fairness
  - Appreciation of cultural difference
  - Sustainability
- Is trained in the role of mentor and able to:
  - Give effective feedback
  - Develop rapport
  - Communicate well
  - Show an interest in developing others
  - Share their own experiences
  - Facilitate without instructing or steering
  - Create a supportive but challenging environment in developing others
  - Demonstrate enthusiasm and commitment to the role

### **4. Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability



## **LA Governor**

### **Role Description**

#### **1 Accountabilities**

- Governing Body

#### **2 Role Purpose and Activity**

- To work in partnership with the headteacher, senior leadership team and other governors to raise standards and improve outcomes for all children. This may include:
  - Agreeing and supporting the aims and values of the school
  - Determining the policies and priorities of the school
  - Considering and approving the School Development or School Improvement Plan
  - Determining and monitoring the school's budget
  - Ensuring that all learners have access to a broad and balanced curriculum
  - Ensuring individual pupils needs are met, including any additional needs that they may have.
  - Staffing – e.g. staff appointments, performance management
  - Producing an action plan and monitoring progress following an inspection by Estyn
  - Supporting the day-to-day operational decisions taken by the head teacher
  - Help to produce an 'Annual report to Parents'
  - Promoting the effectiveness of the governing body
  - Working with the Central South Consortium (CSC)<sup>1</sup> to improve school performance
- Setting targets for pupil achievement
- Monitoring and reviewing the performance and progress of the school
- Promoting the interests of the school in the wider community
- Having regard to the broader responsibilities as a governor of a public institution

#### **Participating in meetings and making decisions**

- Attend and actively participate in meetings of the full Governing Body, committees and panels to which you are appointed
- Undertake suitable preparation prior to meetings to enable you to make informed and balanced decisions
- Being aware of the latest initiatives and developments in education
- Adhere to the principles of collective responsibility in decision making

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<sup>1</sup> CSC includes the Joint Education Service (JES) and where appropriate its trading arm "Links"  
Role Description: LA Governor

- Be respectful of the confidentiality of governing body affairs

### **Internal governance, ethical standards and relationships**

- As an appointed representative of the Local Authority, you cannot be mandated to take any particular course of action, vote in a specific way or to represent any one political view.
- Behave in an appropriate manner and not in any way that might bring the reputation of the Council into disrepute.
- Promote and support open and transparent governance of the governing body and its affairs
- Create and maintain respectful, appropriate and effective relationships with the other members of the school governing body
- To comply with the Governors Code of Conduct and maintain the highest standards of conduct and ethics in the way in which you carry out your duties
- Promote accountability for the actions and performance of the governing body

## **3 Member Development**

- To attend mandatory “induction” and “understanding data” training (effective from September 2013)
- To actively participate in learning and development activities that support your role and which will enable an active involvement in all matters within your role and remit
- Familiarising yourself with Local Authority policies relating to schools and education to inform the debate and priorities at school level
- Read briefings and newsletters for governors

## Members' Toolkit

### Appointments to Outside Bodies: The Councillors' Roles - General Guidance & Potential Pitfalls and Conflicts



#### 1. Introduction

Alongside their involvement in the council itself, it is possible for members to be involved in a wide range of outside bodies, including community organisations, sports and recreation clubs, housing associations and companies.

Sometimes members will be appointed to sit on these organisations by the council itself, for example to discharge council duties through formal partnerships, or as formal appointments to national or regional 'representative' roles such as on the Welsh Joint Education Committee (WJEC) or one of the National Parks Authorities in Wales. In other cases, the member may be appointed independently of any council involvement. This guidance deals only with those instances in which the councillor has been nominated or appointed onto the outside body by the Council.

Councils can gain a number of benefits from their members being involved in outside bodies:

- To provide knowledge, skills and expertise which may not otherwise be available
- To provide local accountability or democratic legitimacy through the appointment of an elected representative
- To ensure that good relationships can be maintained with the body
- To deliver a partnership project that requires the input of other organisations or community groups
- To protect the Council's investment or assets, ie, if the council has provided grant funding or provides funding for service delivery
- To lever in external funding which would not be available to the Council on its own

There are a number of types of outside bodies in which members may become involved as a representative appointed by the council. Some common examples are:

- National or regional body
- Charitable Trust
- Company limited by shares
- Company limited by guarantee
- Unincorporated association
- Industrial and provident society (mainly housing associations)

The structure of each type of organisation, the management, and the rules which govern the organisation, vary. The following table shows how each type is set up and managed:

<b>Legal Status of the organisation</b>	<b>Governing Document</b>	<b>Management</b>	<b>Possible member involvement</b>	<b>Common types of organisation</b>
A public authority	Constitution usually based on legislation	Authority	Member	National Parks Authority  Fire & Rescue Authority
Charitable Trust	Trust Deed	Trustee meetings	Trustee	Playing field trusts
Company limited by guarantee	Memorandum and Articles	a) Board of Directors b) Meetings of members	Director	Charitable organisations, stock transfer housing companies, community associations
Company limited by shares	Memorandum and Articles	a) Board of Directors b) Meetings of shareholders	Director	Commercial organisations (e.g. joint ventures or companies providing contractual services)
Unincorporated association	Constitution	Management Committee Members meeting	Management Committee member	Community associations

*Adapted from: 'Guidance regarding serving on outside bodies', Winchester City Council*

Regardless of how the appointment is made, the law lays down many requirements with which members must comply. These may include duties to the council, as well as duties to the outside body and its members.

An appointment to an outside body does not, therefore, necessarily mean that you will be representing the Council's interests on that outside body. Indeed there are a number of cases, for example if you are a trustee or a company director, where you must always act in the interests of the outside body and not in the Council's interests.

This can lead to conflicts of interests between your role as a Councillor and your representative role on the outside body.

You will only be considered a representative of your Council on an outside body if you have been formally appointed or nominated by the Council to this role. You should not purport to act as Council representative on an outside body unless a formal appointment has been made.

Set out below are a number of matters that you should take into account if you act on one or more outside body.

## **2. Appointment and reporting back**

Your appointment should be within any policy your Council has adopted for involvement in partnerships and outside bodies. This policy may explain some of the reasons why the Council may wish to appoint a representative e.g. in order to provide skills or democratic legitimacy, or to protect the Council's assets, or for other reasons.

You must ensure that your appointment has been made in accordance with the Council's Constitution. This can be done either by resolution of the Board/Cabinet or another committee or by a member or officer exercising delegated powers.

It is important that anyone who is appointed to an outside body provides information and reports periodically to the Council on what the organisation is doing. Your Council may have adopted a policy on how and when such reports are to be presented. You should ensure that the outside body provides you with sufficient information to enable you to make this report back. BUT - you are not required to disclose anything which is commercially confidential as this may be in breach of:

- the Members' Code of Conduct;
- your duties of confidentiality to the outside body (whether as director, trustee or more generally); or
- may be a breach of confidence in the general sense.

## **3. General Advice and Guidance to Members Appointed to Outside Bodies**

- Ensure that you know the legal status of the organisation – refer to the table above and read the governing document to understand your responsibilities;
- Ensure that if you are appointed a director of a Company the relevant form (form 288) is filed at Companies' House upon your appointment and resignation;
- Make any general declarations of interest at the first meeting (see section 7 below);
- Ask if there is any personal liability insurance or indemnity in place – sometimes referred to as directors' liability insurance (see section 8 below);
- Clarify whether the organisation will pay allowances or expenses (see section 8 below);
- Ensure the board or management committee has regular financial and other reports which detail the current financial situation of the organisation and any liabilities - take an interest in the business plan;

- Discuss with relevant officers any new activities that the outside body undertakes (you may need to provide them with copy papers) and ensure that risks are properly identified in reports (consistent with local authority decision making - ensure that all relevant information is presented);
- Observe duties of confidentiality (in both directions) (see section 7 below);
- Carefully consider any conflicts of interest, declare interests, and if appropriate, leave the room for consideration of the business (see section 6 below);
- Take advice from the Monitoring Officer, the Finance Department and your lead officer contact as appropriate - not just when the organisation is likely to become insolvent, but generally. Occasionally, that advice may be to seek external advice on your position, especially if there is a conflict between the organisation and the Council;
- Manage conflict - usually issues can be balanced, but ensure that when in meetings of the body you act in the body's best interests which may not necessarily be those of the Council - if all else fails, resign. Do not just remain a director and fail to attend meetings or you may find that you are in breach of your duty to act in the best interests of that organisation (see section 6 below).
- Finally, question the need for future Council involvement! Has the organisation come of age, or has it changed direction from when the Council first became involved - what useful purpose would ongoing representation serve?

#### **4. Particular Duties and Responsibilities of Directors and Trustees**

If you are appointed a director of a company then you must act in the best interests of the company. The main duties of a director are:

- to act honestly and in good faith and in the best interests of the company as a whole;
- a duty not to make a personal profit and to take proper care of the company's assets;
- to attend board meetings and follow the rules on the declaration of interests;
- to exercise reasonable skill and care (this is a subjective test based upon the individual's own knowledge and experience and involves due diligence in the performance of his/her duties as a director); and
- to comply with statutory obligations imposed by the Companies Acts, other legislation and any procedural rules set out in the governing document.

If you are appointed as a trustee of a charity then the duties of trustees are generally the same as for a director but in addition you must make sure the trust acts in accordance with the aims and objectives of the trust and you should make sure that you have a clear understanding of what these are (there is normally a trust deed which sets these out).

#### **5. General Duties of a Representative on an Outside Body**

In carrying out your duties as a Trustee or Director of an outside body you must take decisions without being influenced by the fact that you are a councillor. Your primary duty in acting as a representative making management decisions for the outside body is to make these decisions in the interests of the organisation. Members should always ensure that their fellow directors/trustees are aware of the fact that they are councillors.

In these cases, you must act in the interests of that body and exercise independent judgement in making decisions, in accordance with your duty of care to the body. You are not there just to vote in accordance with the Council's wishes. You may have regard to the interests of the Council, but this should not be the overriding consideration. In some cases voting in the Council's interests could be a breach of a director's duty to a company.

In other cases the Council may have expressed a view or formulated a policy and would expect you to convey that view or policy to the outside body. It is acceptable for you to do this as your Council's representative provided that it does not conflict with your particular duties as director or trustee or where it is clearly not contrary to the interests of the organisation.

The overriding responsibility is to seek to avoid a situation where duty and interest conflict and therefore if you are unsure about declaring an interest, it would be wise to declare and leave the meeting during consideration of the business.

## **6. Managing Conflicts of Interest**

In general terms the purposes of the outside body and what it wants to do often coincide with your Council's interest and so conflicts may be rare. However, there may be difficulty in some circumstances, for example if the body is not complying with the terms and conditions of a funding agreement between the Council and the body; or the organisation wishes to appeal against a planning decision made by the Council; or where the organisation has wider objects than the reason behind the Council's appointment and wishes to pursue activities which would conflict with Council policy.

You will need to manage the conflicts that will arise appropriately and in certain circumstances may feel that your only option is to resign from the company or body. Similarly, if the Council does not feel that a representative on an outside body is properly fulfilling their role and responsibilities, e.g. the person is not attending meetings or is voting in ways which may be inappropriate, then the Council could choose to change its representation on the outside body. Clearly there is a greater scope for conflicts to arise where you hold an office in the outside body, e.g. Chair, Vice-Chair, Secretary or Treasurer, than if you are a general member.

## **7. Declarations of Interest and Duties of Confidentiality - the Members' Code of Conduct**

When outside bodies consider issues related to your Council or where you may have a personal interest in relation to the body's activities, these need to be declared in line with the rules of the outside body and the Members Code of Conduct. The specific rules adopted by each body will vary and therefore you should ask for advice and guidance from the secretary of the organisation and/or the Monitoring Officer, as appropriate.

When the Council considers issues relating to or affecting the outside body to which you have been appointed as Council representative you must declare your personal interest in the matter in accordance with the Members' Code of Conduct. If this is your only interest then it will not be considered a prejudicial interest unless the matter relates to an approval, consent, licence, permission or registration. You will also need to ensure details of your appointment are included on the Register of interests kept by the Monitoring Officer.

Confidential information must be treated with care and if you have any doubt over the status of any information then you should keep that confidential and check with the relevant officer, whether or not it is something which is already in the public domain or which may be disclosed.

The legal position is that someone who has received information in confidence is not allowed to take improper advantage of it. Deliberate leaking of confidential information will also be a breach of the Members Code of Conduct.

Where you act as a representative of the Council on an outside body, you must comply with the Code of Conduct of that body, if it has one. If it does not, you must comply with the Members' Code of Conduct unless observance of the Code would conflict with any other obligations (i.e. the duty to act in the best interests of the outside body).

Under the Code you must not:

- disclose information given to you in confidence by anyone, or information acquired which you believe is of a confidential nature, without the consent of a person authorised to give it, or unless you are required by law to do so;
- prevent another person from gaining access to information to which that person is entitled by law.

Disclosing confidential information may also contravene other parts of the Code e.g. it may be regarded as bringing the office of Councillor or the Council into disrepute; may compromise the impartiality of people who work for the Council; may improperly confer or secure an advantage or disadvantage for you or any other person.

## **8. Allowances, insurances and indemnities**

Your Council may have authorised attendance at meetings of outside bodies as an approved duty for Members, allowing travelling and/or subsistence allowances in connection with meetings of the body. Alternatively, any expenses may be defrayed by the body itself, in accordance with its own rules. If the body does pay expenses, you may not claim from the Council. For further information on allowances contact the relevant officer in the Council

In some instances members who represent the Council on outside bodies may carry personal liability for decisions they make and actions which they take in their representative capacity. This is most likely to arise if you have been appointed as director of a company, or a trustee of a charity or onto the management board of an organisation. The outside body may have



insurance to cover your liability in these cases and you should check with the organisation. Alternatively, your Council may have agreed to provide an indemnity to cover any liabilities incurred by members acting in a representative capacity. The Monitoring Officer will be able to provide further information on this.

**This document is based on the document *Members' Toolkit Appointments to Outside Bodies: The Councillors' Roles – General Guidance and Potential Pitfalls and Conflicts* produced by Nottinghamshire County Council and published by ACSes and *Members on Outside Bodies* Briefing WLGA**

**We are indebted to Dilys Phillips of Gwynedd Council for amendments and additions to reflect the requirements of members in Wales**

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO COUNCIL

20 DECEMBER 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>
The Corporate Template	Monitoring Officer	14 December 2017
Urgent Delegated Decision	Monitoring Officer	14 December 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**  
**December 2017**

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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**

#### **THE CORPORATE REPORT TEMPLATE**

##### **1. Purpose of Report .**

- 1.1 The purpose of this report is to inform Council of the revised Corporate Template to be used for reports that are presented to Council, Cabinet and their committees.

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

- 2.1 This report assists in the achievement of the following Corporate Priority:-

- 1. **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 Corporate Template is designed to contain the key elements that will aid decision makers in assessing the available information and to make informed decisions.
- 3.2 The template has a common series of headings in a logical sequence that allows the reader to progress through any report and expect where key information should be found within it.

##### **4. Current situation / proposal.**

- 4.1 It is proposed that the report template be updated to reflect the implementation of the Well-Being Of Future Generations (Wales) Act 2015 and to include a standardisation of the Corporate Priorities.

- 4.2 The proposed template updates:

- 4.2.1 Section 2 to reflect the latest Corporate Priorities:

- 2.1 This report assists in the achievement of 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.

\* Delete as appropriate

- 4.2.2 Section 7 is proposed to become the "**Well-being of Future Generations (Wales) Act 2015 Implications**" which has been added into the template to reflect the requirement to consider the implications of this legislation when making decisions.
- 4.2.3 The sections for **Financial Implications** and **Recommendations** have been renumbered accordingly.
- 4.3 The report author is still required to use the Equalities Impact Assessment (EIA) toolkit to determine whether mitigating actions need to be taken or a Full Equality Impact Assessment should be carried out. The report should include a summary of the mitigating actions of the EIA and the full EIA should be attached as an appendix to the report when required.
- 4.4 In addition to the EIA, the author will then need to consider the completion of the Well-being of Future Generations (Wales) Act (WFGA) 2015 assessment. The WFGA Assessment template is attached at **Appendix 1** and will be made available on the intranet for report authors to access. An example of a completed assessment has been included at **Appendix 2** to show the level of detail that may be required.
  - 4.4.1 It is proposed that when a WFGA assessment is undertaken, Section 7 of the report will include a summary of the assessment and if necessary the completed assessment will be included as an appendix to the main report.
  - 4.4.2 There may also be occasions where the assessment has been undertaken with no significant implications and therefore the assessment could be listed as a background document rather than appended to the actual report. Not all decisions will require an assessment to be completed e.g information reports.
  - 4.4.3 The report approvers will consider the content of the assessment before providing approval of the report.
- 4.5 It is proposed that report authors undertake training in respect of the Wellbeing of Future Generations (Wales) Act and the use of the the template before the revised template is used. It is further proposed that the new template is used from 1<sup>st</sup> April 2018
- 4.6 A blank version of the revised Corporate Report Template is attached at **Appendix 3** for information.

4.7 The relevant documents including the templates, WFGA Assessment samples and other related documents will be updated on the intranet. Bridgend's emails will be used to advertise the change of report template and introduction of the WFGA assessments.

## **5. Effect upon Policy Framework & Procedure Rules.**

5.1 There will be no direct effect on the Policy Framework & Procedure Rules but the revised report template will provide a sound basis for decision making, improve communication and Corporate working within the Authority and provide greater accessibility and understanding the residents of the County Borough.

## **6. Equalities Impact Assessments.**

6.1 This report has no EIA implications. The existing requirements for the Equalities Impact Assessment have not changed and should be included in this section.

## **7. Financial Implications.**

7.1 There are no financial implications regarding this report.

## **8. Recommendation.**

8.1 That Council notes the use of the revised Corporate Report Template for all reports being presented to Committees from 1<sup>st</sup> April 2018, following the completion of appropriate training for report authors and awareness sessions for Elected Members.

**P A Jolley**

**Corporate Director Operational and Partnership Services and Monitoring Officer**  
**05 December 2017**

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**Background documents:** None

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## WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015 ASSESSMENT

<b>Project Description (key aims):</b>	
<b>Section 1</b>	<b>Complete the table below to assess how well you have applied the 5 ways of working.</b>
<b>Long-term</b> (The importance of balancing short term needs with the need to safeguard the ability to also meet long term needs)	<b>1. How does your project / activity balance short-term need with the long-term and planning for the future?</b>
<b>Prevention</b> (How acting to prevent problems occurring or getting worse may help public bodies meet their objectives)	<b>2. How does your project / activity put resources into preventing problems occurring or getting worse?</b>
<b>Integration</b> (Considering how the public body's well-being objectives may impact upon each of the wellbeing goals, on their objectives, or on the objectives of other public bodies)	<b>3. How does your project / activity deliver economic, social, environmental &amp; cultural outcomes together?</b>

<b>Collaboration</b>  (Acting in collaboration with any other person (or different parts of the body itself) that could help the body meet its well-being objectives)	<b>4. How does your project / activity involve working together with partners (internal and external) to deliver well-being objectives?</b>
<b>Involvement</b>  (The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves)	<b>5. How does your project / activity involve stakeholders with an interest in achieving the well-being goals? How do those stakeholders reflect the diversity of the area?</b>

Section 2 Assess how well your project / activity will result in multiple benefits for our communities and contribute to the national well-being goals (use Appendix 1 to help you).		
Description of the Well-being goals	How will your project / activity deliver benefits to our communities under the national well-being goals?	Is there any way to maximise the benefits or minimise any negative impacts to our communities (and the contribution to the national well-being goals)?
<b>A prosperous Wales</b> An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.		
<b>A resilient Wales</b> A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).		
<b>A healthier Wales</b> A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.		
<b>A more equal Wales</b>		

A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).		
<b>A Wales of cohesive communities</b> Attractive, viable, safe and well-connected communities.		
<b>A Wales of vibrant culture and thriving Welsh language</b> A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.		
<b>A globally responsible Wales</b> A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.		

<b>Section 3 Will your project / activity affect people or groups of people with protected characteristics? Explain what will be done to maximise any positive impacts or minimise any negative impacts</b>			
Protected characteristics	Will your project / activity have any positive impacts on those with a protected characteristic?	Will your project / activity have any negative impacts on those with a protected characteristic?	Is there any way to maximise any positive impacts or minimise any negative impacts?
Age:			
Disability			
Gender reassignment:			
Marriage or civil partnership:			
Pregnancy or maternity:			
Race:			
Religion or Belief:			
Sex (Gender):			
Sexual orientation			
Welsh Language:			

<b>Section 4 Identify decision meeting for Project/activity e.g. Cabinet, Council or delegated decision taken by Executive Members and/or Chief Officers</b>	
<b>Compiling Officers Name:</b>	
<b>Compiling Officers Job Title:</b>	
<b>Date completed:</b>	

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## WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015 ASSESSMENT

### Project Description (key aims):

**Older Persons' Housing Related Floating Support service**

### Section 1 Complete the table below to assess how well you have applied the 5 ways of working.

<b>Long-term</b>	<b>1. How does your project / activity balance short-term need with the long-term and planning for the future?</b>
	<p><i>The service will provide a responsive, preventative and person centred support service however, it is recognised that Housing related support services are no alternative to or substitute for good quality health and/or social care that people may need to address long standing issues and underlying problems. As such we will ensure that services work in collaboration to ensure that information and signposting is available to the most appropriate source of support. The service will be monitored to identify trends and emerging needs to ensure that it remains fit for purpose and to support the authority in future planning.</i></p>
<b>Prevention</b>	<b>2. How does your project / activity put resources into preventing problems occurring or getting worse?</b>
	<p><i>Supporting People services are preventative in their very nature and have been proven to reduce the burden on other more costly statutory services. Early intervention is at their core and can ensure that in many cases situations do not escalate and individuals are able to maintain their independence for much longer with much less involvement from the authority.</i></p>
<b>Integration</b>	<b>3. How does your project / activity deliver economic, social, environmental &amp; cultural outcomes together?</b>
	<p><i>The contract for this service has been competitively tendered. Two organisations were shortlisted to the final stage. Both organisation's submitted tenders with costs below the maximum annual contract value specified in the invitation to tender. The overall costs are significantly lower than the current annual cost of delivering Older Persons floating support services which is £653,066.11. Awarding the contract to Company 1 would achieve significant savings in year 1 of the contract with further savings in years 2 and 3, demonstrating that the Council has achieved value for money through this tender process. The service will provide Housing Related support to older people aged 50 plus, to maintain independence and lead lives fulfilled and active lives within their local communities. Special emphasise has been placed on the need for the provider to ensure that people are supported to participate in community activities that can reduce isolation and loneliness and increase paying special attention to the cultural needs and preferences of the individual as well as the community.</i></p>

<b>Collaboration</b>	<b>4. How does your project / activity involve working together with partners (internal and external) to deliver well-being objectives?</b>
	<i>The service will provide a responsive, preventative and person centred housing related support service to people aged 50 plus enabling them to maintain their independence. This will be achieved through effective partnership working, communication and collaboration where necessary and appropriate with housing, health, social care and through developing links with existing multi agency hubs and other services both locally, regionally and nationally.</i>
<b>Involvement</b>	<b>5. How does your project / activity involve stakeholders with an interest in achieving the well-being goals? How do those stakeholders reflect the diversity of the area?</b>
	<i>The service will provide a responsive, preventative and person centred housing related support service to people aged 50 plus enabling them to maintain their independence. This will be achieved through effective partnership working, communication and collaboration where necessary and appropriate with housing, health, social care and through developing links with existing multi agency hubs and other services both locally, regionally and nationally.</i>

<b>Section 2 Assess how well your project / activity will result in multiple benefits for our communities and contribute to the national well-being goals</b>		
<b>Description of the Well-being goals</b>	<b>How will your project / activity deliver benefits to our communities under the national well-being goals?</b>	<b>Is there any way to maximise the benefits or minimise any negative impacts to our communities (and the contribution to the national well-being goals)?</b>
<b>A prosperous Wales</b> An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing	<i>The provider will be a locally based organisation, providing employment to local people. The preventative nature of the service will help to alleviate the demand on more costly statutory services.</i>	<i>Supporting People will closely review and monitor the way the contract is delivered to ensure that it remains fit for purpose, of a high quality and value for money.</i>



people to take advantage of the wealth generated through securing decent work.		
<b>A resilient Wales</b> A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).	<i>By supporting older people to remain within their own homes and communities for longer the service will be supporting and encouraging a more diverse society.</i>	<i>The impact of the service on local communities will be monitored.</i>
<b>A healthier Wales</b> A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.	<i>The service will promote a 'supporting to' not 'doing for' ethos. The service will have the flexibility to increase and decrease the nature and level of support based on individual needs and circumstances. Where people do consistently require more support then the service is commissioned to provide then alternative interventions may need to be considered.</i>	<i>Support will be available for a maximum period of twelve months to ensure individuals do not become dependent on it. Where support has ended and new or additional needs are identified the service user may re-enter the service.</i>
<b>A more equal Wales</b> A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).	<i>This service is free of charge and based on need. This service is specifically designed to enable older people in Bridgend to live fulfilled lives with the same opportunities and quality of life as other</i>	<i>The reach of the service will be monitored and the effectiveness of meeting peoples goals will be measured through the Welsh Government Outcomes Framework.</i>
<b>A Wales of cohesive communities</b> Attractive, viable, safe and well-connected communities.	<i>The service will actively encourage its users to engage with the activities that take place within their community and support contact with friends and family. Through greater engagement individuals should be able to contribute to their communities for longer.</i>	<i>The level and type of support offered will be reviewed periodically. The correct type of support should positively impact on the communities of the people supported.</i>

<b>A Wales of vibrant culture and thriving Welsh language</b> A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.	<i>During both stage 1 and 2 of the tender process, special emphasis was placed on the bidding providers would comply with the Welsh Language Measure (2011).</i>	<i>Compliance with the Welsh Language act will be monitored as part of service review.</i>
<b>A globally responsible Wales</b> A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.	<i>Services that encourage older people to play active roles within their communities and maintain their independence for longer will help to improve wellbeing and contribute positively to society as a whole.</i>	<i>The outcomes of support and the wellbeing of service users will be monitored as part of service review. High levels of positive outcomes should positively impact on the community as a whole.</i>

<b>Section 3 Will your project / activity affect people or groups of people with protected characteristics? Explain what will be done to maximise any positive impacts or minimise any negative impacts</b>			
Protected characteristics	Will your project / activity have any positive impacts on those with a protected characteristic?	Will your project / activity have any negative impacts on those with a protected characteristic?	Is there any way to maximise any positive impacts or minimise any negative impacts?
Age:	Yes	No	<i>Service Delivery will be closely monitored</i>
Disability:	Yes	No	<i>Service Delivery will be closely monitored</i>
Gender reassignment:	<i>Only if they meet the age eligibility criteria for the service</i>	No	<i>Service Delivery will be closely monitored</i>
Marriage or civil partnership:	Yes	No	<i>Service Delivery will be closely monitored</i>
Pregnancy or maternity:	Yes	No	No
Race:	Yes	No	<i>Service Delivery will be closely monitored</i>

Religion or Belief:	<i>Yes – individuals will be supported in line with their beliefs</i>	<i>No</i>	<i>Service Delivery will be closely monitored</i>
Sex: (Gender)	<i>Yes</i>	<i>No</i>	<i>Service Delivery will be closely monitored</i>
Sexual orientation	<i>Yes</i>	<i>No</i>	<i>Service Delivery will be closely monitored</i>
Welsh Language:	<i>Yes – provision will be made to ensure that peoples preferences are respected and catered for</i>	<i>No</i>	<i>Service Delivery will be closely monitored</i>

Section 4 Identify decision meeting for Project/activity e.g. Cabinet, Council or delegated decision taken by Executive members and/or Chief Officers	
Cabinet	
Compiling Officers Name:	GP Jones
Compiling Officers Job Title:	Head of Democratic Services
Date Completed:	** October 2017

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This part of the report to be completed during the approval process but deleted prior to printing or publication on the web

Report Approval	Name	Date
Chief Officer		
Cabinet Member (Cabinet reports only)		
Chairperson (Urgent only)		

	Name	Date
Legal		
Finance		
Sent to Cabinet Committee		

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO <COMMITTEE NAME>

<COMMITTEE DATE (DD MMM YYYY)>

### REPORT OF THE CORPORATE DIRECTOR <INSERT TITLE>

#### <REPORT TITLE>

#### 1. Purpose of Report .

1.1 The purpose of this report is to

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

2.1 This report assists in the achievement of the following corporate priority/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.

\* Delete as appropriate

#### 3. Background.

3.1

#### 4. Current situation / proposal.

4.1

**5. Effect upon Policy Framework & Procedure Rules.**

5.1

**6. Equalities Impact Assessment**

6.1

**7. Well-being of Future Generations (Wales) Act 2015 Implications**

7.1

**8. Financial Implications.**

8.1

**9. Recommendation.**

9.1

<Corporate Director Name>

**<CORPORATE DIRECTOR TITLE>**

<Date>

**Contact Officer:** <Name>  
<Job Title/Appointment>

**Telephone:** (01656) <telephone number>

**Email:** <email address>

**Postal address:** <Full Postal Address>

**Background documents:** <List All relevant documents>

**BRIDGEND COUNTY BOROUGH COUNCIL**

**INFORMATION REPORT TO COUNCIL**

**20 DECEMBER 2017**

**REPORT OF THE MONITORING OFFICER**

**URGENT DELEGATED DECISION**

**1. Purpose of Report.**

- 1.1 To report to Council delegated decision 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 The decision is required to be reported to Council under Paragraph 18 of the Overview & Scrutiny Procedure Rules which are to be found at Part 4 of the Constitution.

**4. Current situation / proposal.**

- 4.1 The decision taken under Scheme A paragraph 1.1 by-passes the call-in procedure (as set out in paragraph 19 of Part 4 Rules of Procedure within the Constitution), is summarised as follows:-
- 4.2 WEL-ASC-17-088 – Award of contract to purchase 3 mini buses.

**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**  
**13 December 2017**

**Contact Officer:** **Andrew Rees**  
Senior Democratic Services Officer – Committees

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**E-mail:** [Andrew.rees@bridgend.gov.uk](mailto:Andrew.rees@bridgend.gov.uk)

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

### **Background documents**

Delegated Decision referred to in Paragraph 4.2 of the report.