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Bridgend County Borough Council



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**Gwasanaethau Gweithredol a Phartneriaethol /  
Operational and Partnership Services**

Deialu uniongyrchol / Direct line /: 01656 643696  
Gofynnwch am / Ask for: Mrs Julie Ellams

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

**Dyddiad/Date:** Thursday, 11 January 2018

Dear Councillor,

**SUBJECT OVERVIEW AND SCRUTINY COMMITTEE 3**

A meeting of the Subject Overview and Scrutiny Committee 3 will be held in the Council Chamber - Civic Offices Angel Street Bridgend CF31 4WB on **Wednesday, 17 January 2018 at 9.30 am.**

**AGENDA**

1. Apologies for Absence  
To receive apologies for absence from Members.
2. Declarations of Interest  
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members Code of Conduct adopted by Council from 1 September 2008 (including whipping declarations)
3. Approval of Minutes 3 - 14  
To receive for approval the minutes of the meeting of the 22/11/2017
4. Forward Work Programme Update 15 - 26
5. Community Asset Transfer 27 - 50  
Invitees:  
  
Mark Shephard, Corporate Director Communities  
Cllr Richard Young, Cabinet Member Communities  
Fiona Blick, Group Manager - Property Services  
Guy Smith, Community Asset Transfer officer  
Philip Jones, Representative from Bryncethin RFC Limited  
John Davies, Representative from Bryncethin RFC Limited  
Geraint Thomas, Pencoed Town Clerk
6. Urgent Items  
To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

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Yours faithfully

**P A Jolley**

Corporate Director Operational and Partnership Services

Councillors:

SE Baldwin  
TH Beedle  
N Clarke  
P Davies  
RM Granville  
DG Howells

Councillors

A Hussain  
DRW Lewis  
DG Owen  
RMI Shaw  
JC Spanswick  
RME Stirman

Councillors

G Thomas  
E Venables  
MC Voisey  
JE Williams

# Agenda Item 3

## SUBJECT OVERVIEW AND SCRUTINY COMMITTEE 3 - WEDNESDAY, 22 NOVEMBER 2017

### MINUTES OF A MEETING OF THE SUBJECT OVERVIEW AND SCRUTINY COMMITTEE 3 HELD IN COUNCIL CHAMBER - CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON WEDNESDAY, 22 NOVEMBER 2017 AT 9.30 AM

#### Present

Councillor JC Spanswick – Chairperson

SE Baldwin	TH Beedle	N Clarke	DG Howells
A Hussain	DRW Lewis	RMI Shaw	RME Stirman
G Thomas	E Venables	MC Voisey	JE Williams

#### Officers:

Sarah Daniel	Democratic Services Officer - Scrutiny
Andrew Rees	Senior Democratic Services Officer - Committees
Kelly Watson	Group Manager Legal & Democratic Services

#### Invitees:

Joanne Norman	Finance Manager – Education, Transformation and Communities
Zak Shell	Head of Neighbourhood Services
Mark Shephard	Corporate director – Communities
CM HM Williams	Deputy Leader
CM R Young	Cabinet Member for Communities

#### 11. DECLARATIONS OF INTEREST

None.

#### 12. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of the Subject Overview and Scrutiny Committee 3 of 13 September 2017 be approved as a true and accurate record.

#### 13. FORWARD WORK PROGRAMME UPDATE

The Scrutiny Officer reported on items which had been prioritised by the Corporate Overview and Scrutiny Committee which included the next item delegated to this Committee to consider. She also presented a list of further potential items for comment and prioritisation requested the Committee identify any further items for consideration using the pre-determined criteria form.

#### **Conclusions**

1. That the Committee approved the feedback from the previous meeting of this Committee and noted the list of responses including any still outstanding and accepted the feedback from Officers on their

recommendations for Developing Bridgend as a place to work, live and visit. Members asked for further clarification on the following points:

- The proposal by Cabinet to procure an external company to take on the role of prosecuting offenders who drop their litter and fly tip their rubbish.
  - Members sought clarification as to when this was going to happen and if any further information could be provided to them and if it was financially viable to keep the service in house;
  - Members requested that the light review of the Destination Management Plan is fed back to Members;
2. That the Committee identified additional information it wished to receive on their next delegated to them in the Forward Work Programme (FWP) and determined that it wished to invite representatives of BAVO and Pencoed Town Council to attend to assist in their investigation of Community Asset Transfer and representatives of Pencoed Town Council be invited to attend to assist in the investigation of Town Centre Regeneration;
  3. The Committee considered the completed criteria form and determined that it wished to add to the Forward Work Programme the budgetary impact of Parc Prison on the Council;
  4. That the Corporate Overview and Scrutiny Committee be requested to prioritise items on Dementia Care; School Modernisation Band B; Emergency Housing and Prevention, Wellbeing and Local Community Coordination from the FWP;

That the item on Dementia Care be put forward as a suitable item for webcasting from the overall Forward Work Programme.

#### 14. THE COUNCIL'S NEW WASTE CONTRACT

The Scrutiny Officer presented a report which summarised the current position with regard to the new Waste Contract. She requested the Committee consider asking questions of the invitees based on the themes within the report.

The Corporate Director Communities informed the Committee that the report attempts to answer the questions of Members in relation to the Waste Contract, which had undergone a significant change programme. He stated that for a short time in June 2017 following the mobilisation of the new contract, both the client (the Council) and the contractor, Kier had faced performance issues in the delivery of services. There had since been an improvement in service delivery and this improvement would need to be continued going forward.

The Committee received a presentation by Zak Shell, Head of Neighbourhood Services and Maz Akhtar, Regional Manager of Kier on the waste collection service.

The Head of Neighbourhood Services informed the Committee that the waste contract was now in its third mobilisation, with the driver for change being ever increasing Welsh Government recycling targets. Work had been undertaken with WRAP Cymru (Waste and Resources Action Programme) to limit residual waste householders can present; require pre-sort of household recyclables at HWRC's (stop displacement) and maximise trade recycling. He informed the Committee of the steps taken by other local authorities in Wales to restrict the amount of residual waste. He outlined the key steps taken which led to the start of the new contract on 1 April 2017, with full contract mobilisation taking place on 5 June 2017.

He highlighted the challenges since contract mobilisation which had seen an increase in requests for food caddies, which had not been predicted and had put an additional burden on Kier. Location specific and repeat issues had been experienced in Wildmill. He also highlighted the successes which had seen compliance with the 2 bag rule, revised garden waste collections, the acceptance of change of Community Recycling Centres and a current missed collection rate of 0.2%. Recycling performance in Quarters 1 and 2 in 2017 were 63.81% and 73.45%. He stated that the next challenges were continuing improvement in service levels; Christmas / New Year collections; new vehicles and round adjustment, a hard line 2 bag rule, with sticker and leave and a rolling delivery of sacks and bio bags.

The Regional Manager, Kier informed the Committee of the staff improvement plans, in that Claire Pring is currently the dedicated Interim Business Manager. He stated that the recruitment of a Business Manager had concluded and an appointment made. The recruitment for the position of Supervisor had completed and the recruitment of front line staff was ongoing. Staff training was taking place in PDA usage and recycling container placement, with full induction for all recycling staff taking place in January. He outlined further service improvement plans with new high capacity recycling vehicles to arrive from November which had resulted in a £2m investment made by Kier and unique to Bridgend. The new vehicles will be equipped with CCTV to enable remote service monitoring. In Cab PDA devices have been deployed for all services with an investment of £105,000 by Kier.

He also informed the Committee of the proposal to increase garden waste to from the current 4 days per week to 5 days per week and align collection days to that of residual waste collection days. This was attributed to higher than expected take up of garden waste service.

He stated that Kier are working on a solution to realign communal collections in Wildmill to that of non-communal collection days to address the issue of missed collections. Additional recycling capacity was being explored.

He also informed the Committee of further service improvement plans to address AHP collections, whereby there would be dedicated staff, final vehicle selection

to be made once the baseline of customers had been established and additional sack delivery to be made. He also informed the Committee of changes to be made to the delivery of sacks with effect from January 2018 in order to reduce the number of complaints and non-deliveries. He stated that PDA devices would be deployed to confirm when streets are complete. He also informed the Committee of service improvement plans for CRC sites, due to issues of queuing being experienced and that a web cam had been deployed to assist residents in determining when best to visit the CRC. He stated that a polystyrene bailer had been introduced in order to take this stream out of residual in order that it could be taken to the market. He informed the Committee that these measures had been implemented over and above the tender. He stated that the challenges facing Kier was the round re-balancing exercise to take effect in February 2018.

He also informed the Committee that Kier established links to the Council's website where arrangements for the collection of bulky waste collections and online payments can be made. He stated that Kier had invested in the Tondu Deport by developing a new workshop facility and plans were afoot to replace the bailer.

Julian Tranter, Managing Director of Kier thanked the Committee for its invitation to participate at the meeting. He stated that his company is genuinely pleased to have been awarded the contract for waste and the method chosen by the authority had been industry leading. He informed the Committee that initial mobilisation of the contract had been met with challenges, however he had been in continuous dialogue during this period with the Chief Executive and Corporate Director Communities. He stated that Kier would review the lessons to be learnt from contract mobilisation and he congratulated the authority on its strong initiative and performance.

The Committee expressed concern at the quality of sacks for AHP as they service needs to be discreet due to the translucence of sacks. Concern was also expressed that some citizens may have difficulty in distinguishing between the sacks for AHP collections which are purple in colour with that of sacks for residual waste which are blue. The Deputy Leader commented that the Council had taken the opportunity to introduce AHP collections as part of the new contract. He stated that the Council takes dignity issues very seriously and that it would work with citizens to improve the service. The Corporate Director Communities commented on the challenges of introducing a new service, in that the number of requests for service had increased with rounds changing constantly. He stated that very little problems had been encountered by citizens with young children using the AHP service. Older residents who experienced difficulty with AHP collections and in order to preserve their dignity were being assessed in terms of being able to have assisted collections from within the curtilage of their property. The Regional Manager was unable to give detail on the number of properties which receive AHP collections, but the response time for receiving the service was 2 weeks. He stated that the number of citizens awaiting assessment is low. The Head of Neighbourhood Services informed the Committee that as of Monday this week, there were 11 assessments to be made for assisted collections. There were no citizens awaiting assessment for AHP collections.

The Committee expressed concern that Kier were not aware of the number of citizens awaiting assessment. Members were also aware that citizens had to make repeated requests for the delivery of AHP bags which was in excess of 10 days. Members expressed further concern at the performance levels of Kier and commented that when awarded the contract should have been prepared for contract mobilisation. The Regional Manager informed the Committee that difficulties had been encountered in the delivery of AHP bags; however households had received an annual supply of bags, although he was aware that some new customers had to wait for the delivery of bags to take place. He stated that the timeframe for the delivery of AHP bags is 10 days, the collection crew will deliver the bags and then the service will start.

The Committee expressed concern at the lack of co-ordination between the delivery of AHP bags and their subsequent collection and questioned how communication is made with operatives to collect. The Regional Manager stated that a call would be received by the contact centre which would generate a ticket, which would be transmitted to the crew's PDA device. A Member of the Committee commented that the collection service for AHP bags had improved since mobilisation, however the issue remained of households having to wait in excess of 10 days for the delivery of bags. The Head of Neighbourhood Services informed the Committee that overall, there had been 351 requests for sacks, with 100 of those requests being outside the 10 day target. He stated that the material is recycled and turned into a fibre product. The Regional Manager informed the Committee that there was issue with AHP bags in June / July but performance had improved since September. He stated that he was aware of issues in the delivery of bags for residual waste which had gone outside of the 10 day timescale.

The Committee expressed concern that a panel van was being used for the collection of AHP bags as it did not allow for the compaction of products and whether Kier would consider using a different type of vehicle. The Regional Manager informed the Committee Kier are looking at a new solution, however the current panel van was effective as it had to undergo an 80 miles and a 3 hour round trip for disposal. Kier would assess the type of vehicle to be used having looked at the tonnage collected. A member of the Committee commented that deploying a panel van was more discreet and would be more nimble to get around the delivery rounds. The Head of Neighbourhood Services commented that the type of vehicle deployed was not important as long as it was safety compliant and reliable.

The Committee expressed concern at the quality of bags used which could be ripped apart by wildlife and whether there were plans to improve on their quality. The Head of Neighbourhood Services stated that residents can double bag products to be placed for AHP collection. He also stated that there were no plans to change the type of bags used and that the only issue experienced was where residents place food waste in residual waste bags which would attract the attention of wildlife and not in food containers.

The Committee commented on the importance focusing on future performance but had to recognise the issues of missed collections in Wildmill where some areas were covered by communal collections which had resulted in bins having

insufficient capacity. A change in collection days would have led to reduced recycling levels. The Committee questioned what steps could be taken to improve capacity and to reduce residual waste as the County Borough had the highest missed collections. The Managing Director of Kier stated that Kier would need to review collections in communal areas.

A member of the Committee stated that the Ward members of Wildmill are working with Kier on a solution to improve communal area collections which could be rolled out across the County Borough. The Head of Neighbourhood Services conformed that the capacity of communal bins was being looked and could be replicated across the County Borough. The Committee commented on the need for the development control process to consider residual waste and recycling bins in communal areas and public to be educated on the importance of recycling. The Head of Neighbourhood Services stated that officers are engaging with the public on the importance of recycling which had seen positive results. The Cabinet Member Communities urged Members who have constituents experiencing problems with missed collections to follow the correct protocols to avoid complaints being sent to different email accounts and he stated that the process for the reporting of complaints would be simplified in due course.

The Committee expressed their concern that Kier had not responded to complaints and queries from constituents most notably the turnaround time of 10 working days to respond to and conclude an issue/ complaint. The Committee also expressed their concern at the impact of the significant amount of complaints had on officer time to the detriment of other work as well as its cost at a time of diminishing resources. The Committee commented that it would like to see a process whereby referrals are sent directly to Kier. The Head of Neighbourhood Services commented on the need to restore the public's confidence in the waste service and that a new protocol for the reporting of complaints would be rolled. He informed the Committee that the number of calls received were consistent with the usual volume of calls to the contact centre. The Corporate Director Communities commented that complaint calls had previously been dealt with by the Council, however they would be dealt by Kier under the new contract. He stated that the Council had not employed an additional resource, but it had stretched existing resources. He also stated that performance of the call centre is in line with the expectations in the contract. The Committee expressed concern that issues were not being dealt or answered by Kier's contact centre, although there were signs of improvement but not to the standards expected. The Regional Manager requested a list of complaints and performance issues so that Kier could respond to them. The Corporate Director Communities commented on the need for specific details of complaints in relation to missed collections to be provided to enable those issues to be resolved.

The Committee referred to the need for complaints to be dealt with by the Kier call centre in Torbay and questioned whether calls could be handled at Tondu as calls from Welsh speakers were already dealt with at Tondu.

The Committee thanked the public for its efforts for ensuring an improvement in recycling targets. The Corporate Director Communities also thanked the public



and Members for their part in making improvements to recycling, which compared favourably with the rest of Wales. He stated there were areas where improvement was needed to be made and that an action plan would be developed with Kier. The Committee expressed concern that performance issues by Kier were reflecting badly on the Council and not on Kier.

The Committee referred to the number of missed collections and questioned how this performance compared with the previous contract and with other local authorities. The Corporate Director Communities informed the Committee that current performance was comparable with that of the previous contract and also compares favourably with performance in other local authorities. However performance by Kier in June did not compare favourably with performance under the previous contract.

The Committee considered that Kier should explore the opportunity of relocating the contact centre or routing calls from residents to depot in Tondy to enable better communication. The Committee questioned what would happen when the 2 bag and sticker protocol is introduced. The Corporate Director Communities informed the Committee that ideally it would be helpful to have a local contact centre thereby having local knowledge which would better assist residents with resolving queries and complaints. He stated that adherence to the 2 bag and sticker protocol had been delayed to allow for the new contract to bed in. However it would be enforced after Christmas and a sticker would be left on bags where households had not adhered to the 2 bag rule. It would then be left to households to dispose of those bags. He stated that residents would face enforcement action should they wilfully not adhere to the 2 bag rule. The Head of Neighbourhood Services informed the Committee that since the introduction of the 2 bag rule, there had been a good level of compliance and recycling results. The Committee questioned what would happen to collections post-Christmas. The Head of Neighbourhood Services stated that cans and bottles can be recycled; food waste would go into the food caddies, while residents could take wrapping paper to the CRCs for disposal. He also stated that residual waste bags would be stickered where it was found there had been a lack of compliance. Those households would receive a visit by an education officer.

The Committee commented that the waste service is the most visible of the Council's services and that it should be up to households to determine how many residual bags to use within their allocation. The Committee also questioned whether crews would be aware of some households not putting bags out for collection. The Head of Neighbourhood Services stated that the Council wants to maintain recycling targets and that if it did not have a 2 bag rule it would make enforcement difficult. He stated that the 2 bag rule works well for most households. The Interim Business Manager informed the Committee that the crews are equipped with in-cab devices to report issues of non-compliance on PDAs. She stated that the crews had settled down well and there was also support for the crews on the ground.

The Committee questioned what would happen whereby to bags which are stickered when bags from several households and are stacked outside one household, who would be responsible for its disposal. The Head of Neighbourhood Services stated that a framework was needed for the contract to

work t and that it would difficult to enforce where bags from several households are placed outside one property. A decision would need to be made on a case by case basis where this happens.

The Committee questioned the training undertaken by operatives as some boxes are often not emptied fully and boxes thrown in gardens and are not stacked correctly following emptying. The Committee expressed concern that spillages are not picked by crews. The Interim Business Manager informed the Committee that crews are trained and are also monitored to ensure compliance and improvement in performance. She also stated that Kier have systems in place where crews do not adhere to the required performance standards. The Interim Business Manager stated that she would need to investigate specific issues of spillages and boxes not being placed in the proper manner following emptying. The Regional Manager stated any spillage caused by the crews would be picked up. The Head of Neighbourhood Services stated that it was not Kier's responsibility to clear up litter left on streets and that there was an initial spike in complaints about the performance of crews but these have now reduced significantly.

The Committee also requested that crews avoid collecting along school routes during school opening to avoid traffic congestion. The Regional Manager informed the Committee that all crews should be aware to avoid collections along school routes during the school opening times.

The Committee also questioned what had happened to the previous operatives. The Interim Business Manager informed the Committee that the existing operatives are still employed by Kier, but with changes being introduced to services, crews had been re-allocated.

The Committee requested that the garden waste service be extended to a year round service which will help increase recycling rates and reduce drains becoming blocked with leaves. The Head of Neighbourhood Services informed the Committee that extending the garden service is under consideration. The Regional Manager informed the Committee that Kier would be looking at reviewing the garden waste service which would also be incentivised.

The Committee requested that consideration be given to revising current routes with the new vehicles being introduced in order to avoid missed collections. The Regional Manager informed the Committee that current routes were being reviewed and changes to the routes would be made in February and would be implemented on a phased approach. Letters would be sent to all households to advise of the changes 2 weeks prior to implementation. The Head of Neighbourhood Services stated that the new vehicles will have higher capacity. Cabinet would also be informed of the review of routes.

The Committee requested details of the number of properties where access is restricted and which have to be accessed by specialised. The Committee also questioned who would make the decision requiring those households to place their waste in a single area. The Head of Neighbourhood Services advised that there is a vehicle dedicated for use in narrow areas. He stated that a decision on households leaving their waste in a single area would be a joint one and

would be made on a cases case by basis. He confirmed that there are places in the Borough where it is challenging to reach some properties. A member of the Committee was aware that the Council had agreed with residents that bags could be placed in a single area for collection where access is restricted, but as this was now under review how this would affect residents, many of whom are elderly. The Head of Neighbourhood Services stated that he would look at collections from properties where access is restricted. The Regional Manager stated that there was a need to come to an agreement on collection from restricted access areas as it currently unsafe for operatives and vehicles.

The Committee thanked the invitees for their contribution.

The Committee requested sight of an un-redacted copy the waste contract to enable the Committee to effectively scrutinise performance of the contract and to ensure Kier are fulfilling the terms of the contract. The Legal Officer informed the Committee that it was not the usual practice to release contract documentation. She advised that if a request is made, it would need to be reviewed in conjunction with the Corporate Director Communities and Kier due to there being issues of commercial confidentiality, which could not be disclosed.

The Committee made the following conclusions:

Members remained concerned that the Waste Services contract was now 5 months in and whilst they accepted that services had improved since the beginning of the contract, they were still not at a level that was acceptable for the residents of the Borough. Members stated that whilst the figures showed otherwise, they were still being contacted by residents who had not received recycling materials and who were still having repeat missed collections.

Members also remained concerned that the communication from Kier had not improved and residents had to call several times to get a query/ complaint resolved.

#### **Further Information requested**

- How many households were outstanding for the delivery of AHP bags and how long had they been waiting Members were not confident that they were receiving them within the 10 day deadline and were having to call several times to request them.
- How will the collection work in the future when the new delivery trucks are rolled out?
- The Committee requested to see an un-redacted copy of the Waste Services contract between Kier and BCBC in order for them to effectively scrutinise going forward and ensure that Kier are fulfilling the agreement as set out in the terms of the contract.
- Members asked how the rollout of the new vehicles would affect staffing numbers. Would the number of staff that Kier employ reduce as a result?
- Members asked when new homes and housing estates are built, how this information is communicated to Kier and routes adjusted as many residents moving into newly built properties were left waiting for several months to receive recycling materials and were left with no collections in their streets.

## **Recommendations**

- Members recommended that Kier accept responsibility for the mistakes made upon commencement of the contract and issue an apology to the residents of Bridgend County Borough for the disruption caused.
- Members recommended a full review of the AHP collection service to include a streamlined way that members of the public can apply for the service, request bags, report a problem/ missed collections and are provided with an update as to how and when it will be resolved.
- Members recommended a separate review of the Kier customer service centre and the way in which they respond to Member and constituent queries, most notably the turnaround time of 10 working days to respond to and conclude an issue/ complaint which members stated was not acceptable for residents to wait a whole collection cycle for a resolution. Members recommended that a new protocol be introduced whereby they are able to contact Kier directly to raise an issue and it then be copied to Member referrals, or other appropriate BCBC officer to monitor and follow up if it is not responded to within the agreed timelines.
- Members recommended that Kier explore the opportunity of relocating the call centre or diverting calls for residents of Bridgend to the depot in Tondy to allow for better communication.
- Members recommended better communication from Kier to residents regarding queries/ complaints that are logged, delivery of recycling materials, changes to collection days/points for communal areas and assessments for assisted collections. Members stated that if Kier respond to initial points of contact and provide updates as to how and when reported issues will be resolved this would mitigate residents from using multiple channels of communication and ensure ownership of the complaint.
- Members recommended a full review of the collections in communal areas as they were currently not fit for purpose. There were an insufficient amount of recycling and residual waste bins available for the number of residents that use them, therefore residents were having to use recycling bins as overflow bins resulting in them not being collected due to contamination and further heightening the problem
- Members recommended that Kier carry out mystery shopper type exercises to ensure waste and recycling is being collected and materials returned sufficiently. This would assist in identifying if additional training is required or if any improvements to the service could be implemented to allow for more efficient collections.
- Members recommended exploring the opportunity to extend the grass waste collection service to the whole year as residents still produce garden waste throughout the winter months and this would therefore this would contribute to a further increase in the recycling rates throughout the Borough.
- Members recommended a review of the current routes, particularly around schools and ensure that any planned changes to the route in February are carefully planned and considered to minimize disruption to residents and also ensure that any changes are communicated with Members and residents in advance of the changes.

- Members of the Committee recommended that this item remain on the Forward Work Programme and is revisited in 6 months' time. BCBC and Kier should then be in a position to give members an update on the following within the report:
  - The impact of the recently recruited senior managers and front line staff
  - Updates to the CRC centre including the instalment of the polystyrene baler and webcam so residents are able to monitor the traffic flow at the site.
  - Change of days for the communal collections
  - Impact of the new collection vehicles
  - The review of BCBC in house Street Scene enforcement activity – solution in place April 2018
  - Longer term trend of fly tipping

Full induction of recycling staff that is expected to take place in January 2018

15. URGENT ITEMS

There were no urgent items.

The meeting closed at 1.31 pm

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO THE SUBJECT OVERVIEW AND SCRUTINY COMMITTEE 3

17 JANUARY 2018

### REPORT OF THE CORPORATE DIRECTOR – OPERATIONAL AND PARTNERSHIP SERVICES

#### FORWARD WORK PROGRAMME UPDATE

#### 1. Purpose of the Report

- a) To present the items prioritised by the Corporate Overview and Scrutiny Committee including the next item delegated to this Subject Overview and Scrutiny Committee;
- b) To present the Committee with a list of further potential items for comment and prioritisation;
- c) To ask the Committee to identify any further items for consideration using the pre-determined criteria form.

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

- 2.1 The key improvement objectives identified in the Corporate Plan 2016–2020 have been embodied in the Overview & Scrutiny Forward Work Programmes. The Corporate Improvement Objectives were adopted by Council on 1 March 2017 and formally set out the improvement objectives that the Council will seek to implement between 2016 and 2020. The Overview and Scrutiny Committees engage in review and development of plans, policy or strategies that support the Corporate Themes.

#### 3. Background

- 3.1 Under the terms of Bridgend County Borough Council's Constitution, each Overview and Scrutiny Committee must publish a Forward Work Programme (FWP) as far as it is known.
- 3.2 An effective FWP will identify the issues that the Committee wishes to focus on during the year and provide a clear rationale as to why particular issues have been selected, as well as the approach that will be adopted; i.e. will the Committee be undertaking a policy review/ development role ("Overview") or performance management approach ("Scrutiny").

Feedback

- 3.3 All conclusions made at Subject Overview and Scrutiny Committee (SOSC) meetings, as well as recommendations and requests for information should be responded to by Officers, to ensure that there are clear outcomes from each topic investigated.

- 3.4 These will then be presented to the relevant Scrutiny Committee at their next meeting to ensure that they have had a response.
- 3.5 When each topic has been considered and the Committee is satisfied with the outcome, the SOSC will then present their findings to the Corporate Overview and Scrutiny Committee (COSC) who will determine whether to remove the item from the FWP or to re-add for further prioritisation at a future date.
- 3.6 The FWPs will remain flexible and will be revisited at each COSC meeting with input from each SOSC and any information gathered from FWP meetings with Corporate Directors and Cabinet.

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

- 4.1 Attached at **Appendix A** is the overall FWP for the Subject Overview and Scrutiny Committees which includes the topics prioritised by the COSC for the next set of SOSCs in Table A, as well as a list of topics that were deemed important for future prioritisation at Table B. This list has been compiled from suggested items from each of the SOSCs at previous meetings as well as the Corporate Overview and Scrutiny Committee. It also includes information proposed from Corporate Directors, detail from research undertaken by Scrutiny Officers and information from FWP Development meetings between the Scrutiny Chairs and Cabinet.
- 4.2 The Committee is asked to first consider the next topic they have been allocated by the COSC in Table A and determine what further detail they would like the report to contain, what questions they wish Officers to address and if there are any further invitees they wish to attend for this meeting to assist Members in their investigation.
- 4.3 The Committee is also asked to then prioritise up to six items from the list in Table B to present to the Corporate Overview and Scrutiny Committee for formal prioritisation and designation to each Subject Overview and Scrutiny Committee for the next set of meetings.

#### Corporate Parenting

- 4.4 Corporate Parenting is the term used to describe the responsibility of a local authority towards looked after children and young people. This is a legal responsibility given to local authorities by the Children Act 1989 and the Children Act 2004. The role of the Corporate Parent is to seek for children in public care the outcomes every good parent would want for their own children. The Council as a whole is the 'corporate parent', therefore all Members have a level of responsibility for the children and young people looked after by Bridgend. <sup>1</sup>
- 4.5 In this role, it is suggested that Members consider how each item they consider affects children in care and care leavers, and in what way can the Committee assist in these areas.



- 4.6 Scrutiny Champions can greatly support the Committee in this by advising them of the ongoing work of the Cabinet-Committee and particularly any decisions or changes which they should be aware of as Corporate Parents.

#### Identification of Further Items

- 4.7 The Committee are reminded of the Criteria form which Members can use to propose further items for the FWP which the Committee can then consider for prioritisation at a future meeting. The Criteria Form emphasises the need to consider issues such as impact, risk, performance, budget and community perception when identifying topics for investigation and to ensure a strategic responsibility for Scrutiny and that its work benefits the organisation.

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

- 5.1 The work of the Overview & Scrutiny Committees relates to the review and development of plans, policy or strategy that form part of the Council's Policy Framework and consideration of plans, policy or strategy relating to the power to promote or improve economic, social or environmental wellbeing in the County Borough of Bridgend. Any changes to the structure of the Scrutiny Committees and the procedures relating to them would require the Bridgend County Borough Council constitution to be updated.

### **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 attached to this report.

### **8. Recommendations**

- 8.1 The Committee is recommended to:
- (i) Identify any additional information the Committee wish to receive on their next item delegated to them in the FWP including invitees;
  - (ii) Identify any further detail required for other items in the overall FWP at Table B of Appendix A;
  - (iii) Prioritise up to six items from Appendix A to put forward to the Corporate Overview and Scrutiny Committee for allocation to the Subject OVS Committees;
  - (iv) Identify suitable items for Webcasting from the overall Forward Work Programme.

**PA Jolley**  
**Corporate Director - Operational and Partnership Services**

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**Background documents**

None.

## Scrutiny Forward Work Programme

Table A

The following items were previously prioritised by the Subject OVS Committees and considered by Corporate at its last meeting where the top three items were scheduled in for the next round of meetings:

Date	Subject Committee	Item	Specific Information to request	Rationale for prioritisation	Proposed date	Suggested Invitees	Prioritised by Committees	Invite Sent	Webcast
17-Jan-18	SOSC 3	Community Asset Transfer	<p>How many CAT's have been completed.            How many are in process and at what stages.            What finance is remaining from the initial £1 million capital allocated several years ago to help improve community buildings and sports pavilions.            What has been spent to date and on what.            What support is available for businesses looking to undertake a CAT            What has been the main reason for CAT's not being progressed beyond initial stages            Is there appetite for the CAT process amongst the local communities. Is the process fair if one community has an active local group to progress a CAT, yet another community many not have an active group and hence lose out through no fault of their own.            Need to have comparison data from other authorities along with examples of what has worked and not worked.            Case study of some CAT's in BCBC Data required on condition of all BCBC sports pavilions and community buildings to have an understanding of the scale of the problem.            Exploration of the introduction of definitive timeslines as to when the Council will no longer be able to support the assests            Allotments - what the situation is with transferring leases of allotments?            Awen - related information to understand how Awen are working in taking over some assets under their remit in the county Borough</p>		<p>Prioritised by SOSC 3            13 September 2017</p>	<p>Mark Shephard, Corporate Director Communities            Cabinet Member Education and Regeneration, Cllr Charles Smith            Cabinet Member Communities, Cllr Richard Young            Fiona Blick            Community Groups            Guy Smith, Community Asset Transfer officer            Sports club reps who may be in need of improved buildings / facilities but do not have the capacity to consider entering into a CAT agreement            Pencoed Town Council - Clerk - as they have completed successful CATs</p>			
18-Jan-18	SOSC 1	Residential Remodelling - Children's	<p>Following its meeting on 6 November 2017, the Committee requested that the item be re-considered at a future Special meeting to receive more detailed information. The Committee overall felt they needed a greater understanding of the current situation in order for them to be confident in making informed comments and recommendations to Cabinet on the proposed model going forward.</p> <p>The Committee therefore requested that this report include the following information:</p> <ul style="list-style-type: none"> <li>• Occupancy levels for residential homes and over past 12 months.</li> <li>• Numbers and types of in house and OOC foster placements for last 1-2 years.</li> <li>• Detail on the approximate length of placements in Sunnybank? If extending the age that young people can be there, is this extending the length of time they are there and if so where would any other young people go who need the same support – ie. is 1 home/ 4 beds enough? How many (if applicable) with similar needs are being sent OOC?</li> <li>• How many OOC placements are likely to remain due to being best placed and likewise how many are we likely to be able to bring back in house? Is it only future potential OOC that are being looked at for in house placements rather than placing them OOC following remodelling?</li> <li>• Upfront costs for staffing and training relies on OOC being reduced but how will this be achieved without the services and changes first in place?</li> <li>• What evidence is there that young people will be eligible for supported people grant funding and if not, would they still be able to be supported through supported lodgings? What are the associated savings for supported lodgings in comparison to residential home placements?</li> <li>• Whilst supported lodgings may suit some young people 16-18, what about those who it would not be suitable for?</li> <li>• Members requested more information on the Business case behind the remodelling – ie. it was reported that this is part of a bigger picture but what is the bigger picture? What evidence is there that there are prospects for income generation – how would this be possible if all our</li> </ul>	Pre decision Scrutiny item - second meeting - further report		<p>Susan Cooper, Corporate Director, Social Services and Wellbeing;            Cllr Phil White, Cabinet Member – Social Services and Early Help;            Laura Kinsey, Head of Children's Social Care;            Pete Tyson, Group Manager – Commissioning;            Lauren North, Commissioning and Contract Management Officer;            Natalie Silcox, Group Manager Childrens Regulated Services.</p>			

residential places are full anyway? How are business efficiencies going to be improved? What does success look like? What targets are there and expected outcomes for the remodelling project?

- Information on care leaver destinations – where are they 2 years after leaving care for example? (if we have this information).
- How is the issue of compatibility addressed in placements – given the rising numbers and pressure for placements, what assurances are there to ensure compatibility and that young people are not being placed in even more vulnerable situations? One example is that the homes have previously been reported as not in suitable locations being in areas at risk of CSE, criminal damage, threats to kill and child abuse.
- If all foster placements are full, how will 3 be freed up to undertake up-skilling to become transitional carers?
- Do all Foster Carers need specialist training or should this only be targeted to a small number? – If we cannot sign them in with a contract the Authority could be paying out for a lot of training which may then benefit IFA should foster carers transfer over.
- Examples of LAC feedback to consultation and engagement – what are their responses to the proposed model?
- Evidence of workforce planning – what do we have and what do we need?
- What evidence is there that the Authority has looked at best practice elsewhere?
- Could the Committee be provided with the most recent Rota Visiting report to get an idea of the types of issues/comments being raised by Members in the recent past.

07-Feb-18	SOSC 2	The Economic Prosperity of Bridgend County Borough	<p>To include areas such as Economic Development, Worklessness Programmes, EU Funding for Skills.</p> <ul style="list-style-type: none"> <li>- Impact of BREXIT on EU Funding;</li> <li>- Impact of BREXIT on current Worklessness Programmes;</li> <li>- Statistics in relation to the Worklessness Programmes.</li> </ul>		<p>SOSC 3 - prioritised for next set of meetings 17/07/2017 13/09/2017 SOSC 1 - proposed waiting until the detail of the Revenue Support Grant are known before this item is considered. SOSC 2 - 18/09/2017</p>	<p>Mark Shepherd, Corporate Director Communities; Cllr Richard Young, Cabinet Member – Communities; Satwant Pryce, Head of Regeneration, Development and Property Services; Representative tbc from Bridgend College; Representative tbc from Bridgend Business Forum.</p>			<p>SOSC 2 highlighted this item as suitable for webcasting.</p>
08-Feb-18	SOSC 1	School Standards Report 17-18	<p>Annual school performance report from CSC</p>	<p>Annual school performance results form the basis of monitoring of schools which is a primary responsibility of Scrutiny.</p>	<p>Proposed to receive late January/early February once the school results have been formally published.</p>	<p>Lindsay Harvey, Interim Corporate Director - Education and Family Support; Cllr Charles Smith, Cabinet Member for Education and Regeneration; Nicola Echanis, Head of Education and Early Help; Mandy Paish, CSC Senior Challenge Advisor; Mike Glavin, Managing Director CSC</p>			<p>SOSC 2 highlighted this item as suitable for webcasting.</p>

12-Feb-18	SOSC 3	Town Centre Regeneration	<p>To provide members with information on the following responsibilities of the Council and how these are managed and can be developed with reduced resources</p> <ul style="list-style-type: none"> <li>• Car parking review – When is the car parking review going to be undertaken? Charges for staff car parking at all sites - has this been reviewed? If this was taken forward what income would this generate?</li> <li>• Residents Parking - when residents permit parking going to be rolled out?</li> <li>• Inconsiderate parking in the Borough - where are the problem areas? What are we doing to tackle these issues? Are we prosecuting?</li> <li>• Parking outside schools - How are we tackling bad parking at schools? Update on the introduction of the mobile camera van that was purchased to tackle such issues. What areas has this van been at. How many fines have been issued to date?</li> <li>• Pedestrianisation - particularly in Bridgend Town Centre. Outcomes of the consultation to allow traffic into the town</li> <li>• Business Rates</li> <li>• Strategic Building Investment</li> <li>• Disabled facilities</li> </ul>		<p>Prioritised by SOSC 3 17 July 2017 13 September 2017</p> <p>Prioritised by SOSC 2 18 September 2017</p>	<p>Mark Shephard, Corporate Director Communities Zak Shell, Head of Streetscene Satwant Pryce, Head of Regeneration</p>			<p>SOSC 2 highlighted this item as suitable for webcasting.</p>
07-Mar-2018	SOSC 2	Dementia Care	<ul style="list-style-type: none"> <li>• Include accurate and up to date figures on the people diagnosed with dementia in Bridgend County Borough for comparison with the number of people predicted to be living with dementia;</li> <li>• Provide Members with the information which can be found on the Local GP Dementia Register which highlights prevalence of dementia by area throughout the borough and type of dementia. The Panel recommend that these statistics are presented on a map diagram for ease of reference. If possible, Members wish that this data be elaborated upon to include age, and whether the numbers show if diagnosis was received prior to moving into the borough;</li> <li>• Provide an update on the review of joint intentions with health and the third sector and include information regarding the production of a dementia strategy and delivery plan - stating milestones, target dates and responsible officers.</li> <li>• Provide an update on existing discussions with nursing care providers in relation to the development of nursing residential care places for people with dementia;</li> </ul> <p>Include facts and figures on people with dementia living in Cardiff as well as Neath Port Talbot and Swansea for comparison to Bridgend.</p> <p>Comparisons with other LAs such as Maesteg and the Vale on dementia awareness training to consider how successful the Authority has been in making Bridgend Dementia friendly.</p>		<p>Members proposed that this be considered after Members have received Dementia Care Training in September/October</p>	<p>Susan Cooper Corporate Director Social Services and Wellbeing; Cllr Phil White, Cabinet Member – Social Services and Early Help; Jacqueline Davies, Head of Adult Social Care; Representative from Age Concern Wales; Representative from ABMU; Representative from Bavo.</p>			<p>Corporate highlighted this item as suitable for webcasting.</p>
12-Mar-2018	SOSC 1	School Modernisation Band B	<p>To advise committee on the development of the strategic outline plan for band b of the 21<sup>st</sup> century schools modernisation programme</p>	<p>Scrutiny to inform the plans and refine the rationale for the development of the schools estate</p>	<p>Proposed by Officers - March 2018</p>	<p>Lindsay Harvey, Interim Corporate Director - Education and Family Support; Cllr Charles Smith, Cabinet Member for Education and Regeneration; Nicola Echanis, Head of Education and Early Help; Gaynor Thomas, Schools Programme Manager</p>			
21-Mar-2018	SOSC 3	Empty Housing	<p>How effective has this council been on bringing back into use empty properties over the last five years? Does this council have the appropriate policies and process in place to fully utilise the powers that we already have to tackle empty homes? What are the levels of empty homes across Bridgend? What is the potential loss of council tax receipts due to empty homes? Data on levels of empty properties and homes and how long they have been empty for Examples of case studies from Bridgend CBC Good practice from across wales Welsh Government policy. In relation to empty properties - could a breakdown of service provision be provided? To include contracts that we sub let out.</p>			<p>Andrew Jolley, Corporate Director Operational and Partnership Services Mark Shepherd, Corporate Director Communities Satwant Pryce, Head of Regeneration, Development &amp; Property Martin Morgans, Head of Performance and Partnership Services Cllr Dhanisha Patel Welsh Government contacts? Helen Picton, SRS (VOG) Jennifer Ellis (RCT)</p>	<p>SOSC 3 and SOSC 1 reprioritised this in Dec 2017 after it was rescheduled to accommodate other report</p>		

16-Apr-2018	SOSC 1	Early Help and Social Care	<p>The process into how the following information will be presented will be confirmed following meetings with both Directorates Corporate Directors.</p> <ul style="list-style-type: none"> <li>• Up to date figures presenting the numbers of Looked After Children by Local Authority;</li> <li>• A breakdown of referral figures, to include statistics from local pre-school nurseries;</li> <li>• Outcome from the review undertaken by Institute of Public Care;</li> <li>• What services are being provided post 16, given that research indicates shows that children who have been looked after, have the increased probability that their children will also end up in the care system;</li> <li>• Outcomes from the following Residential Remodelling project work streams: <ul style="list-style-type: none"> <li>- For moving out-of-country residential placements to in-county</li> <li>- Upskilling of three internal foster carers to provide intensive, therapeutic step down placements.</li> <li>- Review of the foster carer marketing and recruitment strategy at a draft/early stage to allow members input into the process</li> </ul> </li> </ul> <p>To evidence how the two services are working together and the impact on the LAC population.</p>			<p>Susan Cooper Corporate Director Social Services and Wellbeing; Lindsay Harvey, Interim Corporate Director - Education and Family Support; Cllr Charles Smith, Cabinet Member for Education and Regeneration; Cllr Phil White, Cabinet Member – Social Services and Early Help; Nicola Echanis, Head of Education and Early Help. Laura Kinsey, Head of Children’s Social Care; Mark Lewis, Elizabeth Walton James, Group Manager Safeguarding and Quality Assurance</p>	SOSC 1		
17-Apr-2018	SOSC 2	Prevention and Wellbeing and Local Community Coordination	<p>To include information about the number of different initiatives that are available within the community as an alternative to statutory services.</p> <p>LCC projects to be referenced under a heading for each area – Ogmere, Llynfi and Garw Valleys – to ensure ease of reference to what projects are being carried out where.</p> <p>To include information on the work being undertaken with the 3rd Sector.</p> <p>What initiatives are available within the community?</p> <p>What input is provided by AMBU and what is provided by Bridgend Council?</p>		Proposed date March/April 2018	<p>Susan Cooper Corporate Director Social Services and Wellbeing; Cllr Phil White, Cabinet Member - Social Services and Early Help Cllr Dhanisha Patel, Cabinet Member - Wellbeing and Future Generations; Jacqueline Davies, Head of Adult Social Care; Andrew Thomas, Group Manager – Prevention and Wellbeing.</p>			

Table B

The following items were deemed important for future prioritisation:

Item	Specific Information to request	Rationale for prioritisation	Proposed date	Suggested Invitees			Webcast
<b>Safeguarding</b>	<p>To include Safeguarding activity in both Children and Adult Services. To also cover:</p> <ul style="list-style-type: none"> <li>Regional Safeguarding Boards</li> <li>Bridgend Corporate Safeguarding Policy</li> <li>CSE</li> <li>DOLS</li> </ul> <p>Report to provide statistical data in relation to service demands and evidence how quickly and effectively the services are acting to those needs.</p> <p>To evidence how the two services are working together and the impact on the LAC population.</p> <p>To receive the outcome of the in depth analysis which was currently being undertaken within the Council.</p> <p>To include information on Advocacy for Children and Adults:</p> <ul style="list-style-type: none"> <li>The outcome from the Advocacy Pilot Scheme</li> <li>The current system</li> <li>Social Services &amp; Wellbeing Act</li> <li>Regional Children Services advocacy</li> <li>Adult Services – Golden Thread Project</li> </ul>	Members stressed that this subject must be considered by Scrutiny on their FWP as is a huge responsibility of the Authority and Scrutiny must ensure the work being undertaken to protect some of the most vulnerable people is effective and achieving outcomes.	Pilot for Advocacy ends April. Therefore proposed date May/June 2018.	Susan Cooper Corporate Director Social Services and Wellbeing; Cllr Phil White, Cabinet Member – Social Services and Early Help; Jacqueline Davies, Head of Adult Social Care; Laura Kinsey, Head of Children’s Social Care; Elizabeth Walton James, Group Manager Safeguarding and Quality Assurance Richard Thomas, Strategic Planning and Commissioning Officer			
<b>ALN Reform</b>	<p>When the Bill has been further progressed, report to include consideration of the following points:</p> <ol style="list-style-type: none"> <li>How the Authority and Schools are engaging with parents over the changes to the Bill?</li> <li>What the finalised process is for assessments and who is responsible for leading with them?</li> <li>What involvement/responsibilities do Educational Psychologists have under the Bill?</li> <li>Has the Bill led to an increase in tribunals and what impact has this had? This is set against the context of the recent announcement by the Lifelong Learning Minister that instead of saving £4.8m over four years the Bill could potentially cost £8.2m due to an expected increase in the number of cases of dispute resolution.</li> <li>Given that the Bill focuses on the involvement of young people and their parents, what support is available for those involved in court disputes?</li> <li>Outcomes from the Supported Internship programme.</li> <li>Support for those with ALN into employment.</li> <li>Staffing - Protection and support for staff, ALNCO support, workloads and capacity.</li> <li>Pupil-teacher ratios and class sizes and impact of Bill on capacity of teachers to support pupils with ALN</li> <li>How is the implementation of the Bill being monitored; what quality assurance frameworks are there and what accountability for local authorities, consortiums and schools?</li> </ol>	Needs revisiting to monitor implementation of the Bill and if needs are being met as well as impact on future budgets	Proposed by SOSC 1 to be revisited in next years FWP	Lindsay Harvey, Interim Corporate Director - Education and Family Support; Cllr Charles Smith, Cabinet Member for Education and Regeneration; Nicola Echanis, Head of Education and Early Help. Michelle Hatcher, Group Manager Inclusion and School Improvement Third Sector Representatives			SOSC 2 highlighted this item as suitable for webcasting.
<b>Annual Recommendations/feedback Update to each SOSC</b>	Update on all feedback that required follow up and recommendations - Cabinet and Officer ones		Proposed for March 2018 to inform next years FWP planning	None			

<b>Care and Social Services Inspectorate Wales (CSSIW) Inspection of Children's Services.</b>	The Committee requested that they receive an <b>information report</b> detailing the progress of the plan and update Members whether or not the actions have addressed the issues raised by the Inspectorate.					
<b>Emergency Housing</b>	Is the current emergency housing provided by BCBC meeting the needs of the service users? Is the current provision a good use of public resources? Should an alternative provision be made to ensure families, in particular children, achieve their potential. Service user numbers Service user demographic –ages, disabilities, gender Outcomes Challenges faced daily by families using provision –health, dentist, mental health, schools <i>*Members have requested a possible site visit</i>	members asked for this item to be prioritised by the Corporate Committee to address the homelessness across the county which has increased and can be seen by the increased number of people sleeping in tents.		Andrew Jolley, Corporate Director – Operational and Partnership Services; Martin Morgans, Head of Performance and Partnership Services Cllr Dhanisha Patel, Cabinet Member - Wellbeing and Future Generations;	SOSC3 SOSC 1	
<b>Budgetary Impacts of Parc Prison</b>	How much core funding does BCBC receive to deal with the impact of a prison being located within its boundary? What is the true cost of servicing this need? Is there a different impact due to Parc Prison being privately run as opposed to being run by the Prison Service?			Susan Cooper, Corporate Director Social Services and Wellbeing Jacqueline Davies, Head of Adult Social Care Cllr P White, Cabinet Member Services and Early Help		
<b>Waste Services Contract</b>	Members would like the report to include an update on the following: The impact of the recently recruited senior managers associated with the Bridgend contract and front line operative staff. Was recruitment successful? Have all Members now been given full inductions and training Information on the updates to the CRC centre including the instalment of the polystyrene baler and webcam so residents are able to monitor the traffic flow at the site. Change of days for the communal collections - Has this happened? Has the service shown improvements since the change? Impact of the new collection vehicles. Have they made collection rounds more efficient? Outcome of the review of BCBC in house Street Scene enforcement activity Longer term trend of flytipping. What are the figures of flytipping in the Borough? Have they improved? Domestic or business?	Members requested that this item is prioritised by the Corporate Committee for June 2018 so they can monitor the contract and ensure that improvements to the delivery of the service are made. Members requested that this item remain until significant improvements are made and the service is at a satisfactory level for residents.	SOSC 3 proposed revisit item in June 2018	Mark Shepherd, Corporate Director Communities; Cllr Hywel Williams, Deputy Leader; Cllr Richard Young, Cabinet Member – Communities; Zak Shell, Head of Streetscene; Maz Akhtar, Regional Manager Kier Julian Tranter, Managing Director Kier Claire Pring, Kier		

**Remodelling Fostering Project** Mentioned by Pete Tyson as likely to come to Scrutiny possibly June (ish) - need further info at next Officer meeting as to purpose of scrutiny receiving it etc and confirm date

The Committee recommend that Scrutiny consider a future item on what other Local Authorities are doing to respond to the gap in provision in Community Services.

The Committee requested that a review of the AHP bags be considered when Scrutiny revisit the subject of 'Waste' in approximately 12 months time to include the monetary against environmental impact.

Briefing for SOSC 1 on Child Practice Reviews



## The following items for briefing sessions or pre-Council briefing

Item	Specific Information to request
Overview of Direct Payment Scheme	<p>To update Members on the Direct Payments Process.</p> <p>How outcomes for individuals are being identified and monitored.</p> <p>What activities are being requested by individuals to enable them to achieve their personal outcomes.</p> <p>How the Direct Payments system is being monitored.</p> <p>To include clarification and further details on the exact costs of commissioning the IPC.</p>
Social Services Commissioning Strategy	<p>To include information on what work has taken place following the Social Services and Wellbeing Act population assessment.</p> <p>To also cover the following:</p> <ul style="list-style-type: none"> <li>• Regional Annual Plan</li> <li>• Bridgend Social Services Commissioning Strategy</li> </ul>
Western Bay Regional Report	Update on situation and way forward with WB and Regional Working?
Residential Remodelling - Extra Care Housing	Site visit to current Extra Care Housing and then to new site once work has begun
Children's Social Services	Briefing for SOSC 1 on Child Practice Reviews - details of latest CPRs over last 12-18 months - what recommendations have come out of them, how have they been responded to, how have they helped inform future work to help safeguard children.

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO OVERVIEW AND SCRUTINY COMMITTEE 3

17 JANUARY 2018

#### REPORT OF THE CORPORATE DIRECTOR - COMMUNITIES

#### COMMUNITY ASSET TRANSFER

##### 1. Purpose of Report

1.1 The purpose of this report is to inform the Committee of:

- Bridgend County Borough Council's (BCBC's) community asset transfer policy;
- The financial incentives and other support currently available to town and community councils, community groups and sports clubs under the community asset transfer programme;
- The level of community asset transfer activity and progress to date; and
- Possible future developments.

##### 2. Connection to Corporate Improvement Plan and other Corporate Priority

To reflect the commitments in the Council's current Corporate Plan:

###### **Priority Two - Helping people to be more self-reliant:**

- Enable community groups and the third sector to have more voice and control over community assets;
- Support the third sector, town and community councils and community groups to meet local needs.

###### **Priority Three - Smarter Use of Resources:**

- To make the most of our physical assets, including school buildings;
- Review assets and services and enable the successful transfer of those most suitable to community groups and organisations.

##### 3. Background

3.1 Community asset transfer has traditionally been undertaken in line with the Council's Asset Management Plan 2021 : Community Asset Transfer Guidance Document first published in 2010 and updated in 2015. There have historically been a number of successful community asset transfers, including the transfer of Carnegie House (the former Bridgend Library) to Bridgend Town Council that was subject to full-scale refurbishment in 2013 which is often used as an exemplar by Welsh Government. Brief case studies of previous and current community asset transfer has been included at **Appendix A** for illustrative purposes.

3.2 Ongoing policies of fiscal austerity means that Wales is facing a continued, unprecedented and difficult financial climate for our public services with the Welsh Budget for 2019-20 being 11 per cent lower than it was in 2010-11. The Welsh Government announced the Final Local Government Settlement in December, which showed an overall increase of 0.2% across Wales, and an increase for Bridgend of 0.1%, which falls significantly below current inflation rates. The projection for 2019-20 is reduced funding of -1.0%. It is imperative therefore that the public sector continues to work in collaboration to safeguard the services of value to communities,

helping to build a prosperous Wales for current and future generations. The transfer of an asset to a town / community council, sports club or a community group offers an opportunity to maintain and preserve valuable community services which may otherwise be under threat; or alternatively improve the provision that is already available.

- 3.3 Recognising that Councils across Wales are proactively considering community asset transfers the Welsh Government issued an updated “Best Practice Guide – Community Asset Transfer in Wales” (March 2016) that is designed to help manage the process, minimise risk, ensure that proposals accord with the Council’s strategy and that community groups are fully aware of the liabilities and responsibilities they will face. The updated Guide fully aligns with the “Wellbeing of Future Generations (Wales) Act 2015”, which came into force in April 2016 and aims to improve the social, economic, environmental and cultural well-being of Wales and making public bodies think more about the long term, working better with people and communities and by taking a holistic approach to solving problems and avoiding future ones.
- 3.4 Community Asset Transfers are being progressed by a number of local authorities across Wales and policy, level of activity, key facts and lessons learnt that have been shared are included at **Appendix B** to facilitate comparison with BCBC.
- 3.5 The ‘Refurbishment and Management of Sports Pavilions’ Report was approved by Cabinet on 4 February 2014. At that time the total legacy of repair for sports pavilions was estimated to be £3.85 million, and Cabinet agreed that a sum of £1 million approved by Council in February 2013 for capital funding should be used to improve the condition of self-managed sports pavilions in partnership with users. The users under the terms of the lease would be responsible for the maintenance and repair of buildings and the payment of all service related charges. It was anticipated that users as a general rule would be better placed to develop and maintain the pavilions to a standard consistent with their needs and expectations.
- 3.6 The Authority currently has 45 sites with playing fields of which 40 have traditional pavilions the majority of which are in a poor state of repair. A list of pavilions and playing fields showing the sports played and value of repairs based upon condition surveys undertaken in 2008 and 2016 for internal management purposes (which excludes VAT, preliminaries and professional fees) has been included at **Appendix C**.
- 3.7 There are 20 community centres across Bridgend County Borough Council which have varying management and lease arrangements in place or presently subject to re-negotiation with community organisations that use them. A list of community centres showing estimated repair costs arising from the latest condition surveys undertaken which were prepared for internal management purposes has been included at **Appendix D**.
- 3.8 The Awen Cultural Trust works with the Council to support the voluntary management committees of 4 community centres (Awel-Y-Mor OAP Centre, The Bettws Life Centre, Blaengarw Working Men’s Hall, and Coity High Community Centre) and continue to be responsible for the day to day management with partnership agreements outlining the respective responsibilities of each party including the respective obligations for repair and maintenance having been established.
- 3.9 In March 2015 the Council’s Strong Communities Connecting Services (SCCS) Board, chaired by the Corporate Director Resources and includes representation from Council Directorates and other organisations located in the County Borough, established a Task and Finish Group to review its approach to community asset

transfer with the aim of increasing the pace and the number of asset transferred. The recommendations of the Task and Finish Group were approved by Cabinet on 14 July 2015 and have been summarised in the table below together with a brief outline of the actions taken:

	Recommendation	Action Taken / Progress								
a)	The Council should draw up a list of assets which it is prepared to transfer to the community taking account of our emerging corporate priorities and Medium Term Financial Strategy (MTFS) budget reduction requirements and giving an indicative timetable;	<p>The Council determined asset groups and specific assets considered appropriate for community asset transfer:</p> <table border="1" data-bbox="842 488 1385 846"> <tr> <td data-bbox="842 488 997 633">Priority 1</td> <td data-bbox="997 488 1385 633"> <ul style="list-style-type: none"> <li>• Public Toilets</li> <li>• Parks Pavilions</li> <li>• Bus Shelters</li> <li>• Community Centres</li> </ul> </td> </tr> <tr> <td data-bbox="842 633 997 808">Priority 2</td> <td data-bbox="997 633 1385 808"> <ul style="list-style-type: none"> <li>• Playgrounds</li> <li>• Playing fields (excluding school playing fields) and bowling greens</li> </ul> </td> </tr> <tr> <td data-bbox="842 808 997 846">Priority 3</td> <td data-bbox="997 808 1385 846">Miscellaneous assets</td> </tr> </table> <p>The Corporate Director (Communities) wrote to Clerks of Town and Community Councils and relevant Community Groups and Sports Clubs on 16 October 2015 to invite expressions of interest in transferring Council assets under CAT Priority 1. A list of assets grouped by Town and Community Council area has been included at <b>Appendix E</b>.</p>	Priority 1	<ul style="list-style-type: none"> <li>• Public Toilets</li> <li>• Parks Pavilions</li> <li>• Bus Shelters</li> <li>• Community Centres</li> </ul>	Priority 2	<ul style="list-style-type: none"> <li>• Playgrounds</li> <li>• Playing fields (excluding school playing fields) and bowling greens</li> </ul>	Priority 3	Miscellaneous assets		
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Priority 3	Miscellaneous assets									
b)	A fixed term dedicated CAT Officer post should be created to work with community groups/organisations to progress CAT applications, providing a single point of contact within the Council;	The Council appointed a full-time CAT Officer on a 3-year fixed-term contact funded from the Change Management Fund in November 2015 to deal with enquiries, provide advice and guidance, oversee due diligence and liaise with internal and external stakeholders.								
c)	The current CAT guidance should be amended in line with the new Welsh Government Best Practice Guide and best practice examples in other authorities, establishing clear roles and responsibilities including and setting out a framework for considering requests for CAT including a 4 stage process made up of, expression of Interest, development of a business plan, formal assessment of the business plan and completion of the transaction;	<p>The Council issued updated guidance on Community Asset Transfer in October 2015 to reflect best practice and consultation with relevant bodies which incorporated the revisions to systems and processes and the establishment of clear roles and responsibilities for a four stage process:</p> <table border="1" data-bbox="842 1787 1385 2033"> <tr> <td data-bbox="842 1787 986 1825">Stage 1</td> <td data-bbox="986 1787 1385 1825">Expression of Interest</td> </tr> <tr> <td data-bbox="842 1825 986 1892">Stage 2</td> <td data-bbox="986 1825 1385 1892">Development of a Business Plan</td> </tr> <tr> <td data-bbox="842 1892 986 1960">Stage 3</td> <td data-bbox="986 1892 1385 1960">Formal assessment of Business Plan</td> </tr> <tr> <td data-bbox="842 1960 986 2033">Stage 4</td> <td data-bbox="986 1960 1385 2033">Completion of the transaction</td> </tr> </table>	Stage 1	Expression of Interest	Stage 2	Development of a Business Plan	Stage 3	Formal assessment of Business Plan	Stage 4	Completion of the transaction
Stage 1	Expression of Interest									
Stage 2	Development of a Business Plan									
Stage 3	Formal assessment of Business Plan									
Stage 4	Completion of the transaction									

		The Stages of the CAT process have been expanded upon further at <b>Appendix F</b> .
d)	To facilitate CAT, a limited capital funding pot should be created to enable assets to be transferred in a reasonable state of repair and transition revenue funding should be considered, on a case by case basis, subject to a satisfactory business case being made.	In addition to the £1M secured from capital funding to support organisations wishing to take over Sports Pavilions the Council has: <ul style="list-style-type: none"> <li>• Set aside £200K from the Change Management Earmarked Reserve to fund a dedicated CAT Officer, for a 3 year period, along with specific legal and property support to enable the programme to move forward;</li> <li>• Approved an additional £50K capital funding per annum from 2016/17 to 2018/19 to support Town and Community Councils to undertake capital projects. This is in addition to re-focusing the £50K already in the Capital Programme in each of these years for community purposes to support community asset transfer;</li> <li>• Made £176.5K available from Core and SRF funds until March 2019 for the Community Asset Transfer Business Support Contact to provide community groups with business planning and specialist advice. Funding is proposed to be reduced by £40K to £136.5K as part of the MTFS proposal against CAT in 18/19.</li> </ul>

3.10 A Community Asset Transfer Steering Group was originally established primarily to oversee the transfer of Priority 1 assets and has responsibility for:

- Identifying CAT priorities and manage enquiries, to deliver against the MTFS priorities;
- Identifying and allocate CAT resources;
- Monitoring CAT progress and review whether projects are on track;
- Dealing with generic issues and risks associated with the delivery of the CAT programme; and
- Removing any barriers to effective joint working identified by the CAT Officer.

3.11 The Steering Group meets on a monthly basis and is represented by officers from Regeneration, Neighbourhood Services, Property Services, Finance, and Legal Services. Cabinet resolved in July 2017 that this forum was best placed to assess all community asset transfers expressions of interests, business cases, support and funding by ensuring that any proposed community asset transfer meets the Council's strategic priorities, operational requirements and future direction of travel. Such responsibilities had previously been delegated to the Corporate Property Group or the SCCS Board depending upon the complexity of the project under consideration.

3.12 A framework for the formation of a Community Asset Advisory Panel to provide ad hoc specialist advice and guidance in respect of projects considered by the Community Asset Transfer Steering Group to be of a complex nature has also been established. Representatives from the Welsh Rugby Union, the Coalfields

Regeneration Trust, and Wales Co-operative Centre have all agreed to sit on the Panel when required.

- 3.13 Approval for a community asset transfer and associated funding is made by the Corporate Director (Communities) in conjunction with the Section 151 Officer.

#### 4. Current Situation / Proposal

##### Level of Activity

- 4.1 Since the appointment of a Community Asset Transfer Officer in November 2015 the following progress has been made in relation to asset transfers:

- 83 community organisations have contacted BCBC in respect of 72 different assets. The majority of enquiries to date have been received from sports clubs and associations in relation to self-management of pavilions and playing fields;
- 5 town and community councils (Bridgend, Cornelly, Llangynwyd Lower, Pencoed, and Porthcawl) are currently progressing applications including public toilets, a community centre, playing fields, playgrounds and bus shelters;
- 1 transfer has been completed and 34 applications are currently “live” and subject to informal discussions, the development of formal expression of interest, business case or seeking final approval (see Table at **Appendix G**) which can be summarised as follows:

Progress Reached	No.
Completed Transfers	1
Transfer Approved with Lease being Finalised	6
Expression of Interest Approved with Business Case being Developed	10
Informal Expression of Interest Received with Discussions Ongoing	15
Engagement on Hold at Request of Group	3
<b>Total</b>	<b>35</b>

- 4.2 A children’s playground at Pandy Crescent, Pyle has been transferred to Pyle Community Council to enable refurbishment and improvements to be undertaken.

- 4.3 Three assets are being transferred to Pencoed Town Council on a 35 year lease to enable them to be improved for children and young people with leases due to be finalised shortly:

Asset	Improvement / Development
Pencoed Recreation Ground – Tennis Court	Multi-use games area (MUGA)
Pencoed Recreation Ground – Tennis Court	Skateboard Park*
Former Coed Bach Playground	Reinstatement of playground*

\* Development subject to planning approval

- 4.4 Licences are in the process of being issued to Bridgend Town Council to enable them to manage 9 bus shelters within the Bridgend area.

- 4.5 The freehold transfer of Griffin Park toilets to Porthcawl Town Council has been agreed in principle and refurbishment works under licence are due to commence during 2018, with the Town Council having appointed a project manager to oversee the improvements.

- 4.6 The only business case approved for the transfer of a pavilion and playing fields is in respect of Bryncethin RFC who are in the process of agreeing a 35 year lease with the Authority.

- 4.7 A business case for the transfer of the Hermon Road / Metcalf Street Playing Fields has been prepared by Careau AFC (with assistance under the CAT Business Support contract) and reviewed by the Finance Department with responses to the queries raised due to be submitted by the Club.
- 4.8 Business cases are being developed / finalised with assistance under the CAT Business Support contract for the transfer of a further 6 assets: Heol-Y-Cyw Playing Fields; Llangeinor Playing Fields; Llangynwyd Playing Fields; North Cornelly Community Centre; Wildmill Community Centre; and North Cornelly Green / Playground.
- 4.9 It is the Authority's policy that only current users of assets are usually able to progress a community asset transfer. All existing users of facilities such as sports pavilion and playing fields are encouraged to work together under a joint management agreement, and groups that do not wish to participate in a community asset transfer are assigned protection under any lease as regards continued use should a transfer to another user be completed. The CAT Officer with assistance from an independent chairperson is presently working on joint applications with the following groups:

Asset	Community Groups
Croft Goch Playing Fields	Kenfig Hill RFC & Kenfig Hill AFC
Llangeinor Playing Fields	Llangeinor AFC, Llangeinor Rangers, & Richard Price Centre
Rest Bay Playing Fields	FC Porthcawl & Porthcawl United
Waunbont Bowls	Pontycymmer Bowls Club & Garw Valley Tennis Club

#### Financial Incentives & Other Support

- 4.10 Bryncethin RFC has been awarded £110K (subject to full project funding being secured) to assist with the upgrading of the pavilion to develop a community hub estimated to cost £395K with the Club having had to submit an acceptable business plan which demonstrates sustainability. The Club are in the process of securing funding under the Rural Communities Development Fund, Communities Facilities Fund and Welsh Church Act.
- 4.11 The £110K assigned to Bryncethin RFC to support the transfer was based upon 40% of the estimated building repair cost of £275,000 included in the 'Refurbishment and Management of Sports Pavilions' Report dated 4 February 2014 and Cabinet resolved in July 2017 that Bryncethin Pavilion and Playing Field should be the only community asset transfer project to be allocated funding based upon the original 40% of the estimated cost of refurbishment formula as it did not reflect the changing needs of the Authority.
- 4.12 Cabinet has also agreed that an equitable basis for allocating funding from the remaining £890K needs be determined and approved as and when further information regarding the future of the stock of the Council's pavilions has been considered, and option appraisals to inform the development of a comprehensive sports pavilion and playing fields strategy is determined. In the meantime it was agreed that a maximum contribution of up to £50K towards repairs or refurbishment works per community asset transfer is set to enable individual CAT projects to be progressed, subject to business case approval, while a formal funding mechanism is established. However, where the argument for increased levels of funding is clearly presented in a strong business case then amounts in excess of £50K may also be considered.
- 4.13 Funding under the Town and Community Council (T&CC) grant for 2017-18 and 2018-19 prioritise community asset transfer projects. Cabinet approved on 31



October 2017 match funding for 2 community asset transfer related projects: £50K for Cornelly Community Centre Roof (Cornelly Community Council) and £35K for Griffin Park Public Toilets (Porthcawl Town Council). The CAT Officer has offered to assist town and community councils develop funding proposals under the 2018-19 grant.

- 4.14 The Rural Community Asset Transfer Toolkit has been developed under the Authority's Rural Development Programme, REACH, to complement the Council's Community Asset Transfer Guidance document and assist community groups progress a transfer and manage assets.
- 4.15 The Council entered into a joint contract with the Wales Co-operative Centre, Bridgend Association of Voluntary Organisations (BAVO), and the Coalfields Regeneration Trust following a full tendering exercise in December 2016 to provide business planning and specialist advice to community groups to facilitate the community asset transfer process. A total of 9 community organisations have been referred under the contract to provide guidance in respect of business planning, legal structures, accounting for VAT, and building surveys (see Summary of Work undertaken in the Table at **Appendix H**).

#### CAT Related Expenditure

- 4.16 Capital and revenue expenditure arising in respect of the community asset transfer programme between 1 November 2015 to 31 December 2017 has been summarised in the Table at **Appendix I**.
- 4.17 The amount of capital expenditure has been outlined at paragraphs 4.10 to 4.13 above. The CAT Officer post has been funded for a period of 3 years with the costs to the end of December 2017 totalling £89.6K from the approved Change Management Fund budget of £135K. Other community asset transfer expenditure under the remainder of the Change Management Fund budget of £65K allocated to fund legal and property costs remains unspent. A total spend of £34.1K has also been incurred in respect of the CAT Business Support contract revised budget of £136.5K which has previously been outlined at paragraph 4.15 and the Table at Appendix H.

#### Initiatives Likely to Impact on Future Policy and Activity Levels

- 4.18 The Council has commissioned consultants, Peopletoo, to undertake a Review of the Parks and Playing Field Service to determine options to reduce the current spend of circa £1.4 million through measures ranging from efficiencies, income generation and alternative delivery arrangements. The draft report is subject to internal discussion and will be presented to and discussed with Cabinet by the Corporate Director Communities early in the new year to agree a clear way forward for the service when finalised. The Council's Community Asset Transfer policy and associated systems and processes will need to be subject to further review and alignment to reflect any strategic changes arising from the Peopletoo review and the role community asset transfer may play in the future. Specifically, if the current trajectory of financial savings in the Communities Directorate is maintained it may be necessary to set out clear future deadlines after which service provision would no longer be supported by the Council in the same way, or would need to be nearer to cost neutral [by increasing charges], in order to stimulate future transfers of assets and allow sufficient time for community asset transfers that have not happened thus far, in order to protect service provision in local communities.
- 4.19 BCBC under its Rural Development Programme has also appointed consultants to undertake a feasibility study to identify the potential for establishing sports based community hub or hubs in the Garw Valley. The consultants and the Steering Group have engaged with sports clubs and other stakeholders in the area and the final

report is scheduled to be discussed at a public meeting to be held on 25 January 2018. It is intended that any model(s) developed could also be used in other areas of the county borough.

- 4.20 The Group Manager (Sports & Physical Activity) and the CAT Officer met with the joint committee of the Welsh Rugby Union, the Football Association of Wales and Cricket Wales on 27 October 2017 to discuss the community asset transfer of sports pavilions and playing fields, sports strategy and the support that could be provided by the Council and sports governing bodies. The meeting was positive and further discussions are planned to be held in January 2018 when it is intended to provide feedback arising from the Peopletoo review.

Obstacles to Community Asset Transfer

- 4.21 There are a number of factors that impede the ability of a community group to complete an asset transfer and the main factors both internally (those where BCBC has an element of control – full or part) or externally (those outside the direct control of BCBC) are summarised below:

INTERNAL	EXTERNAL
<ul style="list-style-type: none"> <li>• Capacity of service providers – limited staff resources;</li> <li>• Conflicting policies, e.g. 70% subsidy on sports related hire charges;</li> <li>• Asset condition;</li> <li>• Delays in progressing transfers including back tracking;</li> <li>• Engagement issues;</li> <li>• Risk appetite;</li> <li>• Financial support available.</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity of the group – limited resources, overreliance on key individuals;</li> <li>• Securing external grant funding;</li> <li>• Asset Management – operations</li> <li>• Affordability of asset;</li> <li>• Engagement issues;</li> <li>• Legal and health and safety implications;</li> <li>• Unrealistic project development plans, e.g. 3G and 4G pitches;</li> <li>• Poor financial performance (current or past);</li> <li>• Demonstrating sustainability.</li> </ul>

- 4.22 The CAT Business Support contract has been specifically designed to assist community groups meet some of the challenges posed under external factors.

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

- 5.1 There are no effects on the Policy Framework and Procedure Rules.

**6. Equality Impact Assessment**

- 6.1 There is no impact on specific equality groups as a consequence of this report.

**7. Financial Implications**

- 7.1 The financial implications of community asset transfer are reflected in the report.

**8. Recommendation**

- 8.1 Overview and Scrutiny Committee is invited to:

note the content of this report in relation to community asset transfer; and to consider and agree any recommendations the committee may wish to make consistent with its challenge and support role in light of this report.

**Mark Shephard**  
**CORPORATE DIRECTOR - COMMUNITIES**  
**January 2018**

**Contact Officer: Guy Smith, Community Asset Transfer Officer**  
**Telephone: (01656) 815323**

**E-mail: Guy.Smith@bridgend.gov.uk**

### **Background documents**

AMP 2021: Community Asset Transfer Guidance Document

Cabinet Report 4 February 2014 - The Refurbishment and Management of Sports Pavilions

Cabinet Report 14 July 2015 – Community Asset Transfer

Cabinet Report 25 July 2017 – Community Asset Transfer

## **Bridgend County Borough Council Community Asset Transfer Case Studies**

### **Example of a Completed Transfer**

#### **CARNEGIE HOUSE**



A Cabinet decision to move Bridgend Library into Bridgend Recreation Centre meant that there was an historic, high profile building in Bridgend Town Centre that required a new, sustainable use. The Town Council were approached by BCBC because at that time they were also looking to re locate into the Town Centre and had an interest in establishing an arts and cultural venue in the town. The fundamental decision was therefore based on increasing library footfall, reducing library costs and ensuring ongoing beneficial use of an iconic town centre building.

During 2013, Bridgend Town Council began planning to relocate its Council Chamber to the former library building founded by Andrew Carnegie in the town centre. Alongside this, the local arts organisation Bridgend Arts Ltd. had identified that the town centre lacked an arts venue and could not offer space for local artists to meet and present their work. Through collaboration and following detailed discussions with BCBC, the Town Council relocated to the former public library building in Wyndham Street in January 2014 and renamed the property to Carnegie House / Ty Carnegie to pay tribute to the past.

The first floor of the building accommodates the Town Council Chamber, Board Room and staff office; whilst the ground floor and small gallery on the first floor are designated for the Arts.

The Town Council has used its funds to undertake refurbishment of the building which has included: replacing the heating system, renovating and redecorating the ground and first floor rooms (in Edwardian colours), replacing the flooring in the entrance hall, stairs and throughout the first floor and main hall.

The Town Council has been awarded a grant from the Arts Council of Wales to develop a programme of events at the venue.

## Example of a Transfer being Finalised



### BRYNCETHIN PLAYING FIELD & PAVILION

Bryncethin RFC aims to transform the dilapidated pavilion into a community hub. The work will include an extension, an additional second storey and car park. The building element of the project is estimated to cost £395K (including VAT and contingency of £30K) which is intended to be undertaken using a combination of contractors and in-house labour.

The project designed by the Vice-Chair, Mr. Phil Jones, a retired chartered surveyor has received planning permission and BCBC Built Environment has sense checked the project and associated costings, and they have concluded that the project is viable. In addition to £110K provided in principle by BCBC the Club are in the process of finalising funding under the Rural Communities Development Fund, Communities Facilities Fund and Welsh Church Act.



The lease is in the process of being finalised by Property and Legal services with the Club intending to commence work in May 2018.

## Example of a Transfer at Inception Stage

### LLANGEINOR PLAYING FIELDS

Hwb Llangeinor Hub chaired by Cllr. Rod Shaw has been formed from an amalgamation of three separate organisations - Llangeinor AFC, Llangeinor Rangers and the Richard Price Centre to develop a community hub and 2 x 4G pitches at Llangeinor playing fields.



The project has a total estimated cost of £2.2M and the group is presently being supported under the CAT Business Support contract by Business Advisor, Shannon Robinson from the Coalfields Regeneration Trust to develop a business plan and funding strategy. A public meeting is planned to be held to promote the project on Sunday, 21 January 2018.

The CAT Steering Group approved the expression of interest for the project on 17 August 2017 and the group have been invited to develop a business case.

Comparison Data from Other Local Authorities

Local Authority	Policy	Level of Activity	Financial Incentives	Key Facts	Lessons Learnt / Challenges
<p><b>Blaen Gwent</b></p>	<p>An interim approach was adopted in July 2017 in relation to the transfer of sports grounds and clubs subject to a pending a review of the overall CAT process and policy later in the year as part of the Environment, Regeneration &amp; Economic Development Scrutiny Committee forward work programme.</p>	<p>The Council has 20 sites and 48 sports facilities.</p>	<p>The Council has made available limited funding to allow works to be undertaken to facilitate any CAT Transfer. These would be the minimum necessary to enable the transfer to take place.</p>	<ul style="list-style-type: none"> <li>• Meetings with individual sports groups to discuss potential increases in costs for use of facilities and to explore whether clubs would care to consider the CAT of their facilities held towards the end of 2015;</li> <li>• Meetings also took place with the governing sporting bodies and umbrella organisations to ensure they were aware of the Council's approach;</li> <li>• Many of the facilities have limitation to the potential fundraising, letting and income which could be derived with little flexibility in use or space for alternative uses and income generation;</li> <li>• Many of the Council's sports grounds and moreover buildings have issues with backlog maintenance and would benefit from improvements;</li> <li>• The Council has increased sports ground fees in both 2016/17(rate of inflation) and 2017/18 (10% increase) in the light of budget cuts;</li> <li>• The ongoing review would allow the Council to engage with clubs over the next few months, and present an opportunity for those interested in moving towards a CAT to do this based on a more simplified approach.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Limited staff resources</b> to progress transfers;</li> <li>• <b>Legal issues</b> - preparation and completion of legal documents to affect the transfer are time consuming;</li> <li>• <b>Specific land issues</b> - related to the individual site, ground or asset. Examples include advertisement under S123 Local Government Act 1972, Charities Act 2011, Fields in Trust.</li> </ul>

Local Authority	Policy	Level of Activity	Financial Incentives	Key Facts	Lessons Learnt / Challenges
Cardiff Council	'Step up' initiative has been launched to encourage more volunteers to take over the management of services and assets in their own communities.	Not known	Not known	<ul style="list-style-type: none"> <li>Buildings available for transfer / sale are periodically advertised on website.</li> <li>Preferred to redevelop existing sites where facilities presently provided could be incorporated into any new build at the cost of potential developers.</li> </ul>	Not Known.
Carmarthenshire County Council (CCC)	<p>Whole scale transfers or potential closure of parks and playgrounds (including pavilions and playing fields) announced in 2013/14 with deadlines set for:</p> <ul style="list-style-type: none"> <li>Expression of Interest: 01/04/16;</li> <li>Completion of Transfers: 31/03/18.</li> </ul>	<ul style="list-style-type: none"> <li>150+ assets available for transfer;</li> <li>82% of assets had or were in the process of being transferred;</li> <li>Closure of remaining assets were presently subject to public consultation (deadline 21/03/18).</li> </ul>	<ul style="list-style-type: none"> <li>Twice the site operating costs in 2013;</li> <li>Additional grant up to £10K;</li> <li>Health and safety issues corrected pre-transfer.</li> </ul>	<ul style="list-style-type: none"> <li>The project was being managed by the Parks Manager supported by 3 staff (1 x Property Services, and 2 x Legal Services);</li> <li>CCC had 100% coverage by town and community councils with 72 being in existence;</li> <li>The majority of transfers were being progressed by town and community councils with the remainder being undertaken by sports clubs / associations;</li> <li>Some town and community councils were sub-letting facilities to sports clubs;</li> <li>The majority of leases were of 99 years in duration;</li> <li>Only standard leases were issued which were considered to be exemplar by external bodies and none had been disputed and subject to change;</li> <li>Transfers were subject to s.123 (disposal of land by principal councils) and did not require open access space restrictions;</li> <li>The majority of town and community councils required service level agreements with CCC for the maintenance of playgrounds.</li> </ul>	<ul style="list-style-type: none"> <li><b>Legal aspects</b> caused the greatest delay and most uncertainty – Report and Title (trust, land and registration) required at earliest opportunity;</li> <li><b>Accuracy of expenditure data</b> – ability for accounting to cost centre level.</li> <li><b>Safety certificates</b> either obtaining copies or re-testing;</li> <li><b>Increased in workload</b> – need for dedicated team;</li> <li><b>No specific support network</b> provided to assist town / community councils and sports clubs with organisations. Carmarthenshire Association of Voluntary Services were being heavily relied upon.</li> </ul>

Local Authority	Policy	Level of Activity	Financial Incentives	Key Facts	Lessons Learnt / Challenges																				
				<ul style="list-style-type: none"> <li>• CCC had agreed to fund annual inspections;</li> <li>• Business cases were only required for sports clubs no requirement for town and community councils;</li> <li>• No TUPE issues have arisen from transfers to date with staff numbers being reduced by more than 50% based upon voluntary redundancy, retirement and ill health;</li> <li>• Other assets groups likely to be subject to community asset transfer in the future, and these may include: lakes and fisheries, open spaces, public conveniences, community education establishments.</li> </ul>																					
<p><b>Rhondda Cynon Taf</b></p>	<p>“RCT Together” launched in March 2015 whereby individual assets / services are targeted by the Council and advertised – “30 Day Window of Opportunity” - inviting community groups to provide innovative and creative solutions to address community need.</p> <p>Priority given to proposals that will support sustainability.</p>	<table border="1" data-bbox="555 798 907 1209"> <tr><td>Transfers Completed</td><td>18</td></tr> <tr><td>Informal Enquiries</td><td>139</td></tr> <tr><td>Expressions of Interest Submitted</td><td>278</td></tr> <tr><td>Expressions of Interest Withdrawn</td><td>144</td></tr> <tr><td>Expressions of Interest Declined</td><td>31</td></tr> <tr><td>Business plans Received</td><td>40</td></tr> <tr><td>Active Cases (% reliant on outcome of funding applications)</td><td>74</td></tr> </table> <p>Assets subject to transfer can be summarised as follows:</p> <table border="1" data-bbox="555 1393 927 1492"> <thead> <tr> <th>Asset Group</th> <th>No.</th> </tr> </thead> <tbody> <tr> <td>Museum</td> <td>1</td> </tr> <tr> <td>Art Centre</td> <td>1</td> </tr> </tbody> </table>	Transfers Completed	18	Informal Enquiries	139	Expressions of Interest Submitted	278	Expressions of Interest Withdrawn	144	Expressions of Interest Declined	31	Business plans Received	40	Active Cases (% reliant on outcome of funding applications)	74	Asset Group	No.	Museum	1	Art Centre	1	<ul style="list-style-type: none"> <li>• £100K Community Enabling Fund made available to support delivery of community facilities;</li> <li>• Additional Community Action Fund (£50 to £500) set-up for volunteers and community members in RCT to undertake small scale actions;</li> <li>• 2-3 year rent free period.</li> </ul>	<ul style="list-style-type: none"> <li>• Long-term lease is RCTs default position;</li> <li>• Breakout clauses may be negotiated to allow community organisations flexibility but this may impact upon external funding;</li> <li>• Surplus buildings are identified by the Asset Management Group;</li> <li>• Speculative expressions of interest can also be submitted by community / voluntary organisations;</li> <li>• Business plans demonstrating sustainability are approved by the Community and Service Transfer Panel (made up of case specific officers from Estates, Regeneration, Finance, Leisure, Planning, Legal, etc.);</li> <li>• Transfers are approved under delegated powers or referred to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time constraints</b> – Aligning large scale match funding packages – lead in time can be anything from 18-24 months for larger capital development grants and the Council is reluctant to “hang on” to a vacant building as they continue to deteriorate;</li> <li>• <b>Reactive vs Proactive Approach</b> – Sensitivity around discussing key buildings prior to any formal declaration the building is surplus. Earlier discussions required to support active transfers of buildings;</li> <li>• <b>Capacity of independent support agencies</b> – groups require a lot of “hand holding”;</li> <li>• <b>Specific challenges of Groups</b> – including:</li> </ul>
Transfers Completed	18																								
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Libraries	3
School	2
Day / Community Centre	2
Courthouse	1
Paddling Pools	5
Tennis Courts	1
Land	1
Dog Kennelling	1

- Cabinet;
- Work collaboratively with voluntary sector partners to provide a range of support and advice on business planning, governance, legal structures, funding, etc.;
  - Average duration of leases were 25 years but determined largely by needs of funders;
  - Market value rent charged which was subject to negotiation;
  - Community groups involved in transfers have to date levered in a total of £3.7M.

- governance arrangements, capacity, skills gaps, safeguarding concerns, viability and sustainability, impact of transfer, competition for funding;
- **Building Condition** – surplus buildings often come with a raft of capital development costs to make them “fit for purpose” and “energy efficient”;
  - **Strategic Steer** – require a more informed strategic lead from Welsh Government.

<b>Swansea Council</b>	Elected to sell surplus assets rather than undertake community asset transfers.	n/a	n/a	n/a	n/a
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## BRIDGEND COUNTY BOROUGH COUNCIL - PAVILIONS &amp; PLAYING FIELDS SUMMARY

UPRN	Pavillions	Active Sports Clubs	Sports Facilities					Condition Survey*	
			Football Pitch	Rugby Pitch	Cricket Square	Bowling Green	Tennis Courts	2008	2016
30025	Aberfields (Planka) Playing Fields	4	2	1				66,050	9,500
20018	Bettws Playing Fields	3	2					161,600	n/k
20019	Blaengarw Cricket	2			1			13,850	40,500
20020	Blandy Park Playing Fields	2	1					26,200	212,500
50001	Brackla Playing Fields	5	1	1				n/a	n/a
40026	Bryncethin Rugby	3		1				99,300	95,000
60060	Bryntirion Playing Fields	3	2	1				n/a	n/a
70022	Cae Gof Playing Fields	6	2	2		1		42,220	212,000
30066	Caedu / Ogmores Park	2				1	2	5,850	15,500
10040	Caerau A.F.C.	2	1					34,250	133,500
10041	Caerau Welfare Park	3	1			1		8,300	96,500
50020	Coychurch Playing Fields	6	1					19,050	200,500
40027	Coytrahen Playing Fields	0	1					10,400	n/a
70023	Croft Goch Playing Fields	4	1	1				45,250	104,000
20021	Cwm Garw Playing Fields	1		1				1,350	42,750
30026	Evanstown Welfare Park	2		1		1	2	18,100	25,000
10042	Garth Park Playing Fields	7		1	1	1		700	142,000
50021	Great Western Avenue Playing Field	4	1		1			26,000	37,000
80028	Griffin Park	6				6	2	48,850	124,000
90012	Heol-Y-Cyw Playing Fields	4		2			2	84,100	211,000
10043	Hermon Road/Metcalf Street Playing Field	1	1					17,250	71,500
20022	Lawrence Park Playing Fields	3	1	1			3	57,650	n/k
30027	Lewistown Playing Fields	1	2					23,800	78,375
50025	Litchard Cross Playing Fields	3	2					n/a	n/a
20023	Llangeinor Playing Fields	3	1					121,050	187,000
60061	Llangewydd Road Playing Fields	2	1	1				n/k	n/k
10045	Llangynwyd Playing Fields	7	1					7,300	172,000
80030	Lock Lane Playing Fields	7	4		1			285,300	1,800
10047	Maesteg Welfare Park	9	1	2		2	5	12,480	161,250
30028	Nantymoel R.F.C.	3		1				4,900	126,250
60022	Newbridge Fields ( North)	5		1		2		63,450	n/k
60064	Newbridge Fields (South)	9	3	4				123,988	13,800
60023	Newbridge Fields South Cricket Pavilion	5			4			16,850	23,500
60063	Newbridge Fields extension								
70025	North Cornelly Playing Fields	3	2	1				45,250	n/k
30029	Ogmores Vale R.F.C.	2		1				8,900	96,250
40028	Pandy Park Playing Fields	6	2	2				229,100	-
90013	Pencoed Recreation Ground	9	1	1	1	1	1	96,900	199,500
20024	Pwl-Y-Garn Playing Fields	1	1					11,550	56,000
80033	Rest Bay Playing Fields	7	2	1				11,750	114,000
10050	South Parade Playing Fields	6	1	1				3,310	79,000
10051	Tudor Park Playing Fields	1	1					n/a	n/a
20064	Waunbont Bowls	1				1		41,100	n/k
30030	Waunlwyd Playing Fields / Bowling Green	1				1		n/k	n/k
90014	Woodlands Park Playing Fields	7	2	2				88,400	73,500
	<b>Total</b>	<b>171</b>	<b>45</b>	<b>31</b>	<b>9</b>	<b>18</b>	<b>17</b>	<b>1,981,698</b>	<b>3,154,975</b>

Key:

\* Condition Survey data is for internal use only and excludes VAT, preliminaries and professional fees

## BRIDGEND COUNTY BOROUGH COUNCIL - COMMUNITY CENTRES



	UPRN	Asset	Condition Survey*	
			Date	£
1	20011	Bettws Life Centre	Sep-2015	210,700
2	20012	Blaengarw Working Mens Hall	Oct-2015	43,900
3	50012	Coity Higher Community Centre	Nov-2015	81,500
4	80012	Awel-y-Mor Senior Citizens Centre	Dec-2015	229,200
5	40113	Sarn Life Long Learning Centre	Aug-2016	16,000
6	10029	Caerau Community Centre	May-2016	22,900
7	10033	Noddfa Chapel	May-2016	220,950
8	20013	Richard Price Centre	Aug-2016	312,000
9	20066	William Trigg Centre	Jul-2016	70,000
10	30102	Bryant OAP Centre	Jun-2010	21,350
11	40018	Ynysawdre Community Centre	n/k	49,350
12	50013	Pendre Pavilion Litchard	Oct-2010	60,100
13	70017	Cefn Cribbwr Community Centre	Jun-2016	64,300
14	70018	North Cornelly Community Centre	Jun-2016	153,300
15	80075	Griffin Park Community Centre	Jul-2016	102,550
16	30098	Evanstown Community Centre	Jun-2016	163,500
17	40017	Coytrahen Community Centre	Jul-2016	63,000
18	50011	Brackla Community Centre	Jun-2016	68,500
19	60042	Wildmill Community Centre	Jan-2007	27,350
20	60161	Bryntirion & LLaleston Community Centre	Jun-2016	121,500

KEY:

\* Condition Survey data is for internal management use only and excludes preliminaries, VAT and professional fees

## CAT PRIORITY 1 ASSETS LOCATED IN TOWN & COMMUNITY COUNCIL AREAS

Town / Community Council	Borough Ward	CAT Priority 1 Assets
<b>Maesteg</b>	Caerau	<ul style="list-style-type: none"> <li>• Caerau Noddfa Community Centre,</li> <li>• Caerau Welfare Park</li> <li>• Caerau Athletic Club</li> <li>• Caerau Community Centre</li> <li>• Hermon Road/Metcalf Street Playing Field &amp; Pavilion</li> </ul>
	Maesteg West	<ul style="list-style-type: none"> <li>• Maesteg Welfare Park</li> </ul>
	Maesteg East	<ul style="list-style-type: none"> <li>• South Parade Pavillion &amp; Playing Fields</li> <li>• Garth Park Pavilion &amp; Playing Fields</li> </ul>
<b>Llangynwyd Middle</b>	Llangynwyd	<ul style="list-style-type: none"> <li>• Llangynwyd Pavillion &amp; Playing Fields</li> </ul>
<b>Garw Valley</b>	Blaengarw	<ul style="list-style-type: none"> <li>• Pwll y Gwn Pavillion &amp; Playing Fields</li> <li>• Cwm Garwn Pavillion &amp; Playing Fields</li> <li>• Blaengarw Cricket Pavillion</li> </ul>
	Pontycymmer	<ul style="list-style-type: none"> <li>• Lawrence Park Pavillion &amp; Playing Fields</li> <li>• Waunbart Bowls Pavillion</li> <li>• Blandy Park Pavillion &amp; Playing Fields</li> </ul>
	Llangeinor	Llangeinor Pavillion & Playing Fields
	Bettws	Bettws Playing Fields
<b>Ogmore Valley</b>	Nantymoel	<ul style="list-style-type: none"> <li>• Waun Llwyd Bowls Pavillion</li> <li>• Old Park, Nantymoel RFC</li> </ul>
	Ogmore Vale	<ul style="list-style-type: none"> <li>• Caedu Park</li> <li>• Ogmore Vale RFC</li> <li>• Aber Playing Fields</li> </ul>
	Blackmill	<ul style="list-style-type: none"> <li>• Evanstown Community Centre</li> <li>• Lewistown Pavillion</li> <li>• Evanstown Welfare Park</li> </ul>
<b>Coychurch Higher</b>	Penprysg	Heol-y-Cyw Pavillion & Playing Fields
<b>St Bridges's Minor</b>	Bryncethin	Bryncethin Pavilion & Playing Fields
	Bryncoch	Sarn and Bryncethin Community Centre
	Sarn	N/A
<b>Ynysawdre</b>	Ynysawdre	<ul style="list-style-type: none"> <li>• Ynysawdre Community Centre</li> <li>• Pandy Park Pavillion</li> </ul>
<b>Llangynwyd Lower</b>	Aberkenfig	<ul style="list-style-type: none"> <li>• Coytrahen Community Centre</li> <li>• Coytrahen Playing Fields</li> </ul>
<b>Newcastle Higher</b>	Aberkenfig	N/A
	Pen-y-Fai	N/A
<b>Cefn Cribbwr</b>	Cefn Cribbwr	<ul style="list-style-type: none"> <li>• Cefn Cribbwr Community Centre</li> <li>• Cae Gof Pavillion &amp; Playing Fields</li> </ul>
<b>Pyle</b>	Pyle	<ul style="list-style-type: none"> <li>• Croft Goch Pavillion &amp; Playing Fields</li> </ul>
<b>Cornelly</b>	Cornelly	<ul style="list-style-type: none"> <li>• North Cornelly Pavillion &amp; Playing Fields</li> <li>• North Cornelly Community Centre</li> </ul>

KEY:  Subject to long-term lease  
 Community Asset Transfer or other development presently under discussion

## CAT PRIORITY 1 ASSETS LOCATED IN TOWN & COMMUNITY COUNCIL AREAS

Town / Community Council	Borough Ward	CAT Priority 1 Assets
<b>Porthcawl</b>	Nottage	N/A
	Rest Bay	<ul style="list-style-type: none"> <li>Rest Bay Pavillon &amp; Playing Fields</li> <li>Locks Lane Pavillon</li> <li>Rest Bay Public Toilets</li> </ul>
	Porthcawl Central East	<ul style="list-style-type: none"> <li>Giffin Park Community Centre</li> <li>Giffin Park Pavillon</li> <li>Griffin Park Public Toilets</li> </ul>
	Porthcawl West Central	John Street Public Toilets
	Newton	N/A
<b>Merthyr Mawr</b>	Bryntirion, Laleston and Methyr Mawr	N/A
<b>Laleston</b>	Bryntirion, Laleston and Methyr Mawr	<ul style="list-style-type: none"> <li>Bryntirion and Laleston Community Centre</li> <li>Llangewydd Road Playing Fields</li> </ul>
	Cefn Glas	N/A
	Llangewydd and Brynhyfryd	N/A
<b>Bridgend</b>	Newcastle	<ul style="list-style-type: none"> <li>Newbridge Fields (North)</li> <li>Newbridge Fields (South)</li> </ul>
	Morfa	N/A
	Oldcastle	<ul style="list-style-type: none"> <li>Newbridge Fields Cricket Pavilion</li> <li>Rhiw public Toilets</li> <li>Bridgend Bus Station Public Toilets</li> <li>Cheapside, Bridgend Public Toilets</li> </ul>
<b>Coity Higher</b>	Litchard	N/A
	Pendre	Great Western Avenue Pavilion
	Coity	N/A
<b>Brackla</b>	Brackla	Brackla Playing Fields
<b>Coychuch Lower</b>	Coychurch Lower	Coychurch Playing Fields & Pavilion
<b>Pencoed</b>	Penprysg	N/A
	Felindre	Pencoed Recreational Grounds Pavillon
	Hendre	Woodlands Park Pavillon

KEY:  Subject to long-term lease  
 Community Asset Transfer or other development presently under discussion

## STAGES OF CAT PROCESS

The CAT process has been designed to test an organisation's capacity and the robustness of its business and financial case.

- A. **Stage 1** of the process is the submission of an Expression of Interest which gives the CAT officer the opportunity to meet with the group face to face to discuss their proposals. At this stage checks are undertaken on the building and the group are given all relevant data for the asset. This will normally inform their decision to progress with CAT. Decisions are traditionally formed dependant of the condition and affordability of the asset.
- B. **Stage 2** of the process is where due diligence of the group and its business case commences where the CAT officer will work with the group and assess the following issues:
- a) **Capacity of the organisation** – will review their governance, legal structure, powers within their Council as an organisation identifying if the proposed works are in line with the directors responsibility and capability. The group will also be asked to provide key policies and procedures such as Equality policy, Safeguarding policy, Environmental policy, financial management procedures, insurance etc. Where areas for development are identified groups will be signposted to organisations such as Wales Coop, Coalfields Regeneration Trust and BAVO for additional support and training, which can include support with Business plans, funding, and governance. A level of common sense and relativity is being adopted when appraising applications to ensure that the process does not become a barrier or restriction to enable groups to progress forward and support will be provided where possible.
  - b) **Skills and capacity of the group** – groups will be asked for pen profiles of its directors and a brief outline of what skills and experience they will bring to the organisation. Groups will be encouraged to develop role descriptions and a structure to understand how the facility will be managed, procedures surrounding this and outline how conflict will be managed. Additionally some groups (especially where there is 1 leader or an ageing committee) will be asked to develop a succession plan. Clubs will be asked to undertake a skills audit of its committee and implement training or mentoring in areas where there are skills deficits/gaps.
  - c) **Business and financial case** – At Stage 2 the group is expected to submit a 5 year business and financial plan for review. This will identify how viable the scheme is and gives the case officer the opportunity to challenge and question some of the assumptions made to inform cash flow projections. The CAT officer will present the case to SCCS board, and will complete an application assessment matrix which scores on organisation on the following criteria:
    - i. Applicant organisations capacity – skills of committee, how it's governed and what processes and procedures are in place to ensure good practice is adopted
    - ii. The business case and proposal for the asset
    - iii. Community and partnership impact – looking at needs analysis
    - iv. Suitability of the asset
    - v. Financial case and assumptions
    - vi. Capacity to manage the asset (operational)

Bridgend County Borough Council - Community Asset Transfer Progress

Sports Pavilions & Playing Fields

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
30025	Aberfields (Planka) Playing Fields	Nantymoel RFC	21/03/2017			Initial discussions / Awaiting Dates for meeting.
20020	Blandy Park Playing Fields	Garw AFC	28/07/2017			Initial discussions / Awaiting Dates for meeting.
40026	Bryncethin Rugby	Bryncethin RFC		Fields	26/05/2017	Funding up to £110K approved subject to total funding of £395K being secured. Lease to be finalised.
70022	Cae Gof Playing Fields	Cefn Cribwr Athletic Club/RFC		07/10/2016		No engagement from Club.
50020	Coychurch Playing Fields	Brackla Juniors	19/03/2017			Initial discussions / Awaiting Dates for meeting.
40027	Coytrahen Playing Fields	Llangynwyd Lower Community Council	29/03/2017			CAT Officer has provided asset data and attended a meeting of the Community Council to answer questions.
70023	Croft Goch Playing Fields	Kenfig Hill RFC & Kenfig Hill AFC	24/04/2017	20/12/2017		Joint management group to be established to progress transfer and Business Advisor to be assigned.
20021	Cwm Garw Playing Fields	Carn Rovers	26/10/2017	20/12/2017		Business plan to be developed with assistance under the CAT Business Support contract.
30026	Evanstown Welfare Park	Giffach Goch RFC	22/09/2017			Draft EOI has been prepared by Club and issues regarding trust land and previous funding being investigated.
10042	Garth Park Playing Fields	Maeteg Celtic RFC	24/02/2017			Club waiting for change to BCBC policy before CAT will be progressed.
50021	Great Western Avenue Playing Field	Coity Higher Community Council	18/10/2017			CAT Officer has provided asset data and attended a meeting of the Community Council to answer questions.
90012	Heol-Y-Cyw Playing Fields	Heol-Y-Cyw RFC		05/10/2016		Business plan being developed with assistance under the CAT Business Support contract.
10043	Hermon Road/Metcalf Street Playing Field	Caerau FC		28/09/2016		Business plan has been prepared and reviewed by the Finance Department. Waiting for Club to respond to queries.
20023	Llangeinor Playing Fields	Llangeinor AFC, Llangeinor Rangers, Richard Price Centre	23/11/2017	18/08/2017		Business plan being developed with assistance under the CAT Business Support contract.
10045	Llangynwyd Playing Fields	Llangynwyd Rangers		24/03/2016		Business plan being developed with assistance under the CAT Business Support contract.
10047	Maesteg Welfare Park	Nantffyllon RFC		16/05/2016		No engagement from Club.
30028	Nantymoel R.F.C.	Nantymoel RFC	18/03/2016			No engagement from Club.
40028	Pandy Park Playing Fields	Tondu RFC	04/04/2017			Club waiting for change to BCBC policy before CAT discussions to commence.
90013	Pencoed Recreation Ground	Pencoed AFC	09/11/2017			Informal EOI raised at CAT Steering Group and options available to Club to be explored (including Woodlands Park).
80033	Rest Bay Playing Fields	FC Porthcawl & Porthcawl Utd.	10/02/2017			EOI rejected by BCBC due to potential future development of site. Other alternatives presently being discussed.
10050	South Parade Playing Fields	Maesteg Harlequins	27/11/2017			Options available to the Club have been outlined and feedback from members is awaited.
10051	Tudor Park Playing Fields	Maesteg Park AFC	22/06/2017			Initial discussions / Awaiting Dates for meeting.
20064	Waunbont Bowls	Pontycymmer Bowls Club & Garw Valley Tennis Club	14/07/2017	28/11/2017		A Business Advisor to be assigned under CAT Business Support contract to assist clubs develop a business plan.
90014	Woodlands Park Playing Fields	Pencoed B&GC	03/07/2017			CAT Officer has provided asset data and attended a meeting of the Club to answer questions.

Community Centres

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
10029	Caerau Community Centre	Caerau Development Trust	16/10/2016			The Centre have prepared an EOI but have not been advanced to application stage.
70018	North Cornelly Community Centre	Cornelly Community Council		21/01/2016		Match funding for refurbishment of roof under T&CC grant approved and Business Advisor assigned to assist with business case.
60042	Wildmill Community Centre	Wildmill Community Life Centre Ltd		21/01/2016		25 year lease secured on 04/07/06 with development of a business case for freehold transfer being progressed.

Public Toilets

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
80008	Griffin Park Public Toilets, Porthcawl	Porthcawl Town Council	07/02/2017	27/02/2017	18/08/2017	Match funding for refurbishment of the toilets under T&CC grant approved and freehold transfer to be finalised.

Playgrounds / Green Spaces

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
-	Bridgend Area	Bridgend Town Council	16/08/17			Feasibility of transferring 15 playgrounds in Bridgend area are being assessed internally.
90017	Coed Bach Playground	Pencoed Town Council		06/06/2017	28/11/2017	Lease to be finalised by Property and Legal Services.
70018	North Cornelly Green / Playground	Cornelly Community Council		26/09/2017		Plans and business case to be developed.
-	Pandy Crescent, Pyle	Pyle Community Council		27/02/2017	24/04/2017	Match funding for park improvements under T&CC grant approved and leasehold transfer finalised.
90013	Pencoed Recreation Ground – Tennis Court	Pencoed Town Council		27/02/2017	30/10/2017	Change of use to MUGA - lease being finalised.
90013	Pencoed Recreation Ground – Tennis Court	Pencoed Town Council	31/01/2017	27/02/2017	30/10/2017	Change of use to Skateboard Park - lease being finalised.

Bus Shelters

UPRN	Assets	CAT Lead Club	Process Stage			Commentary
			Informal Discussions / EOI	EOI Approved	Business Case Approved	
-	Bridgend Area	Bridgend Town Council	02/12/2015	16/02/2017	n/a	Leases on 9 bus shelters requested by Town Council are being finalised by Property and Legal services.

Key:

- Transfer completed
- Transfer approved Lease being finalised
- Expression of Interest Approved & Business Case being Developed
- Informal Expression of Interest
- No engagement

**OAT Business Support Contract – Summary of Activity**  
**(01 December 2016 to 31 December 2017)**

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Referral	Organisation Name	Type of Work	Consultant	Cost
001	Bryncethin RFC	Business Planning & Legal Entity	Wales Co-operative Centre	4,830.00
002	Cornelly Community Association	Business Diagnostic	Wales Co-operative Centre	386.40
003	Llangynwyd Rangers BGCW FC	Business & Financial Planning	Coalfields Regeneration Trust	1,545.60
003A	Llangynwyd Rangers BGCW FC	Business Diagnostic	Coalfields Regeneration Trust	386.40
004	Heol-Y-Cyw RFC	Structural Engineering Survey	Vale Consultancy	432.00
004A	Heol-Y-Cyw RFC	Condition Survey	Hurley & Davies	1,573.80
004B	Heol-Y-Cyw RFC	Business Planning	Coalfields Regeneration Trust	6,585.60
005	Porthcawl TC (Griffin Park Toilets)	Refurbishment Design & Costing	Hurley & Davies	882.60
005A	Porthcawl TC (Griffin Park Toilets)	Business Planning & Option Appraisal	TBC	TBC
005B	Porthcawl TC (Griffin Park Toilets)	Revised Design & Costings	TBC	987.50
006	Rest Bay Sports	Visioning, Initial Plan and Site Visit	Wales Co-operative Centre	993.60
007	Cornelly Community Association	Charity Registration, Visioning, Business Plan & P&P	Wales Co-operative Centre	3,211.20
008	Llangeinor Hub	Visioning and Site Planning	Coalfields Regeneration Trust	6,000.00
009	Llangynwyd Rangers BGCW FC	Condition Survey	Hurley & Davies	1,581.00
010	Caerau FC	Business Planning & Funding	Wales Co-operative Centre	1,839.60
010A	Caerau FC	Business Planning Additional Work	Wales Co-operative Centre	966.00
011	BCBC Regeneration School	Training & Networking for Community Groups	Coalfields Regeneration Trust	7,200.00
012	All	Generic Policies & Procedures	BAVO	TBC
013	Caerau FC	Condition Survey	Hurley & Davies	1,170.00
014	Wildmill Community Centre	Business Plan	Wales Co-operative Centre	TBC



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**Community Asset Transfer Funding & Expenditure - 1 November 2015 to 31 December 2017**

<b>Capital Spending</b>							
Type	Source	Total Approved Funding	Capital Allocations				Balance Available
			Total	2015-16	2016-17	2017-18	
		£	£	£	£	£	£
Pavilion Improvements	Capital Receipts	1,000,000	<b>110,000</b>	-	-	110,000	890,000
Town & Community Council Grant*		100,000	<b>85,000</b>	n/a	n/a	85,000	15,000
<b>Revenue Spending</b>							
Type	Source	Total Approved Funding	Revenue Expenditure				Balance Available
			Total	2015-16	2016-17	2017-18	
		£	£	£	£	£	£
CAT Officer Post & Related Expenditure	Change Management Fund	200,000	<b>89,597</b>	11,238	46,744	31,615	110,403
CAT Business Support Contract^	Core and SRF	136,500	<b>34,093</b>		34,093		102,408
<b>Total</b>		<b>336,500</b>	<b>123,690</b>	<b>11,238</b>	<b>80,837</b>	<b>31,615</b>	<b>212,811</b>

Notes:

\* T&CC Grant prioritised CAT Transfers in 2017-18 and will do the same in 2018-19 with funding of up to £135K available [£100K+unspent balance 2017/18 £15K + unspent balance 2016/17 £20K]

^ Funding of £176.5K originally allocated reduced by £40K as part of 18/19 MTFS

