

Public Document Pack

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



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

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

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



Gwasanaethau Gweithredol a Phartneriaethol / Operational and Partnership Services

Deialu uniongyrchol / Direct line /: 01656 643148 /
643147

Gofynnwch am / Ask for: Mrs Julie Ellams

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Tuesday, 13 March 2018

Dear Councillor,

TOWN & COMMUNITY COUNCIL FORUM

A meeting of the Town & Community Council Forum will be held in the Council Chamber - Civic Offices Angel Street Bridgend CF31 4WB on **Monday, 19 March 2018 at 16:00.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008.
3. Approval of Minutes 3 - 8
To receive for approval the Minutes of 16/10/17
4. Review of the future of the Community and Town Council Sector in Wales 9 - 16
5. Town Centre Cleansing and Maintenance 17 - 24
6. Revision to the Town and Community Councils (TCC's) Charter and the Format of the TCC Forum meetings 25 - 30
7. Urgent Items
To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

By receiving this Agenda Pack electronically you will save the Authority approx. £00.60 in printing costs

Councillors:

S Aspey
SE Baldwin
JPD Blundell
MC Clarke
HJ David
P Davies

Councillors

RM Granville
B Jones
AA Pucella
KL Rowlands
B Sedgebeer
CE Smith

Councillors

SG Smith
RME Stirman
R Penhale Thomas
T Thomas
JH Tildesley MBE
M Voisey
A Williams

Plus a representative from each of Town and Community Councils.

Agenda Item 3

TOWN & COMMUNITY COUNCIL FORUM - MONDAY, 16 OCTOBER 2017

MINUTES OF A MEETING OF THE TOWN & COMMUNITY COUNCIL FORUM HELD IN COUNCIL CHAMBER - CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON MONDAY, 16 OCTOBER 2017 AT 16:00

Present

Councillor HJ David – Chairperson

S Aspey P Davies	SE Baldwin R Davies	JPD Blundell S Dendy	MC Clarke L Desmond-Williams E Jones
Cllr D Evans	Cllr P Gwilliam	PW Jenkins	
D Lake	H Morgan	RL Penhale-Thomas	AA Pucella
L Richards T Thomas P Warren	B Sedgebeer JH Tildesley MBE W Willis	C Smith H Townsend	R Stirman SR Vidal

Apologies for Absence

Cllr D John, KL Rowlands, SG Smith, A Williams, M Voisey, A Owen, B Jones

Officers:

Mark Galvin	Senior Democratic Services Officer - Committees
Gary Jones	Head of Democratic Services

149. DECLARATIONS OF INTEREST

Councillor HM Morgan declared a personal interest in Agenda Item 4, in that he was a member of the Elderly Resident's Association in Ynysawdre.

150. APPROVAL OF MINUTES

RESOLVED: That the Minutes of a meeting of the Town and Community Council Forum dated 10 July 2017 be approved as a true and accurate record.

151. 2018-19 BUDGET

The Head of Finance and S151 Officer presented a report, the purpose of which, was to provide the Forum with an update on progress of the Council's Budget (ie Medium Term Financial Strategy (MTFS)).

By way of background he advised that the Council had a four year MTFS which includes a 1 year Budget. This was updated annually through the Scrutiny and Cabinet process prior to being approved by Council, most recently on 1 March 2017. The Strategy identified the resources to support the delivery of the improvement priorities, as well as those required to support 'business as usual' activities. He reminded those present that the MTFS covered the period 2018-19 to 2021-22.

The Head of Finance and S151 Officer confirmed that over the last 4 years, BCBC like other Authorities, had experienced a period of unprecedented financial challenge. During this time, the Council has had to identify and deliver approximately £36m of recurrent budget reductions.

With regard to the more present and future situation, on top of these reductions, the Council currently forecasted a further funding shortfall of approximately £35m between 2018-19 and 2021-22.

The Head of Finance and S151 Officer stated that in addition to reducing financial settlements from Welsh Government each year, the Council faced additional and increasing financial pressure in future years as a result of:-

- Any future unfunded legislative pressures
- Upward pressure on staff pay costs as pay restraint becomes relaxed
- Structural pay issues driven by compliance with the national living wage
- Rising price inflation impacting external supply contracts

Although local authorities received their draft Welsh Government settlement just recently, the Head of Finance and S151 Officer confirmed that the full impact of any changes would not be fully clear until sometime yet to come, and as the picture emerges on specific grant allocations.

The MTFs proposals would then emerge from this and the Budget would then be shaped and shared with the Council's Overview and Scrutiny Committees, prior to being agreed by the Executive (ie Cabinet) and finally approved by Council.

Paragraph 4.5 of the report then outlined that the Council's MTFs assumed an increase of 4.2% to Council Tax in 2018-19, and 4.5% annually for each year after. This section of the report also gave details of the wider budget timetable, and specific dates relating to Council Tax considerations.

The Head of Finance and S151 Officer confirmed that the MTFs allocated resources for the delivery of the Authority's Corporate Plan, which provided the general direction for service delivery. The final Budget proposals is intended to cover a wide range of services, and it was inevitable that the necessary budget reductions in developing these proposals will impact on the local population in different ways.

Finally, he then referred to the report's financial implications which confirmed that the Council's priorities and Corporate Plan are sufficiently supported by its MTFs. The MTFs covering the period 2018-2022 was in the process of development, and it was intended to hold a joint public consultation on the financial priorities and emerging MTFs proposals during October – November 2017.

The Head of Finance and S151 Officer supported his report with a Power Point Presentation which outlined the history associated with the MTFs concentrating upon the following areas:-

1. Reductions in Welsh Government funding;
2. Budget pressures (including School protection);
3. Pay price and inflation;
4. Transfers and new responsibilities

The financial challenge as a result of the above.

The Head of Finance and S151 Officer also referred to Council Tax income and Budget reductions in recent years, and the Total Mitigation in respect of these pressures.

He further explained that the Local Government Settlement for 2017-18 was an average of -0.5% for Welsh local authorities (0.6% for BCBC), though specific information with regard to grant funding had not as yet been made available.

Moving forward to 2019 onwards, he advised that BCBC were facing a -1.5% indicative settlement for 2019-20, with the risks identified still in being with a further added pressure as alluded to earlier, in respect of the implementation of the National Living Wage.

The Head of Finance and S151 Officer advised that engagement could continue with Town and Community Councils (T&CC's) on areas where possible collaboration could take place, and/or where T&CC's could fund things themselves through their precept. These could for example include Public Conveniences, Reduced Street Cleaning, Transfer of Community Centres (to Voluntary Organisations) and subsidised bus travel, etc.

To conclude his Presentation, the Head of Finance and S151 Officer referred to some timelines and key dates in terms of the Budget Strategy, which were Tax bases communicated to T&CC's (late November); report to Council to formally set Tax Base (28 November), T&CC's submission deadline for precept (early January), and report to Council to approve Council tax and precepts (28 February).

The Chairperson advised that the extent of savings ie which total £49m, could not be made without shrinking the workforce, as well as a further reduction in services, as it was too big an ask to continue to make the savings that needed to be made, through efficiency savings alone. The Council would continue the good work that had been made to date he added, by doing things more effectively through more innovative methods and by combining with other providers, in order to provide services collaboratively where this was possible. BCBC would also look wherever it was possible, to reduce management and administrative costs, and to make what would be a significant saving by improving methods in of early prevention and intervention in Children's and Adult Services.

A Member asked if dates were yet known for consultation exercises to take place with constituents of the County Borough, both in local communities and through avenues of Social Media.

The Head of Finance and S151 Officer confirmed that consultation on the MTFs was currently live, though it would officially be launched this coming Wednesday. The different elements of the consultation process would be open and transparent, and the Council would be actively seeking to obtain the views of its residents on where they feel the Budget should be spent, as opposed to where it was felt savings could be realistically achieved. The exercise would look to build upon that undertaken in recent years since this exercise had begun. He wished to point out that of all the local authorities that engaged with the public on its Budget, BCBC had the best response rate in terms of two way engagement with them.

The Member hoped that the 'On-line Calculation method' would be used again this coming year as it had previously, as this spelt out to constituents the extent of savings the Council had to make, as he felt that a large contingency of these were not aware of the level of savings that was required to be made.

The Head of Finance and S151 Officer confirmed to Members that the On-Line Calculation would be used once more for the up and coming Budget consultation process.

The Chairperson asked if there could be increased effort in this year's Budget Consultation exercise with a view to engaging with children and young people, to include encouraging input from the Youth Council, as well as linking in more with Schools and the younger generation through local Community Groups. He asked those Members

who were also School Governors, to link in with their schools and local community groups in this regard so as to expand the consultation process.

A Member referred to the report, and where reference was made to a report being submitted to Cabinet in July 2017, stating that in the current MTFs period it was assumed that there would be an increase of 4.2% to Council Tax in 2018-19, and 4.5% annually for each year after. He asked if this included Town/Community Council's precept sum, to which the Head of Finance and S151 Officer replied no.

A Member noted that the Communities Directorate had been subject to some significant budget cuts since the recession had taken place, and he wondered whether or not there was any merit in combining this Directorate with another.

The Head of Finance and S151 Officer confirmed that this Directorate still covered a large service area, that provided a wide range of public facing services. He added that the Council overall also still had a funding allocation of £258m, though in the coming year this would be reduced by £6m. Services were still being provided by BCBC as a public body, it was just that these services had been reduced in line with the recurring budget cuts that were being imposed.

A Member asked how much in monetary terms the Authority would take-in in on the basis of there being a Council Tax rate of 4.2%.

The Head of Finance and S151 Officer that this amounted to approximately £3m.

A Member made an observation, that the Communities Directorate were still providing a wide range of services for the public, and he felt that these type of services could be assisted upon or even delivered by some Town and Community Councils.

The Chairperson advised that there were a lot of services that the Council had to provide that were costly, ie £40m in Social Services. There were also significant resources unseen by the public that the Council had to provide for, for example the costs for Looked After Children (LAC) and Out of County placements. There were over 380 LAC, and 750 plus families, who though not under our direct care, we still had to provide some funding for. There were also a number of older people being cared for in Home Care that the Council had to provide for, and if these individuals had no assets, then the Council paid wholly for the care of these persons and this amounted to £450 per person per week. These examples were financial pressures that existed year on year.

A Member felt that through the MTFs consultation process, the public should be made more aware of the essential services that the Council were obliged to provide such as those referred to above, that were to a degree out of the Authorities control and had a continual drain on its financial resources. They should also be made aware of areas where cuts were being proposed (as opposed to other areas) and the reasons for this.

The Chairperson agreed with this, adding that information sharing such as this would allow constituents to have a better understanding of how the Council had to manage its budget in these difficult times. This he added could include the amount of budget allocation aligned to each service area of each of the Council's Directorates to include areas where savings were being proposed, and those areas that required protecting.

A Member felt that all Welsh local authorities should as one lobby Welsh Government and also Central Government if necessary, with a view to obtaining more funding in order to more adequately provide services for the public, or if this as he suspected failed, then ask Welsh Government to be the responsible Authority for the provision of Children's and Social Services. He added that if there were no Town/Community

Councils in place to provide some level of support to local authorities, then the current situation would be worse still.

The Chairperson advised the First Minister had visited BCBC last Friday, and that he was questioned along the lines raised above. The Council were also a Member of the WLGA and representatives of this body met regularly with the Finance Secretary for Local Government when continued cuts local authorities were facing, were constantly the subject of debate. The financial situation was not getting any better either due to certain grant funding allocations being cut, reduced or having too many restrictions attached to them.

A Member pointed out to the Forum, that at a recent meeting of Council a Motion had been passed to lobby Welsh Government for extra funding to be allocated to local authorities.

The Chairperson concluded debate on this item, by confirming that a Workshop would be held on 26 October next in order to consider, in its early stages, the forthcoming budget proposals

RESOLVED: That Members noted the report.

152. REVIEW THE TOWN AND COMMUNITY COUNCIL'S (TCC'S) CHARTER

The Corporate Director Operational and Partnership Services presented a report, the purpose of which, was to provide an update of the review of the Town and Community Councils' (TCCs) Charter, and advise the Forum of the plans to complete the review.

The Head of Democratic Services reminded Members that at a previous meeting of the Forum the Charter was updated, and that a provision of this, included a requirement to undertake a review of the Charter annually. He also reminded Members that at its meeting on 10 July 2017, the Town and Community Council Forum approved the establishment of a working group to carry out this task, and then to report back to the Forum with its recommendations. The Town and Community Council Charter Working Group met on 4 September to begin its review.

He then proceeded, by stating that this initial meeting of the Working Group identified a number of changes to the Charter, and these were shown in paragraph 4.1 of the report. It was further agreed that these be shared with all Town and Community Councils, and that they also be given an opportunity to comment upon the Charter and suggest further recommendations in terms of its amendment/review, as appropriate. All these would then be collated and submitted to the Town and Community Council Forum for determination, at its next scheduled meeting.

The report then advised that Councillors T Giffard and A Hussain are no longer Members of the Forum and due to this, they could no longer sit as part of the Working Group.

The Head of Democratic Services therefore sought two replacement Members from the Forum, to sit on the above Working Group,

Following nominations received from the floor, it was

RESOLVED: That Councillors S Aspey and JP Blundell be nominated to sit on the Town and Community Council Charter Working Group in place of the above mentioned Members.

153. URGENT ITEMS

None.

The meeting closed at 17:06

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE TOWN & COMMUNITY COUNCIL FORUM

19 MARCH 2018

REPORT OF THE CORPORATE DIRECTOR - OPERATIONAL AND PARTNERSHIP SERVICES

REVIEW OF THE FUTURE OF THE COMMUNITY AND TOWN COUNCIL SECTOR IN WALES

1. Purpose of Report.

- 1.1 The purpose of this report is to inform the Forum of the current Welsh Government consultation regarding the review of the future of the Community and Town Council Sector.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The review may assist in the achievement of all of the following Corporate Priorities:

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

3. Background.

- 3.1 Gwenda Thomas and Rhodri Glyn Thomas were appointed as co-chairs of an Independent Review Panel considering the future of the Community and Town Council Sector in Wales. The review has a broad remit to:
- explore the potential role of local government below principal councils, drawing on best practice.
 - define the most appropriate model(s)/structure(s) to deliver this role.
 - consider how these models and structures should be applied across Wales. This will include consideration of any situations in which they would not be necessary or appropriate.
- 3.2 The review is focusing on what is required to ensure the most local level of government is effective, efficient and delivering benefits to local communities.

4. Current situation / proposal.

- 4.1 Since the start of the Review in July last year, the panel has heard views and gathered evidence from a range of stakeholders including Community and Town Councils themselves, Local Authorities, the Third Sector and key stakeholders including One Voice Wales, the Wales Audit Office, The Local Democracy and Boundary Commission and the Independent Remuneration Panel for Wales.
- 4.2 The Panel is keen to get the Local Authority perspective on what role Community and Town Councils should play, and what needs to be in place for them to be able to play that role. From engagement to date, the relationship between the two tiers of local government is a key consideration.
- 4.3 The Panel would welcome views on what Community and Town Councils should be responsible for, how they should operate, what barriers stand in the way and what opportunities exist for Community and Town Councils. A survey has been prepared to gather views and is available using the following link:
(<http://www.smartsurvey.co.uk/s/DGMA8/>)
- 4.4 Additional information is provided at **Appendix 1** to show the questions included in the survey and an information sheet at **Appendix 2** which has been provided on the the Welsh Government website:
(<http://gov.wales/topics/localgovernment/communitytowncouncils/review-of-community-town-council-sector/?lang=en>).
- 4.5 Claire Germain from the Welsh Government and Laurie Davies the Secretariat to the Panel, will be in attendance at the meeting to share an update on review to date and hear the forums views on the future role of the sector.

5. Effect Upon Policy Framework & Procedure Rules.

- 5.1 There is no impact on the Council's policy framework or procedure rules.

6. Equality Impact Assessment

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

7. Financial Implications.

- 7.1 There are no financial implications directly arising from this report.

8. Recommendation.

- 8.1 It is recommended that the Town & Community Council Forum note and consider the information contained within this report.

PA Jolley
Corporate Director Operational and Partnership Services
06 March 2018

Contact Officer: Gary Jones Head of Democratic Services
Telephone: (01656) 643385
E-mail: Gary.Jones@Bridgend.gov.uk

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

Background documents – None

PUBLIC SURVEY FOR THE REVIEW OF COMMUNITY AND TOWN COUNCILS IN WALES

#MyCommunityMyCouncil

As well as hearing from the councils themselves, The Independent Review Panel are keen to hear from members of the communities and towns the councils serve – including the communities and towns who do not have a council.

They want your thoughts on:

1. Where do you live?




2. Are you aware of a Community or Town Council in your area?

- Yes
- No

3. Do you know what your council does?

- Yes
- No

4. What would you like to see your council do?



5. Have you been engaged by your council?

- Yes
- No

6. If not, how would you like to see your council engage with the community?

7. In your opinion, do you think your council is representative of your community?

- Yes
- No

If your answer is no, How do you think they can represent you better?

8. Have you ever considered standing for your council?

- Yes
- No

If your answer is no, Why not?

Please use space below to leave additional comments regarding your views on the Review of Community and Town Councils in Wales:

This page is intentionally left blank

Adolygiad o'r Sector Cyngorau Cymuned a Thref yng Nghymru



Llywodraeth Cymru
Welsh Government

Cyngorau Cymuned a Thref



Lefel **llawr gwlad** llywodraeth leol yng Nghymru yw cyngorau cymuned a thref.

Mae dros **735** o Gyngorau Cymuned a Thref yng Nghymru, ond nid oes gan bob cymuned gyngor.



Mae Cyngorau Cymuned a Thref yn **codi arian drwy drethi** (praeseptau) er mwyn cynnal gweithgareddau a gwasanaethau ar gyfer eich cymuned.

Rôl eich cyngor yw cynrychioli **buddiannau'r gymuned gyfan** - a chynrychioli buddiannau gwahanol rannau o'r gymuned yn gyfartal.



Mae cyngorau cymuned a thref yn gallu defnyddio eu **pwerau cyfreithiol** i ddarparu llawer o wasanaethau o ganolfannau cymunedol i fysiau. Maent hefyd yn darparu gwasanaeth **mewn partneriaeth** â chyrrff eraill.

Panel Adolygu Annibynnol

Mae Panel Adolygu Annibynnol wedi ei sefydlu i ystyried rôl Cyngorau Cymuned a Thref yn y dyfodol.

Bydd yr adolygiad:

- yn ymchwilio i rôl bosib llywodraeth leol ar lefel islaw cyngorau Awdurdod Lleol, gan edrych ar arferion da
- yn diffinio'r model(au)/strwythur(au) mwyaf priodol ar gyfer cyflawni'r rôl hon
- yn ystyried sut y dylid rhoi'r modelau a'r strwythurau hyn ar waith ledled Cymru. Bydd hyn yn cynnwys ystyried unrhyw sefyllfaoedd lle na fyddent yn angenrheidiol nac yn briodol.

Disgwylir i'r adolygiad gymryd oddeutu blwyddyn.

Mae'r Panel eisiau clywed gennych...

Mae'r Panel yn awyddus i glywed gan bawb - gan Gyngorau Cymuned a Thref eu hunain, gan eu cymunedau, gan y bobl y maent yn gweithio gyda hwy, gan ardaloedd sydd â chynghorau a chan ardaloedd hebddynt. Maent am gael eich barn ynghylch:



Rhannwch eich barn â'r Panel*

E-bost: Adolygiad.CTC.Review@gov.wales

 @WG_localgov



* Bydd eich sylwadau'n cael eu cynnwys fel rhan o'r Adolygiad. Fodd bynnag ni fydd unrhyw wybodaeth bersonol yn cael ei storio yn ein system; bydd yn cael ei dileu'n syth.

C) Am beth y dylai Cyngorau Cymuned a Thref fod yn gyfrifol?

C) Sut y dylent weithredu?

C) Beth sy'n eu hatal rhag cyflawni dros y gymuned leol?

C) Sut y mae cyngorau'n sicrhau eu bod yn cynrychioli'r gymuned leol yn y ffordd orau bosibl?

Review of Community and Town Council Sector in Wales



Llywodraeth Cymru
Welsh Government

About Community and Town Councils



Community and town councils are the **grassroots** level of local governance in Wales.

There are over **735** Community and Town Councils in Wales, but not every community has a council.



Community and Town Councils **raise money through taxation** (precepts) to carry out activities and services for your community.

The job of your council is to represent the **interests of the whole community** – and to represent the interests of different parts of the community equally.



Community and town councils can use their **legal powers** to provide many services from community centres to buses. They also provide services **in partnership** with other bodies.

Independent Review Panel

An Independent Review Panel has been set up to consider the future role of Community and Town Councils.

The review will:

- explore the potential role of local government below Local Authority councils, drawing on best practice
- define the most appropriate model(s)/structure(s) to deliver this role
- consider how these models and structures should be applied across Wales. This will include consideration of any situations in which they would not be necessary or appropriate.

The review is expected to take around a year.

The Panel want to hear your views...

The Panel are keen to hear all views – from Community and Town Councils themselves, from the communities they serve, from the people they work with, from areas that have councils and areas that don't. They want your thoughts on:



- Q)** What should Community and Town Councils be responsible for?
- Q)** How should they operate?
- Q)** What's standing in their way to deliver for the local community?
- Q)** How do councils ensure they best represent their local community?

Share your views with the Panel*

Email: Adolygiad.CTC.Review@gov.wales

 @WG_localgov



* Comments will be included as part of the Review, however all personal information will not be stored on our system and will be deleted with immediate effect.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO TOWN & COMMUNITY COUNCIL FORUM

19 MARCH 2018

REPORT OF THE CORPORATE DIRECTOR – COMMUNITIESTOWN CENTRE CLEANSING AND MAINTENANCE

1. Purpose of the Report

- 1.1 The purpose of the report is to provide information in regards to maintenance and cleansing including cleansing programmes and highways surface water drainage for the major towns within the borough.

2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

- 2.1 The delivery of Bridgend County Borough Council's (BCBC) maintenance and cleansing functions links to the Priority One Strategy Theme of 'Supporting a Successful Economy' by making the county a good place to do business, for people to live, work, study and visit and Priority Three Strategy Theme of 'Smarter Use of Resources' by ensuring that its resources are used as effectively and efficiently as possible.

3. Background

- 3.1 Since 2010 there has been an ongoing programme of financial savings implemented by the Council to meet reductions in public funding. Amongst these savings have been measures within the Street Cleansing and Highway Services functions that have seen a reduction in staff and service levels to meet savings targets.
- 3.2 Whilst savings and changes to services throughout the county borough have been extensive, the service levels provided to the main town centres has been largely preserved as the importance to the local economy has been recognised.
- 3.3 The following report sets out a summary of most of the services.

4. Current situation / proposal

4.1 Cleaner Streets Team

- 4.2 The street cleansing tables below for Town Centres and surrounding areas is based on a set schedule and rota.

- 4.3 The schedule however, is not set in stone and is often adapted to change the frequency of cleansing and litter picking to ensure that a service is provided in

all areas albeit on a reduced level especially in seasonal cases or where major events are taking place .

- 4.4 Other factors which affect the service schedule are when cleansing and caged vehicles are put out of service coupled with staff shortages through holiday and sickness, which in both cases has a detrimental outcome and therefore cleaning schedules have to be adjusted and frequency reduced.

4.5 Cleaning Schedules

<u>Bridgend</u>	<u>Sweeper</u>	<u>Bins and litter picking</u>
Mon – Friday	06.00 – 09.30	06.00 – 14.00 (09.00-17.00)
Saturday	06.00 - 09.30	06.00 - 10.00
Sunday	06.00 - 09.30	06.00 – 10.00

Bridgend:

- Mon – Fri: 0600 – 0800, caged lorry, team leader and one operative litter pick and empty BCBC bins in town centre and Council car parks. They then remove fly tipping, empty BCBC bins and litter pick surrounding areas as per the schedule until 1400.
- Mon – Fri: 0600- 1400 - Pedestrian Sweeper also sweeps town, once completed reverts to sweeping surrounding area as scheduled.
- Mon – Fri: one operative 0900 – 1700, litter picks and empty BCBC bins.
- Saturday and Sunday: 0600 – 10.00, caged Lorry, team leader and one operative – Pedestrian Sweeper. Town is cleaned and then lorry empties BCBC bins in surrounding areas and picks as required, sweeper reverts to schedule.

<u>Porthcawl</u>	<u>Sweeper</u>	<u>Bins and litter picking</u>
Mon – Friday	06.00 – 09.30	06.00 – 14.00 (09.00-17.00)
Saturday	06.00 - 09.30	06.00 - 11.00
Sunday	06.00 - 09.30	06.00 – 11.00

Porthcawl:

- Mon – Fri: 0600 – 1400, team leader and one operative empty BCBC bins on Promenade, town centre, rest bay and Council car parks plus litter pick.
- Mon, Wed, and Fri: empty BCBC bins and litter pick in surrounding areas.
- Mon – Fri: 0800 – 1600, lorry, team leader and usually one operative empty bin in Porthcawl until 1030 and then litter pick as required by schedule.

- Mon – Fri: 0900 – 1700, one operative litter picks and empties BCBC bins in town centre and surrounding areas.
- Sat to Sun: 0600 – 1100 Lorry, team leader and one operative empty BCBC bins on Promenade, then in to Town to empty BCBC bins and litter pick. Sweeper follows on behind and they brush out as necessary. Sweeper then returns to schedule and lorry empties BCBC bins in surrounding areas.

Pencoed Does not have a schedule like other town centres. 0800 – 16.00 Mon, Wed, Friday, BCBC bins emptied and litter picked. Sweeper visits as required.

Maesteg	Sweeper	Bins and litter picking
Mon – Friday	06.00 – 07.40	08.00 – 16.00 (09.00-17.00)
Saturday	06.00 - 07.40	06.00 - 11.00
Sunday	06.00 - 07.40	06.00 – 11.00

Maesteg:

- Mon – Sunday, 0600 -0740, Town centre with sweeper and a brush man who will also empty BCBC bins. On two weekends in a month it is completed by two men, this normally takes around two hours which is without use of the sweeper.
- Mon – Fri, 0800 – 1600, lorry, team leader and usually one operative empty BCBC bins around Maesteg until 1030 and then litter pick as required by schedule. 0900 – 1700, one operative litter picks and empties BCBC bins in town centre and surrounding areas.

The town centre consists of the main streets, bus station, car parks and surrounding lanes around the main streets.

4.6 Building Relations

- 4.7 The Cleaner streets Team have recognised that in these austere times to be able to maintain a satisfactory service provision, closer working with Town Councils was required. The Cleaner Streets Operations Officer who has been in post now for 10 months has over the past year made himself visible and attended Maesteg, Porthcawl and Pencoed Town Council (TC) meetings and has met with Bridgend TC offering support and ways in which to work together to meet objectives of cleaner towns/streets.
- 4.8 The Council believes that good relations have been forged and in some cases much work has been accomplished with the provision and revamping of litter bins in the Porthcawl area. Porthcawl TC have embraced this working arrangement and provided a budget of £10k to meet their strategy of installing

100 bins with the Cleaner streets Team carrying out all fitting and servicing work to accomplish their target.

4.9 Pencoed TC has recently showed a similar interest and the Council looks forward to working closely with them over the coming year. The Operations Officer will continue his work with Town Councils and aims to attend further meetings in the year ahead.

4.10 Close contacts have also been made with the Garw Valley and Coity Community Councils. Again this will be pursued and developed further over the year ahead.

4.11 Dog Fouling

4.12 Dog fouling has been at the forefront of complaints received coupled with social media comments escalating people's opinions and concerns further, which have increased the demand for more action to be taken: dog foul bins, enforcement, signage etc.

4.13 During the summer period the cleaner streets Team worked with Dogs Trust (GB) and Keep Britain Tidy on a working project in which to assess the scale of dog fouling throughout the country. The Council was one of 6 local authorities who took part in the project and the only Welsh authority to take part in the scheme.

4.14 The aim of the project was to test the effectiveness of dog walking routes, with appropriate bin provision, in reducing instances of dog fouling in public parks and greener spaces.

4.15 From the report evaluation BCBC achieved positive results. The project was conducted at Rest Bay over a 3 month period and showed an overall reduction of 41% in dog fouling.

4.16 There were many useful outcomes from the report and the Cleaner Streets Team will look to use these and adapt these methods to reduce the impact of dog fouling in specific areas over the year ahead.

4.17 TIKSPAC

4.18 Dogs Trust was not the only project that the Council entered into and over a three month period to combat dog fouling further (October to December 2017) the Cleaner streets team trialled two dog fouling posts in the Maesteg and Pencoed area.

4.19 The trial was conducted in partnership with Tikspac, Tikspac is an environmental concept which includes a post station that provides biodegradable dog waste bags for dog walkers, and these stations are placed at selected locations such as footpaths, parks and other public areas and on

routes where there are also litter bins for their collection. Reports from the two areas suggest that these have also reduced the impact of dog fouling and social media such as Facebook have provided positive feedback. Local Councillors have also supported it.

4.20 The Cleaner Street's team will now be looking to increase the number of these posts throughout the county borough and are currently identifying key areas for their positioning (at a cost of circa £500 to be found from the street cleansing budget); in addition to the posts the Council will be looking to use elements of the Dog Trust report findings to develop this service provision further.

4.21 3rd Sector working/Volunteering

4.22 The Cleaner Street's team are constantly contacted by volunteer groups to carry out the disposal of litter which has been collected by the various voluntary groups in the county borough.

4.23 These requests are sporadic and ad hoc, and there appears to be no formal process for these groups when carrying out litter picks within communities.

4.24 It is recognised that these volunteer groups can provide a valuable service and assist in cleaning up areas where the Cleaner Street's team would find it difficult to attend regularly.

4.25 Recognising that these groups can provide a helpful service the Cleaner Street's team along with Keep Wales Tidy, other Council departments including Property, Coastal Management, Rural Development team and Natural Resources Wales (NRW) are working together to meet up with all interested groups with a view of developing an organised and proactive voluntary service to be run by Keep Wales Tidy.

4.26 An initial meeting was held on the 7th March at the Kenfig Nature Reserve, where outline Terms of Reference were set out and a framework provided for voluntary groups so that a coordinated and scheduled approach can be administered and diarised.

4.27 The voluntary groups would then need to be registered under the Keep Wales Tidy banner for which they will be provided with the appropriate insurance cover, risk assessments and support.

4.28 Other Street Cleansing Team Activities

Cleaner Street's team also provide the following assistance:-

Support public conveniences – cleaning and opening

Assist Enforcement in removal of fly tipping following investigations

Renewal or installation of bins

Removal of offensive graffiti
Removal of dog fouling
Cleaning agreed bus shelters
Additional services i.e. Elvis weekend, URDD, charity or sporting events.
Emergency response i.e. flooding, culvert inspections.
Assist other service areas in removal of fly tipping and waste i.e. Sandy Bay, Education land
Co-ordinate with Probation Services, with removal and clean-up projects.

4.29 Drainage

- 4.30 Checks to highway gulleys are carried out on an 18 month cycle to visit and clean as required. If blockages are identified further work is tasked, such as jetting or digging out of accumulated debris. In instances where this does not resolve the issue a Highway Drainage Officer will instigate further works such as camera surveys or excavation to determine and rectify faults. Apart from the scheduled inspections the teams are also called to deal with ad hoc gully issues when reported through the customer care system.
- 4.31 During adverse weather conditions the Gully and Jetvac machines attend emergency flooding or drainage issues both inside and outside of normal operational hours. In such circumstances calls would be prioritised in conjunction with the on call highway inspector on a risk based approach, as we have only limited resources of one Gully machine and one Gully / Jetvac machine which require a minimum manning of two trained persons per unit. As such any Councillor or public referrals during such events will be investigated and cleared as soon as priorities permit.
- 4.32 Another resource used to manage highway drainage are JCB excavators and hand Hazarding gangs, who deliver periodic maintenance of surface water open grips, channels and Culverts associated with highway drainage. These are maintained upon specific task orders generated by the area inspector. Additionally in severe weather conditions gangs will patrol and clear culverts as required.

5. Effect upon Policy Framework & Procedure Rules

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

6. Equality Impact Assessment

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

7.1 Financial Implications

- 7.1 There are no financial implications arising directly from this information report.

8. Recommendations

8.1 That the contents of the report are noted.

Mark Shephard
CORPORATE DIRECTOR - COMMUNITIES
March 2018

Contact Officer: ZACHARY SHELL
Head of Neighbourhood Services
Telephone: (01656) 643403
E-mail: Zak.Shell@bridgend.gov.uk

Background Documents:

None

This page is intentionally left blank

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE TOWN & COMMUNITY COUNCIL FORUM

19 MARCH 2018

REPORT OF THE TOWN AND COMMUNITY COUNCIL WORKING GROUP

REVISION TO THE TOWN & COMMUNITY COUNCILS (TCCs) CHARTER AND THE FORMAT OF THE TCC FORUM MEETINGS

1. Purpose of Report.

- 1.1 The purpose of this report is to inform the TCC Forum of the recommendations of the Town and Community Council Charter Working Group regarding the review of the Town and Community Council Charter and to the format of the TCC Forum meetings.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The Charter and the TCC Forum meetings links to the following priorities supported by the Corporate Plan:

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

3. Background.

- 3.1 The Town and Community Councils Charter is designed to build on existing good practice and embrace the shared principles of openness, respect for each other's opinions, honesty and a common priority of putting citizens at the centre. The Charter is based on equality of partnership. It is a set of guiding principles by which Councils will work together without compromising the autonomy of the individual Councils.
- 3.2 The Town and Community Council Charter was previously reviewed in 2016. As part of that process it was agreed that the Charter be reviewed annually to ensure that it remained fit for purpose.
- 3.3 In October 2017 the TCC Forum established a Working Group to undertake a review of the Charter and to identify opportunities to:

- develop capacity within the communities of the County Borough
- minimise the impact of budget reductions to citizens
- extend relationships with Third Sector and other organisations

- 3.4 The Working Group consisted of 6 Elected Members from Bridgend County Borough Council and 6 Elected Member representatives from the Town and Community Councils. In addition there were two invitees representing the Clerks of the Town and Community Council.
- 3.5 Additionally, the Working Group was tasked to consider the format of the meetings of the Town and Community Council Forum to maximise participation and engagement with all Councils of the County Borough.
- 3.6 The Corporate Overview and Scrutiny Committee (COSC) of Bridgend County Borough Council made a recommendation to the TCC Forum for them to consider more regular meetings in order to ensure momentum and consistent monitoring of any future collaborative work. This recommendation was hoped to provide an opportunity to maximise the potential of all Councils to work more effectively together. As this fell within the remit of the Working Group it was considered as part of their deliberations.

4. Current situation / proposal.

- 4.1 The TCC Charter Working Group met on 3 occasions to undertake the review. The existing Charter and covering report as presented to the TCC Forum in October 2017, was circulated to all Town and Community Councils. They were requested to identify any opportunities to improve the Charter and invited to submit proposals to develop the format of TCC Forum meetings.
- 4.2 Fourteen responses were received from the Town and Community Councils with others responding that they would be in a position to provide their response following their council meeting in March. To date seven councils have accepted the revisions to the Charter as identified in the covering report. Many Councils have made comments which need clarification, additional information and further investigation.
- 4.3 Progressing the Charter
- 4.3.1 To progress the development of the Charter, the TCC Working Group recommend that representatives of the Working Group supported by a BCBC officer visit each Town and Community Councils. It is intended that the Working Group representatives meet with the Chairperson and several members of the Town or Community Council including their Clerk to engage with the Council, clarify their responses and develop a comprehensive picture of how the Charter could be improved.
- 4.3.2 Feedback from the Council engagements could be collated by the Working Group and updates provided to the TCC Forum on a regular basis. The collated information would enable an accurate representation of all Council views and enable appropriate improvements to be made to the Charter.
- 4.3.3 It was proposed that the Wellbeing of Future Generations (Wales) Act 2015 with its

seven wellbeing goals and its five ways of working be used to provide the basis of the discussions with the Councils to progress the development of the Charter.

4.3.4 It should be acknowledged that this is an intensive approach and with the current limitation of available resources, it will be difficult to progress this proposal unless the relevant resources are identified and appropriate funding is made available.

4.3.5 Following the determination of any amendments to the Charter, the Charter action plan will be considered at each meeting of the Forum and be used to progress key activities to enhance the effectiveness of the Charter.

4.4 Format of TCC Forum meetings

4.4.1 The Working Group considered the format of the meetings of the TCC Forum and identified a number of recommendations.

4.4.2 The remit of the TCC Forum in the BCBC Constitution is identified as: "To consult with representatives of Town and Community Councils within the County Borough on matters of mutual interest." The Working Group determined that consideration of only one item at each meeting of the Forum would mean that some items of interest may never be able to be considered by the Forum. Without relevant or engaging agenda items being presented for consideration to the Forum was likely to result in lower attendance levels. This would negate any benefits that the Forum was intended to achieve. The Working Group proposed that the forward work programming for the Forum be enhanced and that its meeting considered a wider range of items including current and planned consultations, the sharing of good practice and information, and identifying opportunities for Councils to work together.

4.4.3 The Working Group were advised that not all TCC Clerks were able to attend meetings of the TCC Forum due to their limited working hours and the workloads within their own Councils. However, the TCC Clerks meetings were well attended and proved useful to discuss operational issues with other Clerks, provide each other with support and share good practice across the County Borough. It was proposed that the Clerks meetings should be amalgamated with the TCC Forum meetings to provide a focused approach to collaborative working.

4.4.4 The Working Group recommended that the frequency of TCC Forum meeting be increased to 6 per year with the agenda items being supplemented by those which would be considered at the TCC Clerks meetings.

4.4.4 With the proposed increase in the number of meetings of the Forum it is acknowledged that having a single identified representative from each Town and Community Council is a significant increase in the commitment from an individual Town or Community Councillor. The Working Group proposed that representatives of Town and Community Councils were able to provide a named substitute if they were unable to attend a meeting of the Forum. Appointed Town and Community Councils representatives would be required to provide sufficient notice of any substitution and an email address for the substitute Town or Community Councillor.

4.4.5 The Working Group proposed that a survey of meeting timings be undertaken to

determine the preferred day and time of future meetings of the Forum. This would potentially remove any barriers preventing member's attendance at meetings.

4.4.6 The Working Group also recommended that these proposals be reviewed after 6 months.

4.4.7 Resources to facilitate an increase in the number of public meetings has not been identified. The additional TCC Forum meetings will need to be supported by Democratic Services and each of the Directorates within BCBC who will be required to provide the additional resources to address the extra work, answering queries, drafting and presenting reports generated by the enhance Forward Work Programme of the TCC Forum.

4.5 Other Recommendations

4.5.1 It was proposed by the Working Group that each Town and Community Council be requested to have a standing item on their agenda to:

- consider items for inclusion on the Town and Community Council Forum agenda
- consider feedback from meetings of the Town and Community Council Forum
- Identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter.

4.6 The recommendations listed above are not all within the remit of the Town and Community Council Forum and therefore a report would have to be presented to Bridgend County Borough County Council or the appropriate Town or Community Council for approval.

5. Effect upon Policy Framework & Procedure Rules.

5.1 There is no impact on the Council's Policy Framework and Procedure Rules.

6. Equality Impact Assessment

6.1 There are no equality implications arising from this report.

7. Financial Implications.

7.1 There are no financial implications arising directly from this report. However the cost of redesign and translation of the revised Charter will be met from existing budgets.

8. Recommendations.

8.1 That the TCC Forum note and consider the recommendations of the TCC Charter Working Group as shown in paragraph 4 and outlined as follows:

- (a) that representatives of the Working Group supported by a BCBC officer visit each Town and Community Council to clarify their responses and develop a comprehensive picture of how the Charter could be improved.

- (b) the Wellbeing of Future Generations (Wales) Act 2015 with its seven wellbeing goals and its five ways of working be used to provide the basis of the discussions with the Councils to progress the development of the Charter.
- (c) Feedback from the Council engagements be collated by the Working Group and updates provided to the TCC Forum on a regular basis.
- (d) that the Forward Work programming for the Forum be enhanced and that its meetings consider a wider range of items including current and planned consultations, the sharing of good practice and information, and identifying opportunities for Councils to work together.
- (e) that the Clerks meetings should be amalgamated with the TCC Forum meetings to provide a focused approach to collaborative working.
- (f) the frequency of TCC Forum meeting be increased to 6 per year with the agenda items being supplemented by those which would be considered at the TCC Clerks meetings.
- (g) representatives of Town and Community Councils be able to provide a named substitute if they were unable to attend a meeting of the Forum.
- (h) a survey of meeting timings be undertaken to determine the preferred day and time of future meetings of the Forum to remove any barriers preventing member's attendance at these meetings.
- (i) that these proposals be reviewed after 6 months.
- (j) each Town and Community Council be requested to have a standing item on their agenda to:
 - consider items for inclusion on the Town and Community Council Forum agenda
 - consider feedback from meetings of the Town and Community Council Forum
 - Identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter.

8.2 That the TCC Forum note that any agreed recommendations not falling within the remit of the Town and Community Council Forum will be reported to Bridgend County Borough County Council or the appropriate Town or Community Council for approval.

PA Jolley
Corporate Director Operational and Partnership Services
8 March 2016

Contact Officer: GP Jones
Head of Democratic Services

Telephone: (01656) 643385

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

Postal Address Level 2, Civic Offices, Angel Street Bridgend CF31 4WB

Background documents: None