

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.*



Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate

Deialu uniongyrchol / Direct line /: 01656 643148 / 643147 / 643694

Gofynnwch am / Ask for: Michael Pitman

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Thursday, 14 March 2019

Dear Councillor,

COUNCIL

A meeting of the Council will be held in the Council Chamber, Civic Offices Angel Street Bridgend CF31 4WB on **Wednesday, 20 March 2019 at 15:00.**

AGENDA

1. Apologies for absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest from Members/Officers in accordance with the Members' Code of Conduct adopted by Council from 1 September 2008.
3. Approval of Minutes 5 - 18
To receive for approval the minutes of 20/02/19
4. To receive announcements from:
(i) Mayor (or person presiding)
(ii) Members of the Cabinet
(iii) Chief Executive
(iv) Monitoring Officer
5. To receive the report of the Leader
6. Health Board Boundary Change - Update 19 - 34
7. School Modernisation Programme - Band B 35 - 46
8. Pay Policy Statement 2019/20 47 - 70
9. Information Reports for Noting 71 - 78
10. To receive the following Questions from:
Councillor C Webster to the Cabinet Member - Education and Regeneration:

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How does the Cabinet Member propose to reduce the number of children with Statements of Special Education Needs who are being excluded from school?

Councillor T Giffard to the Leader

As a participant and major investor in the Cardiff Capital Region City Deal, could the Leader outline the projects secured so far that will directly benefit the people of Bridgend County Borough?

Councillor T Thomas to the Cabinet Member Social Services and Early Help

Will the relevant cabinet member outline what has been done to reduce rates of smoking in the county borough for those who wish to give up?

Councillor A Hussain to the Deputy Leader

40% of battery powered and 22% of main powered smoke alarms failed to activate in residential lines in England. An industry statistics show that more than a fifth never test their alarms and 1:10 householders is without a working smoke alarm altogether.

In Wales the Welsh Fire and Rescue Services attended 8,271, an increase of 25% and in 3:10 dwelling fires between 2017 -18, no smoke alarm was installed.

The Local Government Association (LGA), which represent over 370 councils and fire authorities in England and Wales, is urging householders to buy and regularly check that their smoke alarms are working.

Do we know our failed smoke alarm statistic figures here in Bridgend County and what is our policy to keep our residents safe?

Councillor MC Voisey to the Cabinet Member Communities

Would the Cabinet Member please advise Council, how many enforcement penalty notices have been issued, and the value, in the last 12 months for:

- Parking infringements
- Dog Fouling
- Litter and fly tipping
- Non-compliance waste collection regulations.

11. 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.

12. Exclusion of the Public

The Report relating to the following item is not for publication as it contains exempt information as defined in Paragraph 12 of Part 4, and Paragraph 21 of Part 5 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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

Yours faithfully

K Watson

Head of Legal and Regulatory Services

Councillors:

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

Councillors

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

Councillors

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

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COUNCIL - WEDNESDAY, 20 FEBRUARY 2019

MINUTES OF A MEETING OF THE COUNCIL HELD IN COUNCIL CHAMBER, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON WEDNESDAY, 20 FEBRUARY 2019 AT 15:00

Present

Councillor JR McCarthy – Chairperson

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

Apologies for Absence

JC Radcliffe

Officers:

Susan Cooper	Corporate Director - Social Services & Wellbeing
Deborah Exton	Group Manager - Finance
Mark Galvin	Senior Democratic Services Officer - Committees
Lindsay Harvey	Corporate Director Education and Family Support
Gill Lewis	Interim Head of Finance and Section 151 Officer
Michael Pitman	Business & Administrative Apprentice
Andrew Rees	Democratic Services Manager
Mark Shephard	Interim Chief Executive
Kelly Watson	Head of Legal & Regulatory Services
Mary Williams	Chief Accountant

276. DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

Councillor E Venables declared a prejudicial interest in agenda item 10 – Council tax: Council Tax Discretionary Discount on Empty Properties and Second Homes as she has an empty property which is subject to probate. Councillor Venables withdrew from the meeting during consideration of this item.

Councillor L Walters declared a prejudicial interest in agenda item 10 – Council tax: Council Tax Discretionary Discount on Empty Properties and Second Homes as she is currently selling an empty property which is subject to probate. Councillor Walters withdrew from the meeting during consideration of this item.

Councillor C Webster declared a personal interest in agenda item 7 – Medium Term Financial Strategy 2019-20 to 2022-23 as her son is in receipt of school transport to a specialist school out of county.

Councillor B Jones declared a personal interest in agenda item 10 – Council tax: Council tax Discretionary Discount on Empty Properties and Second Homes as his brother has an empty property.

Councillor G Thomas declared a prejudicial interest in agenda item 10 – Council tax: Council Tax Discretionary Discount on Empty Properties and Second Homes as he has been a left a share in a property which is empty which is subject to probate. Councillor Thomas withdrew from the meeting during consideration of this item.

277. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of Council of 23 January 2019 be approved as a true and accurate record.

278. TO RECEIVE ANNOUNCEMENTS FROM:

Mayor

The Mayor informed Council of the engagements which he and his Consort had attended in the past month which included a charity concert in aid of young carers held at the Sony Theatre, Bridgend, a thanksgiving service marking 30 years since the inception of the Sandville Self Help Trust, the annual Winter Olympage Games and the presentation of certificates at the Military Preparation College awards. In addition, the Mayor and Consort had also attended the Porthcawl School production of the show 'Oliver', the Holocaust service in Cardiff, building excellence awards, Citizenship awards judging, the Launch of the Welsh veterans awards Cardiff, Reading café at Bryntirion infants and the Employment Bridgend Launch.

Deputy Leader

The Deputy Leader informed Council of the progress being made to create a new community facility at the Nantymoel Boys and Girls Club, which involved the creation of a charitable trust, with the facility being launched officially later this week. The facility will provide a permanent base for the community policing team and will also act as the Ogmore Heritage Centre and a visitor attraction to link Bryngarw Country Park via the new Ogmore Heritage Trail. Bike hire facilities would also be provided at Bryngarw and voice-app information displays along the trail. He stated that the site of the former Berwyn Centre would also be the location for new public artwork and community seating.

Cabinet Member Communities

The Cabinet Member Communities informed Council that Porthcawl residents are being invited to attend a drop-in information session where they can help influence the next phase of work on the town's flood defenses. Participants will be able to ask questions and offer feedback on the proposals, which support Bridgend County Borough Council's wider regeneration plans for the town. The drop-in information session will take place at the Grand Pavilion on Thursday 28 February between 1pm - 7pm.

He also informed Council that the annual Local Authority Building Control Building Excellence Awards were marked recently to highlight excellent examples of safe, sustainable, innovative high-quality development within the County Borough. He stated

that the Building Control team carry out 7,000 inspections every year and the winners will now go forward to the South Wales regional awards to be held in April.

He hoped Members will welcome the Smart Energy Plan which was approved by Cabinet yesterday. He stated that the County Borough will be one of only three areas chosen by the UK Government to pioneer low carbon energy schemes with it being estimated that up to £7.4bn could swell the local economy by 2050. Projects under development include a Bridgend heat network connecting homes and public buildings, and the Caerau Minewater scheme which involves using underground water as a heat source to warm homes in the Llynfi Valley. The Council is the first local authority in Wales to develop such an energy strategy and is intended to act as a catalyst for Bridgend County Borough to grow into a low carbon innovation zone and work has been undertaken with the Energy Systems Catapult to trial a type of advanced home energy management control, and this could become a common household feature over the next decade.

Cabinet Member Social Services and Early Help

The Cabinet Member Social Services and Early Help announced the recent death of Cefn Cribwr Mr Clive Richards who had recently attended the Cabinet Committee Corporate Parenting meeting to discuss his experiences as a long-term foster carer for the authority. A letter of condolence would be sent to the family of Mr Richards on behalf of the Council.

He also informed Members of the work which has taken place to establish dementia-friendly communities where people are more understanding, tolerant and supportive of the condition. He was delighted to inform Members that six teenagers from Archbishop McGrath in Brackla had taken the initiative to lead a drive to make their community more accommodating for people living with dementia, completing specialist training, resulting in them becoming recognised as Dementia Champions by the Alzheimer's Society. The students are putting this training to good use by raising awareness among their classmates, local businesses and residents. They had held a local information session and have partnered with the East Integrated Community Network Team, which comprises of staff from the council and ABMU, to hold further sessions and help spread awareness. He was delighted to hear young people getting involved in the Dementia Friendly initiative and hoped that Members will show them their support when they visit the Council in March to help mark World Social Work day.

Cabinet Member Wellbeing and Future Generations

The Cabinet Member Wellbeing and Future Generations was delighted with the results of recent public consultation over proposals for establishing a learning resource centre at Ysgol Gynradd Gymraeg Calon Y Cymoedd for pupils with autistic spectrum disorders. Consultation was overwhelmingly in favour of developing a facility for pupils with ASD, with Estyn commenting that the proposals demonstrate a clear rationale. This will be the first Welsh medium primary in the County Borough to feature such a facility and with one already established at Ysgol Gyfun Gymraeg Llangynwyd, pupils will be able to transition seamlessly while continuing to receive their education in the language of their choice. She commented that for children with ASD, this is going to be of huge support and will help ease the stress of such change.

The Cabinet Member Wellbeing and Future Generations announced that arrangements are underway for the implementation of the Welsh Government's new Childcare Offer scheme in Bridgend County Borough. Designed to provide financial support towards childcare costs for working parents, the scheme is going to offer thirty hours a week of funded childcare and early education for up to forty-eight weeks of the year. It will be

available to eligible working parents from the term after a child's third birthday until the September following their fourth birthday. As children can start school from three-years-old in the County Borough, the biggest benefit of the scheme will be that the offer also extends to childcare during nine weeks of school holidays. The start date for the scheme will be announced very soon, Members will receive a further update once final details have been confirmed.

Cabinet Member Education and Regeneration

The Cabinet Member Education and Regeneration updated Members on the latest developments with the Watersports Centre in Rest Bay, construction of the centre well underway, and the processing of all submissions received from prospective tenants of the new café bistro, which is based upstairs, and the ice cream kiosk downstairs have been completed, with preferred bids identified. He would keep Members informed of developments.

The Cabinet Member Education and Regeneration congratulated budding documentary film makers from Ysgol Bryn Castell who have been working alongside Film Cymru to create a short piece of work about democracy, and are now in the running for a national award. He stated that their efforts will receive a prestigious screening at the Leicester Square Odeon in London next month where they have been nominated for 'Best Documentary' at the 'Into Film' awards. Their film follows a group of young people who outline changes that they intend to make in their lives and follows them as they visit the Council offices to discuss how they can achieve this with Councillors and MPs, and includes a musical interlude.

He announced that Members will be aware that Estyn are due to carry out an inspection of how Bridgend County Borough Council supports schools and the delivery of education. Their officials are at the Council this week for the preliminary inspection, and will be returning in March to carry out a full inspection. He commented that education remains one of the main priorities of this Council, and it is proud of the way in which local schools are supported. Members would receive further details regarding the inspection as soon as the findings are known.

Interim Chief Executive

The Interim Chief Executive announced that the Auditor General had advised that it would be very difficult to plan ahead in the event of a no deal Brexit and accordingly he had established a Project Board to consider those risks.

279. TO RECEIVE THE REPORT OF THE LEADER

The Leader reported that he had recently attended the launch of the Employability Bridgend project which is designed to help people overcome obstacles that may otherwise prevent them from developing new skills and find work. He stated that the benefits of helping people get back into work are many and varied, and within the family unit, breaking the cycle of unemployment sets a positive example to children and helps provide role models that are essential for their successful development. It also decreases the reliance upon public services as households become economically stronger. A Pop-Up Business School event will be held next month, to help people to find out more about setting up their own business. He urged Members to contact the Employability Bridgend team should they wish to learn more about the initiative.

The Leader informed Council that he had previously updated Members about how the Council is supporting Bridgend Ford and that he had met with managers, staff and trade unions at the plant. He was due to return to meet with them again very soon and he

would provide Members with a further update as soon as this has taken place. He hoped that the plant is successful in its bid to build the new Ineos Automotive four-by-four, but if the worst happens, schemes such as Employability Bridgend are standing ready to help affected workers.

The Leader informed Members that the Council is also continuing to engage with ABMU regarding Maesteg Hospital, and he was pleased to see that the decision regarding day services has been deferred so that the new health authority, Cwm Taf University Health Board, will ultimately make a decision on how this will be provided in future. The Council would be working closely with them on proposals for enhancing the hospital's future role.

280. CORPORATE PLAN 2018-2022 REVIEWED FOR 2019-20

The Interim Chief Executive sought approval of the Corporate Plan 2018-22.

He reported that the Council has a duty to set well-being objectives under the Well-being of Future Generations (Wales) Act 2015 and to set improvement objectives under the Local Government (Wales) Measure 2009. He stated that the current Corporate Plan covering 2018-22 sets out three corporate well-being objectives and has been reviewed for 2019-20. In reviewing the Plan, the Council has further developed its well-being objectives and these priorities, once approved, will be the Council's well-being objectives under the Well-being of Future Generations (Wales) Act 2015 and improvement objectives under the Local Government (Wales) Measure 2009.

The Interim Chief Executive reported that the Corporate Overview and Scrutiny Committee on 14 January 2019 had considered the revised draft plan and made a series of constructive comments for amendment and inclusion. The comments had been considered and wherever feasible, appropriate amendments had been made to the draft Plan. Cabinet on 12 February 2019 considered the Corporate Plan 2018-2022 revised for 2019-20. The Plan will be reviewed annually taking into account changing circumstances and progress made against the well-being objectives to ensure that the requirements of the Local Government (Wales) Measure 2009 and the Wellbeing of Future Generations (Wales) Act 2015 are met. Once approved, the Plan will replace the current Corporate Plan and will be supported by the Medium Term Financial Strategy, Directorate business plans and service plans.

The Leader placed on record his thanks to the Corporate Overview and Scrutiny Committee which had been very thorough in its scrutiny of the Corporate Plan and had contributed to the revised Plan. He stated that within the Plan there is a commitment to develop a water sports centre in Porthcawl to enhance it as tourist destination; the redevelopment of Maesteg Town Hall into an arts and cultural hub, the development of low carbon heat schemes, the rationalisation of the estate, driving forward the digitalisation transformation programme and the continued investment in the Band B School Modernisation Programme.

A Member of Council questioned the absence of footfall figures for the town centre in Maesteg. The Leader commented that footfall was not measured in Maesteg at present and officers would provide information to Members as to the feasibility of measuring footfall. The Interim Chief Executive informed Council that there are no means to accurately count footfall in Maesteg town centre due to the absence of cameras, however the cost of installing cameras could be explored.

RESOLVED: That Council approved and adopted the Corporate Plan 2018-22, reviewed for 2019-20.

281. MEDIUM TERM FINANCIAL STRATEGY 2019-20 TO 2022-23

The joint report of the Interim Chief Executive and Interim Section 151 Officer was presented on the Medium Term Financial Strategy 2019-20 to 2022-23, which included a financial forecast for 2019-23, a detailed revenue budget for 2019-20 and a Capital Programme for 2018-19 to 2028-29.

The Interim Section 151 Officer reported that MTFS has been significantly guided by the Council's priorities and while there had been year-on-year reductions in Aggregate External Finance (AEF) has necessitated significant budget reductions across service areas. The Council still plays a very significant role in the local economy, responsible for annual gross expenditure of around £400M and is the largest employer in the County Borough. The Interim Section 151 Officer informed Council that the Corporate Plan is being presented to Council for approval alongside the MTFS 2019-23. The two documents were aligned to each other, enabling explicit links to be made between the Council's priorities and the resources directed to support them.

The Interim Section 151 Officer reported that the MTFS outlines the principles and detailed assumptions which drive the Council's budget and spending decisions, the financial context in which the Council is operating and to mitigate any financial risks and pressures going forward, at the same time taking advantage of any opportunities that may arise.

The Interim Section 151 Officer provided Cabinet with a Corporate Financial Overview and commented that the Council's gross budget will be around £420m while the net revenue budget is planned for 2019-20 is £270.809m. She set out the Strategic Financial Context and informed Council that the MTFS is set within the context of UK economic and public expenditure plans, Welsh Government priorities and legislative programme. Following the announcement of the provisional local government settlement in October 2018, the Chancellor of the Exchequer announced that the Welsh Government will receive an extra £550m over the next three years, with the Welsh Government being able to decide how to spend this allocation. The then First Minister confirmed a package of additional funding proposals for local government, which would be incorporated in the final budget. The Council received its final settlement from the Welsh Government in December 2018, which for this Council resulted in a reduction of 0.1% in Aggregate External Finance or £258k. This was offset by new responsibilities with the true impact for the Council estimated to be a reduction of £1.182m or -0.61% compared to 2018-19, the real position for this Council would be reduction of -1.07% or £2.07m.

The Interim Section 151 Officer reported that 2019-20 final Revenue Budget includes a Council tax increase of 5.4% in the draft MTFS which was reported to Cabinet in November 2018, which was deemed necessary to fund the significant pressures facing the Council, particularly significant pay, price and pensions pressures.

The Interim Section 151 Officer reported on a comparison of budget against projected outturn as 31 December 2018, with the overall projected position being an under spend of £5.312m, comprising a £592,000 net under spend on Directorates and a £6.642m net under spend on corporate budgets, offset by net new earmarked reserves of £1.922m. She stated that this position was better than anticipated due to the recent award of one-off grants from Welsh Government towards costs associated with supporting sustainable social services, and towards teachers' pay for 2018-19. Bridgend's share of the grants was £620,528 for social services and £718,701 for teachers' pay. Without these the net under spend would have been £3.973 million. She also stated that the MTFS is reviewed regularly and amended as additional information becomes available, with the detail for future years being developed over the period of the strategy.

The Interim Section 151 Officer informed Council of the outcome of the consultation on the budget entitled, 'Shaping Bridgend's Future 2018' which received 5,288 interactions. Within this there were 2,677 survey completions, demonstrating a 44% increase on last year. She also thanked the Budget Research and Evaluation Panel in assisting facilitating the budget planning process and the Overview and Scrutiny Committees which resulted in a series of recommendations being made by the Corporate Overview and Scrutiny Committee for consideration by Cabinet.

The Interim Section 151 Officer reported on the budget reduction scenarios and that the most likely scenario was a potential net budget reduction of £35.181m over the course of the MTFS. She also highlighted the current progress on identifying budget reduction proposals. A number of proposals for 2020-21 onwards will require further information and analysis and are not sufficiently well developed to be included at this point in time.

The Interim Section 151 Officer informed Council of the net budget requirement to fulfill its functions, financed from the Welsh Government settlement and Council Tax income, which would require an increase in Council Tax of 5.40%. The Interim Section 151 Officer also informed Council of the pressures of pay, prices and demographics, with there being an estimated increase of 43% in the employer contribution rates for teachers' pensions, which would result in a full year cost of around £3.5m. Price inflation has been allocated to service budgets and includes contractual increases in food costs, social care provision and other commitments.

The Interim Section 151 Officer reported that following a better than anticipated settlement in 2018-19, school budgets were protected from the proposed 1% annual efficiency target, but given the forecast pressure on Council budgets for future years. However following the additional funding announced by the First Minister in November 2018, and the subsequent improved final settlement, along with the outcome of the public consultation and Scrutiny Committees' recommendations, school budgets have again been protected from the 1% efficiency reduction in 2019-20.

The Interim Section 151 Officer reported on the budget pressures which total £2.191m, which represent unavoidable pressures and contractual changes. Budget reduction proposals of £7.621m had been identified from service and corporate budgets to achieve a balanced budget. Fees and charges would be increased by at least Consumer Price Index (at the prevailing rate, currently 2.1%) plus 1%.

The Interim Section 151 Officer informed Cabinet of the position of the Council's Reserves, the forecast movement to 31 March 2019 on Earmarked Reserves would be an overall reduction of £10.925m. A further review would be undertaken at the end of the current financial year, with the forecast movement in reserves for 2019-20 being £7.891m.

The Interim Section 151 Officer reported on the Capital Programme and Capital Financing Strategy for 2018-19 to 2028-29, which has been developed in line with the MTFS principles and the proposed Capital Strategy and reflects the Welsh Government capital settlement for 2019-20. Capital funding of £7.665m, of which £3.938m is provided through un-hypothecated supported borrowing and the remainder of £3.727m as general capital grant. This includes the 2019/20 share (£30m) of the additional £100m of general capital funding announced by the Welsh Government in the provisional settlement. The Council has already received £2.215m as its share of the £50m allocation for 2018-19. The Interim Section 151 Officer outlined the proposed allocations of capital funding. She also informed Council that the intervention rate for the funding of Band B of the School Modernisation Programme under the Mutual

Investment Model had increased from 75% to 80% and a further report would be presented to Council on the funding of Band B schools.

The Deputy Leader in commending the MTFs stated that finance is the lifeline to keep the organisation alive and stated that the proposals within the MTFs had been consulted on more widely than ever. He commented that there is a requirement to fund a 43% increase in teachers' pension contributions with the authority continuing to lobby the UK Government in order that the Treasury fund this increase. He thanked the Budget Research and Evaluation Panel for its work in the budget planning process. He stated that in order to fund additional budget pressures and to cover a funding shortfall of £7.62m, it was necessary to increase Council tax by 5.4%.

The Leader thanked the Overview and Scrutiny Committees for providing a number of recommendations on the budget and to the cross-party Budget Research and Evaluation Panel for its non-partisan and constructive engagement which had helped the shaped the budget. He stated that of the £4.6m increase in Council Tax, it was proposed to spend £4.5 on schools. He also stated that all 22 local authorities in Wales are faced with increasing Council Tax in order to front line services.

A Member of Council expressed concern that £4.6m of savings are rated as either high or medium risk, with £1.9m, 25% being high risk with plans not fully developed and £2.7m, 35% being medium risk with plans in development but doubt around delivery, resulting in £4.6m savings, 60% which are deemed to be a risk. The Member commented that the Council is already forecasting that £7.9 m will be needed from general reserves to fund the Council in the next financial year and if the savings are not delivered the worst case scenario is that the Council will need to draw £12.5m from reserves leaving £24.2m, leaving potentially, only 2 years of reserves left. The Member further commented that this will be a difficult situation when trying to find further savings. However, in the corporate world it would not be acceptable to have a plan where 25% of savings are high risk and 35% medium, with 10% high risk and 20% medium risk being more acceptable. The Member considered that the Council does not have a balanced budget. The Leader commented that the Council is in a similar to last year, but it was projecting to have an under spend this year as was the case in the previous year. He stated that the use of Reserves would be on Capital Reserves and there would be no draw down on General Reserves. He informed Council that the process of planning for next year's budget would commence immediately and that it would be ensured that risks are managed. The Interim Section 151 Officer informed Council that to have 25% high risks was not an ideal position, however the risk in relation to MREC could potentially change quickly. She commented that the Council has a good track record of delivering savings

A Member of Council commented that the reduction in nursery provision is under consideration with budget reductions of £817k in 2020/21 and £584k in 2021/22 and questioned when consultations will start on this so that in the next year, those proposals will be green and low risk. The Leader commented that the Council is in dialogue with the Welsh Government on the continuation of nursery education and consultation will take place on nursery education.

It was moved and seconded that a recorded vote be taken on the proposals contained in the report, but firstly, an electronic vote was required to see that there was a consensus of Members for this.

Therefore an electronic vote was taken, the result of which was as follows:-

For (recorded vote)	Against	Abstain
49	3	0

As the vote for a recorded vote was carried, this was then undertaken, the result of which was as follows:-

For	Against	Abstain
32	11	10

To approve the Medium Term Financial Strategy (Motion)	
Councillor Sean Aspey	Abstain
Councillor Stuart Baldwin	For
Councillor Tom Beedle	Abstain
Councillor Jon-Paul Blundell	For
Councillor Nicole Burnett	For
Councillor Mike Clarke	Abstain
Councillor Norah Clarke	Abstain
Councillor Richard Collins	For
Councillor Huw David	For
Councillor Paul Davies	For
Councillor Pam Davies	For
Councillor Sorrel Dendy	Against
Councillor Keith Edwards	Abstain
Councillor Jane Gebbie	For
Councillor Tom Giffard	Against
Councillor Richard Granville	For
Councillor Cheryl Green	For
Councillor Gareth Howells	For
Councillor Altaf Hussain	Abstain
Councillor Malcolm James	For
Councillor Brian Jones	Abstain
Councillor Martyn Jones	For
Councillor Mike Kearns	For
Councillor David Lewis	For
Councillor Janice Lewis	For
Councillor John McCarthy	For
Councillor David Owen	Against
Councillor Dhanisha Patel	For
Councillor Ross Penhale-Thomas	Abstain
Councillor Aniel Pucella	Against
Councillor Kay Rowlands	Against
Councillor Bridie Sedgebeer	For
Councillor Rod Shaw	For
Councillor Charles Smith	For
Councillor Stephen Smith	For
Councillor John Spanswick	For
Councillor Roz Stirman	Against

Councillor Gary Thomas	For
Councillor Tim Thomas	Abstain
Councillor Jefferson Tildesley MBE	For
Councillor Elaine Venables	Against
Councillor Sadie Vidal	Against
Councillor Matthew Voisey	Against
Councillor Lyn Walters	Against
Councillor Ken Watts	For
Councillor Carolyn Webster	Against
Councillor David White	For
Councillor Philip White	For
Councillor Alex Williams	For
Councillor Amanda Williams	Abstain
Councillor Hywel Williams	For
Councillor Julia Williams	For
Councillor Richard Young	For
Carried	

RESOLVED: That Council approved the MTFS 2019-20 to 2022-23 including the 2019-20 revenue budget and the Capital Programme 2018-19 to 2028-29 and in particular approved the following specific elements:

- The MTFS 2019-20 to 2022-23;
- The Net Budget Requirement of £270,808,634 in 2019-20;
- A Band D Council Tax for Bridgend County Borough Council of £2,470.87 for 2019-20;
- The 2019-20 budgets as allocated in accordance with Table 9 in paragraph 3.3 of the MTFS;
- The Capital Programme 2018-19 to 2028-29, attached at Appendix G of the MTFS.

282. **COUNCIL TAX 2019-20**

The Interim Head of Finance and Section 151 Officer reported on the Council Tax requirement for the County Borough together with the requirements of the Police & Crime Commissioner for South Wales and Town / Community Councils.

She outlined how the Council proposed to spend the Net Revenue Budget for 2019-20 of £270.809m which it had approved at this meeting of Council. The amount to be funded from Council Tax is £79,001,854m, which equated to a Council Tax of £1,470.87 on a Band D property, an increase of 5.4%. The net budget would also be funded by Revenue Support Grant of £145,354,407 and Non Domestic Rates of £46,452,373.

The Interim Head of Finance and Section 151 Officer reported that the Police & Crime Commissioner had notified the Council that their precept for the financial year ending 31 March 2020 will rise to £13,831,719 which equates to a Council Tax of £257.52 on a Band property, resulting in an increase of 10.28%. She stated that the increase is in line with a recent Home Office announcement which doubled the precept flexibility for locally accountable Police and Crime Commissioners by giving Police and Crime Commissioners the freedom to ask for an additional £2 a month in 2019-20, and to increase their Band D precept by £24 in 2019-20 without the need to call a local referendum.

The Interim Head of Finance and Section 151 Officer reported on the Council Tax requirement per Town and Community Council.

A Member of Council questioned the way in which the Council's representative on the Police & Crime Commissioner's Panel had voted. The Cabinet Member Communities informed Council that he had voted against the increase of 10.28% as he could not accept the high level of increase and the policy of the Home Office which was behind that increase. He stated that the police had experienced year on year cuts to its budget and there was no recognition given by the Home Office that South Wales Police should receive an uplift for policing a capital city, unlike the case for the police forces which police the capital cities of Edinburgh and Belfast.

It was moved and seconded that a recorded vote be taken on the proposals contained in the report, but firstly, an electronic vote was required to see that there was a consensus of Members for this.

Therefore an electronic vote was taken, the result of which was as follows:-

For (recorded vote)	Against	Abstain
39	8	1

As the vote for a recorded vote was carried, this was then undertaken, the result of which was as follows:-

For	Against	Abstain
40	9	1

To approve the Council Tax 2019-20 (Motion)	
Councillor Sean Aspey	For
Councillor Stuart Baldwin	For
Councillor Tom Beedle	For
Councillor Jon-Paul Blundell	For
Councillor Nicole Burnett	For
Councillor Mike Clarke	Against
Councillor Norah Clarke	No vote recorded
Councillor Richard Collins	For
Councillor Huw David	For
Councillor Paul Davies	For
Councillor Pam Davies	For
Councillor Sorrel Dendy	Abstain
Councillor Keith Edwards	For
Councillor Jane Gebbie	For
Councillor Tom Giffard	Against
Councillor Richard Granville	For
Councillor Cheryl Green	For
Councillor Gareth Howells	For
Councillor Altaf Hussain	Against
Councillor Malcolm James	For
Councillor Brian Jones	No vote recorded
Councillor Martyn Jones	For
Councillor Mike Kearn	For
Councillor David Lewis	For

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Councillor Janice Lewis	For
Councillor John McCarthy	For
Councillor David Owen	For
Councillor Dhanisha Patel	For
Councillor Ross Penhale-Thomas	For
Councillor Aniel Pucella	Against
Councillor Kay Rowlands	Against
Councillor Bridie Sedgebeer	For
Councillor Rod Shaw	For
Councillor Charles Smith	For
Councillor Stephen Smith	For
Councillor John Spanswick	For
Councillor Roz Stirman	No vote recorded
Councillor Gary Thomas	For
Councillor Tim Thomas	For
Councillor Jefferson Tildesley MBE	For
Councillor Elaine Venables	For
Councillor Sadie Vidal	Against
Councillor Matthew Voisey	Against
Councillor Lyn Walters	Against
Councillor Ken Watts	For
Councillor Carolyn Webster	Against
Councillor David White	For
Councillor Philip White	For
Councillor Alex Williams	For
Councillor Amanda Williams	For
Councillor Hywel Williams	For
Councillor Julia Williams	For
Councillor Richard Young	For
Carried	

RESOLVED: That Council approved:

- A Band D Council Tax for Bridgend County Borough Council of £1,470.87, and
- The Council charges for Band D properties for 2019-20 for each of the community areas as outlined in Table 6 of the report.

283. TREASURY MANAGEMENT AND CAPITAL STRATEGIES 2019-20 ONWARDS

The Interim Head of Finance and Section 151 Officer sought approval of the Treasury Management Strategy 2019-20, which includes the Treasury Management Indicators, the Capital Strategy 2019-20 to 2028-29, which includes the Prudential Indicators and the amended Financial Procedure Rules for incorporation into the Constitution.

The Interim Head of Finance and Section 151 Officer reported that the revised Prudential Code placed a new requirement on local authorities to determine a Capital Strategy, to be approved by Council, which demonstrates that the Authority takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability. As a result of changes to the Codes, the Capital Strategy will contain the Prudential Indicators

and the Treasury Management Strategy will only contain the Treasury Management Indicators.

The Interim Head of Finance and Section 151 Officer reported that the Treasury Management Strategy 2019-20 confirms the Council's compliance with the Treasury Management in the Public Services: Code of Practice, which requires that formal and comprehensive objectives, policies and practices, strategies and reporting arrangements are in place for the effective management and control of treasury management activities, and that the effective management and control of risk are the prime objectives of these activities.

The Interim Head of Finance and Section 151 Officer reported that the Capital Plans highlight that the Loans CFR, which is the Council's need to borrow to fund capital expenditure, is increasing year on year due to additional prudential borrowing together with the reduction of internal borrowing opportunities from usable reserves, with new borrowing being £29m. She stated that one of the objectives is to achieve a balance between risk and return.

The Interim Head of Finance and Section 151 Officer that within the Capital Strategy the Council is planning capital expenditure of £36.157m in 2019-20 and she detailed how the Council planned to finance this expenditure. She also highlighted how there will be increased revenue pressure on the capital financing budgets over the MTFS period, with a projected over spend of £595m in 2021-22. The Group Manager Chief Accountant advised that this would be the worst case scenario, with unsupported borrowing being used for future schemes, but the authority would look to bring that down. The Council will endeavour to minimise the revenue pressure by maximising alternative capital resources such as earmarked reserves and capital receipts.

RESOLVED: That Council approved:

- the Treasury Management Strategy 2019-20 including the Treasury Management Indicators 2019-20 to 2021-22;
- the Capital Strategy 2019-20 including the Prudential Indicators 2019-20 to 2021-22;
- the Annual Minimum Revenue Provision (MRP) Statement 2019-20 and;
- the amendments to the Financial Procedure Rules for incorporation into the Constitution.

284. **COUNCIL TAX: COUNCIL TAX DISCRETIONARY DISCOUNT ON EMPTY PROPERTIES AND SECOND HOMES**

The Interim Head of Finance and Section 151 Officer reported on a proposal to amend the level of discretionary discount available on Council Tax empty properties and second homes with effect from 1 April 2019.

The Interim Head of Finance and Section 151 Officer informed Council that local authorities were given discretionary powers by the Local Government Act 2003 to reduce or remove the 50% Council Tax discount on unoccupied and substantially unfurnished Council tax chargeable dwellings after the initial 6 month exemption period had expired, known as Class C properties. She stated that this Council has previously awarded a 50% discount to the properties which might fall into this category. Only 10 of the 22 local authorities in Wales still award a 50% discount after the initial 6 month exemption period.

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The Interim Head of Finance and Section 151 Officer highlighted the categories where the Council awards a 50% discount to Council Tax properties which remain empty. She outlined a proposal to remove the discretionary power to award a discount and charge 100% of the Council Tax in the categories outlined from 1 April 2019, for the financial year 2019-20 onwards, which would in turn discourage owners of empty properties to allow them to remain empty and fall into disrepair. She stated that a notice of this change will be required to be publicised within 21 days of the decision.

RESOLVED: That Council:

- Agreed the continuation of no Council Tax discount on second homes except where the reduction is granted in respect of a job related dwelling;
- Approved a new level of 100% Council tax payable for all categories mentioned in the report at 4.1 which have been empty for more than 6 months;
- Delegated authority to the Revenues Manager to implement the changes.

285. **URGENT ITEMS**

There were no urgent items.

The meeting closed at 16:37

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

20 MARCH 2019

REPORT OF THE CORPORATE DIRECTOR, SOCIAL SERVICES AND WELLBEING

HEALTH BOARD BOUNDARY CHANGE - UPDATE

1. Purpose of Report

- 1.1 This report provides an update to Council in terms of the current situation with regards to the Health Board boundary change in April 2019 to ensure that Elected Members are aware of the work that has and is being undertaken in readiness for the health boundary realignment from Abertawe Bro Morgannwg University (ABMU) Health Board to Cwm Taf University Health Board.
- 1.2 The Chief Executive of Cwm Taf University Health Board will be present at Council and will provide an update from the Health Board perspective.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

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

3. Background

- 3.1 On 13th December 2017, Welsh Government commenced a consultation entitled 'Effective Partnership Working in Bridgend, Proposed Health Board Boundary Change to align decision-making across Health and Local Government'. The consultation closed on the 7th March 2018.
- 3.2 The consultation sought views on a proposal that healthcare services for people in the area of Bridgend County Borough Council (BCBC) should be provided by Cwm Taf University Health Board (Cwm Taf) instead of Abertawe Bro Morgannwg University Health Board (ABMU) to align decision-making across health and local government.

- 3.3 The Welsh Government stated that in order to best meet people's needs and expectations, to secure the best outcomes for people locally, regionally and in Wales, public services need to be able to work together effectively. While boundaries should not be a barrier to delivering the outcomes Wales needs, unnecessary complexity, especially in decision-making, can make this more difficult and limit opportunities to serve the public even better.
- 3.4 The intention of the change is to provide clarity and consistency for more effective leadership and partnership; supporting the ambitions of BCBC in its strategic partnership arrangements for local authority functions as part of the Cardiff Capital Region City Deal. It is set in the context of ongoing ambitions for effective efficient and high quality health services across South Wales and consistent with broader ambitions for resilient and renewed local government.
- 3.5 On 14th June 2018, Vaughan Gething, Cabinet Secretary for Health and Social Services confirmed that, following consultation, ".....the Health Board boundary should be changed in accordance with the proposal. I consider that an expeditious timeline would prevent prolonged uncertainty for staff, patients and in the on-going development of key partnership arrangements. Therefore, my intention is for the boundary change to take effect from 1 April 2019. The Welsh Government will continue to work with the Health Boards and other partners as preparations for the boundary change are developed and the relevant legislation will be brought forward in due course." This means that from 1st April 2019 Local Authority and Health services in Bridgend and a number of local authority regional partnership arrangements will be moved from the Western Bay Region to the Cwm Taf Region.
- 3.6 This announcement has a significant impact on existing service delivery arrangements which required a disaggregation of existing health services from ABMU Health Board to Cwm Taf. This involved:
- the transfer of existing primary, community and secondary health services (including Princess of Wales Hospital) which requires the untangling of existing care pathways that are aligned to other primary, community and secondary care services in ABMU Health Board;
 - the transfer of what is estimated to be in the region of 4000 ABMU Health Board employees to Cwm Taf Health Board;
 - Maintaining the safe delivery of services during a transitional handover process associated with the transfer of health services and related care pathways;
 - Ensuring support services and associated resources such as finance, health information, legal and human resources are all aligned to the new Health Board arrangements.
- 3.7 As from 1st April 2019, Abertawe Bro Morgannwg University Health Board will be known as Swansea Bay University Health Board and the Western Bay region will be known as West Glamorgan region. Similarly, Cwm Taf University Health Board will be known as Cwm Taf Morgannwg University Health Board and the Cwm Taf region will be known as Cwm Taf Morgannwg region. When referring to anything post April 2019, this report will refer to the new regional names.

4.0 Current situation/Proposal

4.1 From a local authority perspective, whilst the disruption to general services may not be as significant as that experienced by the Health Boards, the boundary changes impact on a number of BCBC services. BCBC has been a crucial partner to the Western Bay Health and Social Care Regional Programme and therefore, from a local authority perspective, critical work has been undertaken to protect Bridgend services during this potentially disruptive time and to secure continuity in the Cwm Taf Morgannwg region after the 1st April 2019. Therefore, it has been essential that BCBC adopt a structured approach to the disaggregation of regional services which has required close working with a range of partners to ensure that where regional funding supports integrated services, such services are accounted for between Western Bay, ABMU Health Board and BCBC.

Governance

4.2 In planning for the changes to regional boundaries, a Transition Programme was established which includes, at various levels, officers from the two Health Boards, BCBC and the Third Sector.

4.3 The governance structure is attached at **Appendix 1** and shows the overarching Boards plus the work streams that support the Transition Programme. BCBC representation is as follows:

- Joint Transition Board – the Leader/Cabinet Member for Social Services and Wellbeing and the Chief Executive/Corporate Director, Social Services and Wellbeing
- Joint Transition Programme Group – Corporate Director, Social Services and Wellbeing
- Work Streams – all relevant service areas within BCBC are linked in to their counterparts in the various work streams.

4.4 From 1st April 2019, the governance structure for the new partnership arrangements will be through the Cwm Taf Morgannwg Regional Programme Board.

Partnership Work Stream

4.5 Most of what impacts on BCBC is included in the Partnership Work Stream. This has been chaired by the Corporate Director, Social Services and Wellbeing in Bridgend and comprised officers from both Cwm Taf and Western Bay regions, the Third Sector and representation from other relevant work streams. The key work of this group has been to provide an agreed schedule of services to transfer, to ensure that appropriate work takes place to meet the transfer date and to monitor risks and issues related to this.

4.6 Supporting the Partnership Work Stream, BCBC established an internal Task and Finish Group. Officers from all relevant areas across the council sat on this group, ie, Legal, Finance, HR, Property/Estates, Housing, Education and Family Support, Adult Social Care and Children's Social Care.

- 4.7 Regular work stream highlight reports and risk logs have been presented to the Transition Programme Group which in turn reported into the Transition Board.

Principles

- 4.8 A set of principles were agreed by partners at the onset to underpin the work of the Transition Programme and form the basis by which all partners would hold themselves and each other to account for delivery of the required changes. Two key principles are:
- Continuity of the quality and delivery of patient care will be central to all actions and decision-making.
 - Both Health Boards will work together and with Welsh Government to ensure that neither population nor organisation is disadvantaged by the operational or financial consequences of the changes.
- 4.9 The principles were set in the context of a commitment to maximise the opportunity to improve the health and wellbeing of the population served by the organisations. The document is attached at **Appendix 2** and the Partnership Work Stream has its own set of principles which are based on this.

Third Sector

- 4.10 The importance of the Third Sector in the delivery of services is crucial and this has been recognised as part of the transition process and discussions have been held with the Chief Executive of BAVO to ensure all relevant information has been shared. BAVO is represented on the Partnership Work Stream and the Transition Programme Group.
- 4.11 The Third Sector in Bridgend works in partnership with the local authority and the Health Board and any impact on Third Sector organisations due to the boundary changes have been considered as part of the Partnership Work Stream. A letter has been sent to the Chief Executive of BAVO providing reassurance that all partners are working closely with both Health Boards to make sure that there is continuity of service for the Third Sector and the population of Bridgend. A joint event between the two Health Boards, BCBC and BAVO was held in January 2019 to ensure an effective platform for communication both in leading up to April 2019 and in moving forward during 2019/20.

Workforce

- 4.12 Regular highlight reports have been presented to the Transition Programme Group on workforce and there has been regular communication with the health HR leads. A staffing schedule was developed with ABMU which listed all posts that were currently working in partnership with the ABMU Health Board and would continue to do so. No BCBC posts were subject to TUPE transfer into Cwm Taf Morgannwg.
- 4.13 Formal consultation with potentially affected health staff was launched on 10 September 2018, with meetings and a series of engagement events supported by directors and workforce and organisational development staff. The consultation closed on 1st December 2018 and transfer arrangements have been progressed.

Estates

4.14 The Partnership Work Stream has ensured that all shared accommodation utilised by BCBC and ABMU was reviewed. BCBC is represented on the Estates work stream to ensure that any legal and financial arrangements were considered as part of the transitional planning. It has been agreed in principle that all current arrangements will not be adversely affected by the planned boundary changes.

Finance

4.15 All joint funding arrangements between BCBC and ABMU have been identified. This includes jointly funded staff costs, accommodation costs and care placement/package costs. It is estimated that BCBC currently receives more than £5m from ABMU in relation to these arrangements. It has been agreed in principle that any jointly funded financial arrangements will not be adversely affected by the planned boundary changes and transitional plans. It has been highlighted that not all ABMU budgets that fund some of these arrangements will transfer to Cwm Taf. Therefore, BCBC will continue to have joint funding arrangements in place with both Swansea Bay and Cwm Taf Morgannwg regions after the health boundary changes take effect.

4.16 Western Bay currently receives various regional revenue grants from Welsh Government on an annual basis such as integrated Care Funding (ICF) and Substance Misuse Action Funding (SMAF). These grants are allocated via the Health Boards but the criteria is clear that they have to be approved by the regional partnership arrangements. These regional grants have been disaggregated to separate out the Bridgend locality apportionment which would then go to the Cwm Taf Morgannwg region in time for the new financial year 2019/20.

4.17 The Partnership Work Stream has worked to ensure that the disaggregation of grants is done in a fair, open and transparent way, and agreement has been sought from the two Regional Partnership Boards.. The table below shows the breakdown of grants and disaggregated amounts for the Bridgend locality:

Grant Funding 18/19	Total Western Bay Funding	Bridgend locality disaggregated amount to transfer to Cwm Taf in 19/20
ICF Revenue	£8.425m	£1.988m
Substance Misuse Action Fund (SMAF)	£3.624m	£939k

4.18 Welsh Government have made available an additional £30m of ICF revenue funding across Wales in 2019/20. It has been estimated that this will equate to approx. £1.3m for the Bridgend locality. Also, ICF Capital allocations for the Bridgend locality transferring from Western Bay to Cwm Taf has been identified as follows:

2019/20	£1.5m
2020/21	£1.8m

4.19 BCBC currently has two pooled fund arrangements with ABMU, specifically, Community Services and Assisted Recovery in Community (ARC) Services. It is not envisaged that there will be any adverse financial implications for these pooled funds due to the boundary change but changes will need to be made to the legal

agreement to reflect the change in Health Board as the new partnership will be between BCBC and Cwm Taf and not BCBC and ABMU. However, there is ICF funding linked to the community services pooled fund and this will need to be considered as part of the disaggregation of grant funding mentioned above.

4.20 There are other joint arrangements and partnership working within the Western Bay region that may not include the Health Board, which are also being considered as part of the transitional planning. Each arrangement is being considered on its own merits and will not necessarily mean that the services will need to transfer to Cwm Taf in the short term.

Services in Scope

4.21 A schedule of those services in scope has been developed, updated and monitored through the Partnership Work Stream and the Joint Transition Programme Board. It includes the detail of:

- those services transferring into the new region on 1st April 2019;
- those services which will stand alone in BCBC while further work takes place with the new Cwm Taf Morgannwg region to join up these services where relevant; and
- those services that will need a longer period of preparation and, therefore, a transitional year is proposed due to, for example, existing contract arrangements.

4.22 Below is an extract of the schedule setting out the services referred to above:

	Service / Information	Arrangements pre April 2019	Arrangements post April 2019
1	Advocacy for children and young people - regional contract following national approach	Western Bay regional service until 30 th April 2019	Cwm Taf Morgannwg regional service from 1 st May 2019
2	Area Planning Board (APB) - Substance Misuse	Partnership arrangements with Western Bay	Partnership arrangements with Cwm Taf Morgannwg
3	Assisted Recovery in the Community (ARC)–Pooled Fund	Section 33 Agreement with Western Bay	Section 33 with Cwm Taf Morgannwg
4	Caswell Clinic – Forensic Mental Health service	Agreement across the South Wales Region (16 Local Authorities)& ABMU	No change
5	Child and Adolescent Mental Health Service liaison officer service	Western Bay regional arrangement	SLA with Western Bay for transitional year
6	Community Services – Intermediate Care Services	Partnership agreement with Western Bay	Partnership agreement with Cwm Taf Morgannwg
7	Community Services - Joint Community Equipment Store	Section 33 in place with ABMU and Cwm Taf Health Boards	Section 33 in place with Swansea Bay & Cwm Taf Morgannwg Health Boards
8	Integrated Autism Service	Arrangements with Western Bay	SLA back to Western Bay until 2020/21
9	Integrated Family Support regional service - Intensive support for parents with substance misuse issues	Regional arrangements with Western Bay	Transition through 2019/20 with intention of joining Cwm Taf Morgannwg
10	Multi Agency Placement Support (MAPSS)	Western Bay regional arrangement	SLA with Western Bay for transitional year

11	Regional Adoption service	Western Bay regional arrangement	Transition through 2019/20
12	Regional Collaborative Committee for Supporting People	Western Bay regional arrangement	Cwm Taf Morgannwg regional arrangement
13	Safeguarding - Regional Safeguarding Boards – Adults and Children	Regional arrangements with Western Bay	Regional arrangements with Cwm Taf Morgannwg
14	Social Care Workforce Development Partnership - sector training and development	Partnership arrangements and regional grant with Western Bay	Partnership arrangements and regional grant with Cwm Taf Morgannwg
15	Western Bay Carers Partnership Board	Western Bay Carers Partnership Board	Cwm Taf Morgannwg Carers Partnership Board
16	Youth Offending Services Youth Offending and prevention of offending services	Western Bay regional arrangements	BCBC stand alone 2019/20

Regional Partnership Arrangements:

- 4.23 The Health Board boundary change will have a significant impact on regional partnership arrangements prescribed under the Social Services and Well-being (Wales) Act 2014 (“the 2014 Act”). Part 9 of the 2014 Act requires local authorities to make arrangements to promote co-operation with their relevant partners and others in relation to adults with needs for care and support, carers and children. Section 166 of the 2014 Act enables Welsh Ministers to make regulations requiring a combination of local authorities and Local Health Boards to enter into partnership arrangements for carrying out specified functions prescribed by the 2014 Act. Those regulations have been made by way of the Care and Support (Partnership Arrangements for Population Assessments) (Wales) Regulations 2015 (“the Assessment Regulations”) and the Partnership Arrangements (Wales) Regulations 2015 (“the Partnership Regulations”).
- 4.24 The Assessment Regulations require Local Health Boards and local authorities to enter into partnership arrangements for the purpose of carrying out their functions under section 14 of the 2014 Act. Section 14 requires local authorities and the respective Local Health Board to jointly undertake an assessment of the needs of the local population for care and support, support for carers and preventative services. It also requires an assessment of the range and level of services which are required to meet these needs. Under the Assessment Regulations, BCBC are currently required to enter into partnership arrangements with ABMU Health Board, Swansea City and County Council and Neath Port Talbot County Borough Council. Following the Health Board boundary change the Assessment Regulations will be amended to require Bridgend County Borough Council to form partnership arrangements with Cwm Taf Health Board, Merthyr Tydfil County Borough Council and Rhondda Cynon Taf County Borough Council.
- 4.25 The Partnership Regulations provide for the establishment of seven regional partnership boards based on the footprint of local Health Boards. Under the Partnership Regulations BCBC is presently prescribed to form part of the Western Bay Regional Partnership Board with ABMU Health Board, Swansea City and County Council and Neath Port Talbot County Borough Council. When the Health Board boundary is changed, the Partnership Regulations will require amendment for BCBC to form part of the newly constituted Cwm Taf Morgannwg Regional Partnership

Board with Cwm Taf Health Board, Merthyr Tydfil County Borough Council and Rhondda Cynon Taf County Borough Council.

- 4.26 Part 9 of the 2014 Act, the Partnership Regulations and statutory guidance issued under Part 9 of the 2014 Act (“the Guidance”) require local authorities to enter into partnership arrangements for specified functions with their regional partners. The Partnership Regulations require partnership arrangements to be made by the partnership bodies under the direction of their Regional Partnership Board. The Regional Partnership Boards are also required to develop and coordinate formal or informal partnership arrangements and determine the most appropriate structures for ensuring the provision of integrated services. To facilitate partnership working the 2014 Act, Partnership Regulations and Guidance allow local authorities and Local Health Board to carry out specified functions on behalf of the other partnership bodies taking part in the same partnership arrangement. The Guidance stipulates that written agreements need to be developed for any partnership arrangements which involve a delegation of functions.
- 4.27 The Partnership Regulations require the establishment of pooled funds in relation to the exercise of care home accommodation functions, the exercise of family support functions and functions that will be exercised jointly as a result of an assessment carried out under section 14 of the Act or any plan prepared under section 14A. The Guidance requires that partnership arrangements involving pooled funds be regulated by written agreements between the parties.
- 4.28 On 31st August 2018 Welsh Government carried out a consultation exercise on the proposed amendment to the Assessment Regulations and Partnership Regulations. The proposed amendment regulations will enact the change in regional partnership board areas to account for the Health Board boundary change. The proposed amendment to the Partnership Regulations also includes, amongst other things, a limit to the pooled fund requirement for care home accommodation functions to care home accommodation for older people, a requirement for regional partnership boards to produce regional commissioning strategies in relation to care homes and a requirement for housing representation on regional partnership boards.
- 4.29 As a member of the Western Bay Regional Partnership Board, BCBC has entered into a number of formal and informal partnership arrangements with its partners in Western Bay region. Those arrangements are included in the list at paragraph 4.22 above. The above legislative changes will require that BCBC disaggregate from those arrangements and enter into similar such arrangements with its newly prescribed partners within the Cwm Taf Morgannwg region under the direction of the Cwm Taf Morgannwg Regional Partnership Board. BCBC currently has two pooled fund partnership agreements in place with ABMU – one relating to Integrated Community Services and the other to Assisted Recovery in Community (ARC) Services. BCBC also has an ongoing pooled fund arrangement in place with ABMU and Cwm Taf Health Boards in respect of Integrated Community Equipment Services. Formal Cabinet approval will be sought to continue and transfer those arrangement and further approval sought when required for any new regional partnership arrangements.

Regional Partnership Boards (RPB)

4.30 As referred to above, Part 9 of the Social Services and Well-being (Wales) Act 2014 requires that regions have regional partnership boards in place to enable the provision of integrated care and support services. The objectives include:

- responding to the population assessment required by the Act;
- implementing area plans produced in response to that assessment: and
- promoting the establishment of pooled funds where appropriate.

4.31 BCBC has been a pro-active partner of the Western Bay Regional Health and Social Care Partnership Board and has taken a lead role in various areas. The Leader, Cabinet Members, Chief Executive and Corporate Director, Social Services and Wellbeing are all members on the Board and officers from BCBC lead a number of regional projects. Work is now taking place to withdraw from the Western Bay RPB.

4.32 Cwm Taf Region has a similar set up to the former Western Bay region, ie:

- Regional Partnership Board (RPB)
- Transformational Leadership Group (TLG)
- Area Planning Development Implementation Group (APDIG)

BCBC has now been invited to sit on these Boards as preparation for the transition in April 2019 when Bridgend will become a full partner. In preparation of Bridgend partners joining the Cwm Taf region a review of the partnership arrangements has commenced. An initial review day was held on 7th February 2019 xx which has resulted in a revised vision, principles and governance document being agreed. These documents are currently being drafted and will be put to Cabinet for approval when completed. An action plan has now been developed which will be worked through jointly during 2019/20.

4.33 The Cabinet Member for Social Services and Early Help and the Corporate Director, Social Services and Wellbeing sit on the current Cwm Taf RPB in a shadow capacity. The Corporate Director, Social Services and Wellbeing sits on the TLG and the Heads of Service sit on the APDIG.

4.34 Heads of Service and Group Managers meet regularly with officers from the Cwm Taf Morgannwg region on, for example, Community Services, Integrated Family Support Services, Mental Health and Safeguarding.

4.35 The Group Manager, Commissioning and Contract Monitoring attends meetings with Cwm Taf Morgannwg to ensure plans are in place for BCBC to join the Cwm Taf Morgannwg pooled fund for care homes arrangements.

4.36 The Group Manager, Commissioning and Contract Monitoring and Finance representatives from BCBC attend meetings with Cwm Taf Morgannwg, to ensure the necessary arrangements are in place for BCBC to join the Cwm Taf Morgannwg pooled fund for care homes, in accordance with legislative requirements. BCBC representatives are also working closely alongside our regional partners in order to review and refresh the Cwm Taf Morgannwg regional area plan, which will set out our regional priorities and opportunities for integration in respect of health and social care services, moving forward from April 2020.

Public Service Board (PSB)

- 4.37 In the Cwm Taf region, there is one PSB covering Rhondda Cynon Taff and Merthyr local authorities. In the former Western Bay region, however, there were three separate PSBs, one for each local authority area (Swansea, Neath Port Talbot and Bridgend). A joint workshop has been held between Bridgend PSB and the Cwm Taf PSB to discuss the way forward and a consensus has been reached for two separate PSBs to remain in place for 2019/20 with further discussions planned to agree the longer term way forward.

Cwm Taf Health Board

- 4.38 Currently, the Corporate Director, Social Services and Wellbeing is a member of the ABMU Health Board and is the regional Social Services Director representative.
- 4.39 The Cabinet Member, Social Services and Early Help has recently become an associate member of the Cwm Health Board and the Corporate Director, Social Services and Wellbeing will sit on the Executive Team.

Cabinet Report

- 4.40 A report will be presented to Cabinet on 19th March 2019 where Cabinet will be requested to:
- note the approach and progress made to date;
 - note the regional name changes;
 - agree the nomination of membership to represent Bridgend County Borough Council on the Cwm Taf Morgannwg Regional Partnership Board and to delegate the appointment of any non local authority and non health board members of the Regional Partnership Board to the nominated members of the Council in conjunction with representatives of the other Local Authorities and the Local Health Board;
 - approve the list of services transferring in April 2019 and those that are transitioning through 2019/20.
 - delegate authority to the Corporate Director for Social Services and Wellbeing, in consultation with the Section 151 Officer and Head of Legal and Regulatory Services, to enter into any necessary agreements to novate or transfer all ongoing contractual arrangements with ABMU to Cwm Taf Health Board.

5. Effect upon Policy Framework and Procedure Rules

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

6 Equality Impact Assessment

- 6.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics and no further assessment is considered appropriate at this stage.

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

7.1 The implementation of the duties and responsibilities under the Social Services and Wellbeing Act (Wales) (SSWBA) 2014, in turn, supports the promotion of two of the seven goals of the Well-Being of Future Generations (Wales) Act 2015 within the County Borough of Bridgend. By promoting an environment that maximises people's physical and mental well-being and by supporting children, young people, adults and their carers and families to fulfil their potential no matter what their circumstances, the wellbeing goals of a Healthier and more equal Bridgend and Wales are supported.

7.2 The Well-being of Future Generations (Wales) Act 2015 provides the basis for driving a different kind of public service in Wales. Promoting the right of an individual to be involved in the development and provision of support and services, to encourage feedback and to enable a person to make a complaint about the support or services they receive contributes to ensuring the Authority works to deliver wellbeing outcomes for people. The following is a summary to show how the five ways of working to achieve the well-being goals have been considered in this report:

- Long Term – Social Services is demand led and the SSWBA focusses on sustainable prevention and wellbeing outcomes for the future. There is a requirement to meet the needs of people in the longer term and, because of rising demographics and increasing complexity, the remodelling and transformation of services continues to be a priority. The change to Health Board Boundary will continue to support this.
- Prevention –new approaches in line with the SSWBA, for example, the provision of information, advice and assistance to enable people to remain independent for as long as possible will continue. This will ensure that need is anticipated and resources can be more effectively directed to better manage demand.
- Integration – the implementation of the SSWBA requires local authorities to work with partners, particularly the NHS and the Police, to ensure care and support for people and support for carers is provided. The report evidences that work between local authorities, the health board(s) and the Third Sector will continue thereby enabling people to remain linked to communities, and work with young people to enable access to employment.
- Collaboration – The collaborative approaches described in the report, are managed and monitored through various regional collaborative boards, for where there is cross sector stakeholder representation at both political and officer level. The strategic planning and local delivery of integrated support and services are developed and agreed at a regional basis in order to provide the best possible intervention to people.
- Involvement – the key stakeholders are the people who use social care and health services. There is considerable engagement including surveys, stakeholder meetings, feedback forms and the complaints processes. The provision of accessible information and advice helps to ensure that the voice of adults, children and young people is heard.

8.0 Financial Implications

- 8.1 The financial implications are included within the body of the report.
- 8.2 Funding to support the transitional work streams has been secured to the value of £180k in 2018/19. This is made up of £100k from Welsh Government and £80k from ABMU Health Board. This is being used to provide dedicated project management, finance and legal support to this process.

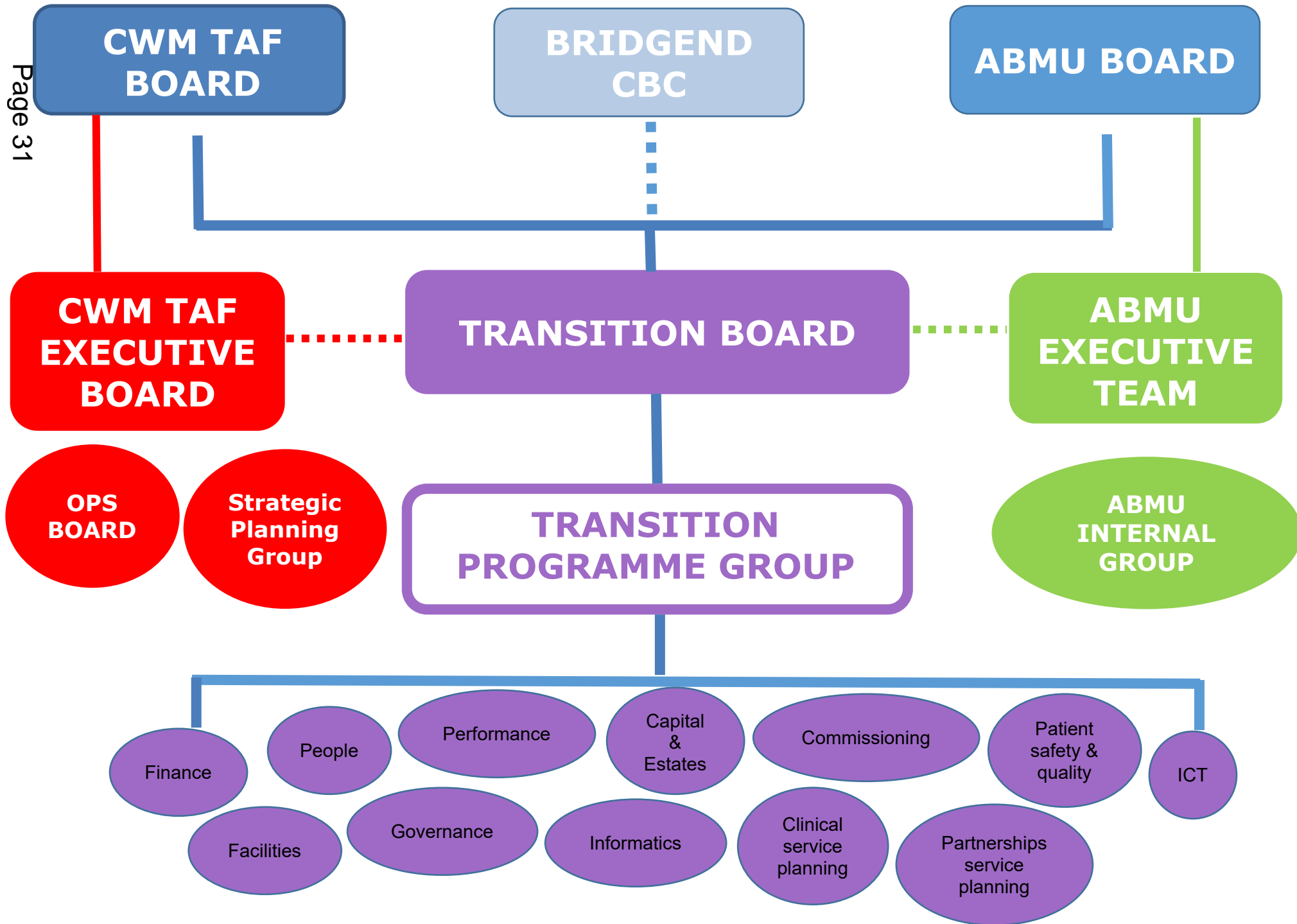
9.0 Recommendation

- 9.1 Council is requested to note the approach and progress made to date.

Susan Cooper
Corporate Director, Social Services and Wellbeing
March 2019

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- 11. **Background Documents**
None



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Key Principles underpinning the Bridgend Boundary Change Transition Programme

The following key principles will underpin the work of the Transition Programme and form the basis by which ABMU and Cwm Taf UHBs will hold themselves (and through the Transition Board, each other) to account for delivery of the required changes. They are set in the context of a commitment to maximise the opportunity to improve the health and wellbeing of the population served by both organisations.

1. Continuity of the quality and delivery of patient care will be central to all actions and decision-making.
2. There will be a continuous process of engagement and communication with staff and key stakeholders throughout the change programme.
3. At all times there will be an 'open-book' approach to the sharing of information.
4. Throughout the transition programme, opportunities will be actively explored for shared service arrangements that could improve quality and efficiency.
5. Both Health Boards will work together and with Welsh Government to ensure that neither population or organisation is disadvantaged by the operational or financial consequences of the changes.
6. The principles of TUPE and the all Wales Organisational Change Policy will be applied to the transfer of staff associated with the changes.
7. The **commissioning** responsibility for Health services for the Neath Port-Talbot and Swansea populations will be retained, in full, by ABMU. The continuity of any services into Neath Port Talbot Hospital from Bridgend is confirmed with service level agreements being put in place as appropriate.
8. The **commissioning** responsibility for Health services for the Bridgend population will transfer in its entirety to Cwm Taf UHB from 1st April 2019.
9. The **Provider** responsibility for all NHS services to the Bridgend population will transfer to Cwm Taf UHB from 1st April 2019 unless there is a jointly agreed legitimate reason that the provision of a particular service should remain with ABMU either in the short-term (to mitigate de-stabilisation during the transition period) or on a more substantive basis where, for example:
 - A given service is part of a specialist service that ABMU already provides to the wider population.
 - A single low volume or highly specialised service is currently provided to the Bridgend population from Swansea or Neath Port Talbot (or vice versa) and the critical mass is so small

that legitimate concerns are raised about sustainability if disaggregated.

In all such instances, the commissioning responsibilities of Cwm Taf UHB for the population would need to be discharged through an appropriate SLA.

10. The schedule of Provider functions to transfer will be agreed through the Transition Board. In the unlikely event of any dispute between the respective Health Boards, the matter will be referred to the Chief Executive – NHS Wales for advice / decision in the context of (5) above.
11. WHSSC commissioned services for the Bridgend population are out-of-scope for consideration of any changes to Provider arrangements as part of this Programme.

In addition to the above, Cwm Taf UHB commits to doing everything possible during the Transition Programme to support ABMU in delivering the actions associated with their Targeted Intervention Programme as they relate to the Bridgend locality.

BRIDGEND COUNTY BOROUGH COUNCIL

JOINT REPORT TO COUNCIL

20 MARCH 2019

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

SCHOOL MODERNISATION PROGRAMME – BAND B

1. Purpose of report

1.1 The purpose of this report is to:

- update Council with regards to the Welsh Government (WG) change in the Mutual Investment Model (MIM) intervention rate for Band B; and
- seek Council endorsement of the revised financial commitment required for the delivery of Band B of the School Modernisation Programme; and
- approve a change to the capital programme to reflect the updated commitment.

2. Connection to corporate improvement objectives/other corporate priorities

2.1 This report relates to the following Corporate Improvement Plan priorities:

- **Supporting a successful economy** - we will take 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.
- **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.

2.2 On 3 March 2015, Cabinet approval was received for the Council to adopt revised principles as a framework for school organisation in Bridgend. Five key principles were set out to inform the organisation and modernisation of our schools. These are:

- commitment to high standards and excellence in provision;
- equality of opportunity, so that all pupils can access quality learning opportunities, regardless of which school they attend;
- inclusive schools, which cater for the learning needs of all their pupils;
- community-focused schools, where the school actively engages with its local community; and
- value for money.

2.3 The Policy and Planning Framework sets out 17 areas where these principles should be applied in practice.

- 2.4 The principles which are particularly relevant in the context of Band B are:
- the size of primary schools (to ensure that “all Bridgend’s primary schools are large enough to make the full range of necessary provision”); and
 - value for money, efficiency and effectiveness (“narrowing the gap between the most and the least expensive provision currently”).

3. Background

- 3.1 School modernisation has been established as one of the Council’s main strategic programmes. The programme has been planned and implemented in accordance with the agreed policy and planning framework and has been matched to capital resources identified within the capital programme.
- 3.2 The programme was established to deliver on several objectives including:
- developing first-class learning environments;
 - locating the right number of schools, of a viable size, in the best places to serve their communities;
 - making schools an integral part of the life and learning of their communities;
 - reducing surplus places and achieving best value for money; and
 - make schools more efficient and sustainable.
- 3.3 In 2010, Cabinet approved the recommended schemes included in each of the four bands of the School Modernisation Programme (A-D) which were subsequently detailed in Bridgend’s 21st Century Schools Strategic Outline Programme (SOP). The SOP was submitted to WG in 2011 and ministerial ‘approval in principle’ was received, subject to the completion of the WG business case process.
- 3.4 A strategic review into the development and rationalisation of the curriculum and estate provision of primary, secondary and post-16 education undertaken in 2016 identified that there are revised Band B priorities from those identified within the 2010 SOP.
- 3.5 An updated SOP, which reflects the revised priorities, was submitted to WG in July 2017. Cabinet subsequently approved to discontinue the original Band B schemes identified in November 2010 and approved the revised list.
- 3.6 Cabinet approved the following schemes, based on the increasing demand for places, the requirement to promote the Welsh language and building condition:
- Bridgend North East (2 form entry (FE)) - capital grant
 - Bridgend South East (2.5FE) - capital grant
 - Bridgend Special School (270 places) – Mutual Investment Model
 - Bridgend West – Welsh-medium (2FE) - capital grant
 - Bridgend West – English-medium (2FE) - capital grant

In order to prepare for Band C of the programme, Cabinet also gave approval to undertake area reviews and options appraisal work during the Band B period.

- 3.7 In December 2017, WG ‘approval in principle’ was received for Bridgend’s second wave of investment, which at this stage has an estimated programme envelope cost of £68.2m. Further costs, which are yet to be determined, may be required and these would be associated with additional infrastructure capacity.
- 3.8 In January 2018, Council approved in principle the financial commitment required for Band B of the School Modernisation Programme, subject to sufficient resources being identified and allocated to meet the match funding commitment. The overall programme was estimated to be in the region of £68.2m, of which, approximately £43.2m was anticipated to be capital funded (circa £23m funded by Bridgend County Borough Council (BCBC)), the balance proposed to be funded through the WG MIM ie whereby private partners build and maintain schools in return for a fee, and will cover the cost of construction, maintenance and financing the project. The WG MIM intervention rate at that time was 75% and paid to the local authority in the form of a revenue grant. The remaining 25% was to be met from the local authority revenue budgets over a 25-year contract period.
- 3.9 The local authority was required to meet 50% of the up-front capital costs for furniture, equipment and IT. At the end of a specified period of time, the asset would be transferred to the local authority. WG had advised that it will present packages of schemes to the market as design and build projects made up of a number of schemes within a geographical area (including across local authority areas) and be of sufficient monetary size overall in order to attract large companies (eg £100m).
- 3.10 In 2018 WG revised the approach to procuring MIM. A single Private Sector Delivery Partner (PSDP) would be procured to become the majority shareholder in a Welsh Education Partnership (WEP), with local authorities (LAs) and further education institutions (FEIs) together the participants; WG would hold the remaining shares. The WEP would be capable of delivering capital schemes, with the exception of Band B projects. WG’s review of MIM identified that special schools were now considered unsuitable for delivery under that funding arrangement.
- 3.11 In November 2018 Cabinet reconsidered the funding options for the programme determining that, having compared the likely cost to the local authority over a 30-year period, delivering Band B via a combined capital and MIM route would make best use of Council’s financial resources.
- 3.12 After the November Cabinet decision and prior to Council’s meeting, WG announced that they had reviewed their capital grant intervention rate, increasing the rate from 50% to 75% for special school and pupil referral unit schemes, and from 50% to 65% for all other schemes; WG advised that the MIM intervention rate would remain set at 75%.
- 3.13 In December 2018 Cabinet abandoned the decision made in November (as detailed in 3.11 of this report), and gave approval to pursue an option whereby all schools within Band B would be funded via capital grant, subject to sufficient resources being identified and allocated to meet the match-funding commitment. Council approval to amend the capital programme was subsequently received.

4. Current situation

- 4.1 On 7 February 2019, WG advised that the Ministers of Education and Finance had made a change to the intervention rate for Band B MIM schemes. The revised MIM funding model will benefit from a 6% increase on the WG grant intervention rate ie from 75% to 81%.
- 4.2 Due to the change in rate, the funding options available for the delivery of Band B has been revisited. Officers have re-worked the figures based on the most up-to-date capital and borrowing information currently available; the financial implications of the funding options are detailed within the finance section of this report.
- 4.3 In progressing Band B MIM, there is a requirement for WG to formalise the procurement of the PSDP and consequently WG have asked LAs to confirm their commitment.
- 4.4 As detailed in section 3.10 of this report, it is the PSDP that will form the Welsh Education Partnership (WEP) with WG and LAs/FEIs; the WEP will deliver Partnering Services under a Strategic Partnering Agreement (SPA).
- 4.5 The contract notice (which will be published via the Official Journal of the European Union), must stipulate the names of the LAs/FEIs that will be able to access partnering services. WG has indicated that beyond Band B it may be possible to deliver capital schemes (ie design and build projects) via the WEP.
- 4.6 WG has advised that they will fund the public sector share of working capital in the WEP and therefore they have indicated that they do not anticipate that there will be any cost or risk associated with being named in the contract notice or signing up to the SPA.
- 4.7 Notwithstanding this, it is necessary for this Authority to be completely satisfied with WGs draft legal documentation in this regard. WG have been asked for sight of the documentation so that it can be reviewed, considered and approved from this Authority's perspective before entering into such a commitment.

5. Effect upon policy framework and procedure rules

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

6. Equality Impact Assessment

- 6.1 Although an Equality Impact Assessment (EIA) has been carried out for the overall programme, it has been considered timely to review and refresh the EIA. An initial screening has therefore been undertaken for Band B. Once schemes have been sufficiently developed, they will be subject to a separate EIA, as the detail will vary between projects. Equality reports on all proposals will be referred to as part of the individual Cabinet reports on each individual scheme.

7. Wellbeing and Future Generations (Wales) Act (2015)

7.1 The Well-being of Future Generations (Wales) Act 2015 Assessment provides a comprehensive summary of the outcomes expected from the implementation of the service.

Long-term	Supports the statutory duty to provide sufficient pupil places and promote the Welsh language.
Prevention	Councils have a statutory duty to ensure there are a sufficient supply of school places, and these schemes will safeguard the Council's position in terms of any potential legal challenge in this regard.
Integration	Providing sufficient places ensures that the curriculum can be delivered and meets social, environmental and cultural objectives.
Collaboration	The local authority works effectively with schools, Estyn and with the Central South Consortium (CSC), health, community councils and many internal and external partners to ensure that the building meets the short-term and future needs of the users and the community which it will serve.
Involvement	This area of work involves the engagement of all potential stakeholders including Cabinet, members, governors, staff, pupils, community, internal and external partners which will include third sector organisations.

8. Financial implications

8.1 In December 2018 Council approved a programme envelope of £71.3 million, covering Band B new school builds of £68.2 million and potential highways works of £3.1 million. This decision was made following consideration of a number of funding options, as set out below:

Option	Consideration	Capital Grant	MIM
Option 1	Original funding scenario	4 primary schools	Special school
Option 2	All funded from capital grant	4 primary schools plus special school	No MIM schemes
Option 3	Swap 2 primary schools with 1 special school	2 primary schools plus special school	2 primary schools
Option 4	Swap 4 primary schools with 1 special school	Special school	4 primary schools

Council agreed to pursue Option 2, with all schemes funded from capital grant. Based on the increased WG capital grant intervention rate of 65% for the primary schemes and 75% for the special school scheme, this would be funded as follows:

	£
Capital:	
Welsh Government grant	44,784,000
Total BCBC capital contribution	26,516,000
Total capital cost	71,300,000

As indicated in the report in December, any highways works will have to be met in full by the local authority, there is no match funding from WG.

- 8.2 Since December, the Council has received its final local government settlement from WG, which included additional capital funding for 2018-2019 to 2020-2021. This, along with the recently announced increased intervention rate for MIM schemes, has led to a re-calculation of the financial impact of the different funding models for the proposed Band B schemes – namely, all funded from capital grant, or a combination of capital grant and MIM.

For reference, the table below is replicated from the previous report, outlining the differences between the two funding streams.

Table 1 Comparison of MIM and capital grant schemes

MIM Funded	Capital Grant
Funding	
WG Intervention Rate 81%	WG Intervention Rate 75% special school and 65% all other projects
BCBC recurrent contribution must be funded from revenue.	BCBC contribution can be funded from capital receipts, borrowing (revenue implications) or revenue contribution to capital.
Furniture and equipment funded on 75:25 – specials and 65:35 all other schemes from capital.	Furniture and equipment funded on 75:25 – specials and 65:35 all other schemes from capital.
BCBC responsible for 100% of any “abnormals” or additional design features	BCBC responsible for 100% of any “abnormals” or additional design features.
Design	
The private sector need to take design risk and to respond to an output specification therefore we cannot present a fully designed scheme to the strategic partner.	The Council can design the school in whichever manner it wishes, using whichever architects it wishes, either stand alone or through a design and build.
The approach to design is a standardised one in terms of standard room sizes. We will be able to choose the number and type of spaces you need to deliver a school provided that we adhere to the maximum size and funding criteria.	
We can request a particular architect but the strategic partner does not have to use them.	
Contract	

MIM Funded	Capital Grant
BCBC tied into a contract for 25 years - business needs change over time so there is the risk that the contract may become unsuitable for these changing needs during the contract life.	Contract period ends when building complete.
Scheme would be delivered via strategic partner procurement. Welsh Government would run a process to procure the private sector delivery partners and local authorities would enter into a project agreement with the 'Special Purpose Vehicle'.	Scheme either designed by the Major Projects Team in Corporate Landlord and a construction contractor appointed via the South and Mid Wales Collaborative Construction Framework (SEWSCAP), or procured as a 'design and build' scheme via the same framework.
A long-term contract encourages the contractor and the Council to consider costs over the whole life of the contract, rather than considering the construction and operational periods separately This can lead to efficiencies through synergies between design and construction and its later operation and maintenance. The contractor takes the risk of getting the design and construction wrong.	The Council bears the risk of getting the design wrong, which could create additional costs further down the road. The Council will also bear additional lifecycle costs following construction which are not built into the original cost.
The contract includes provision of Hard Facilities Management services including building maintenance, including all systems eg mechanical and electrical and statutory testing, in addition to energy and utilities supply and management service including energy and water efficiency	These costs will all be the responsibility of the Council/governing body.
Variations may be needed as the public sector body's business needs change. Management of these may require renegotiation of contract terms and prices	Any variations to the build once constructed will also come at a cost.
Payment	
The unitary payment will include charges for the contractor's acceptance of risks, such as construction and service delivery risks, which may not materialise. This is a hidden overhead.	Any on-going charges required for borrowing to meet capital grant match funding will only include interest charges.
The unitary payment will not start until the building is operational, so the contractor has incentives to encourage timely delivery of quality service.	BCBC will start paying for the building as soon as the works commence – design through to construction.
The contract provides greater incentives to manage risks over the life of the contract than under traditional procurement. A reduced level or quality of service would lead to compensation paid to the public sector body.	Once the building is handed over, the Council does not have the same opportunities for compensation for poor performance of the facility.

MIM Funded	Capital Grant
<p>The unitary charge is payable over the life of the contract (25 years).</p> <p>There is no opportunity to repay this early.</p> <p>This creates a revenue budget pressure on the Council which is committed for a 25-year period.</p>	<p>If the capital contribution is funded from capital, there is no ongoing pressure on the revenue budget.</p> <p>If it is funded from borrowing, there will be an on-going revenue pressure, but the Council has more flexibility to repay any loans early, borrow at reduced rates, as the opportunity arises.</p>
Impact on capital and revenue programme	
<p>The MIM does not impact upon the capital programme in any great way, other than the funding required for furniture and equipment. This could be met from either capital funding or revenue contributions.</p> <p>In contrast, the MIM places a fixed commitment on the revenue budget for a period of 25 years.</p>	<p>If funded via capital grant, the Council can choose to meet its match funding in the capital programme from capital receipts / S106 / revenue contributions or borrowing, so there is much more flexibility in both capital and revenue. If Council wants to fund other capital then there is always the option to borrow or use earmarked reserves to fund.</p>

8.3 Using the recently announced increased intervention rate for MIM schemes (from 75% to 81%), the following table summarises the revised full revenue and capital implications of each of the available funding options (option 1 has previously been dismissed by WG) .

	Option 2 £	Option 3 £	Option 4 £
Capital:			
Welsh Government grant	45,306,396	31,293,010	18,750,000
Total BCBC capital contribution *	25,993,604	18,349,324	11,507,742
Total capital cost	71,300,000	49,642,334	30,257,742
Revenue:			
BCBC revenue for borrowing	444,749	26,087	0
BCBC revenue for MIM	0	367,210	703,554
Annual revenue funding required	444,749	393,297	703,554

* includes funding for highways works.

It is important to note these costs are estimates based on information available at the current time, and MIM information received from WG, and will change in line with inflationary and interest rates rises

- 8.4 Since December the Council has managed to secure additional capital match funding through the final settlement and increased the capital earmarked reserve. The effect of this has been to reduce any potential borrowing requirement, and therefore impact on future revenue budgets. In reality, the Council would seek to use section 106 (s106) funding, receipts from the sale of school and other sites, and earmarked reserves prior to borrowing. The table is based on the maximum borrowing requirement, and therefore revenue cost, which, in the case of Option 2 could be reduced significantly were additional funding to be secured as outlined above.
- 8.5 The payments for MIM schemes are fixed per annum over the 25 year contract period and cannot be reduced, so the revenue costs of Options 3 and 4 are more rigid compared to Option 2. In addition, as well as being the highest revenue cost option, Option 4 would also present less flexibility in terms of future adaptations to buildings which are located within the areas of growth i.e. north east and south east of Bridgend. Consequently, Options 2 and 3 are the only viable options.
- 8.6 Further analysis of Option 2 and Option 3 is set out in the following table again for information, showing the direct advantages and disadvantages between both options.

	Option 2	Option 3
	All capital grant – no MIM, four primary and one special capital grant	Two primary MIMs, two primary and one special capital grant
Advantages	<ul style="list-style-type: none"> • Greater flexibility in terms of funding sources and repayment • Total flexibility relating to configuration and use of buildings • Can be completed within our own timeframes • Full control over design 	<ul style="list-style-type: none"> • Two buildings which are fully maintained for the 25-year term • Slightly higher intervention rate (81% compared to 65%) for the two MIM builds • Lesser ongoing facilities management commitment (marginal)
Disadvantages	<ul style="list-style-type: none"> • Reliant on individual school to maintain the building • Commitment on Council budgets for any capital works during the lifecycle of the building • Lower intervention rate (65%) for the primary builds 	<ul style="list-style-type: none"> • Still requires capital contribution for furniture and equipment (which is still only funded at 65%) • Fixed revenue commitment over the 25-year period (ie no opportunity for early repayment) • Less control over design of school

- 8.7 It is likely that Option 2 will require some borrowing to meet the capital commitment, which for Option 3 will be minimal, if at all. However, the annual repayment for the MIM schemes in Option 3 will require a fixed annual revenue commitment for the

contract period. A summary of the total cost over a comparative 25-year period is set out below:

Option 2

Annual revenue cost for Option 2 = £444,749 maximum (based on borrowing over 25-years)

Plus additional annual revenue funding commitment for buildings maintenance (which we estimate around £250k per annum for the five new schools)

Option 3

Annual revenue cost for Option 3 = £393,297 maximum (all schemes over 25-years)

Plus additional annual revenue funding commitment for buildings maintenance (which we estimate around £150k per annum for the three non-MIM schools).

	Annual revenue cost	Buildings mtce	Total cost over 25-year period
Option 2	£444,749	£250,000	£17,368,725
Option 3	£393,297	£150,000	£13,582,425

Therefore, the difference over a 25-year period is estimated at £3.76 million with Option 3 being potentially less expensive. However, this is based on the caveat that no further capital funding could be generated, from s106, capital receipts or earmarked reserves, to reduce the borrowing costs in Option 2, and that the estimated annual building maintenance costs of £50,000 per non-MIM school per annum is realistic.

8.8 Whichever option is pursued will create pressure on the Council's capital and revenue budgets. The council is facing revenue budget cuts of around £36m over the next four years, so any additional revenue pressures from either borrowing, or following the MIM route, will only add to the level of savings required to be made.

9. Recommendations

9.1 Council is recommended to give approval in principle for the revised financial commitment for Option 3, if approved by Cabinet, required for Band B of the School Modernisation Programme. The approval would be subject to sufficient resources being identified and allocated to meet the match funding commitment.

9.2 Council is also recommended to give approval for the revised budget required in respect of Band B of the School Modernisation Programme to be incorporated into the capital programme.

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Background documents

Council Report (13 September 2006): “LEARNING COMMUNITIES – SCHOOLS OF THE FUTURE – STRATEGY, PRINCIPLES, POLICY AND PLANNING FRAMEWORK”

Cabinet Report (2 November 2010): “THE SCHOOL MODERNISATION PROGRAMME OVERVIEW AND BRIDGEND’S 21ST CENTURY SCHOOLS’ STRATEGIC OUTLINE PROGRAMME SUBMISSION TO WELSH ASSEMBLY “

Cabinet Report (1 September 2015): “STRATEGIC REVIEW INTO THE DEVELOPMENT AND RATIONALISATION OF THE CURRICULUM AND ESTATE PROVISION OF PRIMARY, SECONDARY AND POST-16 EDUCATION”

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

Cabinet Report (30 January 2018): “SCHOOL MODERNISATION PROGRAMME – BAND B”

Council Report (31 January 2018): “SCHOOL MODERNISATION PROGRAMME – BAND B”

Cabinet Report (20 November 2018): “SCHOOL MODERNISATION PROGRAMME – BAND B”

Cabinet Report (19 December 2018): “SCHOOL MODERNISATION PROGRAMME – BAND B”

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

20 MARCH 2019

REPORT OF THE INTERIM CHIEF EXECUTIVE

PAY POLICY STATEMENT – 2019/20

1. Purpose of Report .

- 1.1 The purpose of this report is to seek Council approval for the Pay Policy Statement for 2019/20. This is in response to legislative requirements and to provide openness and accountability in relation to how the Council rewards its staff.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate priority:-
- 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 Council has a statutory requirement under the Localism Act 2011, Section 38(1) to prepare a pay policy statement for the new financial year 2019/20. This statement needs to be approved and published by 31 March 2019.
- 3.2 The pay policy statement for 2019/20 has been produced on the basis of statutory guidance, advice from Welsh Local Government Association and guidance from Welsh Government.
- 3.3 The pay policy statement provides the framework for decision making on pay, and in particular decision making on senior pay.

4. Current situation / proposal.

- 4.1 The updated Pay Policy Statement for Council's consideration is attached at **Appendix A**.
- 4.2 This has been produced in accordance with the requirements of the Localism Act 2011, which requires all local authorities to develop and make public their policy on all aspects of Chief Officer remuneration.
- 4.3 In order to achieve further transparency, reference has been included to the pay of other relevant groups within the policy statement.
- 4.4 Since its introduction on 1 April 2012, the pay policy has developed to take account of relevant guidance, legislation and changes to the Council's senior management structure over recent years.

5. Effect upon Policy Framework & Procedure Rules.

5.1 None.

6. Equality Impact Assessment

6.1 The pay policy will ensure openness and transparency in relation to the Council's approach to pay and reward.

6.2 Gender Equality Impact assessments have been undertaken on the NJC pay structure, the latest being undertaken by Northgate Arniso in May 2018. This concluded that the proposed assimilation and revision to the pay structure:

- improves the gender pay gap on a grade by grade basis
- demonstrates a narrowing of the overall gender pay gap in basic pay
- shows a greater percentage increase in salary for female employees

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

7.1 It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications.

8.1 There are no financial implications arising from the recommendations in this report.

9. Recommendation.

9.1 That Council approves the Pay Policy Statement 2019/20 at Appendix A

04 March 2019

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Background documents: None

BRIDGEND COUNTY BOROUGH COUNCIL PAY POLICY STATEMENT – 2019/20

1. INTRODUCTION AND PURPOSE

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has ‘the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit’. This Pay Policy Statement outlines the Council’s approach to pay policy in accordance with the requirements of 38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement for 2012/3 and for each financial year after that, detailing:
- a) The Authority’s policies towards all aspects and elements of the remuneration of Chief Officers;
 - b) Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers;
 - c) The Authority’s policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Local Authorities are large complex organisations and provide and/or commission a wide range of essential services. The strategic approach to remuneration levels may need to differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. The Council will require some flexibility in its Pay Policy Statement to address changing circumstances which may or may not be foreseeable.
- 1.3 The Pay Policy Statement came into effect on 1st April 2012 and has been subject to review on an annual basis in accordance with the relevant legislation above.

2. LEGISLATIVE FRAMEWORK

- 2.1 In determining the pay and remuneration of all its employees, the Council will comply with all relevant employment legislation. This includes the:
- a) Equality Act 2010
 - b) Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
 - c) Agency Workers Regulations 2010 and where relevant, the
 - d) Transfer of Undertakings (Protection of Earnings) Regulations
- 2.2 In respect of the equal pay requirements contained within the Equality Act 2010, the Council must ensure that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified.

3. SCOPE OF THE PAY POLICY STATEMENT

- 3.1 The Localism Act 2011 requires Local Authorities to develop and make public their Pay Policy Statement on all aspects of Chief Officer remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Authority, explaining their policy in respect of the relationship between remuneration for Chief Officers and other groups.
- 3.2 However, in the interests of transparency and accountability the Council has chosen to take a broader approach, producing a pay policy which covers all employee groups with the exception of School Teachers. The remuneration for this latter group is set by the Secretary of State and not in the control of Local Authorities.
- 3.3 Nothing within the provisions of the Localism Act 2011 detract from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. However, the Council will comply with this Pay Policy Statement in setting remuneration levels for all groups within its scope.

4. BROAD PRINCIPLES OF OUR PAY POLICY

4.1 Transparency, accountability and value for money

- 4.1.1 The Council is committed to an open and transparent approach to its pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end the following are provided as Appendices to this policy:-

- a) [NJC Pay Scales \(Appendix A\)](#)
- b) [JNC Pay Scales \(Appendix B\)](#)
- c) [Soulbury Pay Scales \(Appendix C\)](#)
- d) [JNC \(Youth & Community\) \(Appendix D\)](#)
- e) [Policy on Redundancy and Severance Payments \(including additional pension payments\) \(Appendix E\)](#)
- f) [Acting Rank/Honoraria Payments Protocol \(Appendix F\)](#)

4.2 Development of a Pay Policy

- 4.2.1 The primary aim of a reward strategy is to attract, motivate and retain suitably skilled employees to enable the Council to perform at its best. One of the biggest challenges for the Council in the current circumstances is to maximise productivity and efficiency within current resources. The Pay Policy Statement outlines the remuneration levels believed to be effective in facilitating a sufficient supply of appropriately skilled employees which can be objectively justified and provide the local tax payer with an assurance of value for money.

- 4.2.2 At the more senior grades in particular, suitable remuneration levels are needed to attract candidates from a wide pool of talent as the Council will often be seeking to recruit in competition with other public and private sector employers.
- 4.2.3 The Council's pay policy will, through its design, development and review, seek to balance these factors appropriately to maximise outcomes while managing pay costs appropriately and maintaining sufficient flexibility to meet future needs.
- 4.2.4 This Pay Policy Statement will be reviewed on an annual basis and approved annually by full Council.

5.0 PAY STRUCTURE

5.1 National Joint Council

- 5.1.1 The Council's pay structure for NJC employees was implemented in September 2013 following the signing of a collective agreement with UNISON, GMB and UNITE. The pay structure was devised following the evaluation of all posts using the Greater London Provincial Council (GLPC) Job Evaluation Scheme. Each pay grade has a corresponding job evaluation score(s).
- 5.1.2 The Council uses the nationally negotiated pay spine as the basis for its pay & grading structure. This determines the remuneration of the majority of the non-teaching workforce, together with the use of other nationally defined rates where relevant.
- 5.1.3 Addendums to the collective agreement have been agreed with the Trade Unions. They reflect Council's decision to alter the pay structure to allow movement between the NJC and JNC structures and the introduction of the national pay award and new pay spine on 1 April 2019.
- 5.1.4 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.
- 5.1.5 New appointments will normally be made at the minimum of the relevant grade, although flexibility exists to ensure the best candidate is secured.

5.2 Pay and Performance

- 5.2.1 The Council does not employ any performance related pay mechanisms.

5.3 Job Evaluation

- 5.3.1 Job evaluation is a systematic way of determining the value of a job in relation to other jobs within an organisation. It provides a means of systematic comparison of jobs to assess their relative worth for the purpose of establishing an equitable and justifiable pay structure.

5.3.2 An initial Equality Impact Assessment (EIA) was conducted in 2013. This will be completed every three years, the next planned for 2019.

5.4 Market Supplements

5.4.1 The Council does not currently have a Market Supplement Policy.

5.5 Honoraria

5.5.1 When the Council requires an employee to carry out additional duties to those of their substantive post, for a prolonged period of time, an additional payment commensurate with those duties may be made in accordance with the Council's Acting Rank/Honorarium Protocol, which is attached as Appendix F.

6. CHIEF OFFICER REMUNERATION

6.1 Definitions of Chief Officer & Pay Levels

6.1.1 For the purposes of this statement, Chief Officers and Deputy Chief Officers are as defined within section 43 of the Localism Act. Such posts include the Chief Executive, Corporate Directors, Heads of Service and other officers who report directly to the Chief Executive (within the meaning of the Act). Details of the salary of each are included at Appendix B

6.1.2 The Council also has a category of employees employed as Group Managers (Grade 17 and 18). Such officers are also employed on JNC Chief Officer terms and conditions of employment although not all are defined as Chief Officers within the meaning of section 43 of the Localism Act.

6.1.3 Each Chief Officer grade has incremental points.

6.1.4 No bonus or performance related pay mechanism exists in respect of Chief Officers' pay.

6.1.5 Any decision to vary the remuneration of chief officers [or those to be appointed] must be made by full Council, without the opportunity of delegating it to a committee of the Council.

6.2 Recruitment of Chief Officers

6.2.1 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

6.2.2 The 2014 Regulations prescribe that where an authority proposes to appoint a chief officer with an annual remuneration package of £100,000 or more the

post must be publicly advertised. The only exception to this requirement is where the appointment would be for no longer than 12 months.

6.2.3 Where the Council remains unable to directly recruit Chief Officers or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council may consider engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money. The Council does not currently have any Chief Officers engaged under such arrangements. The Council is currently sourcing support from the Welsh Local Government Association (WLGA) on an interim basis to cover the post of Head of Finance / s. 151 Officer.

6.3 Additions to Salary of Chief Officers

6.3.1 The Council does not apply any bonuses or performance related pay to its Chief Officers.

6.3.2 The Council does pay all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions.

6.3.3 The cost of membership of one professional body is met by the Council.

6.3.4 The Chief Executive is also appointed as Returning Officer. This is an Office Holding rather than an employment contract. The Returning Officer will receive a fee from the organisation requiring the election to be carried out in accordance with the Fee Order in force at the time. In the case of a local election the Council's fee structure will be approved at the time.

6.3.5 The Deputy Returning Officer's fees are authorised by the Returning Officer in accordance with the Fee Order or, in the case of local elections, the Council's fee structure at the time.

6.3.6 Fees applied for all other Elections and referenda are prescribed by the UK Government or Welsh Government.

6.4 Payments on Termination

6.4.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers (and all other employees), prior to reaching normal retirement age, is set out within its Ill Health, Early Retirement & Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Authority does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).

- 6.4.2 Statutory Guidance issued by the Welsh Government states that it “recommends that full Council should be offered the opportunity to vote before severance packages of £100,000 and above are approved for staff leaving the organisation. However, Members must be aware of the statutory or contractual entitlements due to an employee and the consequences of non-approval by Council which may allow an employee to claim damages for breach of contract”.
- 6.4.3 Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the Council or Committee of Council in the case of the Chief Executive or; Council or Council Committee or Officer with delegated powers at the time, in the case of other JNC Officers. The Chief Executive or officer with delegated power from the Chief Executive will determine such payments in respect of all other staff.

7. PUBLICATION

- 7.1 Upon approval by the full Council, this statement will be published on the Council’s Website prior to the 1st April 2019.
- 7.2 In addition, for posts where the full time equivalent salary is at least £60,000 and where the posts have been designated as a head of paid service or a statutory or non-statutory chief officer, as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010 as amended, the Council’s Annual Statement of Accounts will provide information in relation to: salary, fees and allowances; expenses; termination payments and pension contributions. It will also publish the number of employees in the year to which the accounts relate whose remuneration is greater than £60,000 in multiples of £5,000 brackets of scale.

8. PAY RELATIVITIES WITHIN THE AUTHORITY

- 8.1 The lowest paid persons employed under a contract of employment with the Council are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council’s grading structure. As at 1st April 2019, this is £17,364 per annum.
- 8.2 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton ‘Review of Fair Pay in the Public Sector’ (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than twenty times the lowest paid person in the organisation. The report concluded that the relationship to average earnings was a more relevant measure and the Government’s Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the average salary of the whole of the Authority’s workforce.
- 8.3 The current pay levels within the Council define the multiple between:

- 8.3.1 the lowest paid employee (full time equivalent) and the Chief Executive as **1:7.9**
- 8.3.2 the lowest paid employee and average Chief Officer as **1:5.4**
- 8.3.3 the multiple between the average full time equivalent earnings and the Chief Executive as **1:3.8**
- 8.3.4 the multiple between the average full time equivalent earnings and average Chief Officer as **1:2.6**

9. ACCOUNTABILITY AND DECISION MAKING

- 9.1 In accordance with the Constitution of the Council, full Council decide upon the organisational structure, recruitment, pay, terms & conditions and severance arrangements for JNC Chief Officers.
- 9.2 The responsibility for the organisational structure, recruitment, pay, terms & conditions and severance arrangements for Non Chief Officer JNC, NJC, Craft, Youth & Community and Soulbury employees has been delegated to officers.

10. RE-EMPLOYMENT

- 10.1 Whilst having due regard to the Council's duty under Section 7 of the Local Government and Housing Act 1989, no Chief Officer who was previously made redundant or granted early retirement from the Council will be later re-employed or re-engaged either as an employee (Contract of Service), as a Consultant (Contract for Service) or through an external contractor commissioned to work on behalf of the Council.

11. REVIEWING THE POLICY

- 11.1 This Pay Policy Statement outlines the current position in respect of pay and reward within the Council at the time of writing. It will be reviewed and updated and published annually as a matter of course and in the event of any changes taking place during a financial year.

NJC PAY SCALES - 1 APRIL 2019

SCP	SALARY	Grades		SCP	Salary	Grades	
1	£17,364	Grade 1		26	£29,636		Grade 10
2	£17,711		Grade 2	27	£30,507		
3	£18,065			28	£31,371		
4	£18,426	Grade 3		29	£32,029		
5	£18,795			30	£32,878	Grade 11	
6	£19,171		Grade 4	31	£33,799		
7	£19,554	Grade 5		32	£34,788		
8	£19,945			33	£35,934		Grade 12
9	£20,344		Grade 6	34	£36,876		
10	£20,751				35	£37,849	
11	£21,166				36	£38,813	Grade 13
12	£21,589	Grade 7		37	£39,782		
13	£22,021			38	£40,760		
14	£22,462			39	£41,675		
15	£22,911			40	£42,683		
16	£23,369			41	£43,662		Grade 14
17	£23,836			42	£44,632		
18	£24,313		Grade 8	43	£45,591		
19	£24,799				44	£46,547	
20	£25,295				45	£47,503	Grade 15
21	£25,801			46	£48,461		
22	£26,317			47	£49,417		
23	£26,999	Grade 9		48	£50,373		Grade 16
24	£27,905			49	£51,330		
25	£28,785						

JNC PAY SCALES - 1 APRIL 2019

Designation	Grade	SCP	SALARY
Group Manager [2]	Grade 17	1	£54,608
		2	£55,664
		3	£56,741
		4	£57,839
Group Manager [1]	Grade 18	5	£60,755
		6	£61,930
		7	£63,128
		8	£64,350
Head of Service [3]	Grade 19	9	£64,900
		10	£65,888
		11	£66,891
		12	£67,910
Head of Service [2]	Grade 20	13	£71,244
		14	£72,860
		15	£74,512
		16	£76,201
Head of Service [1]	Grade 21	17	£79,112
		18	£80,905
		19	£82,698
		20	£84,491
Corporate Director [2]	Grade 22	21	£91,121
		22	£93,189
		23	£95,305
		24	£97,469
Corporate Director [1]	Grade 23	25	£105,477
		26	£107,871
		27	£108,102
		28	£110,449
Assistant Chief Executive	Grade 24	29	£116,252
		30	£119,031
		31	£121,876
		32	£124,789
Chief Executive	Grade 25	33	£129,823
		34	£132,925
		35	£136,027
		36	£139,128

SOULBURY PAY SCALES - 1 SEPTEMBER 2018

EDUCATIONAL PSYCHOLOGISTS - SCALE A	
SCP	SALARY
1	£36,446
2	£38,296
3	£40,146
4	£41,994
5	£43,844
6	£45,693
7	£47,434
8	£49,175
9	£50,806
10	£52,439
11	£53,961

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS - SCALE B	
SCP	SALARY
1	£45,693
2	£47,434
3	£49,175
4	£50,806
5	£52,439
6	£53,961
7	£54,586
8	£55,754
9	£56,911
10	£58,089
11	£59,243
12	£60,420
13	£61,617
14	£62,774
15	£63,986
16	£65,186
17	£66,395
18	£67,602

EDUCATIONAL IMPROVEMENT PROFESSIONALS			
SCP	SALARY	SCP	SALARY
1	£34,749	26	£64,173
2	£35,993	27	£65,282
3	£37,168	28	£66,405
4	£38,359	29	£67,532
5	£39,543	30	£68,656
6	£40,727	31	£69,771
7	£41,971	32	£70,903
8	£43,168	33	£72,036
9	£44,563	34	£73,197
10	£45,807	35	£74,353
11	£47,035	36	£75,544
12	£48,223	37	£76,715
13	£49,569	38	£77,899
14	£50,769	39	£79,066
15	£52,095	40	£80,233
16	£53,293	41	£81,406
17	£54,495	42	£82,578
18	£55,674	43	£83,749
19	£56,891	44	£84,925
20	£57,519	45	£86,099
21	£58,727	46	£87,274
22	£59,780	47	£88,454
23	£60,939	48	£89,623
24	£61,978	49	£90,797
25	£63,089	50	£91,972

YOUTH & COMMUNITY PAY SCALES - 1 SEPTEMBER 2018

SUPPORT WORKER RANGE	
SCP	SALARY
2	£16,757
3	£17,267
4	£17,681
5	£18,141
6	£18,556
7	£19,009
8	£19,645
9	£20,456
10	£21,090
11	£22,116
12	£23,118
13	£24,153
14	£25,225
15	£25,955
16	£26,718
17	£27,468

PROFESSIONAL RANGE	
SCP	SALARY
13	£24,153
14	£25,225
15	£25,955
16	£26,718
17	£27,468
18	£28,223
19	£28,972
20	£29,724
21	£30,568
22	£31,525
23	£32,456
24	£33,392
25	£34,335
26	£35,277
27	£36,221
28	£37,175
29	£38,122
30	£39,070



REDUNDANCY AND REDEPLOYMENT POLICY

Date of Issue: March 2010

1. Introduction

- 1.1 This policy is designed to assist with the management of redundancy and redeployment situations within the Authority. It should be read in conjunction with: the Authority's Early Retirement, Ill Health Retirement and Redundancy Policy and the Managers' Guidelines attaching to this policy.
- 1.2 Whilst the Authority's policy is to avoid redundancies wherever possible, the needs of the business may from time to time require a reduction in the overall number of staff employed or organisational changes that result in some employees being made redundant.
- 1.3 The Authority, in consultation with the Trade Unions, will seek to avoid or minimise redundancies by exploring alternative options, such as
 - "Natural wastage"
 - Redeployment
 - Retraining
 - Restrictions on recruitment [inc use of agency staff]
 - Early retirement
 - Voluntary redundancy, including "bumped redundancy" where someone other than the postholder's post is made redundant
 - Reduction or elimination of overtime
- 1.4 Where redundancy is inevitable the Authority will handle the matter in the most fair, consistent and sympathetic manner possible in order to minimise any hardship that may be suffered by the employee(s) concerned. The Authority will ensure that:
 - the total number of redundancies made is kept to a minimum;
 - employees and their representatives are fully consulted on any proposals and their implementation;
 - selection for redundancy is based on clear criteria that will be determined objectively and fairly applied;
 - every effort is made to redeploy or find alternative work for employees selected for redundancy; and
 - support and advice is provided to employees selected for redundancy to help them find suitable alternative work.

2. Consultation

- 2.1 When a potential redundancy situation has been identified it will be necessary to write to the recognised trade unions and issue notice of formal consultation.

- 2.2 Selection criteria will be identified, where necessary, and where possible agreed with the employees/Trade Unions in advance.
- 2.3 Consultations will be carried out with affected employees and with the recognised Trade Unions over the proposals and the process to be followed. The consultation should start as soon as practicable and at least:-

Number of affected employees	Period of consultation
• Less than 20 employees	30 days
• 20 to 99 employees	30 days
• 100 or more employees	45 days

- 2.4 At the start of the consultation, written details of the following will be provided to employees and recognised Trade Unions:-
- the reasons for the proposals
 - the numbers of employees affected by the consultation and descriptions of employees that could potentially be dismissed as redundant
 - the total number of employees of any such description employed at the service unit in question
 - the criteria to be applied for selection for redundancy
 - how the redundancies are to be carried out, including the period over which the redundancies are to take effect.
- 2.5 Formal consultation meetings with employee(s) will be held with those potentially affected by the proposed redundancy.
- 2.6 Where an agreed position has not been reached by the end of the consultation period a further notice of formal consultation will be issued. The length of the second consultation period will be the same as the original. It is necessary for all parties to have undertaken genuine consultation with a view to avoiding redundancy and reaching agreement. Consultation should continue until all issues have been aired and parties have had a reasonable amount of time to comment on information provided and proposals made.
- 2.7 Following the completion of the consultation process, if no satisfactory resolution has been agreed to avoid a redundancy, the selection criteria will be applied to determine which employees will be issued with notice of redundancy.

3. Voluntary Redundancy

- 3.1 In order to minimise the need for compulsory redundancies, the Authority may consider inviting expressions of interests from employees for voluntary redundancies. However, the Authority reserves the right at its discretion to decline all or some of such expressions of interests.

4. Redundancy Selection

- 4.1 Where the need for redundancies arises, selection will be made on the basis of objective criteria, which will be reasonably, fairly and consistently applied. The Authority will ensure that the selection criteria are applied to the affected employees.
- 4.2 The criteria to be used will normally include but is not limited to:

- Absence record
- Disciplinary record
- Qualifications
- Skills
- Standard of work performance

4.3 Where an employee in the pool for selection has declared themselves as being disabled, the Authority will ensure that full consideration is given to the Disability Discrimination Act 1995 and that he/she is not put at any disadvantage on account of the selection criteria and will make reasonable adjustments as appropriate.

5. Redeployment

5.1 The Authority will make every effort to provide suitable alternative work to any employee who is selected for redundancy. Suitable alternative work will be considered both during the consultation period and after the conclusion of the consultation period. All current vacancies suitable for redeployment will be considered in respect of the selected employees, including where possible, consideration of retraining. If more than one employee is interested in a suitable, alternative post it may be necessary to apply selection criteria and/or conduct competitive interviews. This process will be ring-fenced to the affected employees in the first instance.

5.2 Prior consideration will apply where employee(s) have expressed an interest in a vacancy and meet the criteria for the post which is at a grade commensurate with their existing salary range.

5.3 Where interest is expressed for a post of a higher salary, the normal selection procedures will apply and consideration will be in competition with any other applicants.

5.4 Any offer of redeployment will be made in writing. This will include notification of the trial period which will apply to a redeployment appointment. Whilst this will be for a 4 week period, it can be extended or curtailed depending upon the individual circumstances.

5.5 During the trial period there will be performance review(s) at appropriate intervals. This will provide opportunity for the manager and employee to assess suitability. Should the redeployment be successful this will be confirmed and the written statement of particulars issued. If the redeployment is not successful this too will be confirmed in writing.

5.6 An employee may undertake more than one trial period during their period of notice.

5.7 Should an employee embark on a trial period and the four week period exceeds the date of termination, the trial period will continue for the 4 weeks. At the end of this period should it be unsuccessful redundancy will be confirmed.

5.8 Where the redeployment involves an employee changing their normal place of work they will be paid excess travelling expenses, in accordance with the authority's allowances and expenses policy.

- 5.9 Should the employee decline the offer of suitable alternative employment, further redeployment opportunities will be explored during the period of the consultation and notice.
- 5.10 Should an employee refuse an offer of suitable alternative employment or resigns during the trial period the right to a redundancy payment will be lost.
- 5.11 In certain circumstances to avoid a redundancy situation, employee(s) who are in comparable positions but not directly affected by the proposed redundancy can be invited to express an interest in redundancy. This is a bumped redundancy and will only be considered where its approval will save another employee facing redundancy.
- 5.12 If after carrying out these steps there appears to be no possibility of redeployment, the employee(s) will be terminated in accordance with their notice period.

6. Dismissal by reason of Redundancy

- 6.1 In all cases where a dismissal is being considered the three step process will be followed:
- Step 1 - Employee to be advised in writing of the circumstances of the meeting.
 - Step 2 - Meeting takes place with the employee to determine the options.
 - Step 3 - Employee to be advised in writing of the outcome of the meeting.
- 6.2 Where an employee has been selected after the selection criteria has been applied, the employee will have the opportunity during the step 2 meeting to make any representations in support of or against their selection. Management will then consider these representations and, if necessary, extend the consultation period. A further meeting, if necessary, may be scheduled to inform the employee of the decision.
- 6.3 Whilst under notice of termination due to redundancy an employee is entitled to a reasonable amount of paid time off to look for alternative work, attend interviews etc. Employee(s) wishing to take advantage of this provision should seek prior approval for their absence with their manager in the normal manner.
- 6.4 Where an offer of employment is made by an associated employer i.e. any other local authority or other relevant public authority and employment commences within four weeks of the date of termination, this disqualifies the employee from a redundancy payment.

7. Redundancy Notification

- 7.1 At least 90 days written notification must be given to the Department for Business, Enterprise and Regulatory Reform (BERR/BISS) if 100 or more employees are to be made redundant, and at least 30 days for 20 to 99 employees. For less than 20 employees, no notification to BERR/BISS is required.

8. Right of Appeal

- 8.1 Any employee who has been selected for redundancy and who is dissatisfied with the way in which the Authority has applied its redundancy selection criteria [including DDA issues], or who believes that the procedure has not been applied correctly will have a right to appeal.
- 8.2 The employee has a right of appeal against the decision of the Authority.
- 8.3 The appeal will be heard by Elected Members.
- 8.4 The employee has 7 calendar days in which to exercise their right of Appeal from the date of receipt of the written notification of termination.
- 8.5 The Appeal must be made in writing stating the grounds of Appeal as outlined in 8.1 above.
- 8.6 The bundles for the Appeal must be exchanged no later than 7 calendar days before the date of the appeal hearing.
- 8.7 Members of the Sub-Committee will hear representations from the employee and his/her representative and from the Corporate Director (or nominated officer) before making its decision.
- 8.8 The decision of the Sub-Committee will be conveyed in writing to the employee and a copy provided to Human Resources.
- 8.9 The process to be adopted at the Appeal hearing is set out in Appendix 1.

Procedure to be adopted at Appeal

1. The hearing will be held by the Grievance and Disciplinary Appeals Committee, who will be supported by one of the Council's Solicitors in the role of Clerk, a Human Resources Advisor and a minute taker.
2. The parties and their representatives shall be called in simultaneously before the Committee. At the start of the hearing the Chairman will introduce those present and will explain the procedure.
3. The Chief Officer or his/her representative will present the management's case calling, if appropriate, any witnesses to assist in substantiating or clarifying the facts.
4. The appellant or his/her representative will be entitled to question the Chief Officer or his/her representative and any witnesses.
5. The appellant or his/her representative will present the appellant's case calling, if appropriate, any witnesses.
6. The Chief Officer or his/her representative will be entitled to question the appellant and any witnesses.
7. The Members, Clerk of the Committee and the Human Resources Advisor will be entitled at any time during the hearing, with the consent of the Chairman, to ask questions.
8. Where new evidence arises during an appeal it may be appropriate to adjourn in order to investigate or consider such points.
9. The Chief Officer or his/her representative will be given an opportunity to sum up but will not be able to introduce any new evidence at this stage.
10. The appellant or his/her representative will be given an opportunity to sum up. He/she will not be able to introduce any new evidence at this stage.
11. All parties other than the Members of the Committee, the Human Resources Advisor and the Legal Clerk will withdraw from the meeting. The Human Resources Advisor and Legal Clerk will remain in the meeting whilst the Committee require advice.
12. Once the Committee has received advice from the Human Resources Advisor and Legal Clerk the Human Resources Advisor and Legal Clerk will withdraw, while the Committee considered the appeal.
13. The Committee may recall the Human Resources Advisor, Legal Clerk and minute-taker to clarify any points. Should the Committee require advice from the Human Resources Advisor or Legal Clerk both officers should be recalled together.
14. The Committee may recall the parties to clarify any points but, if so, must recall both parties and their representatives and allow them to comment if they so wish.
15. After the Committee has reached a decision on the appeal the parties and their representatives will be recalled and the decision announced to them together with the

reasons for it. The decision will be confirmed in writing by the Human Resources Advisor as soon as possible after the hearing.

NOTE:

- The term 'Chief Officer' means Chief Executive, Assistant Chief Executive, Corporate Director or Head of Service of the Council.

The appellant may be represented by either his / her Trade Union representative or by a work colleague.

ACTING RANK/HONORARIA PAYMENTS PROTOCOL

PURPOSE

It will be necessary for the Authority to make arrangements to cover the absence of officers other than for annual leave purposes.

The payment of honoraria is designed to cover relatively short-term and usually unplanned absences to ensure that there is no reduction in provision of service.

PAYMENT (Acting Rank)

1. Employees who are requested to undertake the full range of duties and responsibilities of a higher graded post are entitled to additional remuneration commensurate with those duties, for the period during which they are undertaken.
2. An employee will only receive an additional payment after the additional duties and responsibilities have been undertaken for a continuous period of 4 weeks.
3. Once the qualifying period of 4 weeks has elapsed, the additional payment will be paid with effect from the first day on which the employee undertook the additional duties and responsibilities.

HONORARIUM

1. Where employees who are requested to undertake less than the full duties and responsibilities of a higher graded post an honorarium may be paid on a pro rata basis.
2. Where the duties and responsibilities are shared between two or more employees then any amount paid will be calculated pro rata dependent upon the circumstances of each case.
3. Employees who are requested to perform additional duties and responsibilities outside the scope of their substantive post e.g. undertaking project work will receive an honorarium based upon the value of the duties and responsibilities (evaluated by HR/OD & JE).

SELECTION

(Acting up and honorarium payment)

1. An honorarium will be paid to an individual who is a recognised and agreed [by management] as deputy or assistant clearly identified within a section or division.
2. Where no obvious deputy exists the consideration should be given to sharing the honorarium between the direct line management reports of the [temporarily] vacant post.
3. Where no deputy or assistant exists but it is felt that just one person is required to undertake the full range of duties and responsibilities of the higher graded post, then competitive interviews should be undertaken.
4. The selection process will mirror the Authority's policy on Recruitment & Selection.
5. Where cover is anticipated to be required for between 1-3 months, the temporary vacancy will be ring-fenced to the Service Unit or Section in which it occurs.
6. Where cover is anticipated to be required for in excess of 3 months, it will be regarded as a temporary vacancy and will be dealt with under the Protocol for Secondments.

EXCEPTIONAL CIRCUMSTANCES

(Acting up and honorarium payments)

1. There may be occasions where a member of the Corporate Management Board [or nominated Officer] and the Group Manager HR/OD [or nominated officer] will determine that exceptional circumstances occur. In these cases there may be a requirement to deviate from the normal procedures, e.g., where a senior officer is absented, without notice, from his/her duties and responsibilities.
2. Each case will be determined on its merits and any deviation to the protocol will be authorised by a second member of the Corporate Management Board and the Group Manager HR/OD.

AUTHORISATION

1. All honorarium payments must be agreed with the Human Resources/Organisational Development Service Unit and only the Human Resources/Organisational Development Service Unit may authorise payment.

REVIEW PERIOD

1. All honorarium payments will be subject to a review period of no less frequently than 3 months.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

20 MARCH 2019

REPORT OF THE HEAD OF LEGAL AND REGULATORY SERVICES

INFORMATION REPORT FOR NOTING

1. Purpose of Report .

1.1 The purpose of this report is to inform Council of the Information Report for noting which has been published since its last scheduled meeting.

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

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

- 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 At a previous meeting of Council, it was resolved to approve a revised procedure for the presentation to Council of Information Reports for noting.

4. Current situation / proposal.

4.1 Information Report

The following information report has been published since the last meeting of Council:-

<u>Title</u>	<u>Date Published</u>
Related Party Transactions 2018-19 & Statement of Accounts	14 March 2019

4.2 Availability of Documents

These documents have been circulated to Elected Members electronically via Email and placed on the BCBC website, and also are available from the date of publication.

5. Effect upon Policy Framework and Procedure Rules.

5.1 This procedure has been adopted within the procedure rules of the Constitution.

6. Equality Impact Assessment

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

7. Wellbeing of Future Generations (Wales) Act 2015 Implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications.

8.1 There are no financial implications regarding this report.

9. Recommendation.

9.1 That Council acknowledges the publication of the document listed in this report.

K Watson
Head of Legal and Regulatory Services
20 March 2019

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Senior Democratic Services Officer – Committees
Telephone: (01656) 643147
Email: cabinet_committee@bridgend.gov.uk

Postal address: Democratic Services
Legal and Regulatory Services
Civic Offices
Angel Street
Bridgend
CF31 4WB

Background documents: Report referred to in Paragraph 4.1 of this report.

BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO COUNCIL

20 MARCH 2019

REPORT OF THE INTERIM HEAD OF FINANCE

RELATED PARTY TRANSACTIONS 2018-19 & STATEMENT OF ACCOUNTS

1. Purpose of Report

- 1.1 The purpose of this report is to inform Council of the requirement for Members to formally declare any related party transactions for the financial year 2018-19 by completing the declaration attached at **Appendix A**.

2. Connection to Corporate Improvement Objectives / Other Corporate Priority

- 2.1 This report assists in the achievement of the following corporate priority:-
- 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 preparation of the Statement of Accounts is a requirement of the Accounts and Audit (Amendment) (Wales) Regulations 2014 as amended and its content is defined by CIPFA's 'Code of Practice on Local Authority Accounting in the United Kingdom' 2018-19 (the Code).
- 3.2 The Code 2018-19 states that "Authorities shall identify related party relationships and transactions, identify outstanding balances between the authority and its related parties, and identify the circumstances in which disclosures are required". Any related party transactions must then be disclosed within the Statement of Accounts.

4. Current situation / proposal

- 4.1 The requirement to declare related party transactions is not new within the Statement of Accounts. However it was identified within Wales Audit Office (WAO)'s Audit of Financial Statements 2016-17 Report that this was an area where improvements could be made on the timeliness of returns from Elected Members. The recommendation from WAO was:-

"The Council should:

- formally remind all councillors of the importance of completing and submitting their annual related-party return by the deadline set by the Finance Department; and
- ensure that any outstanding related party returns are always pursued promptly."

- 4.2 In their Financial Statements 2017-18 Report the WAO acknowledged that 'the Council has strengthened its processes' and this report is therefore to remind Elected

Members of the requirement to complete the declaration attached at **Appendix A** with reference to the guidance attached at **Appendix B** by Friday 12th April 2019.

5. Effect upon Policy Framework& Procedure Rules

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

6. Equality Impact Assessment

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

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

7.1 The report supports all the wellbeing objectives.

8. Financial Implications

8.1 There are no financial implications in this report.

9. Recommendation

9.1 That Council notes the requirement for Members to formally declare any related party transactions for the financial year 2018-19 and the return deadline of Friday 12th April 2019.

Gill Lewis
Interim Head of Finance
06 March 2019

Contact Officer: Mary Williams, Group Manager Chief Accountant
Telephone: (01656) 643605
E-mail: mary.williams2@bridgend.gov.uk
Postal Address Raven's Court, Brewery Lane, Bridgend, CF31 4AP

Background documents

None



BRIDGEND COUNTY BOROUGH COUNCIL CLOSURE OF ACCOUNTS
2018-19 DECLARATION OF RELATED PARTY TRANSACTIONS

Name: _____ (Please print)

I declare that I or a close family member are an owner, Director, senior manager or a major shareholder of the following organisations:

Name of organisation	Own position in organisation	Family member position in organisation
<i>Eg: AN Other Consulting Services</i>		<i>Director</i>

(please continue on a separate sheet if necessary)



2. Any personal transactions with the Council (exclude any Council salaries and expenses)		Self	Family Member (please specify)
<u>Nature of transaction</u>	<u>Value</u>		
		N/A	N/A

I declare that, to the best of my knowledge, the above information is accurate and complete.

Signed:

Date: _____

**** PLEASE RETURN SCANNED COMPLETED AND SIGNED FORMS VIA EMAIL TO ****

EMAIL: Nigel.Smith@bridgend.gov.uk / Jillian.Bailey@bridgend.gov.uk

Hard copy: Jill Bailey/Nigel Smith, Resources, Wing 4, Ravenscourt, Bridgend, CF31 4AP



Bridgend County Borough Council Related Party Transactions Guidance Note

Requirement for Members to declare Related Party Transactions 2018/19

Background

1. The Council is required to provide information within its Statutory Annual Accounts of arrangements and/or transactions where Members (and senior officers) **or close members of their families** have a significant influence over organisations that the Council has a relationship with, be that the giving of grant funding, provision of services or an ability to manage the operations and/or financial activities of that organisation; OR that organisation is able to influence or control activities of the Council.
2. **A relationship** with an entity would occur where you or a close member of your family:
 - Has control or joint control over the organisation
 - Has significant influence over the organisation; or
 - Is a member of the key management personnel of the organisation or a parent of the organisation
3. **Close members of the family** of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with that organisation and include:
 - Your children and spouse or domestic partner
 - Children of your spouse or domestic partner
 - Dependents of you, your spouse or domestic partner
4. **The information disclosed** must be auditable and you must provide written confirmation of whether at any time during the period **1 April 2018 to 31 March 2019**:
 - You and/or a close family member **met any of the circumstances set out at paragraph 2 above; and/or**
 - You and/or a close family member had any financial transactions (excluding salary or work-based expenses paid by the Council) with the Council

Examples:

Examples of arrangements which may require disclosure include:

- You own a company or have a major shareholding* in a company;
- Any close members of your family who own a company or have a major shareholding in a company;
- You or a close member of your family is a member of the senior management of a company/organisation;
- You or a close member of your family hold a position of influence within an organisation;
- You or a close member of your family receive income from the Council that is not based on salary, allowances or expenses.

ANY arrangements with a company you are a Director of or own must be disclosed even if there have been no financial transactions for that company during the year (either with or outside of Bridgend CBC)

*No specific limit has been given for what constitutes a major shareholding therefore any such roles must be declared.



Bridgend County Borough Council Related Party Transactions Guidance Note

What you need to do

ALL Members and Chief Officers (including all temporary arrangements in place during the year), are required to sign a declaration which discloses any related party relationships held and also identify any transactions that occurred during the financial year from **1st April 2018 to 31st March 2019**.

**** If you are unsure it is better to disclose it and Finance will assess whether it needs to be included in the Statement of Accounts ****

Any queries?

If you feel unable to complete the declaration or have any doubts about any aspect of what is required, please contact:

Nigel Smith, Finance Manager, Financial Control and Closing Team, (Ext. 3359)
E:mail: nigel.smith@bridgend.gov.uk

(NB: on internal email please send to email: 'Nigel Smith (**FINANCE**)')

By virtue of paragraph(s) 12 of Part 4 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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