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Bridgend County Borough Council



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Rhowch wybod i ni os mai Cymraeg yw eich  
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**Cyfarwyddiaeth y Prif Weithredwr / Chief  
Executive's Directorate**

Deialu uniongyrchol / Direct line /: 01656 643696

Gofynnwch am / Ask for: Mrs Julie Ellams

Ein cyf / Our ref:

Eich cyf / Your ref:

**Dyddiad/Date:** Tuesday, 16 October 2018

Dear Councillor,

**SUBJECT OVERVIEW AND SCRUTINY COMMITTEE 3**

A meeting of the Subject Overview and Scrutiny Committee 3 will be held in the Council Chamber - Civic Offices, Angel Street, Bridgend, CF31 4WB on **Monday, 22 October 2018 at 10:00**.

**AGENDA**

1. Apologies for Absence  
To receive apologies for absence from Members.
2. Declarations of Interest  
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members Code of Conduct adopted by Council from 1 September 2008 (including whipping declarations)
3. Forward Work Programme Update 3 - 20
4. Collaboration with Town & Community Councils 21 - 56  
Invitees:  
  
Darren Mephram, Chief Executive  
Mark Shephard, Corporate Director - Communities  
Kelly Watson, Head of Legal and Regulatory Services  
Guy Smith, Community Asset Transfer Officer
5. Urgent Items  
To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

**K Watson**

Head of Legal and Regulatory Services

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Councillors:

SE Baldwin  
TH Beedle  
N Clarke  
P Davies  
DG Howells  
A Hussain

Councillors

DRW Lewis  
JC Radcliffe  
RMI Shaw  
JC Spanswick  
RME Stirman  
G Thomas

Councillors

E Venables  
MC Voisey  
DBF White  
JE Williams

## BRIDGEND COUNTY BOROUGH COUNCIL

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

22 OCTOBER 2018

#### REPORT OF THE HEAD OF LEGAL AND REGULATORY SERVICES

#### FORWARD WORK PROGRAMME UPDATE

#### 1. Purpose of the Report

- a) To present the items prioritised by the Corporate Overview and Scrutiny Committee including the next item delegated to this Subject Overview and Scrutiny Committee;
- b) To present the Committee with a list of further potential items for comment and prioritisation;
- c) To ask the Committee to identify any further items for consideration using the pre-determined criteria form;
- d) To consider and approve the feedback from the previous meetings of the Subject Overview and Scrutiny Committee 3 and note the list of responses including any still outstanding at Appendix A.

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

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

#### 3. Background

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

## Feedback

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

## 4. Current Situation / Proposal

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

## Corporate Parenting

- 4.4 Corporate Parenting is the term used to describe the responsibility of a local authority towards looked after children and young people. This is a legal responsibility given to local authorities by the Children Act 1989 and the Children Act 2004. The role of the Corporate Parent is to seek for children in public care the outcomes every good parent would want for their own children. The Council as a whole is the 'corporate parent', therefore all Members have a level of responsibility for the children and young people looked after by Bridgend.

- 4.5 In this role, it is suggested that Members consider how each item they consider affects children in care and care leavers, and in what way can the Committee assist in these areas.
- 4.6 Scrutiny Champions can greatly support the Committee in this by advising them of the ongoing work of the Cabinet-Committee and particularly any decisions or changes which they should be aware of as Corporate Parents.

#### Identification of Further Items

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

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

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

### **6. Equality Impact Assessment**

- 6.1 There are no equality implications attached to this report.

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

- 7.1 The Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

- Long-term - The approval of this report will assist in the Planning of Scrutiny business in both the short-term and in the long-term on its policies, budget and service delivery
- Prevention - The early preparation of the Forward Work Programme allows for the advance planning of Scrutiny business where Members are provided an opportunity to influence and improve decisions before they are made by Cabinet
- Integration - The report supports all the wellbeing objectives

- Collaboration - Consultation on the content of the Forward Work Programme has taken place with the Corporate Management Board, Heads of Service, Elected Members and members of the public
- Involvement - Advanced publication of the Forward Work Programme ensures that the public and stakeholders can view topics that will be discussed in Committee meetings and are provided with the opportunity to engage.

## **8. Financial Implications**

8.1 There are no financial implications attached to this report.

## **9. Recommendations**

9.1 The Committee is recommended to:

- (i) Approve the feedback from the previous meetings of the Subject Overview and Scrutiny Committee 3 and note the list of responses including any still outstanding at Appendix A;
- (ii) Identify any additional information the Committee wish to receive on their next item delegated to them by Corporate Overview and Scrutiny Committee and any other items in the overall FWP shown in Appendix B;
- (iii) Identify any additional items using the criteria form, for consideration on the Scrutiny Forward Work Programme.

**K Watson**  
**Head of Legal and Regulatory Services**

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 Angel Street,  
 Bridgend.  
 CF31 4WB

### **Background documents**

None

Date of Meeting	Item	Members wished to make the following recommendations	Response/Comments	Further Information Requested	Response/Comments
12-Jun-2018	Highways	Members recommended that Officers explore how they can better convey the way in which information such as work schedules for highway repairs, grass cutting, road resurfacing and other areas under the Highways remit is shared as the lack of information often leads to frustration from residents and duplicate referrals being received. Members believe if the information is readily available to residents and Councillors there would be less unnecessary and duplicate referrals received.	Scheduled highways resurfacing planned for the year previously provided, Grass cutting schedule attached at Appendix A1.		
		Members recommended that officers in Communities Directorate work with the Digital Transformation team to improve the use of information sharing through the use of ICT and explore the options of the development of an App for residents and Councillors to use to enable them to report issues in their areas such as potholes and defective street lights. Members stated this would lead to less repetitive referrals coming through as residents could track if an issue had already been reported and how it has been prioritised.	A number of initial meetings between officers of the Communities directorate and the Digital Transformation team have been held to this end.		
		In relation to the above recommendations Members have requested a definitive timeline and action plan on how this will be progressed	The project has not progress to this stage yet and budgets will have to be confirmed. As soon as a timeline is available it will be shared.		
		Members recommended a member development session be arranged on BridgeMAPS	This has been added to the Member Development Forward Work Programme for October 2018		
		<b>Members requested to receive the following further information</b>			
		A schedule of Grass Cutting in the Borough	Attached at Appendix A1	Member request that if this information is provided in the future that it be presented simpler way.	The request is noted, and future information requests next year will be presented differently.
		A schedule of resurfacing highways in the Borough	Attached at Appendix A2	Members note that tar is sometimes used to seal potholes and queried whether there is a standard procedure for pothole repairs	<p>The repair of potholes differs between different types</p> <p>Emergency potholes which are high risk to the public/users get filled temporarily with a deferred slow setting bitumen material. Normally 6mm aggregate.</p> <p>The procedure for permanently repairing a pothole in the carriageway would be to:</p> <ul style="list-style-type: none"> <li>• Cut the irregular shape pothole square and cut the vertical edges</li> <li>• Remove the loose material, depending on depth of pothole (Assume up to 100mm)</li> <li>• Spray bitumen the vertical edges of the cut hole</li> <li>• Reinstated with AC10 (Asphalt Concrete 10mm Aggregate) again depends on thickness, this may be done in 2 layers.</li> <li>• Compact with whacker plate, minimum 10 passes. Larger potholes require a single drum roller to compact.</li> <li>• Hot bitumen over banding strip to seal the top joints of old carriageway material to new.</li> </ul> <p>Sometimes we receive complaints to potholes in the footway, which aren't necessarily potholes, more defects in the paving. So dependent on the risk to the public, the highway inspector would normally arrange for the call out gang to attend site if high risk, remove the defective/missing paving and replace with a deferred set material. This removes the trip hazard and makes the area safe until it can be permanently repaired.</p>

					<p>We also use proprietary brands of pothole patch material that comes in tubs ( Viafix and Instamac ).</p> <p>These tend to be used out of hours as they provide a repair that has a better chance of success and can be laid in wet conditions. They are considered as a Permanent repair and although when we use this material we compact using vibrating compactors the manufactures claim that vehicle traffic will provide the necessary compaction as they pass over the pothole.</p> <p>Where programmed work is undertaken in the normal working day then hot material from our Hot boxes provides the majority of permanent repairs.</p> <p>This is more cost effective and ensures better success.</p>
	What criteria is used to determine the frequency in which certain highways are inspected	See attached Word Document			
	Copy of the report that went to the Audit Committee on Highways	This was a Powerpoint presentation not a report, attached at Appendix A3	Members note that there is a intervention criteria for Carriageway and footway and query if there is a separate criteria for cycle tracks?		There are no separate intervention criteria for the cycle tracks that the Rights of Way section is responsible for maintaining. When we receive complaints relating to 'safety' defects on the cycle routes the guide would be intervention as per the category of Footway.
	Terms of Reference for the vehicle enforcement camera that patrols the schools	See attached Word Document			
	Criteria for sites to be considered essential for the need of a school crossing patrol	See attached Word Document			
	Show the Highways budget savings as a % of that of the whole Directorate	Attached at Appendix A4			
	Provide APSE data from the report electronically if possible	Due to the size of the document, this will be emailed out to Members and is available on request			



Date of Meeting	Item	Members wished to make the following recommendations	Response/Comments
23-Jul-2018	Plastic Free Bridgend County Borough	Members recommended that the authority should take the lead on reducing single use plastic items and encourage local businesses and the community to follow suit. Members recommended that the Authority start with steps suggested by Friends of the Earth such as encouraging the use of refillable water bottles, paper straws, and purchasing of fruit and vegetables that are not packaged.	Officers in attendance at Scrutiny agree that this would be a positive way forward. The recommendation however is a corporate one impacting on the whole Council and will need to be considered in that context. The matter will therefore be escalated to Cabinet/CMB and discussed there in due course, with a full understanding of the issues and implications before a decision can be made on the way forward. A variation to the existing procurement policy for example, would be required, to restrict where practicable and financially viable purchase of single use plastics and encourage others (businesses and householders) to follow suit.
		Members recommended that Officers explore the options of installing water fountains at key locations throughout the Borough to encourage the use of reusing water bottles rather than purchasing plastic bottled water. Members encouraged officers to explore this as part of the developments of the Bridgend Market.	This suggestion would require further research and engagement with other nationally run campaigns and programmes which are seeking to achieve the reduction in single use plastics. The commercial impact of such a decision would also need to be considered on local businesses along with other health related implications of such a move. Such detail would potentially need to form the basis of a public consultation on any proposal or policy developed in support of the suggestion.
		Members recommended that officers explore the option of trialling recycling bins in the Borough and if successful to have them installed in all Towns in the Borough to encourage members of the public to recycle when they are out as well as at home.	Officers in the Street scene department would be happy to follow this course of actions and indeed have considered it on a number of occasions in the past. The last time being 2014. The department compiled a grant application to meet the costs of bin installation. The clear obstacles that are encountered are the costs attached with the procurement and installation of the bins, the subsequent costs associated with the emptying of the bins and most significantly with the processing of recyclable waste once collected. At the current time the department responsible for this service lacks the resources to undertake such work. MTFS proposals include a further reduction of £200k to the service area and this would result in moving to a reactive cleansing service and a reduction in current litter bins serviced. In short the very sensible suggestion is in conflict with the MTFS direction. The financial details from last time this was looked at are attached should the funds be made available officers would be more than happy to action.
		Members recommended that Council adopt an Environmental Champion to encourage Members and the Community on issues surrounding waste and recycling in the Borough	As part of the waste services contract 2 education officers have been employed up and until the end of the current financial year to support the mobilisation of the new waste services contract. These resources have proved very effective in distributing information in support of recycling and protecting the environment, as the Kier contract is settling the roles can expand to cover this recommendation, however under current budgetary conditions their ongoing employment beyond March of next year is not agreed.

		<p>Members recommended the Authority better utilise their Facebook and Twitter pages to communicate regularly with residents about what can be recycled at the kerbside and also at the Community Recycling Centres. Members stated that they were not aware that black plastics could be taken to the CRCs to be recycled as advised by officers in the meeting. Members asked that as part of the communications, officers could encourage residents to dispose of single use items such as wet wipes and cotton buds to be disposed of correctly.</p>	<p>The Council currently makes extensive use of social media accounts to promote recycling, this work will continue and be reviewed to take into account the comments from Scrutiny.</p>
		<p>Members recommended that officers contact the WLGA to find out what approach other Local Authorities are adopting with regards to reducing their plastic consumption.</p>	<p>Officers have now, contacted WRAP in response to this. For this information WRAP will actually be better place than WLGA to share this information as this is part of what Welsh Government commission them to do / monitor. A transcript of a Conference on "The next steps for reducing plastic waste: innovation incentives and options for policy" being held in December with many expert speakers in the field is being purchased to explore current and future developments in the area.</p>
		<p>Members recommended that the options for a plastic bottle deposit return scheme be explored in the Borough and recommended that the relevant Cabinet Member write to Welsh Government to advise that BCBC supports this scheme</p>	<p>The Cabinet Member will be requested to write to advise of BCBC's support. (Note: it is key that any success of Deposit Return Scheme -DRS must be taken into account in the recycling target setting of the Authority) i.e.. If plastic is not being placed at the kerbside due to a DRS, recycling targets for BCBC will need to be reduced to reflect this, the point will be conveyed also.</p>
		<p><b>Members requested to receive the following Further Information</b></p>	
		<p>Members asked for clarification on the single use bags currently used by the Authority to collect residual waste from residents and if they were used from recyclable material and if so this should be printed on the bags to promote to the community.</p>	<p>The bags are made from 75% recycled material. Discussions have taken place with Kier to change the printing once current stocks have been utilised to highlight this.</p>
		<p>Members asked if there is an obligation for retailers to make a charitable donation for the charges for reusable carrier bags.</p>	<p>Essentially this is up to the retailer see links below:</p> <p><a href="https://www.bbc.co.uk/news/uk-england-42638548">https://www.bbc.co.uk/news/uk-england-42638548</a></p> <p><a href="https://www.thisismoney.co.uk/money/bills/article-5049981/Charities-lose-supermarkets-cash-bag-life.html">https://www.thisismoney.co.uk/money/bills/article-5049981/Charities-lose-supermarkets-cash-bag-life.html</a></p>

		<p>Members needed to better understand the environmental and budgetary impacts of using single use plastic bags over bio-degradable bags for the disposal of food waste.</p>	<p>This matter will be brought forward for further consideration as part of the Councils MTFS. If cabinet form a view on including this item as part of the Councils overall financial strategy. In overview the potential likely saving is in the order of £35k per annum, as the bags are incinerated the risk of environmental or marine plastic pollution is small. remaining negative environmental impacts are micro fractions of plastic may make its way into the grivet fertiliser (however this has to reach a PAS100 standard to be used on land so is governed and hence risk controlled). The other environmental impact is that the plastic bag alternative is ultimately made using a fossil fuel.</p>
		<p>Members asked for the recycling of sanitary products be explored and balanced between environmental and budgetary impacts</p>	<p>This was considered at length during the development of the waste contract and was considered to cost prohibitive (in the hundreds of thousands), due to the potentially very high number of households who could potentially request the service.</p>
		<p>Members would like to be provided with a definitive timeline for the procurement of an external contractor to undertake enforcement action on littering in the Borough. Members heard that this would shortly be going through the tendering process but members wanted reassurance as to when this was likely to happen and when a contractor would be appointed.</p>	<p>This is still being worked on whenever relevant officers in legal and streetscene have the opportunity a full update on this will be provided at the waste scrutiny meeting on the 17th September</p>
		<p>Members asked for clarification on the class of vehicles allowed at CRCs and what was classed as a commercial vehicle and therefore not allowed at the centres.</p>	<p>Please see attached note on access permits to CRC</p>

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Date of Meeting	Item	Members wished to make the following recommendations	Response/Comments
17-Sep-2018	Waste Services	<b><u>General Comments</u></b>	
		<ul style="list-style-type: none"> <li>The Committee note the rise in the recycling rates following the introduction of the new waste and recycling collection services in June 2017 and would like to thank the public of Bridgend for embracing and taking part in the new recycling scheme.</li> </ul>	Noted
		<ul style="list-style-type: none"> <li>The Committee compliment the support of Kier in Community Clean ups that have been conducted in local areas with regard to the resources that they have provided.</li> </ul>	Noted
		<ul style="list-style-type: none"> <li>The Committee would like to thank Kier for the supplementary day provided for recycling in Wildmill and for the additional work carried out in communal areas. Members state that improvements are being made but waste in this area still remains an issue and await the potential developments imposed by the education officers.</li> </ul>	Noted
		<ul style="list-style-type: none"> <li>The Committee welcome the fact that Welsh Government and the Council are actively seeking alternative local treatment facilities from working collaboratively with neighbouring Councils for the disposal of Absorbent Hygiene Products.</li> </ul>	Noted
		<ul style="list-style-type: none"> <li>With reference to Appendix B - Monthly Calls Statistics for July 2018, for ease of reference, Members request that when this information is provided in the future that the data is presented as percentage of calls taken.</li> </ul>	Noted
		<b><u>Recommendations</u></b>	
		<ol style="list-style-type: none"> <li>The Committee request that the Leader makes contact with all local supermarkets and food manufacturers to phase out the use of black plastic and introduce the utilisation of alternative recyclable plastics in their place. In addition to this, Members recommend that a letter be drafted to Welsh Government encouraging them to enforce the aforementioned approach.</li> </ol>	Letters to be drafted on behalf of the Leader for approval and sending.
<ol style="list-style-type: none"> <li>In relation to the statement concerning Kiers over-reliance of agency staff and the problems that occur with missed collections when continuity is not adhered to, Members recommend that Kier employ permanent members of staff as soon as vacancies arise. The Committee further recommend that Kier look to utilise fixed term contracts for agency staff where possible to ensure short term security for their workers.</li> </ol>	Kier response: We are in the pursuit of making clear changes from agency to perm kier staff at Bridgend. We began the year at 50% agency staff and through the transfer programme we have managed to reduce that down to 40%, with a goal of 30% by the beginning of 2019. It should also be noted that periods of holiday or extreme long term sickness can increase our agency percentage, which we monitor a full time only basis.		
<ol style="list-style-type: none"> <li>Due to the ongoing issues in some wards with waste and co-operation with the two bag rule, Members recommend that a conscious effort is made by Officers in relation to educating residents of the Borough of the recycling and residual waste collections. Members recommend that the following proposals are explored:</li> </ol>	Noted		
<ul style="list-style-type: none"> <li>The Implementation of a welcome pack for new tenants of private landlords and registered social landlords;</li> </ul>	Officers will develop a suitable welcome pack to include the details of the Councils waste collection arrangements, the environmental benefits of recycling and the requirements set out in legislation for the Council to achieve recycling targets. This information will be provided to private and social landlords in the area and made available on the Councils web site.		

		<ul style="list-style-type: none"> <li>To make contact with local estate agents to confirm they are informing new residents moving into the area of where and how they must dispose of their waste;</li> </ul>	The above pack will also be made available to estate agents operating within the area and posted on the Councils web site.
		<ul style="list-style-type: none"> <li>To include details of our waste service within the send out of the notice of council tax</li> </ul>	This is achievable on a double sided A4 sheet in black and white at a cost of £2,000, action agreed
		<ul style="list-style-type: none"> <li>Link up with Housing Benefits, Council Tax and the Department of Working Pensions to investigate the feasibility of details of our waste service being sent out with correspondence from these departments.</li> </ul>	as above
		<p>Members also relayed their concerns with the contract length of the current education officers, as it is evident that the role they undertake is still critical in some areas.</p>	<p>The ongoing retention of waste officers to promote and encourage good recycling practices across the County Borough is wholly dependent on the budget available to the Communities Directorate to secure the positions. Measures linked to finding a sustainable outcome for the disposal of the Council residual waste through its partnership with Neath Port Talbot County Borough Council and the MREC facility continue to be explored. Should a suitable outcome be achieved, this may provide the basis of a business case for funding these positions, though at this stage this cannot be guaranteed..</p>
		<p>4 To assist with information from Member referrals being filtered by subject matter to support the collation of what concerns are being raised within each Directorate, the Committee recommend the possibility of the addition of a dropdown box or a coding system be investigated.</p>	<p>The Member Referrals system is now undergoing a complete review, headed by the Director of Communities, this suggestion will be included in the review process.</p>
		<p>5 In relation to the clarification of vehicle and sizes permitted to enter the Council's Community Recycling Centres (CRC), although Members understand that the policies and protocols are in place to ensure no trade waste is being disposed at any of our sites, the Committee recommend clearer communication and publication of the procedures in place is provided for both the public and for members of staff within the CRC.</p>	<p>We are discussing alternative imagery with the communication team to make these issues clearer.</p>
		<p>6 The Committee recommend that the issue of Waste is retained on the Forward Work Programme and for continuity is presented to Subject Overview and Scrutiny Committee 3 in approximately 6 months' time.</p>	Noted
		<p><b><u>Additional information</u></b></p>	
		<ul style="list-style-type: none"> <li>Members have asked to receive information detailing the systems Kier have in place when receiving calls from citizens with speech impediments and other communication problems to ensure they can access the call centre and be treated appropriately.</li> </ul>	<p>Kier response: Currently, we do have the facility to use text to speech, there have been 2 residents this year that have used this service. However, we are investigating the additional cost of implementing a live chat element of the service to help people with speech impediments and other special characteristics, we would like to explore offering this through the BCBC web portal.</p>
		<ul style="list-style-type: none"> <li>Members queried whether Kier has enough contracted staff to cover all posts at Tondu site?</li> </ul>	<p>Kier response: Yes we have 110% staff coverage policy in force at all times to ensure all posts are covered.</p>

		<ul style="list-style-type: none"> <li>Members seek clarification of the number zero hour contracts used by Kier and agencies that utilise, to gain an understanding of the amount of zero hour contracts used across the whole of the waste contract.</li> </ul>	<p>Kier response: We can confirm that we do not employ through a zero hour contract basis, this was confirmed by our agency supplier Smart solutions.</p>
		<ul style="list-style-type: none"> <li>In relation to the recycling rate figures, Members request to receive a breakdown of data to show what percentage was gained from recycling collected at our Community Recycling Centres and the amount acquired from recycling collected at the kerbside.</li> </ul>	<p>Recycling at the CRCs accounts for approximately 34%          Recycling at the kerbside accounts for approximately 30%          The remaining amount is made up from recycled Street-sweepings, Highways &amp; Parks</p>
		<ul style="list-style-type: none"> <li>Members would like to receive statistics in relation to other communal collections in the rest of the County Borough for comparison with the collections currently undertaken in Wildmill.</li> </ul>	<p>We are unable to provide statistics for this enquiry as the Estates Vehicle services several estates/communal collection throughout the day.</p>
		<ul style="list-style-type: none"> <li>Due to the Absorbent Hygiene Products being considered as a budgetary issue by the Council, the Committee queried whether a proposal for incinerating the Absorbent Hygiene Products for energy had been explored, to possibly gain an income rather than expenditure for its disposal.</li> </ul>	<p>If the materials are not sent for recycling they will be collected along side the Council Residual waste and disposed of through the Councils arrangements with Neath Port Talbot County Borough Council at the MREC facility in Crymlin Burrows. The materials sent to this facility are generally converted to refuse derived fuel and burnt for energy.</p>
		<ul style="list-style-type: none"> <li>With reference to citizens who either recycle incorrectly or not at all, Members queried how many Environmental Protection Act 1990 S46 notices have been served on residents in the County with the aim of issuing a fixed penalty notice (FPNs) for failure to comply with the said notice.</li> </ul>	<p>From June 2016 - May 2017 2 FPN from June 2017 to Sept 2018 12 FPN issued for Section 46 offences</p>

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## Scrutiny Forward Work Programme

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

Date	Subject Committee	Item	Specific Information to request	Rationale for prioritisation	Proposed date	Suggested Invitees	Prioritised by Committees
Page 17 Jan-18	SOSC3	Revised CAT Process	<p>What is the latest with the CAT process? How has it been streamlined since it last came to Scrutiny back in January 2018</p> <p>How many CATs have now been processed and completed?</p> <p>How has the position improved</p> <p>What are the plans for CAT going forward</p> <p>How many CAT applications have been received altogether? How many have been progressed?</p> <p>How many have withdrawn and for what reasons?</p> <p>List of CAT 1 priorities and what is the plan for these?</p>		Corporate Director proposed Jan/Feb 2019	<p>Mark Shephard, Corporate Director - Communities;</p> <p>Cllr Richard Young, Cabinet Member - Communities;</p> <p>Guy Smith, Community Asset Transfer Officer.</p>	

TABLE B

For prioritisation							
Item				Rationale for prioritisation	Proposed date	Suggested Invitees	
Education Outcomes	<p>Requested from SOSC 1 meeting in February to receive a further report at a meeting in the near future, (to be agreed by Corporate Overview and Scrutiny), incorporating the following:</p> <ul style="list-style-type: none"> <li>• School Categorisation information;</li> <li>• In relation to Post-16 data at 4.53 of the report, the Committee requested that they receive the baseline for each school to give a better indication of how each school has improved;</li> <li>• Information on Bridgend's ranking for Key Stage 4 based on the latest results;</li> <li>• Information on what targets were set at each stage in order to determine whether the performance was expected and possibly a cohort issue or whether any actuals differed significantly from the targets set;</li> <li>• Information that the Consortium has gathered through drilling down into each schools' performance to determine what challenges schools face;</li> <li>• Further detail of the performance of those with ALN attending the PRU or Heronsbridge School as Members felt this was not incorporated into the report to a great degree;</li> <li>• Information on the work that the Consortium is doing to identify the variation for each secondary school at Key Stage 4, and what is being done about it;</li> <li>• More information in relation to each schools performance – not necessarily more data but detail of the where, what and how in relation to good and poor performance for each school so that the Committee has an overall understanding of the current situation and priority schools in Bridgend;</li> <li>• What extent are schools responding to the changes recently introduced such as the removal of Btec etc, to ensure they are still meeting the needs of the pupils;</li> <li>• What work is being done to mitigate against future dips in performance resulting from any changes to curriculum or changes to performance measures;</li> <li>• Evidence of how the Consortium has made a direct impact on schools and school performance, what outcomes can they be measured on in relation to Bridgend to assure Members of value for money;</li> <li>• What is being done to mitigate against the impact of changes in teachers to ensure that this does not have a resulting impact on the performance of pupils;</li> <li>• Performance in relation to vocational qualifications and non-core subjects – where are there causes for concern and where there is excellent work taking place etc.</li> </ul>			Jan-2019	<p>Lindsay Harvey, Interim Corporate Director - Education and Family Support;</p> <p>Cllr Charles Smith, Cabinet Member for Education and Regeneration;</p> <p>Nicola Echanis, Head of Education and Early Help;</p> <p>Andy Rothwell, CSC Senior Challenge Advisor;</p> <p>Mike Glavin, Managing Director CSC Representative from School Budget Forum</p> <p>Sarah Merry, Chair of CSC JOSOC (Deputy Leader Cardiff Council)</p> <p>Primary, Secondary and Special School Headteacher representative</p>		
Revised CAT Process	<p>What is the latest with the CAT process? How has it been streamlined since it last came to Scrutiny back in January 2018</p> <p>How many CATs have now been processed and completed?</p> <p>How has the position improved</p> <p>What are the plans for CAT going forward</p> <p>How many CAT applications have been received altogether? How many have been progressed?</p> <p>How many have withdrawn and for what reasons?</p> <p>List of CAT 1 priorities and what is the plan for these?</p>				Corporate Director proposed Jan/Feb 2019	<p>Mark Shephard, Corporate Director - Communities;</p> <p>Cllr Richard Young, Cabinet Member - Communities;</p> <p>Guy Smith, Community Asset Transfer Officer.</p>	
Review of Fostering Project	<p>Further project as part of the Remodelling Children's Social Services</p> <ul style="list-style-type: none"> <li>- Detail regarding the upskilling of three internal foster carers to provide intensive, therapeutic step down placements as part of Residential Remodelling project</li> <li>- Review of the foster carer marketing and recruitment strategy at a draft/early stage to allow members input into the process</li> </ul>			<p>COSOC have proposed that this item be considered by a future SOSC 1 for continuity purposes</p>	Corporate Director proposed October 2018	<p>Susan Cooper, Corporate Director, Social Services and Wellbeing;</p> <p>Cllr Phil White, Cabinet Member – Social Services and Early Help;</p> <p>Laura Kinsey, Head of Children's Social Care;</p> <p>Pete Tyson, Group Manager – Commissioning;</p> <p>Lauren North, Commissioning and Contract Management Officer;</p> <p>Natalie Silcox, Group Manager Childrens Regulated Services.</p>	

Direct Payment Scheme	<p>Details on the revised policy including how the legislation has affected it. How Direct Payments are delivered. What support has been provided to service users since the launch of the new scheme. How was the scheme launched to service users.</p>	Corporate Director has proposed this as a potential item	Corporate Director proposed November	Susan Cooper, Corporate Director, Social Services and Wellbeing; Cllr Phil White, Cabinet Member – Social Services and Early Help;	
Page 8 CIW Investigation into LAC Information only	The Committee requested that the outcome of the CIW investigation into Looked After Children be provided to Scrutiny <b>for information</b> when it becomes available.		Self assessment and action plan due at end of year.	Cllr Phil White	
Remodelling Children's Residential Services Project	SOSC 1 requested that the item be followed up by Scrutiny in the future for monitoring purposes, incorporating evidence of outcomes.		Corporate Director proposed early 2019	Susan Cooper, Corporate Director, Social Services and Wellbeing; Cllr Phil White, Cabinet Member – Social Services and Early Help;	
CAMHS	<p>With reference to the responses received in relation to Child Adolescent Mental Health Services Members on 12 December 2018, Members note that most of the replies feature an element of work in progress and have asked to retain the item on the FWP for future review. To receive an update on current provision and further advise on current situation in relation to comments and conclusions made on 12 December 2018.</p> <p>Update on work being undertaken throughout Wales looking at causes of mental health: 'Working Together for Mental Health'.</p> <p>To include an update on how we are getting on moving into Cwm Taf.</p>		Corporate Director proposed early 2019	Susan Cooper, Corporate Director, Social Services and Wellbeing; Cllr Phil White, Cabinet Member – Social Services and Early Help; Chair and CEX of ABMU and Cwm Taff Health Boards	
Empty Properties	<p>SOSC 3 requested that this item continue on FWP - reasons and purpose to be confirmed</p> <ul style="list-style-type: none"> <li>- Update on the Empty Properties Working Group?</li> <li>- Update on how the Empty Homes Strategy has been developed?</li> <li>- Update on how well the marketing of Empty Properties is going including Churches and Chapels?</li> <li>- Evidence on how successful other LA's have been in bringing empty properties back into use where they have charged 100% upwards Council tax on properties after they have been empty for longer than 6 months?</li> <li>- Further information on the properties that have been un-banded by the Valuation Office Agency. To include reasons why the properties would not have been banded and how many of these are there within BCBC.</li> <li>- Information on what the average loss of Council tax looks like in BCBC due to empty properties in the Borough. Members recommended using the average Band D property to be able to quantify the loss.</li> <li>- Of the 1200 properties liable for the 50% charge on Council tax for empty properties, how much of this are BCBC successful in receiving.</li> <li>- Has the Empty Homes Officer been employed.</li> </ul>		TBC	Darren Mepham, Chief Executive ; Martin Morgans, Head of Performance and Partnership Services Possible input from Mark Shephard, Corporate Director - Communities for the Commercial side Cllr Dhanisha Patel, Cabinet Member Future Generations and Wellbeing	
Home to School Transport	<p>To provide assurances on rationalisation of Learner Transport as far as possible in order to make budget savings: Update on pilot that school transport team proposing to run in Spring and Summer terms 2017-2018 - to support the enforcement of bus passes on home to school transport contracts. As part of this pilot, the Authority is also investigating opportunities to track the use of our school bus services by individual pupils. Update on Recommendation from BREP: The Panel recommend the need for the Authority to adopt a Corporate approach in relation to Home to School Transport maximising the LA's minibuses such as those used for day centres. It is proposed that this be supported by slightly amending the opening and closing times of day centres so that the buses can be available for school transport. Other aspects that could be considered include the exploration of whether school staff could transport children and young people instead of hiring independent drivers. To test and scrutinise the current licensing and school transport regime to gain assurances that it provides adequate protection against the potential of putting children and vulnerable children at risk from those who are in a position of trust. Changes to the DBS status of their employees to be scrutinised to ensure that children are not being put at undue risk. To provide robust scrutiny and recommendations on how the current regime can be improved. To provide assurances to the public and maintain public confidence in the system of school transport Report to include Update on the current arrangements of how licensing and school transport operates within the County Borough since the change in 2015 to the Police National Policy for disclosing non-conviction information to the local authority. Information to include a report from South Wales Police on its approach to disclosing information it holds about licencees following arrests, charges and convictions. What is the current relationship between the local authority's licensing and school transport departments in relation to the disclosure of information from South Wales police? Is there sufficient oversight on behalf of the local authority and a risk of contractors withholding information which may prejudice the continuation of their contract? Further proposed that Communities be invited to add to report and attend meeting to update Committee on safe routes assessment to determine what work has been undertaken since funding was allocated to this over a year ago.</p>	<p>To provide assurances on rationalisation of Learner Transport as far as possible in order to make budget savings. To test and scrutinise the current licensing and school transport regime to gain assurances that it provides adequate protection against the potential of putting children and vulnerable children at risk from those who are in a position of trust. Changes to the DBS status of their employees ought to be scrutinised by an Overview &amp; Scrutiny Committee at the earliest opportunity to ensure that children are not being put at undue risk. To provide robust scrutiny and recommendations on how the current regime can be improved. To provide assurances to the public and maintain public confidence in the system of school transport</p>	Corporate Director proposed March 2019 as the external review would not be completed until January 2019	Lindsay Harvey, Interim Corporate Director - Education and Family Support; Cllr Charles Smith, Cabinet Member for Education and Regeneration; Cllr Richard Young, Cabinet Member Communities Nicola Echanis, Head of Education and Early Help. Mark Shephard, Corporate Director Communities; Robyn Davies, Group Manager Business Strategy and Performance	

<b>Communication and Engagement</b>	Is corporate communications meeting the needs of the various departments within the organisation to effectively communicate with residents Current data of engagement Are current KPIs an effective measurement in a fast changing digital world How do we engage with corporate communications with the digitally excluded			Darren Mepham, Chief Executive Corporate Communications Representative Cllr Dhanisha Patel, Cabinet Member Future generations and Wellbeing	
<b>Supporting People Programme Grant</b>	Full breakdown of the various services currently supported through this grant within BCBC (inc. the various financial detail) along with how this may have changed over recent years. The number of individuals supported through the grant and in what way. How are decisions made about where to spend the grant and how much in specific areas How effective is the grant support that is provided across a variety of sectors within BCBC, and to ensure that the grant is being targeted at the services most in need.	Improved outcomes in line with the agreed objectives of the grant. Improved support for those in need of emergency housing and support		Darren Mepham, Martin Morgans? Lynne Berry? Cllr Dhanisha Patel, Cabinet Member Future Generations and Wellbeing	
<b>Member and School Engagement Panel - Annual Report</b>	Annual Update to - SOSC 1 on the work of the Member and School Engagement Panel			Plasnewydd - Q4/Spring Term The Bridge Alternative Provision Q1/Summer	

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

Item	Specific Information to request
Social Services Commissioning Strategy	To include information on what work has taken place following the Social Services and Wellbeing Act population assessment. To also cover the following: <ul style="list-style-type: none"> <li>Regional Annual Plan</li> <li>Bridgend Social Services Commissioning Strategy</li> </ul>
Cwm Taf Regional Working	Update on situation and way forward with Regional Working with Cwm Taf? How will we undertake Regional working?
Residential Remodelling - Extra Care Housing	Site visit to current Extra Care Housing and then to new site once work has begun
Children's Social Services	Briefing for SOSC 1 on Child Practice Reviews - details of latest CPRs over last 12-18 months - what recommendations have come out of them, how have they been responded to, how have they helped inform future work to help safeguard children.

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO OVERVIEW AND SCRUTINY COMMITTEE 3

22 OCTOBER 2018

#### REPORT OF THE CORPORATE DIRECTOR - COMMUNITIES

#### COLLABORATION WITH TOWN AND COMMUNITY COUNCILS

##### 1. Purpose of Report

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

- The outcome of the Review currently being undertaken by Welsh Government in relation to Town and Community Councils (T&CCs) and its impact on Bridgend County Borough Council (“the Council”);
- How the Council are benefiting from collaborative work - value for money and contribution to budget savings;
- The extent to which other local authorities are working in collaboration with T&CCs (where known).

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

2.1 The report assists in the achievement of the Corporate priority of ‘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

###### Welsh Context

- 3.1 Local authorities (County or County Borough Councils) have a legal responsibility to provide services such as education, environmental health, social services and town and country planning for their whole county. T&CCs represent individual communities or towns within a county. They have legal powers to deliver some services, but fewer duties than those of a local authority (see List of Powers & Duties at **Appendix A**). T&CCs should work closely with the county or county borough council in the area, representing the interests of their communities. Local authorities and T&CCs should work in partnership, to ensure the best services and outcomes for citizens. This may mean that local authorities allocate funds to T&CCs to enable them to deliver a service at a local level. Charter agreements can provide a very good means of underpinning the relationship between local authorities and T&CCs.
- 3.2 There are 739 T&CCs across Wales working to improve the quality of life and environment for citizens in their area. T&CCs are accountable to local people and provide local services such as playing fields and open spaces, village halls and community centres, footpaths, war memorials and other community services. Approximately 8,000 people in Wales serve as town and community councilors for a term of five years.
- 3.3 T&CCs cover 70% of the population in Wales (some 2.1 million people) ranging from 179 people (Ganllwyd, Gwynedd) to 45,145 people (Barry, Vale of Glamorgan). More than two-thirds of T&CCs have a population of less than 2,500 people. Only 13

of 21 local authorities (or 62%) are fully covered by T&CCs (see Geographical Distribution of Town & Community Councils in Wales at **Appendix B**).

- 3.4 The major areas of expenditure for T&CCs which are funded via the precept to the Council Tax include salaries and wages for the Clerk and other employees; maintenance of village halls and community centres, playing fields, parks and playgrounds, cemeteries and footpaths; lighting, seating and bus shelters; grants to local organisations; and insurance and other administrative costs. The aggregate precept for T&CCs in 2017/18 was £36.8 million, viz:

**Table 1 T&CC Precepts – All Wales**

Precept	2015/16	2016/17	2017/18
Total Aggregate	£30.6M	£35.1M	£36.8M
Mean Average	£41,425	£47,518	£49,834

Source: StatsWales

- 3.5 The mean precept was £49,834 in 2017/18, an increase of 4.9% on the 2016/17 level. A total of 142 T&CCs (or 19%) set a precept of £5,000 or less, with 89 T&CCs (or 12%) setting a precept of more than £100,000. There were 8 T&CCs that set zero precepts for 2017/18. The largest precept in 2017/18 was set by Llanelli Rural Community Council (Carmarthenshire) at £1.0 million and the lowest having a monetary value was St. George's and St. Bride's Super Ely (Vale of Glamorgan) at £750. Precepts increased by an average of 20.3% in the 3 year period. The willingness of T&CCs to increase the precept to pay for additional service provision is limited by a number of issues, including concerns about double taxation.
- 3.6 The Well-being of Future Generations (Wales) Act 2015 places a duty on certain T&CCs to take all reasonable steps towards meeting the local objectives included in the local Well-being plan that has effect in its areas. A T&CC is subject to that duty only if its gross income or expenditure was at least £200,000 for each of the three financial years preceding the year in which the local Well-being plan is published. Only 46 T&CCs (or 6.2%) had a precept that met this criteria across Wales in 2017/18. Only 3 of 20 T&CCs (Bridgend, Maesteg and Porthcawl) in the Bridgend area have gross income or expenditure above the £200,000 threshold.

#### Bridgend Area

- 3.7 Bridgend, Monmouthshire and Torfaen are the only local authorities in South East Wales that presently have 100% coverage by T&CCs followed by the Vale of Glamorgan (96%), viz:

**Table 2 T&CC Coverage – South East Wales**

Local Authority	Community and Town Councils	Communities without Councils	Percentage Coverage
Blaenau Gwent	4	6	40%
<b>Bridgend</b>	<b>20</b>	<b>0</b>	<b>100%</b>
Caerphilly	18	9	67%
Cardiff	6	24	20%
Merthyr Tydfil	1	11	8%
Monmouthshire	33	0	100%
Neath Port Talbot	19	12	61%
Newport	14	16	47%
Rhondda Cynon Taff	11	16	41%
Swansea	24	15	62%
Torfaen	6	0	100%
Vale of Glamorgan	26	1	96%

Source: Developing a Comprehensive Understanding of Community and Town Councils in Wales  
(Welsh Government – 2014)

- 3.8 The County Borough of Bridgend has 4 Town Councils and 16 Community Councils (see Table at **Appendix C**) covering a population of 143,177 people. The largest town is Maesteg (pop: 17,399), followed by Porthcawl (pop: 15,818) and Bridgend (pop: 14,994). The 20 T&CCs have a total of 230 seats – highest 19 (Bridgend and Porthcawl) and lowest 7 (Coychurch Higher, Llangynwyd Lower, Merthyr Mawr, and Coychurch Lower).
- 3.9 T&CCs have raised a total of £2.5 million via the precept in 2018/19 which ranges from £553,849 (Highest – Bridgend Town Council) to £8,000 (Lowest – Llangynwyd Lower Community Council) – see Table at **Appendix C**. A comparison for the last 4 years is summarized below:

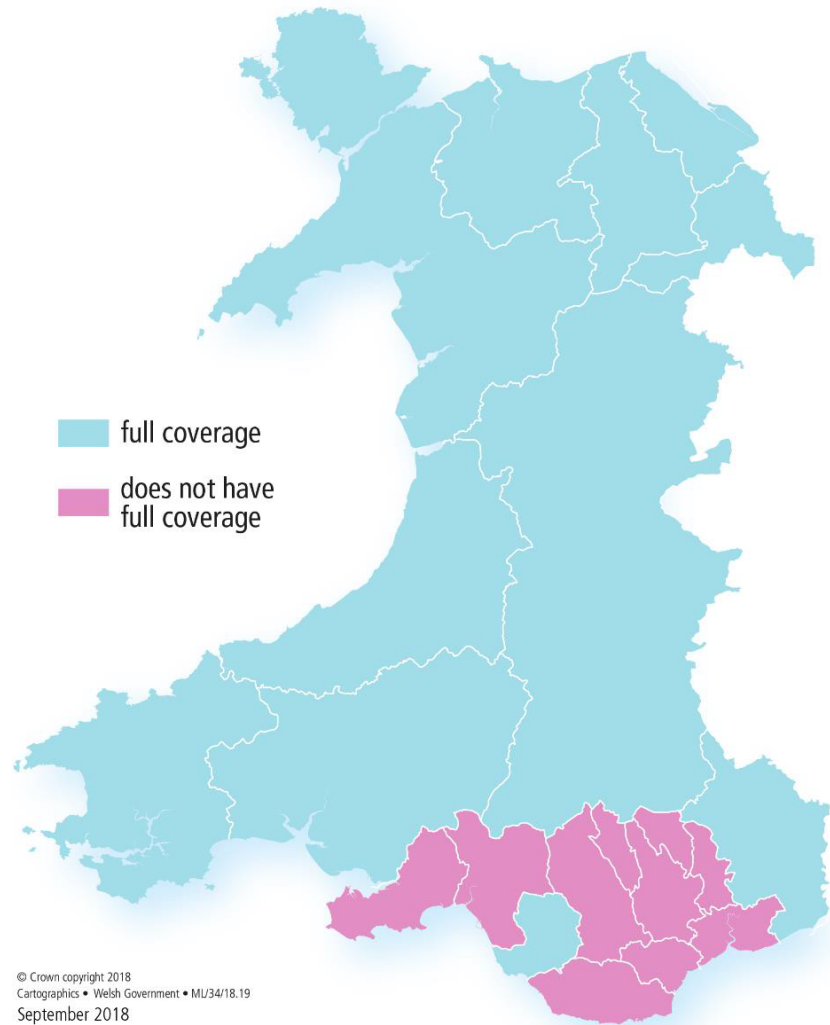
**Table 3 T&CC Precepts - Bridgend County Borough**

Precept	2015/16	2016/17	2017/18	2018/19
Total Aggregate	£1.7M	£1.9M	£2.0M	£2.5M
Mean Average	£86,841	£95,438	£102,667	£124,734

Source: StatsWales

- 3.10 Examples of projects known to have been completed or proposed by T&CCs to assist in the regeneration of their area have been included at **Appendix D** for illustrative purposes.
- Independent Review Panel
- 3.11 The Welsh Government has established an Independent Review Panel to consider the future role of T&CCs. The review was tasked with:
- exploring the potential role of local government below Local Authority councils, drawing on best practice;
  - defining the most appropriate model(s)/structure(s) to deliver this role;
  - considering how these models and structures should be applied across Wales including any situations in which they would not be necessary or appropriate.
- 3.12 The review is part of the Welsh Government's broader plans to reform local government and aims to ensure that the most local level of government works well and delivers results. The evidence-based review commenced in July 2017 with all relevant stakeholders being invited to contribute including, T&CCs, principal councils and community and third sector groups.
- 3.13 The Panel submitted their final report to the Cabinet Secretary for Local Government and Public Services on 3 October 2018 with their outline findings and recommendations being published in August 2018.
- 3.14 The final report highlighted that there are approximately 110 communities or 30% of the country's population without a council. Only 12 Local Authority areas in Wales have total coverage in respect of T&CCs. The Panel experienced difficulties in obtaining detailed evidence from those areas without full coverage:

**Map 1 T&CC Coverage – All Wales**

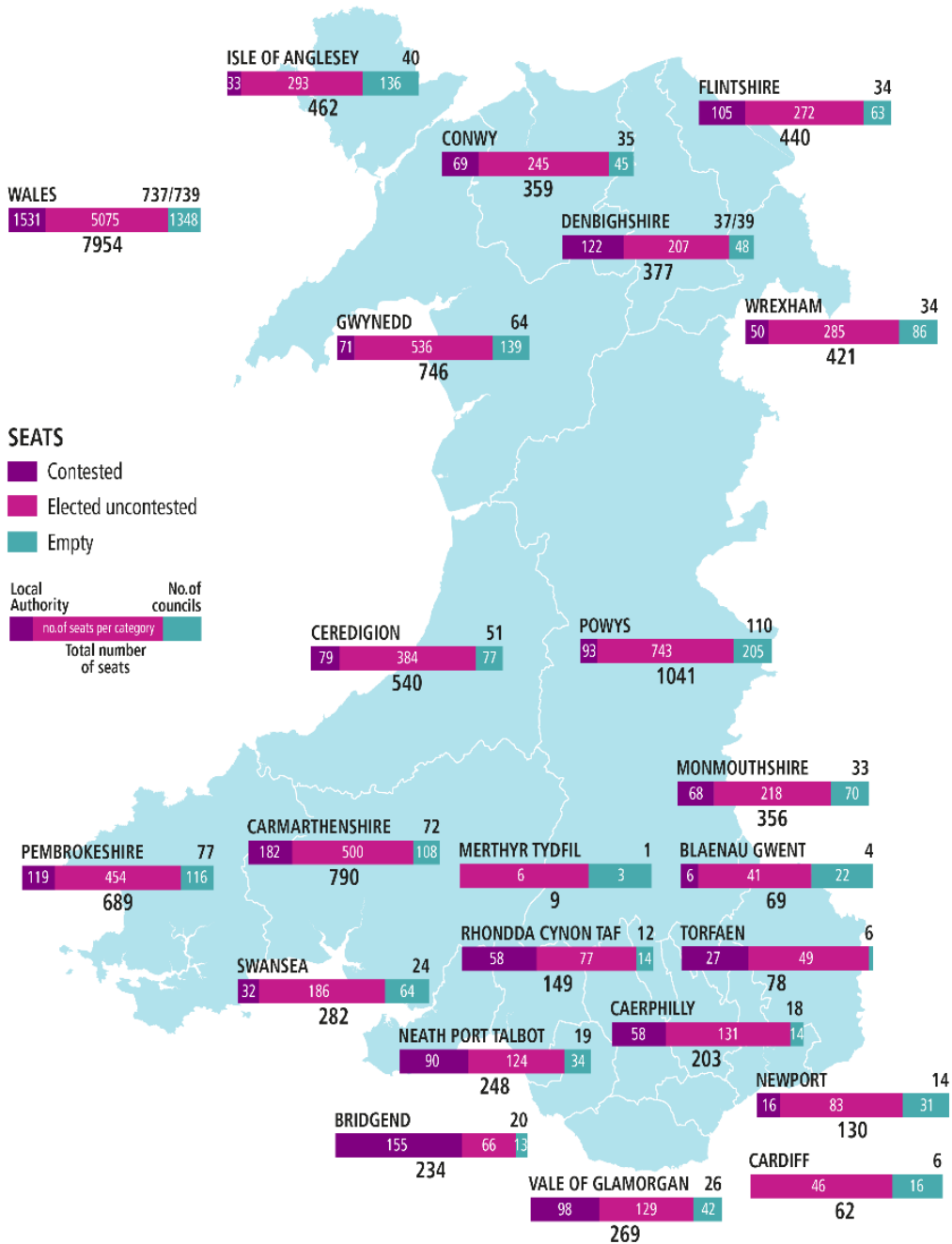


Source: Independent Review Panel Report

- 3.15 Bridgend were found to have the lowest amount of uncontested seats, with 28%, by comparison, Cardiff had the highest amount of uncontested seats with 74%:



## Map 2 Contested & Uncontested Seats 2017 Elections



Source: Independent Review Panel Report

3.16 Findings and recommendations arising from the Independent Review Panel have been summarised below and a copy of the Final Recommendations are included at **Appendix E**:

- The case has been made to retain T&CCs as they are very local and democratically accountable.
- A comprehensive review of boundaries of T&CCs should be undertaken without delay.
- There is need for greater clarity on the purpose and role of T&CCs with a recommendation that “place based” services (see para. 3.17) become the responsibility of T&CCs.

- Existing funding for “place based” services should be transferred from principal councils to T&CCs.
- T&CCs need the capacity and capability to play the role envisaged for them and should be supported and encouraged to work together.
- There is a lack of visibility of the work of T&CCs and a report annually on achievements over the last year and what they are planning on spending the future year’s precept on should be prepared.
- The role of a T&CC councillor is changing with a core package of mandatory training being required.
- It is important that T&CCs are democratically accountable for their actions with the need for elections to be called regardless of whether seats are contested and councillors should not be co-opted for more than one consecutive term.

3.17 The Panel has defined “place-based” services to any (mainly discretionary) services that helps the social, cultural, economic and environmental, and physical wellbeing of the community which can be linked to a place and can vary from place to place, rather than people based or regulatory services (such as education, social care and environmental health) that are more likely to need equitable service across the country and should fall under the responsibility of the local authority.

#### Services and Asset Management

3.18 T&CCs should work with their principal council and other bodies to determine the responsibilities of each party in the transfer and management of assets, the delivery of services to the public and the financial and legal duties of each party with regard to these responsibilities. T&CCs are increasingly being engaged by their local authority in the transfer of responsibilities for services and assets, the nature and complexity of which are highly variable and specialised.

3.19 In addition to the Independent Panel Review the Welsh Government also commissioned research around service and asset management within the sector to understand:

- which services and assets are being managed;
- the sources of funding and income councils have to deliver their services and the nature of the current workforce, including the clerk and their role;
- the extent and quality of training undertaken related to either delivering services or asset management;
- the nature of partnerships councils have with other organisations; and
- the sources of support they draw upon.

3.20 The key findings arising from the research - “Management and Delivery of Services and Assets in Community and Town Councils” was published in January 2018 and can be summarised as follows:

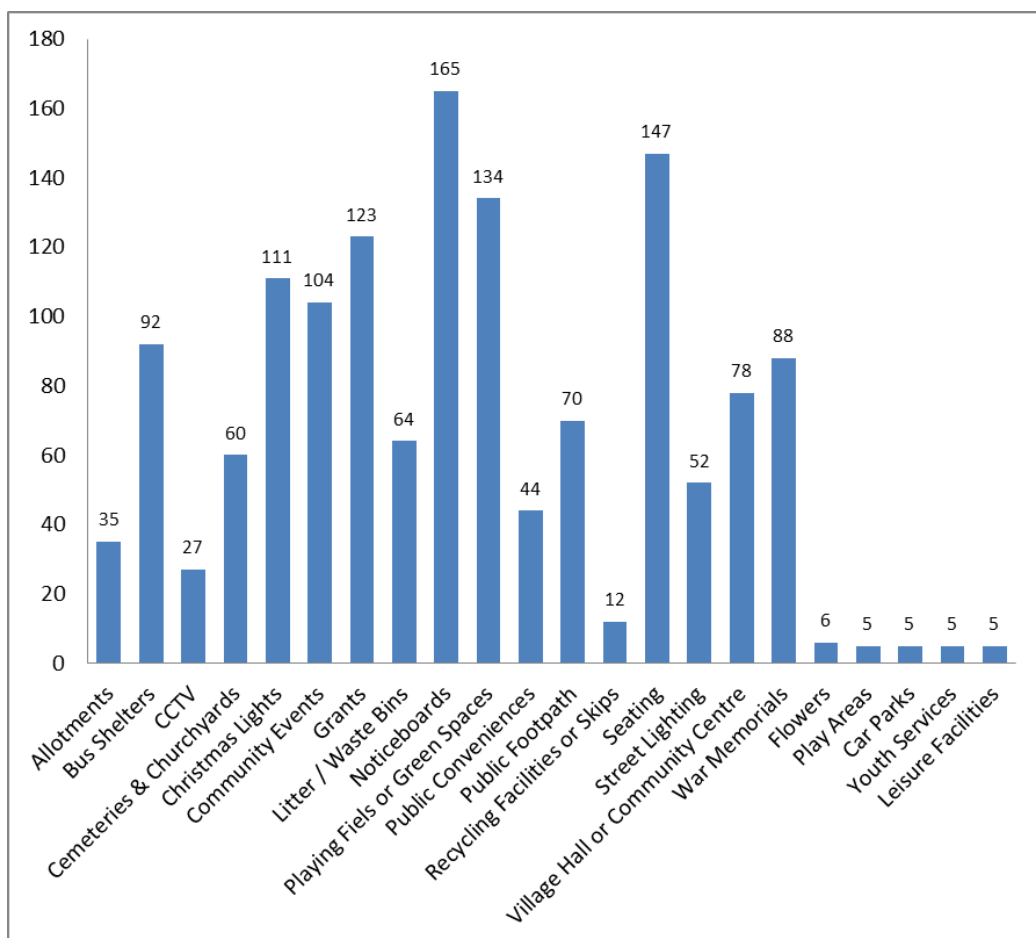
- Services delivered and assets managed over time had increased with T&CCs most commonly found to be taking on more playing fields and other forms of green space.
- The difficulties encountered in anticipating when asset transfer would occur, and resourcing the increased workload that would result in the climate of reduced public spending, was the primary concern for T&CCs.
- T&CCs are increasingly being expected to take on services that require more specialised knowledge. In addition to taking on more responsibilities, T&CCs expressed concern that proposed transfers often included specialist services, such as leisure centres.
- T&CCs desired more two-way dialogue with their principal council with regard to transfers.

- There had been an increase in levels of partnership working. However, it was felt that the quality of communication and collaboration could be improved by principal councils taking the views of T&CCs on service and asset transfer into consideration.
- T&CCs required more guidance on how to take on services and assets.
- A slight increase in the number of charters and service level agreements between T&CCs and principal councils was reported.
- Councillors and Clerks expressed a clear desire to be involved in the implementation of the principles of the Wellbeing of Future Generations Act in their T&CC.
- Informal networks with other T&CCs were evident and viewed positively and clustering arrangements with neighbouring councils were felt to be a positive endeavour in delivering services, as they provided good economies of scale.

There were 7 recommendations arising from the “Management and Delivery of Services and Assets in Community and Town Councils” review and these have been included at **Appendix F**.

3.21 Only 34.4% of T&CCs (254 No.) responded to the survey, with 81 percent reporting that they provided services/amenities to the public. The following bar chart shows the number of councils providing the listed services:

**Graph 1 Services and Amenities currently provided by T&CCs**



3.22 The three most common services provided are noticeboards, seating, and playing fields / village greens / other green space. A total of 43 T&CCs had taken on services/amenities in the last 12 months. The most common recently acquired

services/amenities were playing fields / village greens / other green space (9%), public conveniences (4%), bus shelters (4%) and Christmas lights (4%).

- 3.23 A total of 71 T&CCs confirmed their intention to take on services in the next 12 months. The most common services being:

**Table 4 Services to be transferred to T&CCs in Next 12 Months**

Service / Asset	No. of T&CCs	% of Total
Playing fields / village greens / other green space	20	7.9
Public conveniences	17	6.7
Village hall / community centre	6	2.4
Playgrounds / areas and play equipment	5	2.0

- 3.24 A total of 191 T&CCs (or 75%) had responsibility for holding assets. The three most common again being noticeboards, seating and playing fields / village greens or other green space. Of those T&CCs that currently both hold assets and delivered services, 54 have taken on assets and services in the last 12 months. Of these T&CCs, only 6 had a full-time member of staff.

- 3.25 One third of T&CCs did not have any leased or owned assets, with another third having both leased and owned assets. A small majority (41%) had responsibility for only owned assets.

- 3.26 The survey sought to find out more about the key partners of T&CCs and the nature and quality of those relationships. A total of 112 T&CCs (or 44%) worked with other public services and/or third sector bodies to deliver services and manage assets, with 142 T&CCs (or 56%) not having any partnership arrangements. There were 98 T&CCs (or 39%) that had partnerships with their principal council and 37 T&CCs (or 15%) with third sector organisations. The most common purpose of partnership working was:

**Table 5 Commonest Partnership Arrangements with T&CCs**

Purpose of Partnership Working	No. of T&CCs	% of Total
Deliver services	45	17.7
Maintain services	25	9.8
Deliver events	8	3.1
Provide funding for projects	7	2.8
Information sharing	7	2.8

#### Relationships with Principal Councils

- 3.27 In evaluating relationships with their principal council, T&CCs were asked to assess their agreement with the following statements:

**Table 6 Relationship with Principal Council**

Question Asked	T&CCs Replying	Response of T&CC			
		Strongly Agree	Agree	Neither agree nor disagree	Disagree / Strongly Disagree
Communication between our council and the Unitary Authority in relation to service delivery and asset management works well	193	10	35	37	111
Our council's comments on service delivery and asset management are taken into consideration by the Unitary Authority	167	10	39	36	82

The Unitary Authority helps our council to achieve objectives with regard to service delivery and asset management	184	14	44	25	101
Our council has a good relationship with the local authority	123	22	53	17	31

A total of 45 T&CCs (or 23%) strongly agreed or agreed that communication about service and asset management between the T&CC and the principal council works well, although almost as many held a neutral opinion on this statement (37 T&CCs). However, 111 T&CCs (or 58%) responded negatively by disagreeing / strongly disagreeing with the statement.

There was a slightly higher level of agreement that the comments of T&CCs on service and asset management were considered by the principal council, with a total of 49 T&CCs (or 29%) expressing agreement. However, 82 T&CCs (or 49%) disagreed / strongly disagreed with the statement.

There was again slightly higher general agreement that the principal council helps the T&CC achieve their goals with regard to services and assets. High levels of neutrality in the responses persisted throughout, with the exception of the final statement, where 75 T&CCs (or 61%) strongly agreed or agreed that the T&CC and their principal council had a good relationship.

3.28 A total of 65 T&CCs (or 26%) had Charters and 63 T&CCs (or 25%) had service level agreements in place with the principal council, whereas a much higher number (119 T&CCs or 47%) had no such agreements.

3.29 A total of 142 T&CCs (or 56%) receives some form of additional income, with 109 T&CCs (or 43%) having the precept as their only source of income. The majority of T&CCs received their additional funding through income generation and grant funding.

#### Staffing & Advice / Guidance

3.30 A Clerk was employed by 228 T&CCs (or 90%), with a very small number reporting employment of more than one Clerk. At the time of the survey, 7 T&CCs reported not having a clerk in post. A large proportion of T&CCs reported that they did not employ contractors (44%) or take on volunteers (46%). Only 64 T&CCs surveyed (or 25%) reported employing additional staff to the Clerk, and only 52 T&CCs (or 20%) employed one or more members of staff on a full-time basis.

3.31 One Voice Wales is the national representative organisation for T&CCs throughout Wales. It currently provides advice and guidance to over 600 councils representing some 82% of all T&CCs in Wales.

#### Comparisons with Other Local Authorities

3.32 It is difficult to determine the collaborative working arrangements of other local authorities and while the full report of the Independent Review Panel includes case studies and an engagement report as appendices, it does not provide definitive data to provide a clearer insight into collaborative arrangements across Wales and further analysis at a national level is needed.

3.33 However, the limited information contained upon the websites of local authorities in the South East Wales area has been reviewed and the findings included at **Appendix G**.

#### 4. Current Situation / Proposal

##### 4.1 Town and Community Councils Charter

4.1.1 The Council's Town and Community Councils Charter is based on equality of partnership and sets out guiding principles on working together without compromising the autonomy of the individual T&CCs - designed to build on existing good practice and embrace the shared principles of openness, respect for each other's opinions, honesty and a common priority of putting citizens at the centre. The Charter was last revised on 18 July 2016 and is subject to annual review.

4.1.2 The Town and Community Council Forum has established a Working Group to undertake a review of the Charter and to identify opportunities to:

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

4.1.3 The existing Charter was presented to the Town and Community Council Forum in October 2017, and circulated to all T&CCs who were requested to identify any opportunities to improve the Charter. Fourteen responses were received with seven councils accepting the proposed revisions to the Charter. To progress the development of the Charter, the Working Group recommended that further engagement was required with T&CCs to clarify their responses and develop a comprehensive picture of how the Charter could be improved and that the Wellbeing of Future Generations (Wales) Act 2015 with its seven wellbeing goals and its five ways of working be used to provide the basis of the discussions with the councils to further progress the development of the Charter. The Town and Community Council Forum meeting held on 19 March 2018 agreed that feedback from the T&CC engagements be collated by the Working Group and updates provided to the Forum on a regular basis and used to progress key activities to enhance the effectiveness of the Charter.

##### 4.2 Channels of Communication

4.2.1 A Town and Community Council Forum has been established "To consult with representatives of Town and Community Councils within the County Borough on matters of mutual interest". The Forum invites elected representatives of the County Council (19 No.) and T&CCs (20 No.) or alternates with Clerks in attendance as observers on a quarterly basis to build on and improve working relationships, with a strong commitment to joint working. The Forum meeting is prepared for and serviced by Democratic Services.

4.2.2 During the last three years attendance by T&CCs members at the Forum has been at an average of 7 Members (35%)

**Table 7 Attendance at Town & Community Council Forum by T&CC Councilors**

Year	Number of Meetings	Average Attendance	
		T&CC Members	BCBC Members
2013	4	10	13.5
2014	4	11	14
2015	4	8.5	12.5
2016	5	7	12
2017	3	7	16
*2018	2	7	13.5

\* with a further one meeting planned in November 2018

- 4.2.3 Items discussed at recent meetings include the Local Development Plan review, Review of the Independent Panel, Community Asset Transfer, Review of the Town and Community Councils Charter, and Impact of the Medium Term Financial Strategy (MTFS) on the delivery of services. The Forum has no direct powers other than to note or make recommendations.
- 4.2.4 In recent years there has been an impetus to promote and enhance the Forum, with interaction through the Council's Budget Research and Evaluation Panel (BREP) and the Corporate Overview and Scrutiny Committee (COSC).
- 4.2.5 The COSC have previously recommended the Town and Community Council Forum to consider more regular meetings in order to ensure momentum and consistent monitoring of any future collaborative work. This recommendation was hoped to provide an opportunity to maximise the potential of all Councils to work more effectively together. The Working Group established to review the Town and Community Councils Charter also considered the format of the meetings of the Town and Community Council Forum including the recommendation of the COSC. The Working Group also recommended that the frequency of the Town and Community Council Forum meetings should be increased to 6 per year with the agenda items being supplemented by those which would be considered at the Clerks meetings. However, the Forum did not accept this recommendation and decided at the meeting held on 19 March 2018 that the number of meetings should be maintained at 4 per year but reviewed over the next 12 months. The Forward Work Programme will determine if additional meetings are needed during the year.
- 4.2.6 The Town and Community Council Forum held on 19 March 2018 approved the other recommendations made by the Working Group:
- The Forward Work programming for the Forum be enhanced and that its meetings consider a wider range of items including current and planned consultations, the sharing of good practice and information, and identifying opportunities for T&CCs to work together.
  - Representatives of T&CCs should be able to provide a named substitute if they are unable to attend a meeting of the Forum.
  - A survey of meeting timings be undertaken to determine the preferred day and time of future meetings of the Forum to remove any barriers preventing member's attendance at these meetings.

These recommendations have been progressed by Democratic Services.

- 4.2.7 In addition, quarterly meetings are also held with the Clerks that dovetail with the Town and Community Council Forum meetings and periodic meetings are also held between members and officers with each Town Council. Both the Town and Community Council Forum and Clerks Meetings are facilitated by Democratic Services.

#### 4.3 Community Asset Transfer (CAT)

- 4.3.1 The CAT Officer works closely with T&CCs and a number of community asset transfers have been completed or are in the process of being finalised:
- A children's playground at Pandy Crescent, Pyle has been transferred to Pyle Community Council to enable refurbishment and improvements to be undertaken.

- A tenancy at will has been agreed with Laleston Community Council for Bryntirion & Laleston Community Centre following the surrender of the lease by a local community association with a more long-term arrangement being discussed.
- Three assets are being transferred to Pencoed Town Council on a 35 year lease to enable them to be improved for children and young people with leases due to be finalised shortly:

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

- The freehold transfer of Griffin Park toilets to Porthcawl Town Council has been agreed in principle and discussions in respect of refurbishment works under licence being discussed.
- Heads of Terms for the leasehold transfer of 4 assets to community councils are in the process of being finalised:

Asset	Community Council
North Cornelly Community Centre	Cornelly
North Cornelly Playground & Green	Cornelly
Coytrahen Playing Fields	Llangynwyd Lower Community Council
Playground at Great Western Avenue Playing Fields [Pendre Fields]	Coity Higher Community Council

4.3.2 The Cabinet meeting held in July 2017 agreed the revised approval requirements for community asset transfers that enable transfers to T&CCs to be fast tracked and simplified.

4.3.3 The Corporate Director (Communities) prepared two reports relating to Playing Fields, Outdoor Sports Facilities and Parks Pavilions which have been discussed by the Overview and Scrutiny Committee 1 on 5 September 2018 and Cabinet on 18 September 2018. The purpose of the Cabinet report was to seek approval to undertake a consultation exercise on proposals to make the Council's provision of playing fields, outdoor sports facilities and parks pavilions more financially sustainable moving forward. It also aligns with the priority of moving to a position where there is less reliance on the Council for the cost and provision of services by seeking ways in which the local community, relevant sports clubs and potentially T&CCs might play a greater part moving forward in maintaining and operating these facilities. It is proposed to seek the views of various stakeholders including local sports and recreation clubs, relevant governing bodies and T&CCs, via an appropriate consultation exercise on the Council's proposal to move towards full cost recovery. It is anticipated that this will be completed by the end of December 2018.

4.3.4 A CAT Task and Finish Group, including representation from the Deputy Leader and Cabinet Member Communities, has been established to review the current CAT policy and associated processes with the intention of consulting T&CCs on findings and recommendations and reporting back to the Overview and Scrutiny Committee 3 in the New Year.



#### 4.4 Town & Community Council Capital Grant Fund

4.4.1 The Council has established the T&CC Capital Grant Fund as part of its Capital Programme that is intended to support applications from T&CCs for capital projects. Since 2012/13 the Council has allocated £396,771 to 14 T&CCs (see Summary of Activity at **Appendix H**).

4.4.2 For the past three financial years – 2016/2017, 2017/2018 and 2018/19 – effort has been made to support applications to the Fund that directly link to the Community Asset Transfer programme, in recognition of reducing local authority resources and the options available to T&CCs to deliver alternative services and the level of funding has been increased from £50,000 to £100,000 until March 2019 when it reverts back to £50,000.

4.4.3 The CAT Officer has liaised with T&CCs to assist them submit funding applications and Cabinet has approved match funding for 6 CAT related projects during the last three financial years:

T&CC	Project	2016-18	2017-18	2018-19
Pyle	Pandy Crescent Green	£20,000		
Cornelly	Cornelly Community Centre Roof		£50,000	
Porthcawl	Griffin Park Public Toilets		£35,000	
Garw Valley	Bus shelter refurbishment in Betws			£3,795
Pencoed	Provision of skateboard park			£20,000
Cornelly	Landscaping around Cornelly Community Centre including pocket park			£40,000
	<b>Total</b>	<b>£20,000</b>	<b>£85,000</b>	<b>£63,795</b>

4.4.4 The T&CC Capital Grant Fund is administered by the Economy and Natural Resources Team with assistance from the CAT Officer.

#### 4.5 Regeneration Projects

4.5.1 The Strategic Regeneration Projects Team within the Communities Directorate works closely with T&CCs and projects presently being progressed / considered include:

- Portway roundabout scheme – working in partnership with Porthcawl Town Council to explore options;
- Pedestrian link from Hillsboro Car Park to Porthcawl town centre via Hillsboro Place and James Street – to be discussed with the Porthcawl Town Council with the possibility of exploring a partnership approach;
- John Street Public Toilets – assisting Porthcawl Town Council take on an operational and maintenance lease under a community asset transfer;
- Bridgend Town Centre Access Scheme – the project will be dependent on securing external grant with the aim of working in Partnership with Bridgend Town Council;
- Heritage Interpretation Panels - engagement on content;
- Townscape Heritage Initiative – end of scheme reviews.

4.5.2 The Economy and Natural Resources Team also within the Communities Directorate regularly engages with T&CCs and initiatives presently ongoing include:

- Biodiversity Enhancement Funding;

- Kenfig Nature Reserve;
- Coastal Partnership;
- Harbour Operational Group;
- Garw Habitat Management Strategy implementation;
- Royal National Lifeboat Institution (RNLI) service level agreement.

4.5.3 A good example of partnership working by the Economy and Natural Resources Team is the Craig y Parcau project where the Council's Countryside Management Officer worked closely with Bridgend Town Council and this has resulted in:

Year	Funding	Total Cost
2016/17	The Council contributed £10,000 to improve access features at Craig y Parcau	£18,000
2017/18	Funding was secured under the Welsh Government GI grant with the Council contributing a further £12,000 and Bridgend Town Council also supporting the project with £14,000 secured through the Aggregates Levy Fund	£43,000

4.5.4 Reach which is a part of the Economy and Natural Resources Team has responsibility for progressing initiatives under the Rural Development Plan across the County Borough by supporting people living and working in rural areas. Reach work closely with T&CCs when developing plans and projects and have had an involvement in projects valued at £468,053 that T&CCs have been associated with (see Project List at **Appendix I**).

4.5.5 Examples of recent engagement by Reach includes: Garw Valley Community Sports Hubs – Feasibility Study (Garw Valley Community Council), New Heritage Trail for the Ogmore Valley (Ogmore Valley Community Council), Nantymoel Boys and Girls Club and Community Centre – storage provision (Ogmore Valley Community Council) and Bryntirion and Laleston Community Centre – support project (Laleston Community Council).

#### 4.6 Town Centre Management

4.6.1 The Town Centre Manager takes a proactive role in the revival of the town centres – Bridgend, Maesteg and Porthcawl - through project delivery, partnership working and developing new ideas and initiatives in consultation with the respective town councils.

4.6.2 The Town Centre Manager has established communication networks and relationships between key officers and partners engaged in town centre activity across our three principal towns, and supports the work of the newly established Bridgend Business Improvement District.

#### 4.7 Neighborhood Services

4.7.1 The Cleaner Streets Operating Officer has met with the main T&CCs in an effort to develop lines of communication and initiate joint working projects for local improvements in street cleansing. A "Tidy Town Project" has been presented and approval obtained for partnership working from the town councils in Bridgend, Pencoed and Porthcawl and these projects will be funded in 2018/19.

4.7.2 The service previously participated in the 'Big Scoop' which was a national study of dog owner behaviour by the British Dogs Trust. This was located in Porthcawl Common last year and will now include dog walking routes in Pencoed. Discussions are presently on-going with Pencoed Town Council to confirm suitable areas.

4.7.3 The Green Spaces and Bereavement Services Team also work in partnership with some T&CCs to enable the scheduled work programme to be supplemented, e.g. additional grass cutting of green spaces and the maintenance of cemeteries.

#### 4.8 Standards Committee

4.8.1 The Standards Committee is responsible for promoting and maintaining high standards of conduct by County Borough Councillors, Town and Community Councillors, and co-opted Members. The primary responsibilities of the Standards Committee are to:

- assist the Councillors and co-opted members to observe the Members' Code of Conduct;
- advise the Council on the adoption or revision of the Members' Code of Conduct;
- monitor the operation of the Members' Code of Conduct;
- advise, train or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
- grant dispensations to Councillors and co-opted members;
- assist the Councillors and co-opted members to observe the Council's protocol for Members and Officers Relations and local dispute resolution;
- deal with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.

4.8.2 The Council's Standards Committee has a current membership of five and comprised as follows: two County Borough Councillors, one T&CC Member and two Independent Members.

#### 4.9 Conclusions

4.9.1 There is only limited data currently available to determine the collaborative working arrangements between T&CCs and other local authorities and more research in this area is required at a national level. There are no guarantees that the recommendations contained within the final report of the Independent Review Panel will be accepted in full or in part by the Cabinet Secretary for Local Government and Public Services. However, there is a likelihood that T&CCs will be expected to take on more responsibilities in the future and this will require full coverage of T&CCs across Wales and an enhanced relationship with the principal council. The Council needs to wait for the formal response of the Cabinet Secretary for Local Government and Public Services and will work diligently with T&CCs to introduce any agreed recommendations requiring implementation.

4.9.2 The Well-being of Future Generations (Wales) Act 2015 also introduces different duties for principal councils and T&CCs which will require policy and strategy to be even more informed by local knowledge and evidence-based policy making. A fundamental rebalancing of power in favour of local councils and communities in some form is likely but will take time to embed, and attitudes and capabilities will need time to catch-up.

4.9.3 There is a clear direction of travel that the County Borough Council should be working closer together with T&CCs for the benefit of local communities, whilst recognising respective responsibilities as autonomous, democratically elected statutory bodies. There is already clear evidence that the Council works closely with T&CCs as can be demonstrated by the Community Asset Transfer programme, Town and Community Council Capital Grant scheme, the regeneration projects managed by the Communities Directorate and the joint working arrangements in place with Neighbourhood Services. However, there is further potential for this very local level of local government to become more proactive in supporting the Council's work on

community connectors, addressing acute need through the tackling of isolation and loneliness, supporting debt and poverty, youth provision, etc. T&CCs can play a far greater role and support the Council with emergency planning / civil contingency, e.g. they could have better information on persons living alone, and persons who are vulnerable, during times such as extreme weather conditions.

- 4.9.4 It should be recognised that the primary driver for wishing to either work in partnership or to devolve assets and / or services to T&CCs is the reducing level of finance available to the Council and the wish to protect the services for residents and visitors that are considered to be of most value to them. There are other influencing factors in working in collaboration with other bodies, however, it is incumbent upon the Council to ensure that overall the tax-payer receives value for money for the public assets and services operated on their behalf.
- 4.9.5 T&CCs have expressed varying levels of interest in collaborative working and taking on assets and services under the Community Asset Transfer programme. It is accepted that there needs to be further discussions to determine which services and assets the Council operates at a 'local' level (i.e. specific groups, e.g. sports clubs) that can be transferred to T&CCs and those which are strategically operated (i.e. the benefit of the area/region/country as a whole) and will continue to be operated by the Council. The Council needs to provide potential partners with clarity in which services/assets the Council would be willing to progress discussions in order to fulfil its Well-being Objectives and to deliver the savings required under the MTFS. The CAT Officer has been requested to expand his role to include liaison with T&CCs and engagement will be commenced shortly when councils will be consulted on the recommendations arising from the CAT Task and Finish Group.
- 4.9.6 Engagement with T&CCs is currently patchy. The Town and Community Council Forum in its present form is not always effective as can best be highlighted by the delay in agreeing an update of the Town and Community Council Charter and low levels of attendance by T&CCs – average of 35% in last three years (see Table at paragraph 4.2.2). Improvements are required in the future if a culture of collaborative working is to be adopted across the County Borough.
- 4.9.7 The capacity and capability of T&CCs is hugely variable as highlighted by the Table at **Appendix C** – with only 3 of 20 (or 15%) being above the £200,000 gross income or expenditure threshold covered under the Well-being of Future Generations (Wales) Act 2015. T&CCs have raised a total of £2.5 million via the precept in 2018/19 with larger town councils having undertaken major redevelopment projects and employing staff to deliver services and run facilities. Some ambitious community councils such as Coity Higher, Cornelly, Laleston and Pyle have also developed regeneration projects that benefit their communities (see Examples of Projects at **Appendix D**). However, the precept levied by 7 community councils was below £40,000 which ensured their impact for regeneration and service delivery is minimal.
- 4.9.8 Members of T&CCs are covered by a Members Code of Conduct. They fall within the remit of the Standards Committee and the Monitoring Officer provides advice on code of conduct issues, including training. One Voice Wales can provide advice and support and it is a matter for individual council's to decide whether they wish to subscribe to the service offered.
- 4.9.9 The Council should be encouraged to expand its collaboration with T&CCs both formally and informally, to foster a culture of joint working and to minimize the risks posed by small councils competing for finite resources.

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

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

## **6. Equality Impact Assessment**

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

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

7.1 The Well-being of Future Generations (Wales) Act 2015 places a legal duty on public bodies to work together to improve the Well-being of Wales. It also places specific Well-being duties on certain T&CCs depending on their annual turnover. As an articulation of this Council's commitment to the Five Ways of Working introduced by the Act, regular updates provided to the Town and Community Council Forum and Clerks meetings and funding provided under the T&CC Capital Fund demonstrate a commitment to involving and collaborating with colleagues in this part of the public sector. This is in addition to the joint working and projects that have and are currently being progressed.

## **8. Financial Implications**

8.1 The financial implications of collaborating with T&CCs are reflected in the report.

## **9. Recommendation**

9.1 It is recommended that the Committee note the report.

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**October 2018**

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**Background Docs – None**

**LEGAL DUTIES AND POWERS OF TOWN & COMMUNITY COUNCILS**

This is an indicative list of duties and powers of T&CCs to help appreciate in summary the wide range of functions covered by Acts of Parliament and Measures or Acts of the National Assembly for Wales. This information was extracted from the Welsh Government’s “The Good Councillor’s Guide” which was last updated in October 2016 and may require further revision to take account of legislative changes, e.g. the Well-being of Future Generations (Wales) Act 2015.

<b>Activity</b>	<b>Powers &amp; Duty</b>	<b>Statutory Provisions</b>
<b>Annual meeting</b>	Duty to hold	Local Government Act 1972, Schedule 12, paragraph 23
<b>Allotments Powers to provide allotments</b>	Duty to provide allotment gardens if demand unsatisfied	Small Holdings and Allotments Act 1908, s23
<b>Borrowing</b>	Subject to Welsh Ministers’ consent power to borrow money for capital purposes	Local Government Act 2003 Schedule 1 para 2
<b>Burial grounds, cemeteries and crematoria</b>	Power, as a burial authority, to acquire and provide with a duty to maintain  Power to agree to maintain monuments and memorials  Power to contribute towards expenses of cemeteries	Open Spaces Act 1906, ss. 9 and 10  Parish Councils and Burial Authorities (Miscellaneous) Act 1970, s.1  Local Government Act 1972, s. 214
<b>Bus Shelters</b>	Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953, s.4
<b>Bye Laws Power to make byelaws for:</b>	Mortuaries and post mortem rooms  Pleasure grounds  Parking places  Open spaces and burial grounds	Public Health Act 1936, s.198  Public Health Act 1875, s.164  Road Traffic Regulation Act 1984, s.57(7)  Open Spaces Act 1906, s.15
<b>Charities</b>	Powers regarding local charities	Charities Act 2011, Part 15
<b>Christmas</b>	Lights Power to encourage visitors	Local Government Act 1972, s.144
<b>Citizens Advice Bureau</b>	Power to support Citizens Advice Bureaus	Local Government Act 1972, s.142 (2A)
<b>Climate change</b>	Power to promote local energy saving measures	Climate Change and Sustainable Energy Act 2006, s.20
<b>Clocks</b>	Power to provide public clocks	Parish Councils Act 1957, s.2
<b>Closed Churchyards</b>	Powers to maintain	Local Government Act 1972, s.215
<b>Code of conduct Duty to adopt a code of conduct</b>	Duty on councillors to comply with the code of conduct	Local Government Act 2000, s. 51 Local Government Act 2000, s. 52
<b>Common land and village greens</b>	Power to protect common land and village greens where the owner is not registered	Commons Act 2006, s.45

Activity	Powers & Duty	Statutory Provisions
<b>Community centres</b>	<p>Power to provide and equip community buildings</p> <p>Power to provide buildings for use of clubs having athletic, social or educational objectives</p>	<p>Local Government Act 1972, s.133</p> <p>Local Government (Miscellaneous Provisions) Act 1976 s.19</p>
<b>Community meetings</b>	Power to convene and duty to give notice	Local Government Act 1972, Schedule 12, paragraphs 30, 30D and 30E
<b>Community polls</b>	Duty to consider taking action and giving notice	Local Government Act 1972, Schedule 12, paragraphs 26A and 29A
<b>Conference facilities and exhibitions</b>	Power to provide facilities	Local Government Act 1972, s.144
<b>Co-option of members</b>	<p>Powers to co-opt persons to fill vacancies</p> <p>Duty to advertise</p>	<p>Representation of the People Act 1985, s21</p> <p>Local Elections (Parishes and Communities) (England and Wales) Rules 2006, Reg 5</p> <p>Local Government (Wales) Measure 2011, s116</p>
<b>Crime prevention</b>	Powers to spend money on various crime prevention measures	<p>Local Government and Rating Act 1997, s.31</p> <p>Duty to exercise functions with regard to the effect on crime and disorder</p> <p>Crime and Disorder Act 1998, s17</p>
<b>Drainage</b>	Power to deal with ponds and ditches	Public Health Act 1936, s.260
<b>Entertainment and the arts</b>	Power to provide entertainment and support to the arts including festivals and celebrations	Local Government Act 1972, s.145
<b>Finance</b>	<p>Duty to make arrangements for the proper administration of the council's financial affairs and to secure that one of their officers has responsibility for the administration of those affairs</p> <p>Duty to make a budget calculation</p> <p>Power to issue a precept to a billing authority</p> <p>Duty to keep accounts for audit</p> <p>Power to make financial contributions etc for the purpose of BID projects</p>	<p>Local Government Act 1972, s151</p> <p>Local Government Finance Act 1992, s.50</p> <p>Local Government Finance Act 1992, s.41</p> <p>Accounts and Audit (Wales) Regulations 2014</p> <p>Local Government Act 2003, ss. 43,58</p>

Activity	Powers & Duty	Statutory Provisions
<b>General power</b>	Power to incur expenditure for certain purposes not otherwise authorised [also see Wellbeing below]	Local Government Act 1972, s. 137
<b>Gifts</b>	Power to accept gifts	Local Government Act 1972, s.139
<b>Highways</b>	<p>Power to enter into agreement as to dedication</p> <p>Power to repair and maintain footpaths and bridleways</p> <p>Power to plant trees etc. and to maintain roadside verges</p> <p>Power to complain to highway authority regarding protection of rights of way and roadside wastes</p> <p>Power to erect flagpoles etc on highways</p> <p>Power to contribute to traffic calming schemes</p> <p>Power to provide roadside seats and shelters</p> <p>Power to light roads and public places</p> <p>Power to provide parking places Road</p> <p>Power to provide traffic signs and other notices</p>	<p>Highways Act 1980, s.30</p> <p>Highways Act 1980, ss. 43, 50</p> <p>Highways Act 1980, s.96</p> <p>Highways Act 1980, s.130(6)</p> <p>Highways Act 1980, s.144</p> <p>Highways Act 1980, s. 274A</p> <p>Parish Councils Act 1957, s.1</p> <p>Parish Councils Act 1957, s.3</p> <p>Traffic Regulation Act 1984, s.57</p> <p>Road Traffic Regulation Act 1984, s.72</p>
<b>Investments</b>	Power to participate in schemes of collective investment	Trustee Investments Act 1961
<b>Land</b>	<p>Power to acquire by agreement, to appropriate, to dispose of land</p> <p>Power to accept gifts of land</p>	<p>Local Government Act 1972, ss.124, 126, 127</p> <p>Local Government Act 1972, s.139</p>
<b>Litter</b>	Power to provide receptacles in public places	Litter Act 1983, ss.5.6
<b>Lotteries</b>	Power to hold a lottery operating license	Gambling Act 2005, s.98
<b>Marine management</b>	<p>Power to obtain advice from the Maritime Management Organisation</p> <p>Power, by agreement, to accept delegation of functions</p>	<p>Marine and Coastal Access Act 2009, s.25</p> <p>Marine and Coastal Access Act, ss. 55-57</p>



Activity	Powers & Duty	Statutory Provisions
<b>Meetings</b>	Duty to hold annual meeting  Duty to hold meeting within 14 days of a community council election  Power to call extraordinary meeting  Quorum for meetings  Duty to notify time and place of meeting	Paragraph 23(1), Schedule 12, Local Government Act 1972  Paragraph 23(2), Schedule 12, Local Government Act 1972  Paragraph 25, Schedule 12, Local Government Act 1972  Paragraph 28, Schedule 12, Local Government Act 1972  Paragraph 26(1)(a), Schedule 12, Local Government Act 1972
<b>Mortuaries and post mortem rooms</b>	Powers to provide mortuaries and post mortem rooms	Public Health Act 1936, s.198
<b>Minutes</b>	Duty to draw up minutes of community meetings  Duty to draw up minutes of community council meetings	Paragraph 35, Schedule 12, Local Government Act 1972  Paragraph 41, Schedule 12, Local Government Act 1972
<b>National Parks</b>	Duty to have regard to purposes for which National Parks are designated	National Parks and Access to the Countryside Act 1949, s.11A
<b>Newsletters</b>	Power to provide information relating to matters affecting local government	Local Government Act 1972, s.142
<b>Open Spaces</b>	Power to acquire land and duty to maintain them	Open Spaces Act 1906, ss.9 and 10
<b>Property and documents</b>	Powers to direct as to their custody	Local Government Act 1972, s.226
<b>Public buildings and village halls</b>	Power to provide buildings for public meetings and assemblies	Local Government Act 1972, s.133
<b>Public conveniences</b>	Power to provide public conveniences	Public Health Act 1936, s.87
<b>Public spaces protection orders</b>	Right to be notified of proposal for an order	Anti-social Behaviour, Crime and Policing Act 2014, s.72
<b>Publication</b>	Duty to publish documents relating to the business of the meeting  Duty to have a publication scheme	Paragraph 26(1)(aa), (b), Schedule 12, Local Government Act 1972  Freedom of Information Act 2000

Activity	Powers & Duty	Statutory Provisions
<b>Parks, pleasure grounds</b>	Power to acquire land or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them	Public Health Act 1875, s.,164  (Local Government Act 1972, Sched.14 para 27)  Public Health Acts Amendment Act 1890, s.44  Open Spaces Act 1906, ss.9 and 10
<b>Recreation</b>	Power to provide a wide range of recreational facilities	Local Government (Miscellaneous Provisions) Act 1976, s.19
<b>Staff</b>	Power to appoint staff	Local Government Act 1972, s.112
<b>Standing orders</b>	Duty have standing orders with respect to contracts for the supply of goods and materials or the execution of works	Section 135, Local Government Act 1972
<b>Status</b>	Power for a community council to resolve that the community shall have the status of a town	Local Government Act 1972, s.245B
<b>Town and Country Planning</b>	Right to request the local planning authority for notification of planning applications	Town and Country Planning Act 1990, Schedule 1A, paragraph 2
<b>Tourism</b>	Power to contribute to certain organisations encouraging tourism	Local Government Act 1972, s.144 (2)
<b>Transport</b>	Power to establish car-sharing schemes  Power to make arrangements for taxi fare concessions  Power to investigate provision of public transport services and to publicise information on such services  Power to make grants to for bus services	Local Government and Rating Act 1997, s.26  Local Government and Rating Act 1997, s.28  Local Government and Rating Act 1997, s.29  Transport Act 1985, s.106A
<b>War memorials</b>	Power to maintain, repair, protect and alter war memorials	War Memorials (Local Authorities' Powers) Act 1923 s.1; as extended by Local Government Act 1948, s.133
<b>Website</b>	Duty to make specified information available electronically	Local Government (Democracy) (Wales) Act 2013, s.55
<b>Wellbeing</b>	Power to do anything which the council considers likely to achieve the promotion or improvement of the economic, social or environmental wellbeing of the area, subject to s137 limit on expenditure	Local Government Act 2000, s.2

Activity	Powers & Duty	Statutory Provisions
<b>Well-being of future generations</b>	Duty to take all reasonable steps towards meeting local objectives in the local Well-being plan (and to report annually) if the council's gross income or expenditure was at least £200k in each of the 3 years prior to publication of the local Well-being plan	Well-being of Future Generations (Wales) Act 2015, s. 40
<b>Welsh language</b>	Duty to comply with Welsh language standards	Welsh Language (Wales) Measure 2011, s. 25
<b>Youth representatives</b>	Power to appoint youth representatives	Local Government (Wales) Measure 2011 ss.118-119

## APPENDIX B

### Geographical Distribution of Town & Community Councils in Wales

Local Authority Area	Community and Town Councils	Communities without Council	Percentage Coverage
Blaenau Gwent	4	6	40%
<b>Bridgend</b>	<b>20</b>	<b>0</b>	<b>100%</b>
Caerphilly	18	9	67%
Cardiff	6	24	20%
Carmarthenshire	72	0	100%
Ceredigion	51	0	100%
Conwy	33	0	100%
Denbighshire	37	0	100%
Flintshire	34	0	100%
Gwynedd	64	0	100%
Isle of Anglesey	40	0	100%
Merthyr Tydfil	1	11	8%
Monmouthshire	33	0	100%
Neath Port Talbot	19	12	61%
Newport	14	16	47%
Pembrokeshire	77	0	100%
Powys	111	0	100%
Rhondda Cynon Taff	11	16	41%
Swansea	24	15	62%
Vale of Glamorgan	26	1	96%
Torfaen	6	0	100%
Wrexham	34	0	100%
<b>Total</b>	<b>735</b>	<b>110</b>	<b>85%</b>

Source: Developing a Comprehensive Understanding of Community and Town Councils in Wales  
(Welsh Government – 2014)

**APPENDIX C**

<b>BRIDGEND COUNTY BOROUGH COUNCIL - TOWN &amp; COMMUNITY COUNCILS</b>					
<b>T&amp;CC</b>	<b>Borough Ward(s)</b>	<b>Seats</b>	<b>Population</b>	<b>Precept 2018/19</b>	<b>Per Capita</b>
<b>Brackla</b>	Brackla	7	10,737	£152,000	£14.16
<b>Bridgend</b>	Newcastle; Morfa and Oldcastle	19	14,994	£553,849	£36.94
<b>Cefn Cribbwr</b>	Cefn Cribbwr	10	1,435	£30,000	£20.91
<b>Coity Higher</b>	Litchard; Pendre and Coity	11	6,695	£88,000	£13.14
<b>Cornelly</b>	Cornelly	9	7,468	£125,000	£16.74
<b>Coychurch Higher</b>	Coychurch Lower	7	2,359	£10,000	£4.24
<b>Coychurch Lower</b>	Penprysg	7	1,368	£17,540	£12.82
<b>Garw</b>	Blaengarw; Pontycymmer; Llangeinor and Bettws	13	7,849	£104,000	£13.25
<b>Laleston</b>	Bryntirion, Laleston & Methyr Mawr; Cefn Glas and Llangewydd & Brynhyfryd	13	13,270	£159,000	£11.98
<b>Llangynwyd Lower</b>	Aberkenfig	7	460	£8,000	£17.39
<b>Llangynwyd Middle</b>	Llangynwyd	12	3,013	£60,000	£19.91
<b>Maesteg</b>	Caerau; Maesteg West and Maesteg East	17	17,399	£330,919	£19.02
<b>Merthyr Mawr</b>	Bryntirion, Laleston & Methyr Mawr	7	294	£2,500	£8.50
<b>Newcastle Higher</b>	Aberkenfig and Pen-y-Fai	12	4,288	£41,000	£9.56
<b>Ogmore Vale</b>	Nantymoel; Ogmore Vale and Blackmill	15	8,023	£73,150	£9.12
<b>Pencoed</b>	Penprysg; Felindre and Hendre	13	10,148	£150,000	£14.78
<b>Porthcawl</b>	Nottage; Rest Bay; Porthcawl Central East; Porthcawl West Central and Newton	19	15,818	£400,850	£25.34
<b>Pyle</b>	Pyle	9	7,590	£100,000	£13.18
<b>St Brides Minor</b>	Bryncethin; Bryncoch and Sarn	13	6,387	£51,365	£8.04
<b>Ynysawdre</b>	Ynysawdre	10	3,582	£37,500	£10.47
<b>Total</b>		<b>230</b>	<b>143,177</b>	<b>£2,494,673</b>	<b>£17.42</b>

**TOWN & COMMUNITY COUNCIL – EXAMPLES OF REGENERATION RELATED PROJECTS**

<b>Council</b>	<b>Completed Projects</b>	<b>Planned Projects</b>	<b>Additional Comments</b>
<b>Brackla Community Council</b>	<ul style="list-style-type: none"> <li>• CAT of Brackla Community Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Refurbishment of Community Centre</li> </ul>	
<b>Bridgend Town Council</b>	<ul style="list-style-type: none"> <li>• Carnegie House Arts and Culture Hub</li> <li>• Administering the Evergreen Hall in Angel Street</li> <li>• Craig Yr Parcau Woodland Walk Renovation</li> <li>• Administering five allotment sites (125 plots)</li> <li>• Maintaining all registered footpaths within the Town Council area</li> <li>• Supplying street furniture to support BCBC</li> <li>• Organising Community Skip Schemes to assist in the removal of bulky refuse</li> <li>• Supporting children’s Play Schemes and equipment upgrades in play areas</li> </ul>	n/k	Bridgend Town Council have previously expressed an interest in taking over the management of playgrounds in the area
<b>Coity Higher Community Council</b>	<ul style="list-style-type: none"> <li>• Run own Playground</li> </ul>	<ul style="list-style-type: none"> <li>• CAT of Playground at Great Western Avenue</li> </ul>	Coity Higher Community Council have previously expressed an interest in taking over the management of playgrounds in the area
<b>Laleston Community Council</b>	<ul style="list-style-type: none"> <li>• Management Agreement to run Bryntirion &amp; Laleston Community Centre</li> <li>• Developed an all inclusive play area at Bryntirion Playing Fields</li> </ul>	<ul style="list-style-type: none"> <li>• CAT of Community Hall</li> <li>• Develop a Skateboard Park at Bryntirion Playing Fields</li> </ul>	

	<ul style="list-style-type: none"> <li>• Installed a Multi Use Games Area (MUGA) for Llangewydd Juniors</li> <li>• Funded an outdoor play area for the nursery children at Trelales Primary School</li> </ul>		
<b>North Cornelly Community Council</b>	<ul style="list-style-type: none"> <li>• Management of Community Hall</li> </ul>	<ul style="list-style-type: none"> <li>• CAT of Community Centre</li> <li>• CAT of Green / Playground</li> </ul>	
<b>Pencoed Town Council</b>	<ul style="list-style-type: none"> <li>• Installed a MUGA at Pencoed Recreation Ground</li> <li>• Developed a Town Centre Car Park</li> <li>• Refurbished Town Centre Toilets</li> <li>• Safe Routes / Pelican Crossing</li> </ul>	<ul style="list-style-type: none"> <li>• Skateboard Park</li> <li>• Mini MUGA at Hendre Road</li> </ul>	Pencoed TC has formed a partnership arrangement with the Council to develop and deliver the Pencoed Regeneration Strategy which contains a number of projects which the Town Council wishes to progress.
<b>Porthcawl Town Council</b>		<ul style="list-style-type: none"> <li>• Discussions ongoing regarding the CAT of Griffin Park Public Toilets</li> </ul>	

**INDEPENDENT REVIEW PANEL  
ON COMMUNITY AND TOWN COUNCILS IN WALES**

**Summary of Recommendations**

**Community and Town Councils – What they are**

- **The case has been made to retain Community and Town Councils on the basis that they are very local, are democratically accountable and are able to raise resources. All areas should be supported by a Community and Town Council and should be established in all areas that haven't currently got one.**
- We would expect Welsh Government to make every effort to encourage, promote and support local communities which do not currently have Community or Town Councils to establish them.
- We believe there should be a comprehensive review of boundaries of Community and Town Councils without delay. These boundaries should then be reviewed on a regular basis to make sure they continue to make sense as areas (and needs) change and develop.
- We believe that every council should play the same place based delivery role that we outline elsewhere but have the scope to play that role differently.

**Community and Town Councils – What they do**

- **We expect place based services to become the responsibility of Community and Town Councils.** We recognise there will be need for a transition period however we believe this process should start as soon as possible.
- Community and Town Councils have a clear role to improve the Well-being of people in their areas and should not be constrained from doing anything they deem required by their community.
- We call upon all Community and Town Councils to be working towards meeting the criteria to be able to exercise the General Power of Competence and think it is reasonable to expect them to achieve this within the next three years.
- We recommend that an explicit duty to represent is explored to give formal weight to the voice of Community and Town Councils, subject to any relevant protocols.
- All Community and Town Councils should be required to act in line with the Sustainable Development Principle (the five ways of working).
- We recommend that Community and Town Councils – or a representative of them – should become a statutorily invited participant on all Public Service Boards.
- We recommend that Community and Town Councils have a duty to engage and are supported in doing this appropriately.

**Community and Town Councils – How they do it**

- We do not believe we should prescribe how Community and Town Councils choose to take on the place based service delivery role we envisage for them. They should have the flexibility to determine which delivery model works best for them.
- We recommend that Welsh Government should explore how a Welsh network of clerks would operate.
- **We recommend all clerks must hold or be working towards a professional qualification and CILCA should be the expected minimum qualification.**
- We recommend that clerks should be appointed from an approved national list.
- We believe there is a need for expert advice and support to be provided on a national basis to ensure consistency, accuracy and efficiency of advice.
- Community and Town Councils should be made aware of, and have increased access to, alternative sources of funding. In addition, we recommend the Welsh Government should explore how the transfer of funding and income related to place-based services taken on by Community and Town Councils can be achieved.



- **A core package of training should be mandatory for all councillors and that this mandatory training is repeated regularly (every election term).**
- We recommend against having dual members, regardless of the types of councils and that County councillors should regularly attend Community and Town Councils within their wards (in ex-officio capacity) to ensure engagement.
- We recommend that Community and Town Councils should look to share back office functions.
- We recommend Community and Town Councils explore digital mechanisms to aid ways of meeting, engaging and sharing information.
- We recommend all Local Authorities should have regular partnership forums with Community and Town Councils and that all Local Authorities should have a dedicated liaison officer for liaising with Community and Town Councils in the region.

### **Community and Town Councils – How they are held to account**

- We recommend that Welsh Government support vibrant elections with a national campaign encouraging people to step forward to represent their communities. We also recommend Welsh Government explore a free post for Community and Town Councils.
- We believe that elections should be called regardless of whether seats are contested.
- We recommend that councillors cannot be co-opted for more than a one consecutive term.
- We believe more should be done to encourage diversity as part of the national campaign.
- We recommend that if the national voting age is lowered, the age you can become a Community and Town Council Councillor should be lowered to the same age.
- **Community and Town Councils should follow a cycle of engage, plan, undertake and report.**
- We recommend that all Community and Town Councils should provide an information leaflet with their precept notification.
- **All Community and Town Councils should have a duty to report annually.**
- We believe, all Community and Town Councils should be legally required to hold at least one public (community / town) meeting per year.
- We recommend Community and Town Councils utilise social media as a key mechanism by which to involve their community on an ongoing basis.
- We believe that the audit regime developed by the Wales Audit Office is proportionate for Community and Town Councils. We recommend more support is provided to smaller Community and Town Councils in order to help them fulfil audit requirements.
- We believe that the existing process for complaints about code of conduct is sufficient, but sufficient resources need to be in place to ensure these complaints are dealt with promptly.
- We recommend that for the protection of other councillors, and of staff and for conducive running of the council that current behaviour is considered as being a factor in 'Qualification for Office'.
- We believe, if Community and Town Councils take on the role we envisage for them, there should be some degree of safeguarding measures in place.

A copy of the full Report of the Independent Review Panel can be accessed on-line at the following address:

<https://gov.wales/topics/localgovernment/communitytowncouncils/review-of-community-town-council-sector/?lang=en>

**MANAGEMENT AND DELIVERY OF SERVICES AND ASSETS IN  
COMMUNITY AND TOWN COUNCILS  
(JANUARY 2018)**

**RECOMMENDATIONS**

1. Consideration is given to whether the guidance currently available on the management of services and assets could be improved, better signposted or more tailored to the needs of the sector.
2. There would be benefit in reviewing the processes for initiating asset and service transfer from principal councils, to better account for the capacities of community and town councils.
3. Further discussion could take place around the types of training that would be most beneficial to councillors and clerks and how that training could be delivered most effectively.
4. The sector as a whole should revisit the role of charters as a means of strengthening partnerships with principal authorities.
5. Conduct further research with the sector around the degree to which councils understand and use specific powers.
6. Facilitate opportunities for councils to properly consider the joint delivery of services or management of assets.
7. Explore the benefits of centrally co-ordinating tailored communications to the sector.

### COMPARATIVE DATA FROM OTHER LOCAL AUTHORITIES IN SOUTH EAST WALES AREA

Local Authority	Charter	Channels of Communication	Evidence of Collaboration with Local Authority	Additional Comments
<b>Bridgend</b>	Charter updated in July 2016 presently subject to review	Town and Community Council Forum + Clerk Meetings held quarterly	<ul style="list-style-type: none"> <li>• Community Asset Transfer</li> <li>• Annual Town &amp; Community Council Capital Grant Fund</li> <li>• Major Regeneration Projects</li> <li>• Rural Development Projects</li> <li>• Town Centre Management</li> <li>• Neighbourhood Services</li> <li>• Standards Committee</li> </ul>	Potential of mergers and clustering already being discussed by Clerks
<b>Blaenau Gwent</b>	n/k	n/k	Standards Committee	n/k
<b>Caerphilly</b>	n/k	n/k	Standards Committee	'Unique Places' document outlines the support available for the five managed town centres in the county borough – Caerphilly, Blackwood, Bargoed, Risca and Ystrad Mynach.
<b>Cardiff</b>	n/k	n/k	Standards Committee	n/k
<b>Merthyr Tydfil</b>	n/k	n/k	Standards Committee	n/k

Local Authority	Charter	Channels of Communication	Evidence of Collaboration with Local Authority	Additional Comments
<b>Monmouth</b>	n/k	Four Area Committees: Severnside (Bryn-Y-Cwm, Central Monmouthshire and Lower Wye) each responsible for raising awareness of local issues. County, Community and Town Councillors for the wards within the areas attend the meetings which are held locally within the area the committee is responsible for.	Standards Committee	The Rural Forum is open to Community and Town Councils and County Councillors which look to address issues in predominantly rural areas of Monmouthshire.
<b>Neath Port Talbot</b>	n/k	n/k	Standards Committee	n/k
<b>Newport</b>	Shared Community Charter (Presently being Reviewed)	Liaison Meeting with Community Councils – quarterly meetings	Standards Committee	Community Council Review being undertaken
<b>Rhondda Cynon Taf</b>	Shared Community Model – Model Charter (updated in 2018)	Community Council Liaison Committee – annual meeting	Standards Committee	Local Resolution Procedure For Community And Town Councils
<b>Swansea</b>	Charter between the City and County of Swansea and Community / Town Councils (Prepared August 2013)	Community / Town Councils Forum	Standards Committee	n/k
<b>Torfaen</b>	n/k	n/k	Ethics and Standards Committee	Pontypool Regeneration Partnership – Annual Budget of £30K

Local Authority	Charter	Channels of Communication	Evidence of Collaboration with Local Authority	Additional Comments
<b>Vale of Glamorgan</b>	Charter between the Vale of Glamorgan Council and Town and Community Councils in 2008 (Updated 2013) & Action Plan 2009	Community Liaison Committee – 3 times per year	<ul style="list-style-type: none"> <li>• Clustering - collaborative, joint working and partnership arrangements with other TCCs and / or other groups</li> <li>• Reshaping Services - Arrangements for the Operation &amp; Transfer of Assets or Services to Town and Community Councils in the Vale of Glamorgan (Approved by Cabinet July 2018)</li> <li>• Standards Committee</li> </ul>	<p>There are 22 Community Councils and four Town Councils.</p> <ul style="list-style-type: none"> <li>• Barry Town Council</li> <li>• Cowbridge with Llanblethian Town Council</li> <li>• Llantwit Major Town Council</li> <li>• Penarth Town Council</li> </ul>

## APPENDIX H

TOWN & COMMUNITY COUNCIL CAPITAL GRANT BUDGETS & ALLOCATIONS 2012/13 TO 2018/19								
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total
	£	£	£	£	£	£	£	£
<b>Budget</b>	<b>88,507</b>	<b>25,000</b>	<b>50,000</b>	<b>50,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>513,507</b>
<b>Council</b>								
Brackla				13,367	8,262			21,629
Bridgend				1,783				1,783
Cefn Cribwr			17,926		16,000			33,926
Coity Higher				8,416				8,416
Cornelly						50,000	40,000	90,000
Coychurch	2,501							2,501
Garw Valley			5,153				3,795	8,948
Laleston				20,000				20,000
Llangynwyd Middle				7,500	7,000			14,500
Maesteg	20,000		3,109	5,000	20,000			48,109
Pencoed							20,000	20,000
Porthcawl			18,472			35,000		53,472
Pyle			12,937	14,000	20,000			46,937
St Brides Minor				20,000			6,550	26,550
<b>Total Awarded</b>	<b>22,501</b>	<b>-</b>	<b>57,597</b>	<b>90,066</b>	<b>71,262</b>	<b>85,000</b>	<b>70,345</b>	<b>396,771</b>
Notes:								
[1] Balance carried forward used to fund additional allocation in 2014/15								
[2] Porthcawl TC awarded £20K in 2016/17 with project proposal subsequently withdrawn (excluded from above analysis)								

**PROJECTS WHERE REACH RURAL DEVELOPMENT TEAM HAVE ENGAGED WITH TCCS**

Project	T&CC	Value of project <i>Total £468,053.34</i>
Garw Valley Community Sports Hubs – Feasibility Study	Garw Valley Community Council	£7,850
New Heritage Trail for the Ogmore Valley	Ogmore Valley Community Council	£49,000
Mobile Tourist Information Centre	Miscellaneous T&CCs	£12,210
Merthyr Mawr Paths & Walls	Merthyr Mawr and Laleston Community Councils	£24,000
Coytrahen Village Action Plan	Llangynwyd Lower Community Council	£1,780
Kenfig Natura 2000	Pyle Community Council	£82,648.86
Ynysawdre Action Plan for Elderly Residents	Ynysawdre Community Council	£2,005
Llangynwyd School Room	Llangynwyd Middle Community Council	Nil – Reach Officer support
Ogmore Valley consultation and redevelopment of part of the Washeries site	Ogmore Valley Community Council	£11,698.90
Bedford Park & Cefn Cribwr gateway features, interpretation & bus shelters	Cefn Cribbwr Community Council	£53,989.58
Ogmore Valley all weather sports surface	Ogmore Valley Community Council	£7,500
Nantymoel Boys and Girls Club and Community Centre – storage provision	Ogmore Valley Community Council	£854
Bryntirion Community Centre – support project	Laleston Community Council	Nil – Reach Officer support
Nantymoel and Glyn Ogwr Community Centre support project	Ogmore Community Council	Nil – Reach Officer support
Corridors to the Upper Garw Valley	Garw Valley Community Council	£214,517

N.B. Project funding may not have been directly received by relevant T&CC.

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