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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



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

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Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate

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Gofynnwch am / Ask for: Andrew Rees

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Wednesday, 11 September 2019

Dear Councillor,

CABINET

A meeting of the Cabinet will be held in the Committee Rooms 1/2/3, Civic Offices Angel Street Bridgend CF31 4WB on **Tuesday, 17 September 2019 at 14:30.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008.
3. Approval of Minutes 3 - 14
To receive for approval the Minutes of 23/07/19
4. Pupil Deprivation Grant - Access Grant 2019-20 15 - 18
5. Valleys Regional Park - Award of Funding in relation to Valleys Regional Park Discovery Gateways Capital Grant 2019- 2021 19 - 24
6. Suspension of Council's Contract Procedure Rules and Award of Contracts for Domestic Abuse Services 25 - 32
7. School Crossing Patrols 33 - 36
8. Service Level Agreement Between Bridgend County Borough Council and G4S Care and Justice Services (UK) Limited Invisible Walls Wales 37 - 64
9. Appointment of Local Authority Governors 65 - 70
10. Social Services Representations and Complaints Annual Report 2018/19 71 - 92
11. Local Air Quality Management - Annual Progress Report 2019 93 - 178

By receiving this Agenda Pack electronically you will save the Authority approx. £4.20 in printing costs

12. Information Reports for Noting

179 - 210

13. Urgent Items

To consider any items of business that by reason of special circumstances the chairperson is of the opinion should be considered at the meeting as a matter of urgency in accordance with paragraph 2.4 (e) of the Cabinet Procedure Rules within the Constitution.

Yours faithfully

K Watson

Head of Legal and Regulatory Services

Councillors:

HJ David

CE Smith

Councillors

PJ White

HM Williams

Councillors

D Patel

RE Young

CABINET - TUESDAY, 23 JULY 2019

MINUTES OF A MEETING OF THE CABINET HELD IN COMMITTEE ROOMS 1/2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON TUESDAY, 23 JULY 2019 AT 14:30

Present

Councillor HJ David – Chairperson

CE Smith

PJ White

D Patel

RE Young

Apologies for Absence

HM Williams

Officers:

Gill Lewis	Interim Head of Finance and Section 151 Officer
Kelly Watson	Head of Legal & Regulatory Services
Mark Shephard	Chief Executive
Susan Cooper	Corporate Director - Social Services & Wellbeing
Andrew Rees	Democratic Services Manager
Nicola Echanis	Head of Education & Family Support
Zak Shell	Head of Neighbourhood Services

384. APPROVAL OF MINUTES

RESOLVED: That the minutes of a meeting of Cabinet of 18 June 2019 be approved as a true and accurate record.

385. GOVERNANCE CHANGES OF VALLEYS TO COAST ASSOCIATION (V2C) BOARD

The Chief Executive reported on a proposal by Valleys to Coast Housing Association on proposed revised changes to the governance structure of its Board.

He stated that since its establishment, the membership of the V2C Board had reduced from 12 to 9 members, made up of a third each of tenants, Councillors and Independents. V2C had applied the Regulation of Social Landlords (Wales) Act 2018 to its Board, reducing the Council's nominated positions on the Board from three to one. V2C is seeking to change its Memorandum and Articles of Association away from a local authority and tenant based Board and towards a skills based Board and require the consent of the Council to the proposal. Under the proposal, there would not be a dedicated, automatic local authority designated position on the Board going forward, but if there are Councillors or residents who have the relevant skills and experience, V2C would be keen to appoint them on that skills basis.

The Chief Executive informed Cabinet that as part of the proposal to change the governance structure, V2C will deliver an annual presentation to Council which sets out its work; will engage in an annual discussion with the Scrutiny process and attend quarterly strategic meetings with the Council.

The Cabinet Member Wellbeing and Future Generations commented that the proposal by V2C was consistent with the approach taken by many Welsh Housing Associations in adopting the set of model rules of Community Housing Cymru. She stated that the commitments made to the Council in changing the Memorandum and Articles of Association to reporting annually to Council and to the Scrutiny process could address the concerns of Members and result in more accountability. The Cabinet Member Education and Regeneration hoped that the revised Memorandum and Articles of

Association will deal with the concerns of tenants and improve the standing of V2C. The Leader was encouraged by the commitments made by V2C to report annually to Council and the Scrutiny process and to meet with senior leadership and the Cabinet Member.

The Head of Legal and Regulatory Services informed Cabinet that the Council had to give written consent to the proposal, it would not be deemed reasonable for it to be withheld, as the Welsh Government could compel the Council into granting consent.

RESOLVED: That Cabinet:

- (1) Considered and not object to the proposal from V2C to move to a skills based membership;
- (2) On the basis of (1) above, delegated authority to the Chief Executive to provide written consent and to enter into any other necessary arrangements with V2C to support the adoption of a skills based Board.

386. **VALLEYS REGIONAL PARK**

The Head of Operations – Community Services presented an update on work to develop a Valleys Regional Park (VRP) and sought approval to accept the invitation from Welsh Government for Bridgend County Borough Council (BCBC) to act as host for the programme team and enter into appropriate financial and legal agreements with Welsh Government and the Local Authorities that form the Valleys Regional Park. He stated that the Council will work with public, private and third sector organisations involved across the 10 Local Authority areas of the Cardiff Capital Region along with Swansea, Neath Port Talbot and potentially other authorities at a later date to develop and deliver the next phase of the Valleys Regional Park as set out in the Valleys Regional Park Prospectus.

He reported that the Valleys Regional Park had been developed through the Welsh Government Ministerial Taskforce in partnership with the Valleys local authorities, its aim is to maximise the social, economic and environmental potential of the valleys' natural, cultural and heritage assets. He stated that the Welsh Government is seeking a host organisation in line with the host's policies and procedures, from August 2019 to March 2021. The delivery of the VRP will be based on a partnership approach and overseen by a Board made up of the Leaders of the partner authorities based on the approach to regional working developed through the Cardiff Capital Region. An operational group, to be called the VRP forum, will operate below the Board level involving officers from the VRP partners and other key stakeholders to oversee the operational aspects of the VRP. The Council will enter into a funding agreement with the Welsh Government.

He reported that in addition to the post of VRP Strategic & Operational lead which will remain as a Welsh Government employee, but hosted by the Council, 4 posts will be advertised and offered on a secondment basis only. He stated that the Welsh Government had stated that the VRP at this stage will be focused on developing the structures and partnership working with its intention being a long term commitment. The Welsh Government has also proposed that the Valleys Taskforce team are involved in the revision of the VRP delivery plan, with the revised plan being presented for approval for inclusion in the revised version of the taskforce plan to be published in November 2019. This will require the new plan to be drafted by early October.

The Leader in supporting the proposals commented that this was a sign of confidence in the Council by the Welsh Government.

RESOLVED: That Cabinet:

- (1) Noted progress to date in developing the VRP;
- (2) Accepted the invitation to host the VRP delivery team resource;
- (3) Delegated authority to the Chief Executive, in consultation with the Section 151 Officer and the Head of Legal and Regulatory Services, to enter into any appropriate funding and legal agreements necessary to fulfil its role as host to the VRP delivery team.

387. CAERAU MINEWATER HEAT PROJECT

The Head of Operations – Community Services reported that the Council was selected as a demonstrator for the Smart Systems Heat (SSH) Programme in October 2014, with the Caerau Mine Water Heat project proposed as one of the demonstrator projects for the programme. He stated that the project is highly innovative and proposed to extract heat from water contained within flooded former coal mine workings to provide a resource for properties within Caerau. The mine water will have heat extracted and transferred to a clean water circuit. This water would be transported via a network of pipes to local energy centres where the temperature would be boosted to the required temperature by ground source heat pumps and then circulated to the residents' houses.

He reported that a successful application was made to WEFO for grant funding, with a formal grant offer of £6,498,943 made. However following the findings of survey work and structural changes within the Council, there was a need to submit revised proposals to WEFO in July 2019, subject to the approval of the Section 151 Officer. WEFO will undertake an assessment of the revised proposals and if approved, issue a revised funding letter. He stated that if any of the proposed changes or revised terms and conditions are considered unacceptable, officers will consider the implications and associated risks and escalate as required. Legal and financial approval shall also be sought. Acceptance of the above revisions and agreement of revised funding offer will ensure a shared understanding of the project based on current information between the Council, WEFO and key stakeholders. He outlined the decision gates along with the estimated dates of when they may occur, together with the proposed project outputs and outcomes.

The Head of Operations – Community Services informed Cabinet that the project is overseen internally by a Project Internal Governance Board, supported by an external Stakeholder Group. He outlined the original funding profile for the project, together with the match funding for the proposed revised profile, which would increase the funding offer from £6,498,943 to £7,287,000.

The Cabinet Member Communities commended the proposal which was integral to the Local Area Energy Strategy and Smart Energy Plan and is an exemplar project in Wales. The Cabinet Member Social Services and Early Help commented on the need to ensure that a number of households were on board and that there was community engagement. The Head of Operations – Community Services confirmed there will be a dedicated resource for community engagement and the project would in part, be funded by the number of households which had signed up. The Cabinet Member Communities confirmed that public meetings will be held at Maesteg Town Hall. The Leader was heartened to see the work being done in primary schools in order that the next generation see the benefits of sustainable heat and that a new use was being found for former mines.

RESOLVED: That Cabinet:

- (1) Noted the progress to date of the Caerau Mine Water Heat Project;
- (2) Delegated authority to the Section 151 Officer, subject to the approval of the Head of Legal and Regulatory Services, to accept a revised funding offer from WEFO; and
- (3) Delegated authority to the Chief Executive, in consultation with the Section 151 Officer and the Head of Legal and Regulatory Services, to enter into any funding and/or legal agreements required as a result of accepting the revised funding offer from WEFO.

388. COMMUNITY ASSET TRANSFER POLICY

The Head of Operations – Community Services sought approval to implement the recommendations of the Community Asset Transfer (CAT) Task and Finish Group designed to ensure that CAT Priority 1 asset transfers can be progressed more efficiently and effectively and to also approve the associated changes to the Community Asset Transfer policy; and the list of CAT Priority 1 Assets available for long-term lease or short-term management agreement.

The Head of Operations – Community Services informed Cabinet that community asset transfer had traditionally been undertaken in line with the Asset Management Plan 2021: Community Asset Transfer Guidance Document and 3 priorities had been determined. The Council issued in 2015, updated guidance on Community Asset Transfer, based on the Best Practice Guide issued by the Welsh Government, which established clear roles and responsibilities for a four stage process. A Community Asset Transfer Steering Group has responsibility for approving expressions of interests, business cases, support and funding by ensuring that any proposed community asset transfer meets the Council's strategic priorities, operational requirements and future direction. Approval to dispose of Council assets including community asset transfers has been delegated to the Strategic Asset Management and Investment Manager, with more complex and contentious disposals authorised by the Corporate Director Communities or reported to Cabinet for approval. To date, three projects have been allocated funding from the CAT fund.

The Head of Operations – Community Services reported that the CAT Task & Finish Group which had been established had considered the approaches adopted by other local authorities to community transfer, particularly the approaches adopted by Carmarthenshire and Neath Port Talbot Councils. The Task and Finish Group had recommended that the priority of assets for community asset transfer be refined so that savings under the MTFs can be prioritised accordingly. Changes had also been recommended to the Community asset transfer Policy to take account of the following changes recommended by the Task and Finish Group:

- Revised CAT Asset Priorities;
- Adoption of a risk based approach to the assessment of community groups and assets;
- Introduction of “fast tracking” of CAT applications;
- More emphasis on a Business Diagnostic Assessment being undertaken on each community group;
- Reduced requirement for detailed business plans being a mandatory requirement for community groups and assets deemed suitable for “fast tracking”.

The Head of Operations – Community Services summarised the recommendations of the Task and Finish Group.

- A List of Assets available for community asset transfer should be maintained and periodically reviewed and updated;
- Asset data (compliance, condition survey and operating costs) should be issued to community groups at the earliest opportunity;
- Model Heads of Terms and template Leases for particular asset groups should be utilised wherever possible with a “take it or leave it” approach being adopted;
- The submission of income and expenditure projections for a minimum of a 5-year period should suffice for the majority of community asset transfers but detailed business plans should still be requested for complex projects;
- A risk based approach should be adopted for the Business Diagnostic Assessment undertaken upon community groups and the assets being subject to transfer;
- T&CCs and established community groups should have their applications fast tracked particularly where the asset subject to transfer is in a compliant condition. The risk based approach will enable a risk matrix to be produced identifying suitability for fast tracking;
- The risk based approach will also ensure that the majority of community groups will no longer be expected to produce a full detailed business case;
- Staff resources required to progress community asset transfers needs to be evaluated so that agreed timescales can be met and a “team” approach adopted.

The Cabinet Member Communities in commending the proposals commented that the catalyst for changes to the process is that the Council’s current requirements are too rigid and there is a need for fast track approach to facilitate certain types of transfers. He stated that the recent transfer of Bryncethin Playing Fields to Bryncethin RFC for the development of a community centre had taken some time to come to fruition. He believed that the proposals contained built in protection to the authority and to organisations seeking the transfer and that there are good governance arrangements in place. The Cabinet Member Social Care and Early Help commented that he had attended the recent opening of the Community Centre at Bryncethin, whose members were very appreciative of the Council’s part in the transfer process.

The Leader was pleased to see the recommendations of the Overview and Scrutiny process being reflected in the proposals and the fast tracking approach for trusted partners.

The Cabinet Member Wellbeing and Future Generations asked whether officers would consider an approach for the transfer of an asset from priority 2 or 3. The Head of Operations – Community Services stated that officers would consider such an approach but there would be concerns in tying up limited officer time and resources, especially if the matter was complex and there was little return to the Council.

RESOLVED: That Cabinet:

- (1) Approved the recommendations of the CAT task & Finish Group;
- (2) Approved the amended Community Asset Transfer Policy document;
- (3) Approved the list of CAT Priority 1 Assets available for transfer under long-term lease, short-term management agreement or licence.

389. DYING TO WORK CAMPAIGN

The Chief Executive sought approval for the Council to sign the TUC's Dying to Work Charter.

He stated that the Dying to Work campaign would like to see terminal illness recognised as a 'protected characteristic' so that an employee with a terminal illness would be entitled to a 'protected period' where they could not be dismissed as a result of their condition. The TUC are encouraging employers to make a commitment towards this campaign by signing the Dying to Work Charter and agreeing not to dismiss any employee diagnosed with a terminal condition. He informed Cabinet that Council employees who have a terminal illness are treated with dignity and respect and their individual wishes are of paramount importance. He outlined the commitments the Council will agree to, in order to meet the requirements of the charter.

The Cabinet Member Social Services and Early Help recognised the importance to staff in the Council signing up to the charter and which would give piece of mind to staff.

RESOLVED: That Cabinet agreed to sign up to the Dying to Work Charter.

390. BUDGET MONITORING 2019-20 - QUARTER 1 REVENUE FORECAST

The Interim Head of Finance reported on an update on the Council's financial position as at 30 June 2019 and virements over £100,000 which need approval by Council as required by the Council's Financial Procedure Rules.

The Interim Head of Finance Officer also reported that on 20 February 2019, Council approved a net revenue budget of £270.809 million for 2019-20, along with a capital programme for the year of £36.1576 million. Council had also approved a new Capital Strategy, which demonstrated that the authority takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability. She explained that the overall projected position at 30 June 2019 was a net overspend of £264,000, comprising a £763,000 net over spend on directorates and a £499,000 net under spend on corporate budgets. Since the approval of the MTFs in February, the Welsh Government had made additional grant available to local authorities in 2019-20 to meet the increased cost of teachers' and fire service pensions, along with £343,701 towards teachers' pay increases. She stated that the total funding released from this allocation is £2.622 million, which Cabinet had proposed would be used to undertake capital works as part of an 'Investing in Communities Fund'.

The Interim Head of Finance highlighted the main budget virements and technical adjustments made between budgets. She explained that given the large scale reductions on Council wide budgets in previous years and the significant pay and price pressures placed on these budgets and the still unknown pay increase for teachers from September 2019, there was a risk sufficient funding would not be available within these budgets to meet any unexpected major price inflation increases. She also stated that the net budget for the financial year had been set assuming a budget reduction requirement of £7.621M. It had also been identified that the MTFs for 2019-20 to 2022-23 identified the need to develop recurrent budget reduction proposals, based on the most likely scenario of £35.2M.

The Interim Head of Finance reported on the monitoring of budget reduction proposals, where £2.342M of budget reduction proposals in 2018-19 were not met in full, with an outstanding balance to be met of £1.519M. Of the outstanding reductions, £1.795M are likely to be achieved in 2019-20, leaving a shortfall of £547,000. Budget reduction

proposals in 2019-20 of £7.621M were approved, there is a current shortfall on the savings target of £1.433M. She presented a summary of the financial position as at 30 June 2019 for each main service area, highlighting the most significant variances.

The Leader commented that the Council will face a great deal of uncertainty in being able to set the budget, as the Council may not know its budget until March 2020, after the UK and Welsh Governments had set their budgets.

RESOLVED: That Cabinet:

- Noted the projected revenue position for 2019-20;
- Recommended that Council approve the virements over £100,000 as outlined in paragraph 4.1.4 of the report.

391. CAPITAL PROGRAMME UPDATE - QUARTER 1 2019 - 20

The Interim Head of Finance presented a report in compliance with the requirement of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance 2018, provided an update on the Capital Programme from 1 April to 30 June 2019; sought agreement to report to Council for the approval of a revised capital programme for 2019-20 to 2028-29 and to note the projected Prudential and Other Indicators for 2019-20.

The Interim Head of Finance reported that Council on 20 February 2018 approved a capital programme covering the period 2019-20 to 2028-29 as part of the Medium Term Financial Strategy. Since then, there have been schemes that have slipped from 2018-19 and additional schemes requiring approval as a result of additional sources of funding. The monitoring of capital expenditure had previously been included within the Financial Performance Quarterly Monitoring Reports to Cabinet and the monitoring of the Prudential Indicators had been included within the Treasury Management Quarterly Monitoring Reports to Cabinet. With the development of the Capital Strategy 2019-20, both the Capital Programme and the Capital Strategy and the Prudential Indicators had been incorporated into one report.

The Interim Head of Finance reported on the monitoring of the revised capital programme for 2019-20 which totalled £54.471M, of which £36.665M is met from within the Council's resources, with the remaining £17.806M coming from external resources. She provided details of the individual schemes within the capital programme, which showed the budget available compared to the projected spend. One scheme, namely junction improvements at Heol Mostyn, Pyle will slip into 2020-21 and there would also be re-profiling of Maesteg Town Hall. In addition, new externally funded schemes had been incorporated into the capital programme, namely, Welsh Medium Childcare Provision; Schools Maintenance Grant and ICT Grant; Transport Grant and Highways Refurbishment Grant and Coychurch Crematorium. She detailed the new schemes funded by the Council to be included in the capital programme, since the approval of the programme in February, namely, Data Centre; Heol Mostyn Junction, Pyle; Evergreen Hall and Investing in Communities. She stated that a number of schemes within the Capital Programme are awaiting confirmation of external funding and once known, it may result in some schemes being re-profiled.

The Interim Head of Finance reported that the Council approved in February 2019 the Capital Strategy for 2019-20, which included the Prudential Indicators, together with some local indicators. She stated that the capital strategy is intended to give an overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services along with an overview of how associated risk is managed and the implications for future sustainability. To this end, a number of

prudential indicators were included and approved by Council. The Chief Finance Officer is required to establish procedures to monitor both performance against all forward-looking prudential indicators and the requirement specified.

The Interim Head of Finance also reported on the monitoring of the Capital Strategy, which requires the monitoring of non-treasury management investments and other long-term liabilities.

The Leader commended the proposals in the capital programme and was pleased to see investment being made in the Coychurch Crematorium which had been approved by the Joint Committee.

- RESOLVED:** That Cabinet:
- noted the Council's capital programme for the period 1 April 2019 to 30 June 2019;
 - agreed that the revised Capital Programme be submitted to Council for approval;
 - noted the projected Prudential and Other Indicators for 2019-20.

392. GRANTS FINANCIAL MANAGEMENT POLICY

The Interim Head of Finance sought approval of the Grants Financial Management Policy.

She reported that the Council has in place a Grants Policy as approved by Cabinet in March 2016, however, as a result of changes in the organisational structure, the number and type of grants being received and the disbandment of Programme Management Board, the Policy requires updating. The policy has been updated to reflect recommendations from Wales Audit Office reports, including their Certification of Grants report.

The Leader requested that once the policy has been implemented, all members of staff be reminded of the need to abide by the Grants Financial Management Policy and that training in the implementation of the policy be made available to staff.

- RESOLVED:** That Cabinet approved the Grants Financial Management Policy and the list of authorised signatories.

393. WELSH MEDIUM CHILDCARE - BETTWS AND OGMORE VALLEY

The Head of Education and Early Help reported on the outcome of the options appraisal process for the delivery of Welsh-medium childcare provision in the Bettws and Ogmores Valley areas and sought approval to proceed with the options for the delivery of childcare provision, as recommended by the School Modernisation Strategic Programme Board.

The Head of Education and Early Help informed Cabinet that the authority had secured £2.6M of Welsh Government capital grant for the development of Welsh-medium childcare provision in four geographical areas of the county borough. The Bettws and Ogmores Valley projects being scheduled for completion first, in order to support pupil admission to the relocated Ysgol Gynradd Gymraeg (YGG) Calon y Cymoedd.

The Head of Education and Early Help reported that a Welsh-medium steering group, comprising of officers and key stakeholders was established in order to help inform each project, develop business plans and aid the future sustainability of provision post

construction. A project team was formed to conduct site visits and score each site identified for provision. The Head of Education and Early Help presented the results of the appraisal of each of the sites which had been identified in Bettws and the Ogmores Valley.

The Cabinet Member Wellbeing and Future Generations commented that the site identified in the Ogmores Valley, namely the site adjacent to Nantymoel Boys and Girls Club was located at the top of the valley and parents would have to travel in the opposite direction to natural traffic flows to take their children for childcare provision and then travel back down the valley to work. The Cabinet Member Wellbeing and Future Generations proposed an amendment which was duly seconded and carried that the site adjacent to Nantymoel Boys and Girls Club not be proceeded with and the site at Isfryn Industrial Estate – new build be developed for new childcare provision due to the site being on route to natural traffic flows within the Ogmores Valley.

RESOLVED: That Cabinet:

- (1) considered the outcome of the option appraisals for both sites;
- (2) determined to proceed with the Bettws area, revised Option 6, as recommended by the Board and develop the new childcare provision on the site of the existing Bettws Boys and Girls Club building (as detailed in paragraph 4.18 of the report;
- (3) determined not to proceed with the recommendation by the Board to develop Option 1, the site adjacent to Nantymoel Boys and Girls Club in the Ogmores Valley area and instead develop Option 2 Isfryn Industrial Estate – new build for new childcare provision due to the site being on route to natural traffic flows within the Ogmores Valley.

394. **LEARNER TRAVEL EFFICIENCIES**

The Head of Education and Early Help sought approval to commence a public consultation on proposed changes to the authority's Home to School / College Transport Policy.

The Head of Education and Early Help informed Cabinet that the authority has a statutory duty under the Learner Travel (Wales) Measure 2008 to make suitable transport arrangements to facilitate the attendance of children each day at the relevant places where they receive their education or training. This is primarily achieved via the contracting of transport services from the private sector. Eligibility for pupils to be in receipt of free home-to-school transport is governed by the local authority's Home to School/College Transport Policy.

The Head of Education and Early Help reported on the MTFs savings and budget growth made against the learner transport budget since 2014-15. Although significant savings had been made, changes in demographics and demand have meant that additional budget growth has been necessary to support the learner transport budget. It was proposed that a new full 12-week consultation be undertaken for further amendments to the local authority's Home to School/College Transport Policy commence in September 2019. She set out the legislative context which would be taken into consideration during the consultation.

The Head of Education and Early Help reported that the discretionary arrangements within the current policy were unsustainable and although a significant budget reduction of £1.7794M had been applied to the learner transport budget to support the MTFs, the change of policy approved Cabinet in 2015 had not delivered significant enough savings

to support this large budget reduction. It was recommended that Cabinet consider revisiting the discretionary elements of the Home to School / College Transport Policy to support the projected over spend of £761,000 as at Quarter 1 in 2019-20 and to help address the ongoing pressure against the learner transport budget from increasing statutory eligibility. The main aim of the consultation will be public engagement, in particular, pupils and their immediate families to ascertain their views on the proposed changes. She identified the discretionary elements and the potential savings being put forward for learner travel.

The Cabinet Member Education and Regeneration commented that permission was being sought to consult on the proposals highlighted in the report and he hoped the Welsh Government would fund post 16 transport.

RESOLVED: That Cabinet approved a 12-week consultation on the following proposals:

- removal of escorts from all taxis and minibuses (excluding those transporting pupils with special education need) of less than 8 passengers;
- withdrawal of transport for all learners benefitting from an identified and available (safe) routes to school in line with statutory distances of 2 miles for primary school-age pupils and 3 miles for secondary school-age pupils;
- removal of 'sibling' and 'in receipt' protection for pupils;
- removal from the local authority's Home to School/College Transport Policy of specific examples of the special circumstances where the local authority will provide discretionary transport;
- removal of all transport for nursery pupils; and
- removal of all post-16 transport.

395. PROPOSED CHANGES TO LIBRARY SERVICES IN BRIDGEND

The Corporate Director Social Services and Wellbeing reported on proposals for the relocation of the Library service from the Tŷ'r Ardd premises and also the need to plan for the longer term in regard to mobile Library services and develop new approaches to sustain the provision of Library services including co-location opportunities as identified within the medium term financial strategy.

The Corporate Director Social Services and Wellbeing informed Cabinet that the MTF5 identifies further savings from library and cultural facilities and related services, including reviewing the number of facilities (libraries, community centres) and also reductions in services or opening hours. She stated that some of the £150,000 savings identified between 2019–2021 have been found, there remained a shortfall of £70,000 which needed to be identified.

The Corporate Director Social Services and Wellbeing reported that a number of imminent decisions were required to sustain an efficient and effective approach to Library services operation. An interim relocation of the Local and Family History was required due to the planned closure of the Tŷ'r Ardd building to release a capital receipt. She stated that the facility attracts 6,000 visits per annum and there were 3,500 bookings for ICT sessions at the site in 2018. Discussions had taken place with Awen to identify a suitable and cost effective location, with "Y Llynfi Library" at Maesteg Sports Centre being identified. The facilities had sufficient space to support an interim service and an ICT suite is also in existence. Following the redevelopment of Maesteg Town hall, it was planned to co-locate the local and family history service within the new facilities to support long term sustainability of library and cultural services.

The Corporate Director Social Services and Wellbeing also reported on proposals to support the longer term sustainability of mobile library services. She stated that Awen currently operate two approaches to mobile Library service provision, namely the large mobile Library vehicle which operates 10 routes, supporting 361 individuals every 3 weeks and the 'Booklink' service supporting 282 customers who are housebound with visits every 5 weeks. The current larger mobile library vehicle is 11 years old, experiencing periodic failures and a replacement would cost in the region of £120,000. Awen have identified a crossover of users and opportunities for a more flexible and innovative approach and propose an increase in the number and range of mobile library services with smaller vehicles. This would be at Awen's cost. The proposal would see a standardised 5 week timetable established as per the current Booklink scheme with existing mobile Library users transferred to the new service.

The Corporate Director Social Services and Wellbeing also reported that the MTFS had identified the need to reduce the management fee payable to Awen by £150,000 between 2019 and 2021 based on reviewing the number of libraries and also reductions in services or opening hours. She highlighted examples of where a co-located approach to services had been cost effective. Work was in progress for the co-location of Library facilities within the redevelopment of Maesteg Town Hall and a feasibility study of opportunities in Porthcawl for co-location.

The Corporate Director Social Services and Wellbeing informed Cabinet that the partnership with Awen had delivered the targeted £625,000 of efficiencies within the first three years of the contract equating to 17% of the original budget. In addition, by integrating the management of Wood B / B Leaf facilities into the contract, a further £120,000 of efficiencies became deliverable by the Social Services and Wellbeing Directorate.

The Cabinet Member Wellbeing and Future Generations stressed the importance of libraries in peoples' wellbeing and was pleased to see continued investment in library facilities, whereas many local authorities had closed their facilities. The Cabinet Member Social Services and Early Help commented that the County Borough had a library service to be proud of.

The Cabinet Member Communities questioned the number of smaller vehicles Awen proposed to purchase. The Corporate Director Social Services and Wellbeing to inform Cabinet as to the number of smaller vehicles to be purchased for the mobile Library service.

RESOLVED: That Cabinet:

- Approved BCBC and Awen taking forward the interim relocation of the Local and Family History service to Y Llynfi, Maesteg based on the need to vacate the Tŷ'r Ardd building following its disposal;
- Approved the medium term relocation of the Local and Family History service to Maesteg Town Hall as a more appropriate and sustainable venue following completion of the significant capital investment works;
- Approved BCBC and Awen to progress the proposed approach to mobile Library services based on the improved flexibility and support that could be achieved and recognising that the proposal sustains mobile library services. The proposed mobile service also removes any potential capital investment required from the Council. The service would be subject to review within a 12 month period;
- Approved BCBC and Awen to review the indicative costs and potential efficiencies of co-locating additional Library or other services related to the Awen partnership but also to identify the potential implications of a reduction of facilities and opening hours. Any proposals will be subject to a further report.

396. FORWARD WORK PROGRAMME

The Head of Legal and Regulatory Services sought approval for items to be included on the Forward Work Programme (FWP) for the period 1 October to 31 January 2020.

RESOLVED:

- (1) That Cabinet approved the Cabinet Forward Work Programme for the period 1 October 2019 to 31 January 2020, as shown at Appendix 1 to the report, and
- (2) Noted the Council and Scrutiny Forward Work Programmes as shown at Appendix 2 and 3 to the report, respectively.

397. INFORMATION REPORTS FOR NOTING

The Head of Legal and Regulatory Services reported on the following information report which had been published since the last meeting of Cabinet:

Treasury Management – Quarter 1 2019-20

RESOLVED: That Cabinet acknowledged the publication of the document listed in the report.

398. URGENT ITEMS

There were no urgent items.

The meeting closed at 17:10

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

17 SEPTEMBER 2019

REPORT OF THE INTERIM HEAD OF FINANCE

PUPIL DEVELOPMENT GRANT (PDG) - ACCESS GRANT 2019-20

1. Purpose of Report

- 1.1 The purpose of this report is to provide an update to Cabinet on the PDG Access Grant which is part of the Welsh Government Local Authority Education Grant 2019-20.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

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

3. Background

- 3.1 In 2018-19, the PDG Access Grant replaced the former Welsh Government (WG) School Uniform Grant for pupils in receipt of free school meals and entering secondary school for the first time (Year 7). It was extended to include free school meals pupils of Reception age. For 2019-20, this WG grant has been further extended to include pupils who are eligible for free school meals and entering Reception, Year 3, Year 7 and Year 10 in primary, secondary and special schools, resource bases and pupil referral units. Pupils with a protected entitlement to free school meals, as a consequence of the implementation of Universal Credit, are not eligible for the PDG Access Grant.
- 3.2 The grant is also available to all looked after children of compulsory school age.

3.3 Asylum seeker pupils entering Reception, Year 3, Year 7 and Year 10 in the 2019-20 school year are also entitled to this funding if they fulfil the eligibility criteria.

4. Current Situation / Proposal

4.1 The purpose of the PDG grant is to enable Local Authorities to provide assistance to families on low incomes, and in receipt of free school meals, with the purchase of:-

- School uniform including coats and shoes;
- School sports kit including footwear;
- Uniform for enrichment activities, such as scouts, guides, cadets, martial arts, sports, performing arts or dance;
- Various equipment including school bags and stationery;
- Equipment for out of school hours trips, for example waterproof clothing.

4.2 IT equipment such as mobile phones, ipads and tablets are excluded.

4.3 The value of the grant is up to £125 for each eligible pupil with the exception of those pupils entering Year 7 who are eligible for up to £200.

4.4 Parents of eligible primary school pupils receive the full grant payment by cheque or BACS upon application. Eligible pupils in secondary and special schools receive a combination of a uniform pack or voucher for redemption at an approved supplier and a 'cash' top up by BACS to the full value of the grant upon application.

4.5 To the date of this report, 512 PDG Access grants have been awarded to eligible primary school pupils, 36 grants to eligible pupils attending special schools, and 561 grants awarded to eligible pupils attending secondary schools. In addition, a small number of grants have been awarded to looked after pupils attending schools in other authorities, in accordance with Welsh Government guidance. Parents can still apply for the grant by requesting, completing and returning the application form to the school by 31st December 2019.

4.6 Subsequent to this Cabinet report, a press release will be issued by the Communications Team to ensure as many eligible applicants are aware of the grant and this deadline.

5. Effect upon Policy Framework & Procedure Rules.

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

6. Equalities Impact Assessment

6.1 An initial assessment identifies that there are no equalities issues related to this report.

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

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

8. Financial Implications

8.1 Bridgend County Borough Council was awarded a grant of £204,658 for 2019-20, based on an indicative number of 1,410 eligible pupils. As 1,120 applications have been processed to date, there are potentially a further 290 remaining to be claimed in 2019-20. The deadline for claiming is 31st December 2019.

8.2 The funding will be paid to BCBC in two instalments, based on costs incurred in the delivery of the purposes of the grant. If the number of eligible pupils awarded the grant is greater than the indicative number estimated by WG, additional funding will be awarded by WG, as appropriate.

9. Recommendation

9.1 It is recommended that:-

- Cabinet note the update on the PDG Access Grant from Welsh Government including the number of applications that have been received to date and the potential number of pupils who are still eligible to claim the Grant.

Gill Lewis
Interim Head of Finance and Section 151 Officer
September 2019

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Background documents

None

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

17 SEPTEMBER 2019

REPORT OF THE CHIEF EXECUTIVE

VALLEYS REGIONAL PARK – AWARD OF FUNDING IN RELATION TO THE VALLEYS REGIONAL PARK DISCOVERY GATEWAYS CAPITAL GRANT 2019- 2021

1. Purpose of Report

The purpose of this report is to update Cabinet on applications for funding to the Valleys Regional Park Discovery Gateways Capital Grant, 2019-2021, and to seek Cabinet approval to accept funding offers and enter into agreements with delivery partners Awen Cultural Trust and the Wildlife Trust, South and West Wales, to support the delivery of activities as part of the Valleys Regional Park at Bryngarw Country Park and Parc Slip.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1. This report supports the following corporate priorities:

- Supporting a successful economy – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1. The Valleys Regional Park (VRP) has been developed through the Welsh Government Ministerial Taskforce for the Valleys in partnership with the Valleys' local authorities (Merthyr Tydfil, Blaenau Gwent, Rhondda Cynon Taff, Caerphilly, Torfaen, Neath Port Talbot), Natural Resources Wales, Visit Wales and Welsh Government policy colleagues in Health and Environment Divisions. It reflects the views of stakeholders from Valleys' communities, the Third Sector, Public Health Wales and feedback received through a series of engagement events held over the last 18 months. The VRP prospectus was published on 18th October 2018.
- 3.2. The aim of the VRP is to maximise the social, economic and environmental potential of Valleys' natural, cultural and heritage assets.
- 3.3. It is intended that the VRP will provide and sustain the improvement and management of a highly visible network of uplands, woodlands, nature reserves and country parks, rivers, reservoirs and canals, heritage sites and attractions across the Valleys, linking with the towns and villages.

- 3.4. In 2018 Welsh Government announced a series of Valley Discovery Sites - Dare Valley Country Park (Rhondda Cynon Taff), Caerphilly Castle (Caerphilly), Cwmcarn Forest (Caerphilly), Blaenavon World Heritage Visitor Centre (Torfaen), Cyfarthfa Park (Merthyr Tydfil), Ynysangharad War Memorial Park (Rhondda Cynon Taff) , Parc Bryn Bach (Blaenau Gwent CBC), Parc Slip Nature Reserve and Bryngarw Country Park (both Bridgend).
- 3.5 In April 2019 Welsh Government invited proposals for funding for Discovery Sites. All sites were invited to submit proposals direct to Welsh Government for capital funding, outlining options for delivery against the ambition of the VRP prospectus. Officers from Bridgend County Borough Council (BCBC) worked with officers from Awen Cultural Trust and the Wildlife Trust, South and West Wales, to finalise and submit proposals.
- 3.6 The Valleys Regional Park Discovery Gateways Capital Grant, 2019-2021 is managed centrally by Welsh Government. The revenue funding made available to BCBC to host the Valleys Regional Park delivery team, which was approved by BCBC Cabinet on 23 July 2019, is separate to this capital grant although both seek to deliver the aim on the VRP.

4. Current Situation / Proposal

- 4.1. BCBC has received notification from Welsh Government that the proposals in relation to Bryngarw Country Park and Parc Slip have been approved.
- 4.2 The proposal for Bryngarw Country Park has been offered £500,000 capital funding and Parc Slip has been offered £400,000 capital funding.
- 4.3 Welsh Government has structured the Valleys Regional Park Discovery Gateways Capital Grant in a way that requires funding agreements directly between WG and Local Authorities. Where activity will be delivered by a third party the Local Authority is required to enter into appropriate agreements to support this.
- 4.4 The proposal for Bryngarw Country Park will seek to deliver the following:
- Develop a partnership approach between BCBC and Awen Cultural Trust.
 - Invest in the quality of the visitor experience whilst also increasing the potential of the park to cater for greater numbers of visitors, events and school groups, allowing more people than ever to reconnect with their natural /cultural heritage whilst reaping the many associated health and wellbeing benefits.
 - Make access improvements, upgrade interpretation throughout and create a new education building for use by visiting schools and other user groups.
 - Invest in solar panels for the visitor centre and new energy-efficient LED lighting throughout.
 - Make habitat improvements such as pond creation and tree-planting which will improve the biodiversity value. New green-roofed bike shelters will encourage and promote active travel.
 - Develop new natural play equipment to compliment recent investments in inclusive play by offering a diverse range of play opportunities for children of all abilities.

4.5 The proposal for Parc Slip will seek to deliver the following:

- Develop a partnership approach between BCBC and the Wildlife Trust, South and West Wales.
- Restore some of the ponds and deliver improvement to one of the large, grazed fields to plant a fruit and nut community orchard.
- Develop areas around the visitor centre with wildlife gardens, a rain garden, wild kitchen and herb gardens.
- Link marketing, communications and promotional work with Bryngarw Country Park, and use engaging and innovative visitor interpretation to encourage and signpost visitors and residents to explore Parc Slip, Bryngarw, the Lynfi Valley and wider VRP.
- Create green-roofed cycle shelters will encourage more cyclists to use this route.
- Develop a partnership approach to future options in relation to Sustrans Route 4 and Sustrans route 84.
- Improve the disused entrance on the western boundary.
- Installation of electric car and bicycle charging points which will encourage use of more sustainable transport.
- Repair estate furniture, facilities and infrastructure to encourage people to stay longer and comfortably enjoy the wildlife on the nature reserve.
- Share more information about the ethos of the sites food with visitors, including use of ingredients from the kitchen/ herb garden, and showcase other quality, local food producers.
- Run events, walks, talks and activities and support those run by the VRP rangers.
- Align activity with health and wellbeing goals, perhaps including an element of social prescribing for which easy-access facilities would be ideal.
- Improve the facilities provided within and outside the visitor centre so that it can be run more efficiently and sustainably, cope with increased throughput of visitors and enable use by a greater diversity of individuals and groups.
- Host peer-to-peer community networking events and activities and encourage local people to use the flexible facilities to support their own small businesses.
- Purchase an electric buggy for access around the site by volunteers and staff for maintenance work and monitoring, to reduce the carbon footprint and provide improved accessibility for reduced-mobility visitors during events and organised activities.

4.6 Activity on both sites is expected to:

- Deliver added value by working collaboratively across the Discovery Gateways and with the central VRP team, including sharing lessons learned and best practice.
- Involve local communities and social groups wherever appropriate in the development and delivery of this funded activity.
- Deliver an enhanced health and wellbeing offer for local people.
- Link to existing services wherever possible.
- Fully consider protected characteristics and accessibility, including languages and formats.
- Undertake marketing and press to publicise the work of this grant and promote links to the other Discovery Gateways, the Valleys Regional Park and the Valleys as a region.

- Use appropriate co-branding for the Discovery Gateway and the appropriate Welsh Government logo.

4.7 BCBC will act as the grant recipient and is invited to enter into grant agreements with Welsh Government. Awen Cultural Trust and the Wildlife Trust, South and West Wales will be delivery partners and will be invited to enter into appropriate agreements with BCBC.

4.8 BCBC will require funding agreements with Awen Cultural Trust and the Wildlife Trust, South and West Wales. Those funding agreements shall mirror the requirements of the Welsh Government grant agreements and will pass on the obligations contained therein and hold the grant recipients liable for any breach of the terms of the grant funding agreements caused by their default. These will be developed by BCBC legal department in line with required policies and procedures and to ensure that the grant of funding to Awen Cultural Trust and the Wildlife Trust is made on a State aid compliant basis.

5. Effect upon Policy Framework & Procedure Rules

5.1 There is no direct impact on the Council's policy framework and procedure rules.

6. Equality Impact Assessment

6.1 An initial assessment has identified that there are no equality issues related to this report.

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

7.1 The Well-being of Future Generations (Wales) Act 2015 Assessment Template has been completed and a summary of the implications from the assessment relating to the five ways of working is below:

- Long-term: The activities that form part of the scheme have been identified by the partners, Awen Cultural Trust and the Wildlife Trust, South and West Wales, that will take part and are closely aligned with the long-term ambitions set out in the VRP prospectus. A regional collaborative approach with other Discovery sites works towards long-term delivery.
- Prevention: On their own none of the partners or participating Discovery sites would be able to achieve the scale of impact that such a partnership approach offers. Therefore delivering in this way offers the opportunity to build on success to date and prevent a deterioration of the value of these sites.
- Integration: The scheme will achieve this way of working by recognising the approaches that are proposed for support are those that have been identified by partner organisations due to their synergy with local, regional and national priorities.
- Collaboration: The proposals have been developed and will be delivered through a strong partnership between BCBC and those partners that will form part of the delivery – Awen Cultural Trust and the Wildlife Trust, South and West Wales.

- Involvement: The scheme will be delivered in close partnership with a range of local stakeholders in each area. Discussions and development with neighboring Authorities has taken place through BCBC's Economy, Natural Resources and Sustainability team and relevant officers from neighbouring Authorities as well as representatives from a range of private and third sector partners.

8. Financial Implications

- 8.1 Welsh Government have offered £500,000 for delivery of the proposal at Bryngarw Country Park and £400,000 for the delivery of the proposal at Parc Slip.
- 8.2 If spend in relation to either site exceeds these grant offer values or is incurred in a way not in line with the terms and conditions of the funding then Awen Cultural Trust have committed to providing match funding for Bryngarw Country Park and the Wildlife Trust, South and West Wales have committed to providing match funding for Parc Slip. Therefore, at this stage there is no match funding requirements for BCBC.
- 8.3 The financial profiles for activity in relation to the capital grant offer at Bryngarw Country Park is £249,057 in 2019/2020 and £250,943 in 2020/2021.
- 8.4 The financial profile for activity in relation to the capital grant offer at Parc Slip is £329,000 in 2019/2020 and £71,000 in 2020/2021.
- 8.5 Welsh Government have indicated that at this stage any funding indicated in financial years is fixed and there is no scope to vary between years. Delivery partners therefore have to manage and spend the resources in line with this and will be liable for any costs resulting from over or under spend not in line with the profile.
- 8.6 The Section 151 Officer will ensure that the grant funding provided is used solely for the purposes outlined in the grant offer letter. Expenditure of the grant will comply with all statutory requirements for accounting and internal audit (including supporting records and all systems of internal checks and control), and will be included with any internal or external audit of the Council's funding.
- 8.7 The projects will be included in BCBC's Capital Programme in the next update to Council scheduled for 23rd October 2019.

9. Recommendation

Cabinet is recommended to:

- 9.1 Accept the grant offers for the delivery of activity at Bryngarw Country Park (£500,000) and Parc Slip (£400,000) through the Valleys Regional Park Discovery Sites Capital Grant, 2019-2021.
- 9.2 Authorise the Head of Operations – Community Services, in consultation with the Section 151 Officer and Head of Legal and Regulatory Services, to enter into agreements with Awen Cultural Trust and the Wildlife Trust, South and West Wales for the delivery of their respective aspects of the project in accordance with paragraph 4.8 above.

Mark Shephard
Chief Executive
17th September 2019

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Background documents:

Valleys Regional Park Prospectus

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

17 SEPTEMBER 2019

REPORT OF THE CHIEF EXECUTIVE

SUSPENSION OF COUNCIL'S CONTRACT PROCEDURE RULES AND AWARD OF CONTRACTS FOR DOMESTIC ABUSE SERVICES

1.0 Purpose of report

1.1 The purpose of this report is to seek approval to:

- Continue service delivery of existing domestic abuse services, to allow for regional commissioning options to be fully explored.
- Suspend the relevant parts of the Council's Contract Procedure Rules (CPRs) with regards to the requirement to re-tender the contracts detailed in this report.
- Authorise the Chief Executive Officer to enter into two contracts with the existing provider, Calan DVS until 30th April 2021.

2.0 Connection to corporate improvement objectives/other corporate priorities

2.1 Provision of domestic abuse services assists in the achievement of the following corporate priorities:

- Supporting a successful economy – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
- Helping people to be more self-reliant – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
- 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.

3.0 Background

3.1 Bridgend County Borough Council (BCBC) currently commissions a range of domestic abuse services in line with two separate contracts. One contract is for Integrated Domestic Abuse Services and a second contract is for a Perpetrator Programme. These are detailed below.

- 3.2 **Integrated Domestic Abuse Services** - Following a tender exercise in 2015 BCBC entered into a contract with Calan DVS for the provision of Integrated Domestic Abuse Services. The contract was commissioned for a three year period, with the option to extend for a further period of up to 24 months. Provision includes:
- Womens' refuge
 - Move on accommodation
 - Drop in provision part of BCBC's 'Assia Suite'
 - Floating support
 - Children and Young Persons Service – this element of the service is an annual option. A decision is made by December each year as to whether provision will continue in the following financial year.
- 3.3 The contract commenced on 1st May 2015 and will expire on the 30th April 2020. The option to extend for a further period of up to 24 months has been exercised therefore there is no further option to extend.
- 3.4 Inclusive of the Children and Young Persons Service the current annual contract value is £420,371.45. This contract is primarily funded by BCBC's Housing Support Grant (formerly Supporting People Grant, Homelessness Prevention Grant and Rent Smart Wales Grant). The Social Services and Wellbeing Directorate contribute £17,808 to the Children and Young Persons Service.
- 3.5 Whilst direct support and engagement was much lower in 2018-19 Calan DVS received 1622 referrals for their services in Bridgend. In the same period 340 cases were discussed at the Bridgend Multi Agency Risk Assessment Conference MARAC, BCBC Independent Domestic Violence Advocates (IDVAs) supported 352 individuals at Court and BCBC took 198 homeless presentations from households who were experiencing domestic abuse.
- 3.6 **Perpetrator Programme** – on 30th January 2018 Cabinet authorised the suspension of the Council's CPRs in relation to the requirements to tender a service and authorise the Corporate Director Operational & Partnership Services to enter into a contract with Calan DVS for provision of a Perpetrator Programme. The programme was set up as a pilot programme for an initial 12 month period, with an option to extend for a further period of 12 months. The programme, known as 'Choices' aims to work with perpetrators and families in a safe way, holding perpetrators to account and raise awareness of abusive behaviour.
- 3.7 The contract commenced on 1st February 2018 and will expire on 31st January 2020. The option to extend for a period of 12 months has been exercised and as such there is no further option to extend. The current annual contract value is £85,203. The contract is funded by BCBC's Housing Support Grant.

3.8 A progress report in November 2018 showed that 26 male perpetrators had been referred to the scheme and, of those 26 male perpetrators, 11 have gone on to have 14 sessions, and 11 women (survivors) have received 58 one to one sessions. 100% of males and 100% of the survivors stated that they would recommend the programme to others.

4.0 Current situation/proposal

- 4.1 The Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 aims to improve the public sector response to abuse and violence across Wales. The Act and subsequent commissioning guidance published in 2019 requires Violence against Women, Domestic Abuse and Sexual Violence (“VAWDASV”) regional commissioning partnerships to carry out an assessment of need to inform VAWDASV commissioning strategies. The guidance stresses the importance of needs led, strengths based and accountable VAWDASV services.
- 4.2 As part of Welsh Government’s regional reform process BCBC has been working in collaboration with Merthyr Tydfil County Borough Council and Rhondda Cynon Taf County Borough Council to create a Cwm Taf VAWDASV Steering Group.
- 4.3 In addition, following Bridgend’s health care boundary change to Cwm Taf University Health Board, effective from 1st April 2019, BCBC formally joined the Cwm Taf Regional Collaborative Committee, with regards to the Supporting People Grant, allowing for increased collaboration with partners across the Cwm Taf footprint.
- 4.4 In 2019 BCBC commissioned an independent consultant to undertake a VAWDASV population needs assessment to inform commissioning. The report highlighted a number of gaps in provision, including services for survivors of sexual violence, gender specific provision and services for people with additional needs, including those with mental health and substance misuse issues. A population needs assessment of the Merthyr and Rhondda Cynon Taf areas highlights some common gaps in provision.
- 4.5 Through the Cwm Taf VAWDASV Steering Group there is an opportunity to address these gaps regionally. In order to progress this work there needs to be a further understanding of the strengths and weaknesses of current services, which services should be delivered regionally and jointly agreed service models. Additionally there needs to be agreements with regards to funding streams, budgets, responsibilities and location of services.
- 4.6 BCBC will continue to work collaboratively as part of the Cwm Taf VAWDASV Steering Group to explore options for regional commissioning activity. As part of this work BCBC has commissioned an independent consultant to look at the strengths and weaknesses of existing services. This work is currently ongoing.

- 4.7 It is envisaged that within a period of 12 months the Cwm Taf VAWDASV Steering Group will have made progress with regards to work around regional commissioning and all three Councils will be in a position to make decisions with regards to regional commissioning activity, including identifying where there is an opportunity to develop services regionally and where it is best for services to remain commissioned locally.
- 4.8 It is proposed that whilst regional commissioning options are explored the existing Integrated Domestic Abuse Services and Perpetrator Programme services detailed in Section 3 of this report should continue. As detailed in section 3 of this report, the contracts with Calan DVS are due to come to an end, one on 31st January 2020 and one on 31st April 2020, with no further option to extend. If a tender process was to be undertaken at this stage, it would not be fully informed as to the direction of regional commissioning therefore risking the procurement of less effective services in the long term. In addition, a break in service provision would result in vulnerable people being unsupported, staffing disruption and would result in the Council being unable to fulfil its statutory duties.
- 4.9 It is therefore proposed that Cabinet suspends the relevant parts of the Council's CPRs in respect of re-tendering and agrees to enter into two contracts with the existing provider, Calan DVS, on the current contractual arrangements for both services until 30th April 2021. This will allow for work to be undertaken with regards to regional commissioning options and for commissioning activity to be carried out, whether that ultimately be locally or regionally.
- 4.10 The current funding provided by the Housing Support Grant will continue for both contracts and as is currently the case, a decision will be made on an annual basis as to whether to take up the option for the Children and Young Persons service. Provisions will be included in both contracts to mitigate the risk to BCBC of any reduction in Housing Support Grant funding from Welsh Government. Contract monitoring and operational discussions with Calan DVS will continue during this period to ensure provision is of high quality, meeting existing needs and also to help inform future commissioning.
- 4.11 Cabinet needs to be aware that in awarding these contracts to Calan DVS, the Council is exposed to the risk of potential challenge from other providers of such services. The Council's CPRs ensure that procurement exercises are lawful and carried out in compliance with the Public Contract Regulations 2015 to satisfy EU Treaty principles of transparency, non-discrimination and equal treatment. This report proposes entering into contracts with Calan DVS without any competition. This proposal breaches the requirements of the Public Contract Regulations 2015 and requires Cabinet's approval to set aside the Council's CPRs.
- 4.12 The risk of challenge is not possible to quantify, however given the need to continue service provision to vulnerable people, VAWDASV services support and the need to commission effective services the Council may take the view that the

potential for challenge is one it is prepared to accept. In addition, due to the specialist nature of provision there are relatively limited providers of such services. That being said Cabinet should be aware that this course of action does not comply with the requirements of the Public Contract Regulations 2015.

- 4.13 Should existing domestic abuse services cease, the Council would have to consider its options with regards to recommissioning VAWDASV provision, given that as detailed above further work is required with regards to fully understanding regional commissioning options. This could include recommissioning all services locally, recommissioning some services locally and engaging in regional commissioning work with regards to other services or decommissioning all services when current contractual arrangements detailed above come to an end and then fully engage in all regional commissioning work. It is therefore proposed that there be a continuance of service delivery whilst all regional commissioning options are explored.

5.0 Effect upon policy framework and procedure rules

- 5.1 This report is requesting a suspension of the Council's CPRs, but no amendment to the CPRs is being sought.

6.0 Equality Impact Assessment

- 6.1 An initial screening Equality Impact Assessment has been undertaken for the proposed continuance of existing domestic abuse services and no groups with protected characteristics identified by the Equality Act 2010 are considered to be adversely affected.
- 6.2 A full Equality Impact Assessment will be required to consider the impact on groups with protected characteristics should current service delivery services cease.

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

- 7.1 The report contributes to the following goals within the Wellbeing of Future Generations (Wales) Act 2015:
- A prosperous Wales
 - A resilient Wales
 - A Wales of cohesive communities
 - A globally responsive Wales
- 7.2 The five ways of working have been considered in the preparation of this report and are summarised below:
- Long term – Continued provision will allow for short term needs to be met, whilst BCBC works together with internal and external partners, both locally and regionally for the effective planning of long term provision,
 - Prevention – VAWDASV services are preventative in nature and are designed to reduce the burden on more costly interventions.

- Integration - Provision supports economic, social and cultural outcomes, both at an individual level and in wider communities.
- Collaboration – Approval will allow time for BCBC to effectively engage with internal and external partners on a local and regional basis in a meaningful way.
- Involvement – decisions around commissioning activity, whether at a local or regional level will be achieved through effective partnership working, communication and collaboration.

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

8.0 Financial implications

8.1 The current funding, set out in the existing contractual arrangements for both contracts will continue. The current annual value of the Integrated Domestic Abuse Services contract, inclusive of the Children and Young Persons Service is £420,371.45. The current annual value of the Perpetrator Programme is £85,203.

8.2 The funding provided by the Housing Support Grant will continue and a decision will be made on an annual basis as to whether to take up the option for the Children and Young Persons service. Provision will be included in both Contracts to mitigate the risk to the Local Authority of any reduction in Housing Support Grant funding from Welsh Government.

9.0 Recommendation

9.1 It is recommended that Cabinet:

- Approve the continuance of service delivery of the existing Integrated Domestic Abuse Services and the Perpetrator Programme, to allow for regional commissioning options to be fully explored.
- Suspend the relevant parts of the Council's CPRs in respect of the requirement as to re-tendering of the proposed contracts;
- Authorise the Chief Executive Officer to enter into two separate contracts with Calan DVS one for the provision of Integrated Domestic Abuse Services and one for the provision of the Perpetrator Programme until 30th April 2021.

Mark Shephard
Chief Executive
11th September 2019

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Background documents: None

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE HEAD OF OPERATIONS – COMMUNITIES

CABINET

17 SEPTEMBER 2019

SCHOOL CROSSING PATROLS

1. Purpose of Report.

- 1.1 The purpose of this report is to recommend amendment to the School Crossing Patrol Service with adoption of the Road Safety Great Britain [GB] School Crossing Patrol Service Guidelines 2016 (the 2016 GB Guidelines).

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

- 2.1 This report supports the following corporate priorities:

Smarter use of resources - ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background.

- 3.1 Cabinet approved a report on the 3rd March 2015 with the following recommendations:

- *the introduction of a School Crossing Patrol Policy and Site Assessment Criteria formed as outlined in the Road Safety GB School Crossing Patrol Service Guidelines (2012), and based on these criteria to give delegated power to the Cabinet Member - Communities to establish and disestablish sites.*
- *the consideration of support by outside bodies to fund relevant SCP sites which are considered to be of community value.*

- 3.2 In the previous Cabinet Report there were 24 identified permanent School Crossing Patrol Officers [SCP's] currently employed by Bridgend County Borough Council. As a result of fluctuations in the service and as some SCPs have left or retired, there are now 17 permanent SCPs currently employed by Bridgend County Borough Council.

- 3.3 There are a number of sites which are historical and need to be investigated further to determine their status. For example, some sites are located where formal crossings have been provided, therefore SCP provision is not required and the posts have not been filled.

4. Current situation / proposal.

- 4.1 As detailed in the Road Safety GB School Crossing Patrol Service Guidelines (2012), appraisal of a potential site should be carried out objectively and be capable of withstanding challenge or criticism. This guidance was updated in 2016 - the main difference between the guidelines is that one of the 2012 criteria counts children and adults that are crossing the road, whereas the 2016 guideline criteria considers the primary user to be child pedestrians crossing the road adopted.
- 4.2 In terms of identifying where resources should be directed it is proposed that Cabinet approves the use of the updated School Crossing Patrol Policy and Site Assessment Criteria to include the 2016 GB Guidelines, in assessing vacant or proposed sites.
- 4.3 This approach does not mean that sites will be automatically disestablished if they do not meet the criteria, as dialogue would take place with schools and community councils if they expressed an interest in funding the retention of the site.
- 4.4 In keeping with the previous report a site would be assessed if there is a change in circumstances i.e. a school relocation, a retirement or vacancy of a school crossing patroller, demographic changes to a school.
- 4.5 It is appreciated that the removal of any SCP from a site can be a very emotive issue for the local community, therefore if the site does not meet the criteria, but the community consider the provision of an SCP to be important to them, then consideration should be given to other ways of funding the post such as the Community / Town Council. The SCP would be employed by BCBC but funded by the community.
- 4.6 This proposal is in line with the best use of resources and focusses on those sites where there is greatest assessed risk based on the 2016 GB Guidelines.

5. Effect on Policy Framework and Procedure Rules

- 5.1 None identified

6. Equalities Impact Assessment

- 6.1 A screening EIA has been completed and identifies a full EIA is carried out within three years

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

- 7.1 An assessment has been carried out and suggests the following:

- **Long-term**

The proposal is to utilise the latest guidance for the assessment of School Crossing Patrol sites in assessing the requirement for assisted crossing provision

- **Prevention**
The guidance provides a criteria to assess road crossings for the placement of School Crossing Patrols
- **Integration**
Provision is potentially made where it meets the guidance for assisted crossing provision for school aged children.
- **Collaboration**
The traffic and transportation section work with schools and education department in relation to road safety.
- **Involvement**
If a proposed or vacant site were to be identified as not meeting criteria there would be involvement with others that may include a school/town or community council

8. Financial Implications.

- 8.1 The 2019/20 budget for the SCP service is £69,600. This includes a £10k MTFS saving implemented in 19/20 with a further £10k reduction proposed for 20/21 subject to approval.
- 8.2 The service is currently anticipated to overspend by approx. £9k for 2019/20 based on the current number of sites.
- 8.3 While the impact of implementing the new guidelines on budget is not yet known if there are additional budgetary pressures arising from this, they will be met from within existing resources within the Directorate.

9 Recommendation.

- 9.1 It is recommended that Cabinet approve that:
- 9.1.1 The 2016 GB Guidelines be adopted for future assessment of vacant or proposed School Crossing patrol sites.

Zak Shell - Head of Operations – Communities
September 2019

Contact Officer: Kevin Mulcahy Group Manager Highways and Green Spaces
Telephone: (01656) 642535

Background Documents:
None

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

17 SEPTEMBER 2019

REPORT OF THE CORPORATE DIRECTOR - EDUCATION AND FAMILY SUPPORT

SERVICE LEVEL AGREEMENT BETWEEN BRIDGEND COUNTY BOROUGH COUNCIL AND G4S CARE AND JUSTICE SERVICES (UK) LIMITED INVISIBLE WALLS WALES

1. Purpose of report

1.1 The purpose of this report is to seek approval for the continuation of the service level agreement between Bridgend County Borough Council (BCBC) and G4S Care and Justice Service (UK) Limited (G4S) in respect of Invisible Walls Wales service.

2. Connection to corporate improvement objectives/other corporate priorities

2.1 This project contributes to the following corporate priorities:

- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.
- Helping people become more self-reliant – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.

3. Background

3.1 BCBC has worked in partnership with G4S and the Invisible Walls Wales (IWW) service since 2012. This was at a time when the project was funded via a significant Big Lottery grant (for five years). This grant was secured to work with offenders and their families around three core aims. These aims were to:

- reduce the risk of re-offending;
- reduce the risk of intergenerational offending; and to
- improve outcomes for children and families affected by parental imprisonment.

3.2 The partnership between BCBC and G4S included the appointment of a social worker to assist the service with advice and guidance around child protection and safeguarding issues.

3.3 An evaluation of the service was undertaken during this period and highlighted positive outcomes linked to the work undertaken by IWW. These included:

- a reduced risk of re-offending due to employment and accommodation issues being resolved for offenders;
- reduce risk of intergenerational offending due to improved pupil engagement in education; and
- improved family dynamics between family members following IWW support.

3.4 The social work role has played a critical part in the success of the project and G4S are keen to maintain this partnership arrangement. A service level agreement (SLA) was approved by Cabinet in April 2018.

4. Current situation/proposal

4.1 The attached service level agreement (Appendix 1) sets out the ongoing partnership arrangements and has been updated to reflect changes in relation to service criteria that have been recently introduced.

5. Effect upon policy framework and procedure rules

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

6. Equality Impact Assessment

6.1 An initial assessment identifies that there are no equalities issues related to this report.

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

7.1 A Well-being of Future Generations (Wales) Act 2015 assessment has been completed. A summary of the implications from the assessment relating to the five ways of working is as follows:

- **Long term**

IWW is a project aimed at working with offenders and their families to reduce the risk of re-offending, reduce risk of intergenerational offending and improve outcomes for children and families affected by parental imprisonment. There is a wealth of research that demonstrates the impact parental imprisonment can have on life chances and the service aims to prevent issues escalating and improve outcomes for children and families.

- **Prevention**

IWW works with fathers in custody and their families in the community during the period of imprisonment with the aims of reducing re-

offending, intergenerational offending and improving outcomes for families affected by parental imprisonment.

- **Integration**

IWW is a project consisting of private, public and third-sector staff. This approach ensures the expertise of all areas is utilised to address and support issues affecting children and their families linked to offending.

- **Collaboration**

The project works in collaboration with services across social services, police, health, education, probation and the third sector to ensure support meets the needs of those affected by parental imprisonment. Collaboration is a key element of the IWW Team.

- **Involvement**

The voice of fathers within custody and their experiences shapes support during their time incarcerated. Programmes offered within custody are developed to respond to the issues identified by the father that led to their offences. In respect of the family, support is tailored to the needs of the whole family and takes into account families' views in relation to support needs.

8. Financial implications

8.1 The extension of the SLA may result in increased redundancy liabilities for BCBC when the SLA comes to an end. These potential costs will need to be met by the Education and Family Support Directorate budget in the event that the partnership arrangement comes to an end. Financial risks for the local authority are minimal as any potential redundancy costs relate to one qualified social worker and all redeployment opportunities would be explored at that time.

9. Recommendation

9.1 It is recommended that Cabinet:

- agrees the ongoing partnership; and
- authorises the Corporate Director (Education and Family Support) to enter into the service level agreement as referenced at Appendix 1.

Lindsay Harvey
Corporate Director (Education and Family Support)
17 September 2019

Contact officer: David Wright - Family Support Services Manager
Telephone: (01656) 815424
Email: david.wright@bridgend.gov.uk

Background documents:

Appendix 1 – Service level agreement between BCBC and G4S



HM Prison &
Probation Service

Invisible Walls Wales II

**G4S Care & Justice Services (UK) Limited
Bridgend County Borough Council Service Level Agreement**

**G4S Care & Justice Services (UK) Limited (G4S)
&
Bridgend County Borough Council (BCBC)**



1. Introduction

- 1.1 This Agreement specifies the arrangements for the provision of professional services by the staff of BCBC who are providing specialist services to G4S for the Invisible Walls Wales (IWW) II project (the Service).
- 1.2 The Agreement sets out the relevant management responsibilities of the Parties. The specific details of Service delivery are set out in Appendix A. The Agreement also sets out the agreed staff complement and its projected cost to the IWW project.

2. Management

- 2.1 The Director of HMP/YOI Parc will appoint a Head of Family Interventions (G4S Senior Manager) to oversee the project and that person will report to the Head of Community Engagement for contract and line management purposes.
- 2.2 The G4S Senior Manager will appoint an operational Invisible Walls Wales Service Delivery Manager (IWW Manager) who will oversee the day-to-day operation of the three components of the Invisible Walls Wales project model i.e. Prison Hub, Transitional Hub and Community Hub as outlines in the project delivery specification (Appendix B).
- 2.3 BCBC will appoint a Family Support Services Manager (BCBC Manager) to oversee the provision as outlined in the BCBC Service Specification. There is an expectation that structures will be in place to enable full collaboration between G4S and BCBC management at all levels
- 2.4 For performance/governance collaboration, BCBC Manager and G4S Senior Manager will participate in a multi-agency high level steering group for the project along with representatives, as required from the partnership.
- 2.5 It is the responsibility of the G4S Senior Manager and the BCBC Manager to maintain close liaison to ensure they identify and are able to discuss concerns about the operation of this Agreement at an early stage and ensure the maintenance of good working relationships and the effective delivery of the professional Services described herein.

3. Line Management and Recruitment

- 3.1 Staff deployed to IWW will be directly employed by BCBC, which shall have liability for all employment matters in relation to the contract of employment. They will be line managed by a BCBC manager, and recruited in accordance with the BCBC policies and procedures. All decisions about recruitment will be made in accordance with good employment practice and in recognition of UK employment law requirements.
- 3.2 The G4S Senior Manager will be consulted on branding and the composition of the interviewing panel of the recruitment process, and where possible will be a member of the recruitment panels.

The G4S Senior Manager will be included in the consultation and decision making process for the appointment of deployed staff, having due regard to the relevant employment law requirements that are needed to support decisions.
- 3.3 BCBC shall establish and implement a vetting policy for its employees engaged in connection with the provision of Service and all its sub-contractors and their staff who are directly engaged in carrying out the Services under this Agreement to ensure as far as is reasonably practicable that there is no question relating to their honesty and integrity.
- 3.4 G4S, in line with Prison Service procedure reserves the right to audit the procedure to vet the individual employees and sub-contractors of BCBC engaged in connection the Service at its



discretion. G4S may in its absolute discretion require that a particular employee of BCBC or its sub-contractors shall not be engaged on the provision of Services in connection with this Agreement.

- 3.5 BCBC shall notify G4S immediately on identifying any of its employees or any of its sub-contractors or their staff engaged in connection with the provision of the Services whose honesty and integrity has been called into question.
- 3.6 Any employee of BCBC or any of its sub-contractors or their staff who may work at the prison must be vetted to a minimum DBS standard in advance to G4S' own vetting policy standards.
- 3.7 All recruitment for IWW will be conducted as open, external recruitment.

4. Business Plan

- 4.1 All staff employed within the IWW project will contribute to the achievement of the core milestones and key objectives of the project as specified in the original IWW business plan, and as formally set out in Appendix A – Milestones for IWW.
- 4.2 The G4S Senior Manager and BCBC Manager will be responsible for conducting rolling quality audits of work to demonstrate the contribution to business outcomes including any research and evaluation requirements. This will form the basis of the formal annual review of the Agreement and the performance framework for the work undertaken by BCBC on behalf of Invisible Walls.

5. Working Hours and Salary Levels.

- 5.1 As agreed in the BCBC Service Specification and Business submission (Appendix C)

6. Appraisal

- 6.1 The supervision and appraisal framework will be clearly linked to the annual IWW work plan and through this process, the BCBC Manager will monitor the achievement of individual targets designed to ensure work plan compliance. The IWW Manager will have a direct contributing role to all annual appraisals for IWW contracted staff, and the IWW Manager will have sight of all completed appraisals.

7. Training

- 7.1 BCBC staff will undertake all relevant prison and IWW specific training as required. BCBC specific training outside of the prison will be undertaken and the G4S Senior Manager and IWW Manager will be informed about the training plan. Any additional training needs identified for individual staff will be the responsibility of BCBC. Any training in relation to the prison and IWW will be facilitated by G4S and HMP Parc.

8. Absence Management

- 8.1 Staff will be managed in accordance with the BCBC absence management policies. If it is envisaged that an individual is going to be absent for a continuous period of over one month BCBC will ensure that there is no loss of continuity to the IWW work plan by replacing staff as appropriate and ensuring that the relevant skills are in place. In all such instances, notification to the IWW Manager must be adhered to. Absence in excess of two weeks will trigger a service provision replacement review, to ensure continued integrity of the project.

9. Code of Conduct

- 9.1 Any breach of the prison code of conduct or security rules will be dealt with through the existing prison rules. BCBC staff deployed to work in the prison will be expected to co-operate with any prison internal investigation, whether related to them as individuals or other staff working at the prison. In light of any prison security breach, The Director HMP/YOI Parc will retain the right to



terminate the deployment of staff within the prison and/or within the Invisible Walls Wales project if deemed appropriate.

- 9.2 BCBC staff will attend a Prison Awareness course that will outline the standards of behaviour and conduct that the prison requires of all staff. Deployed staff will be expected to adhere to all prison security and confidentiality requirements. These will be outlined during the Prison Awareness course.
- 9.3 Any breach of the BCBC Code of Conditions will be managed through the BCBC policy and procedures. The IWW Manager must be informed of any such instances as soon as they become known.

10. Agreement Review & Performance

- 10.1 The G4S Senior Manager and BCBC Manager will meet annually to review progress against the stated objectives set out in Appendix A, and at the end of each project year (*dates to be confirmed*) to review this Agreement in line with any changes to the delivery plan.
- 10.2 In the event of emerging evidence of failure to deliver any aspect of this Agreement a formal meeting will be convened between the G4S Senior Manager, BCBC Manager and IWW Manager to produce an appropriate performance plan to seek to remedy the failure. This will include a review of related costs.
- 10.3 In the event that the IWW funding body request contract amendment in either operational, reporting or any other aspect G4S, the grant holder, will cascade this requirement to BCBC, and any other partners, as appropriate.

11. Variation of Agreement

- 11.1 The Agreement can be varied by joint agreement with a minimum notice period of three months. Notice will be provided in writing to the G4S Senior Manager or BCBC manager.

12. Termination of the Agreement

- 12.1 Either party will have the right to terminate this Agreement by notice in writing to the other:
- (i) forthwith, if one party is in breach of any material provision of this Agreement and fails to remedy such breach within 30 days after written notice has been given to such party requiring the remedy of such breach;
 - (ii) forthwith, if one party becomes insolvent or enters into any arrangement with its creditors generally or suspends payment of its debts;
 - (iii) forthwith, if one party commences liquidation, whether compulsory or voluntary, (except for the purposes of amalgamation or reconstruction) or administration, or if a Receiver or Administrative Receiver is appointed over the whole or any part of such party's assets;

Termination by either party under the above provisions will be without prejudice to any rights and liabilities accrued prior to the date of such termination.

- 12.2 BCBC agrees that if G4S' Principal Contract (Bridgend Custodial Services) is terminated this Agreement shall automatically terminate at no cost to G4S. Similarly, BCBC agrees that if G4S' funding agreement with HMPPS terminates, for any reason, then this agreement may also be terminated at no additional cost to G4S.
- 12.3 Without affecting any other right or remedy available to it, either party may terminate this agreement on giving not less than six months' written notice to the other party.

13. Insurance and Indemnity



- 13.1 BCBC staff deployed within the prison will be covered by the same insurance and liability arrangements as prison staff. Additionally, BCBC will extend its employer liability insurance arrangements to those staff deployed to work in the prison and within the IWW project generally.
- 13.2 BCBC will indemnify and hold G4S harmless from and against any and all legal liabilities for death, illness or injury to any person and for loss of or damage to the property of G4S and its personnel and against all claims costs demands proceedings and causes of action resulting there from, which are due to any negligent act or default on the part of BCBC and its personnel in the performance or contemplated performance of any of its obligations under this Agreement.
- 13.3 BCBC shall produce evidence to the satisfaction of the G4S of the insurance affected and maintained by BCBC for the purposes of this Agreement
- 13.4 BCBC shall each notify G4S within twenty (20) business days of any claim in relation to this Agreement or the Services provided under it where the amount of the claim is likely to exceed five thousand pounds sterling (£5,000) under any of the insurances accompanied by full details of the incidents giving rise to the claim.

14. Environmental Accreditation

- 14.1 Deployed staff will be expected to actively contribute to any environmental or greening initiatives developed by the prison.

15. Legal and Legislation

- 15.1 BCBC staff will be expected to adhere to all legal, legislative and health and safety policies and procedures relevant to work within the prison, any relevant G4S community based policy, and the IWW project and BCBC own policies and procedures.

16. Health and Safety

- 16.1 The prison will ensure that deployed staff work within an environment which has been risk assessed to ensure high standards of health, safety and welfare.

17. Access to Premises

- 17.1 The prison will provide full access to all relevant prison areas, and for those directly employed to G4S, a set of keys required to carry out day-to-day duties where appropriate and subject to G4S vetting and clearance. The Director of HMP/YOI Parc reserves the right to withdraw keys and access at any time. In such instances, the IWW senior manager will immediately inform and consult with BCBC.

18. Intellectual Property Rights

- 18.1 G4S may make available to BCBC from time to time certain branded or badged items such as literature, manuals and other items of intellectual property. Such items and all intellectual property rights attaching to them belong to G4S (or relevant third parties) and a licence to use such items will continue only for the duration of this Agreement, and for purposes directly connected to the operation of this Agreement.
- 18.2 Deployed staff will be expected to maintain confidentiality and to treat any materials, information or programmes 'owned' by the prison/G4S with complete discretion. Failure to do so will at the Director's discretion result in removal from the prison and/or the IWW project. This includes all information, written and verbal, pertaining to the evaluation and monitoring project within IWW. Any failure to comply with this expectation will be immediately referred to the BCBC CEO.



- 18.3 Neither party shall without the written consent of the other (the giving of which consent shall be at the sole discretion of that party) advertise, publicly announce or provide to any other person information relating to the existence or details of the Agreement or use the other party's name in any format for any promotion, publicity, marketing or advertising purpose.

19. STAFF

- 19.1 Should the provisions of TUPE be found applicable to this Agreement BCBC and G4S will co-operate to effect a smooth transfer of staff working in the Service under any contract of employment, other employment relationship or collective agreement ("Transferring Employees") so that their employment transfers to the other.
- 19.2 BCBC will indemnify G4S and hold G4S harmless from all costs, claims, liabilities and expenses (including reasonable legal fees) which G4S may incur pursuant to the provisions of TUPE, relating to or arising out of any act or omission by BCBC during the term of this Agreement in relation to any of its employees providing Services to G4S under this Agreement.
- 19.3 BCBC will be responsible for the recruitment, training and provision of suitable staff, in the optimum numbers for provision of the Services without discrimination against any person, with respect to opportunity for employment or conditions of employment, because of race, colour, religion, national origin or sex.
- 19.4 BCBC will ensure that deployed staff are competent and possess qualifications commensurate with the tasks they are undertaking.
- 19.5 The Parties shall provide sufficient operational support to staff as may be necessary to ensure that the Service meets requirements of this Agreement.

20. Payment/Financial aspects

- 20.1 BCBC will receive payment in line with the finalised payment schedule for this Agreement (Appendix C). The invoice will outline agreed details of the work completed and costs incurred in line with the delivery plan and any other agreed costs. Financial records will need to be accurately maintained from the outset of the project. Any capital expenditure will need to be detailed appropriately, with submitted invoices to the IWW senior manager within three months of purchase. BCBC will supply regular accurate records of all expenditure, and any underspend, to the IWW senior manager, in order to contribute to the projects six monthly accounts audit.
- 20.2 Any amounts not in dispute and properly due under the Agreement and not paid by the due date will bear interest at 1% over the prevailing rate of National Westminster Bank plc pertaining from time to time.

21 CORPORATE AND SOCIAL RESPONSIBILITY

- 21.1 BCBC will conduct its business in accordance with relevant legislation.
- 22.2 BCBC will act in accordance with local employment law and the Fundamental Conventions of the International Labour Organisation (where permitted by local legislation).
- 22.3 BCBC will take reasonable steps to identify and minimise the environmental impact of the Service. BCBC will ensure compliance with all relevant environmental legislation and will act to prevent pollution and dispose of waste in a responsible manner. Furthermore, BCBC will disclose all breaches of environmental legislation relevant to the Service to G4S.
- 22.4 BCBC is committed to ensuring its supplier selection processes are transparent, objective and non-discriminatory and provide fair and equal opportunities for all organisations including Small and Medium Enterprises (SMEs), Black Asian and Minority Ethnic (BAME), and organisations owned by under-represented groups.

23. ANTI-BRIBERY CLAUSE



23.1 BCBC shall:

- (a) comply with all applicable laws, statutes, regulations, and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010;
- (b) not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the UK;
- (c) have and shall maintain in place throughout the term of this agreement its own policies and procedures, including but not limited to adequate procedures under the Bribery Act 2010, to ensure compliance with clause (b), and will enforce them where appropriate;
- (d) promptly report to G4S any request or demand for any undue financial or other advantage of any kind received in connection with the performance of this agreement;
- (e) immediately notify G4S (in writing) if a foreign public official becomes an officer or employee of BCBC (and BCBC warrants that it has no foreign public officials as officers, employees or direct or indirect owners at the date of this agreement);

23.2 BCBC shall ensure that any person associated with them who is performing Services in connection with this Agreement does so only on the basis of a written contract which imposes on and secures from such person terms equivalent to those imposed on BCBC in this clause 23. BCBC shall be responsible for the observance and performance by such persons and shall be directly liable to G4S for any breach by such persons.

23.3 Breach of this clause shall be deemed a material breach under clause 12.1.

23.4 For the purpose of this clause, the meaning of adequate procedures and foreign public official and whether a person is associated with another person shall be determined in accordance with section 7(2) of the Bribery Act 2010 (and any guidance issued under section 9 of that Act), sections 6(5) and 6(6) of that Act and section 8 of that Act respectively. For the purposes of this clause a person associated with BCBC includes but is not limited to any subcontractor of BCBC.

24. **WAIVER**

24.1 A waiver of any right under this Agreement is only effective if it is in writing and it applies only to the circumstances for which it is given. No failure or delay by a party in exercising any right or remedy under this Agreement or by law shall constitute a waiver of that (or any other) right or remedy, nor preclude or restrict its further exercise. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that (or any other) right or remedy.

24.2 Unless specifically provided otherwise, rights arising under this Agreement are cumulative and do not exclude rights provided by law.

25. **SEVERANCE**

25.1 If any provision of this Agreement (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of this Agreement, and the validity and enforceability of the other provisions of this Agreement shall not be affected.

25.2 If a provision of this Agreement (or part of any provision) is found illegal, invalid or unenforceable, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

26. **ENTIRE AGREEMENT**

26.1 This Agreement constitutes the whole agreement between the parties and supersedes all previous agreements between the parties relating to its subject matter.



26.2 Each party acknowledges that, in entering into this Agreement, it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty whether made negligently or innocently other than for breach of contract, as expressly provided in this Agreement.

26.3 Nothing in this condition shall limit or exclude any liability for fraud.

27. ASSIGNMENT

27.1 BCBC shall not, without the prior written consent of the G4S, assign all or any of its rights or obligations under the Agreement.

27.2 G4S may at any time assign, transfer, charge, mortgage, subcontract or deal in any other manner with all or any of its rights under the Agreement and may sub-contract or delegate in any manner any or all of its obligations under this Agreement to any third party or agent.

27.3 Each party that has rights under the Agreement is acting on its own behalf and not for the benefit of another person.

28. DISPUTE RESOLUTION

28.1 In the event of a dispute or difference arising between the Parties to this Agreement then such dispute or disagreement shall be referred to the Chief Executives or Managing Directors (or their nominated representatives) of the Parties, who will attempt in good faith to negotiate a settlement.

28.2 If such dispute or difference cannot be resolved in accordance with the procedure specified in this Clause then such dispute or difference shall be referred to an arbitrator to be appointed by agreement between the Parties. The Parties agree that the decision of the arbitrator shall be final and binding on both Parties and that the provisions of the Arbitration Act 1979 shall apply. In any reference to an arbitrator each Party shall be responsible for its own costs unless the arbitrator awards otherwise.

29. NO PARTNERSHIP OR AGENCY

29.1 Nothing in this Agreement is intended to, or shall be deemed to, constitute a partnership or joint venture of any kind between any of the parties, nor constitute any party the agent of another party for any purpose. No party shall have authority to act as agent for, or to bind, the other party in any way.

30. RIGHTS OF THIRD PARTIES

A person who is not a party to the Agreement shall not have any rights under or in connection with it.

31. GOVERNING LAW AND JURISIDCITION

31.1 The Agreement, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, the law of England and Wales.

31.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection with, the Agreement or its subject matter or formation (including non-contractual disputes or claims).



Signed by G4S Care and Justice Services (UK) Limited



HM Prison &
Probation Service

Authorised Signatory

Print Name: _____

Signed by:

Date: _____

THE COMMON SEAL of)
BRIDGEND COUNTY BOROUGH)
COUNCIL was hereunto affixed in)
the presence of:-

.....
Mayor/Leader

.....
Authorised Signatory

Date: _____

Appendix A

SECTION 4: STRATEGIC CONTEXT

Three core aims and objectives of Invisible Walls.

- A. To reduce the likelihood that the prisoner participants return to a criminal lifestyle post release and ultimately another custodial sentence.
- B. To improve the quality of life for the children and family participants, as well as their pro-social community inclusion.
- C. To reduce the likelihood of intergenerational offending with the children participants.

Why these objectives

The 'Prisons With A Purpose' Sentencing and Rehabilitation Revolution Green Paper (2010) identified that the current system and provision isn't working and 65% of prisoners are convicted of further crimes within two years of release. The need for a rehabilitation revolution is evident and endorsed by the Home Office. It is suggested that the immediate goal should be to reduce re-offending and research has shown that recidivism can be reduced through well-designed, appropriate programmes by up to 20% (Lawrence Sherman, 'Preventing Crime: What works, what doesn't, what's promising' National Institute of Justice, 1997).

The fundamental need for the Invisible Walls project arises from the very evident need to reduce the amount of prisoners who go on to re-offend again and return to custody. The work of the Government Social Exclusion Unit Taskforce from 2002 to date, has been to investigate and report upon the common factors that contribute significantly to men, women and children in the UK experiencing social exclusion and the criminal lifestyle that is synonymous with this demographic. The SEU reports have consistently evidenced the crucial difference that can be made to the likelihood of a prisoner returning to custody, if he has received support and help to repair and develop his family relationships.

The Government commissioned investigative reports from Lord Carter from 2003, which have also highlighted the positive impact upon recidivism that can be harnessed through engaging the prisoner, his children and family and working with them together towards criminal desistance and better social inclusion. This work also evidenced that in the UK, two thirds of the prison population will return to custody within two years of release, at enormous financial cost.

The last ten years has seen a groundswell of Government commissioned reports into the impact and relevance that children and families have upon prisoners, pre and post release and the results have all indicated the clear link between strong, healthy, pro-social family support and the likelihood of a significant drop in re-offending.

On the 1st of June 2004 following recommendations from amongst others the Lord Carter report, the National Offender Management Service was formed in an attempt to create a more integrated and efficient service that brought the prison and probation services closer together than ever before. One of the core frameworks to emerge from NOMS has been the seven Pathways to Reducing Re-offending:-

1. **Accommodation**
2. **Employment, Training, Education**
3. **Mental and Physical Health**
4. **Drugs and Alcohol**
5. **Finance, Benefit and Debt**
6. **Children and Families of Offenders**
7. **Attitudes, Thinking and Behaviour**

The HMPPS approach has been to advocate prioritisation of these seven areas in order to impact positively on reducing re-offending across England and Wales.

Throughout the ten years that the Government has been gradually encouraging a strategic approach to the children and families of offenders remit, there has also been a growth in the numerous local and



national charitable organisations that work to support this remit (e.g. Action for Prisoners Families, Partners Of Prisoners, Kids VIP, Prison Advice Care Trust, Safe Ground UK, as well as international organisation such as 'The fatherhood Institute USA' reflecting an international accord). As the children and families area has gathered official momentum charitable groups have been able to attain a relevance and mainstream acceptance that was previously lacking.

Because of the growing evidence-base for children and families-based activity with offenders, the need for growth and innovation with this agenda has evolved from what was often perceived as a philanthropic service to a formalised strategic approach to reducing re-offending.

Another key aspect supporting the need for a project such as Invisible Walls is with regard to the transmission of intergenerational offending.

'There is no doubt that offending runs in families. Criminal parents tend to have criminal children' (Farrington and Welsh, 2007).

The charitable organisation Action for Prisoners Families, amongst others (e.g. 'Ormiston Trust') have highlighted that in the UK if you identify 10 male prisoners who have sons under the age of 15, 6 of those sons are likely to end up serving custodial sentences like their fathers.

'Conclusions: the intergenerational transmission of offending may be mediated by family, socio-economic and individual risk factors. Intervention to reduce intergenerational transmission could target these risk factors.'

(Family factors in the intergenerational transmission of offending' Farrington, Coid, Murry. 2009)

As the report from the 'New Philanthropy Capital' (April 2011) detailed, each prisoner comes with a cost implication, as does recidivism, as does, therefore, intergenerational offending.

- ✓ Through working with the children and families of offender's agenda, the likelihood of reoffending and prison can be reduced.
- ✓ This in turn reduces the impact upon victims, families and communities.
- ✓ All of which brings a reduction in cost: crime – arrest – court – custody – community licence – community exclusion - 'fear of crime' - etc.
- ✓ Reducing the likelihood of intergenerational offending therefore reduces the impact on potential future victims, family, communities and society, as well as all the associated costs (future prison / re-offending etc.) (research and evaluation can explore these cost / saving implications).

Similarly, Invisible Walls will also have the central aim of eliciting the motivation and activity required to build and maintain a better quality of life, one that is less centred on criminogenic attitude and influence potentially resulting in a family life that is more community focussed, pro-social and satisfying.

This family focus on community inclusion, is again in keeping with the findings and recommendation of the Social Exclusion Unit Taskforce, which highlights the critical importance of tackling the factors most commonly present in those individuals and groups classed as 'socially excluded', factors such as substance misuse, crime, education, employability, housing, mental and physical health and self-worth. These are the very factors that the Family Intervention Mentors, with the support of integrated activity with the Local Authority Connecting Families statutory service fast-tracking, will be working to address with all participants of the project.

More recently, July and August 2017, the Chief Inspector for Prisons published new Expectations, including detail on how prisons will be measured to evidence they are reaching the required standards for supporting prisoners, children and families. Similarly the Lord Farmer Review was launched with full MoJ backing in which recommendations are made for prisons to maximise the potential with the family agenda.

Invisible Walls will recognise and work with the belief that families who experience community inclusion, are far less likely to drift into antisocial, criminal behaviour and therefore less likely to experience the catastrophic outcomes that follow.

The outcomes and benefits of the objectives

Further detail regarding expected outcomes and benefits of the Invisible Walls objectives will be included within Section 9: Research and Evaluation, but in essence these will centre upon the following:

Prisoner Participant

Short term: (first 3 months) – The prisoners involved with the project will develop a motivated and pro-social engagement that can be measured by their behaviour and progress whilst in the Family Interventions Unit, e.g. participation in the interventions, remaining drug free, attaining 'Enhanced' regime status, involving and supporting family etc.

Medium term: whilst progressing through the project goals, the prisoners involved will be expected to take up resettlement services pre and post release that will assist and support with desistance from criminal behaviour and promote active employment, training or education and an improved responsibility and purpose within the family. The participant will become actively involved in his and his families agenda for change.

Longer term: post release, the ex-prisoner would be expected to continue to complete his resettlement plan with his family as the central focus and motivation, including maintaining his probation licence conditions and not re-offending with a reduction in the likelihood of a return to custody. He should also experience more active social inclusion within the local community.

Partner / Family Supporter Participant (to be referred to generally as 'partner' – but recognising this can also be, for example, mother, sister etc.)

Short term: whilst the prisoner is in custody, the partner will be expected to engage fully with the project and participate in the Community and Transitional Hub aspects of interventions. It is expected that the partner will remain motivated during this period with an increased sense of being supported and guided through their own and the family's agenda for change.

Medium Term: Approaching release of the prisoner, the partner should have arrived at a point through progression within the Community and Transitional Hubs, where they are prepared for the changes release will bring to their family, as well as being personally equipped to continue with their family's agenda for change. They should also be experiencing, for themselves and their children, a more positive social inclusion within their local community.

Longer term: post release, the partner participant will be expected to follow through and complete the resettlement aspect of the project with their whole family. The expectation is that the partner should experience the transition from a criminally focused lifestyle to a pro-social family focused lifestyle that features community involvement and a greater sense of 'happiness' and satisfaction for themselves and for their partner and children.

Children Participants

Short term: (first 3 months) the children participants of the families involved with the project will be expected to engage where appropriate with the interventions that are relevant to them within the Community and Transitional Hubs. More information on this will be detailed in Section 5 Project Delivery. In the short term it is expected that parents should start to see the potential for positive change in the children, e.g. with their behaviour/attitude at home, in school, or relationships with immediate family members, local community activity.

Medium term: as the parents progress through the interventions and prepare for the changes release and resettlement will bring, it is expected that the children will also progress in developing, learning, responding and they will remain a key focus within the family agenda for change.



Longer term: following release from custody of the father, the children involved in the project should be experiencing the benefits of the transition from a criminally influenced parenting style, to one marked by more pro-social attitudes and behaviours. It is expected that this progression will be measurable in terms of the children's behaviour/ performance at school, as well as at home, relationships and as part of the local community. Ultimately, there should be a reduction in the likelihood that the children become offenders themselves.

Further outcomes and benefits of the project objectives:

- It is anticipated that Invisible Walls will produce a measurable impact upon the wider families of those participating. The wider families should experience some form of benefit. This may be in changes to relationship dynamics, a decrease in family crisis or problems and a greater sense of 'happiness', stability and community inclusion.
- The local communities of participating families should also experience some form of measurable benefit. It is likely to be that some of the families involved will be well know within the local communities. There will undoubtedly be negative feelings, perceptions and experiences of some of the family members involved in Invisible Walls, resulting in fear of crime perceptions and passive and active social exclusion. It is expected that the project will have a positive impact upon some of these perceptions and experiences.
- The impact of Invisible Walls is expected to have a positive cost implication. The prisoners, children, families and communities that will be targeted, have a measurable cost impact upon local and national statutory and voluntary services. Not only in terms of the cost of crime and the criminal justice process but also in terms of the variety of benefits and expenses incurred as service users within local authorities. The project aims to reduce these costs by empowering and supporting the families through their own agendas for change and therefore reducing the reliance on and need for state funded provision.

Transition and Replication

Lastly, the intention in the long term is that Invisible Walls becomes a model of transition and replication nationally. The project has been designed with sustainability and replication as a key consideration. Both the FIU and the ILVC are models that can, with the correct guidance and support, be created in other custodial establishments. To date a number of other prisons in the UK and beyond have adopted this model successfully.

Similarly, the potential for the prison with a developing FIU and ILVC to form a partnership with their Local Authority and their version of 'Connecting Families' (Bridgend Authority) is potentially realistic within every prison location area of England and Wales, as all Local Authority areas have their own accountabilities for the delivery of a Family Intervention strategy. With the potential for BIG Lottery (or other) funding streams to support the Invisible Walls model, replication is clearly a viable option longer term.

Participant Profile

The criteria for family participation in Invisible Walls will primarily derive from those necessary for prisoner participation as residency within the Family Interventions Unit is a fundamental requirement for inclusion. Following this, suitability of the prisoner's family to take part will be considered. The prisoner suitability will be the primary factor regardless of whether the initial referral comes from either the prison's Offender Management Unit, or from the Local Authority.

Prisoner Profile

- ✓ Upwards of 18 years old
- ✓ Convicted and serving a custodial sentence at HMP & YOI Parc
- ✓ Minimum of 4 months left to serve
- ✓ Maximum of 12 months left to serve
- ✓ No sexual offences
- ✓ Resettling with family in South Wales
- ✓ OASys risk assessment completed – criminogenic factors appropriate (e.g. family/relationship issues) Multi Agency Public Protection Arrangements considered.



Family Profile

The profile for the partner/family supporter is much broader, as their involvement is on account of the prisoner's participation. They need to be living in the South Wales area and have some form of consenting contact with the prisoner involved, not only for themselves, but also as primary carer for any children that will be included within the project.

If it is apparent following assessment, that the prisoner's family are in no need of additional support or intervention, then that will be a factor for non-inclusion, which in turn would affect the involvement of the prisoner. In such cases, alternative existing referral procedures will be used within the prison to assist and support the prisoner's needs.

Conditions for participation, such as agreeing to sign a compact that has inclusion and de-selection criteria will be mandatory for all participants.

Following the success of the initial BIG Lottery funded 5 year project, it is anticipated that approximately 20 families will graduate through the Invisible Walls per year from July 2017.

The anticipated needs for this group will be established via existing referral and assessment processes and will largely, but not exclusively, reflect the factors most common in the socially excluded. Additionally, as previously cited, the HMPPS 7 Pathways will again feature in terms of key indicators of anticipated need.

As with the established procedures within the PSF interventions, which has over the last five years provided us with a stable range of service user (and provider) needs and requirements, regular feedback and evaluation will be elicited from the participants of the project, so as to ensure the service provision is mutual, relevant and effective.

Strategic Choice

As detailed in Section 3: Project Background, the decisions / choices that have led to the development of the Invisible Walls as a proposed project, have been based upon a combination of experience of interventions with offenders at Parc over the last twelve years and guidance from national and international best-practice models.

There is a wealth of evidence to support the effectiveness of some interventions undertaken with offenders in prison - similarly with the effectiveness of community-based interventions with children and families. In terms of the most effective method of working with offenders, the pre and post release model is, in our experience, most productive. In terms of working with offenders on family based interventions, the model of engaging the whole family together has yielded the best results, not only in the experience of PSF, but also the national organisations who specialise in this field and who have conducted their own independent research e.g. safe Ground UK, Ormiston Trust, Action for Prisoners Families, Partners Of Prisoners, etc. (e.g. 'Effectiveness of Family Support Work' Boswell 2010 – 'Impact of Family Man' University of East Anglia March 2011)

Therefore with Invisible Walls it is anticipated that a combination of working with the whole family, pre and post release, will integrate two models in order to produce the best possible results.

Invisible Walls will take existing models of best practice and integrate them with the specific PSF innovations with the FIU and the ILVC, then add pre and post release transitional aspects, which will dovetail with the Local Authority and third sector community based services. PSF believe that this approach to Invisible Walls will enhance all parts of the model.

Lastly, the Invisible Walls concept and delivery plan represents a model that combines established intervention method with contemporary innovation and vision which have been developed in alignment with criminological shifts.

SECTION 5a: PROJECT DELIVERY

Key factors within the Operational Model

1. **Shared intelligence cell:** this represents for instance the sharing of information between prison, Local Authority, Police, Probation and third sector etc. that will inform the referral process for the project. Some referrals will be initiated from the prison and some from the community. As participants progress through the stages of the project, information will be shared as appropriate, between the internal and external parties – in line with agreed protocols and relevant legislation.
2. **Initial interview:** This will be the first point of contact between the Invisible Walls Family Integration Mentors (FIM) and the potential participants. The task of the FIMs will be to elicit positive engagement and consent to join the project, using a motivational interviewing approach.
3. **Targeting / access suitability for the programme:** This represents the assessment process that the prisoner and the family participants will all need to complete with the FIM, in order to guarantee the appropriate people are included and selected for the project.
4. **Engaged and compacted:** This is to ensure that when ready to begin, all participants, custody and community, have agreed and signed the compact of expectations, including de-selection criteria.
5. **Prison Hub:** This is where various interventions will be available within Invisible Walls for prisoner participants. Many of these interventions are designed to work with the whole family and include programmes focusing upon employment, training, education, resettlement and social enterprise. These interventions will be delivered by a combination of the FIMs, the staff from the FIU and Working Wing as well as external providers.
6. **Transitional Hub:** This is the core structural framework through which all the participants progress. The agenda for change remains the same for everyone, but the manner in which they progress and the particular combination of interventions will depend on personal circumstances. This also represents inside meeting outside and joint working is created all the way through to release, so that prisoner participant and family participants progress at the same time, to the same plan.
7. **Community Hub:** This represents the specific aspects of the project that are particular to the family participants, both adults and children. Some of the interventions will involve coming to the prison as part of the Transitional Hub, others will be delivered within the community, at designated premises or in some cases in the family home. The interventions will be delivered by a combination of FIMs, FIU staff and external providers.
8. The pre and post release part of Invisible Walls is a particularly crucial aspect of the project. Many innovations fail because they do not include a 'transitional continuity' aspect, i.e. a planned process that firmly links the work completed prior to release, with the whole family plans for post release. The FIMs will be pivotal in ensuring the transition is handled securely and effectively, bridging pre and post release, prisoner and family, custody and community. This team will also include a specialist 'Crisis Mentor' position, which will enable a focused, 'fresh pair of eyes' on situations that will inevitably occur around relationship break down, debt, substance relapse, etc.
9. **The role of the Family Integration Mentor (FIM)** is central to the Invisible Walls operational model. The staff recruited will have excellent interpersonal skills as their key role will be to effectively engage family members and then to support and motivate them through the various stages of the model. The work will therefore be very wide ranging and the role is designed to meet a need and fill a gap i.e. so the Invisible Walls participants are worked with to understand and improve their engagement with services, rather than merely be 'signposted' to those services.

We have also built in to the model – capacity for one mentoring post from our existing mentoring provision (which has been tried and tested over seven years via the Transitional Support Scheme) to support the Invisible Walls project. There is likely to be a significant amount of need for general motivational activity across Parc prison to encourage / enable prisoners to make the shift to engage with family focussed work – so as to increase the pool of candidates for the FIU and therefore Invisible Walls. Additionally, if and when families are deselected from Invisible Walls because of, for instance, any one part of the family unit opting out then there will be a need to ensure some level of interim support / guidance to ensure participants cope with situations as appropriately as possible. This work will not be central to the work of the specialist FIMs – who will need to focus on active Invisible Walls participants across all three Hubs. However, prisoners and families who fail to engage for whatever reason may go through a period of ‘chaos’ and strained relationship dynamics – this may require the support of a generic mentor to ensure a focus on avoidance by individual parties of criminal or high risk activity. We have tried therefore to ensure that the model strives for a professional, realistic and ethical approach by providing ‘back-up support for any deselected or opt out situations that may leave people vulnerable, angry and ‘at risk’. The Research will look at themes emerging from this aspect.

10. **Health and Safety practice and mobility of FIMS:** we have considerable experience of mentoring provision. We have a good reputation for our existing services which are ‘professionalised’ to a significant degree. This means we have an operational model and mentoring infrastructure which ensures that we deliver services within a ‘business framework’. This ensures a high level of attention to mentor safety – for example, each mentor is issued with G4S Identicom which is a lone-worker tracking device and which has functionality that can enable immediate alerts in the event of problems occurring.

Additionally our approach incorporates:

- Robust case management / supervision.
- Lone worker policies.
- Community-based Operating Polices.
- H&S – standard agenda item.
- Company cars (for mentors).
- Appropriate IPE / comms equipment etc.
- Offender management-based risk assessment.
- Task risk assessments (includes external environment consideration i.e. geographical location).
- National Mentoring and Befriending Approved Provider Standard for practices around our mentoring provision in the community.

11. **Transitional continuity** will continue to a period of up to 6 months post release for the whole family. Delivered by the FIMs but with the support of project agency partnerships, as well as statutory services. This period will also provide support to the participants with employment, training and education needs that have been mapped and worked upon thus far.

Details of Invisible Walls Interventions

The interventions component of the project is where much of the catalyst for personal change will occur. It is therefore important to describe how the different interventions will work, who they target and what they do.

It is worth reiterating at this point, that as detailed in Section 3: Project Background, the FIU and ILVC are interventions in their own right. Both areas have been designed and operated on the basis of promoting family engagement, eliciting motivation from the individual and supporting an agenda for sustainable change for families. Similarly, the staff and management team that operate these two areas, do so with a commitment to the underpinning objective of reducing re-offending, improving lives and derailing intergenerational offending.

For prisoners, residing on the FIU has a tangible effect in terms of engagement and motivation, which has already been subject to a research paper conducted by University Wales Institute Cardiff (March 2011). A similar effect has been experienced with the ILVC (July 2010 UWIC). Both these areas, along with the interventions within the project will be included in the Invisible Walls research and evaluation component – see Section 9: Research and Evaluation.

- The participant profiles for the project were described in Section 4: Strategic Context, however in terms of the interventions, these will be assigned in accordance with need and risk assessment with priority reference to Offender Management assessment and recommendation.
- It is estimated by the Ministry Of Justice, as well as the leading prison charities, Action for Prisoners Families, Partners Of Prisoners etc. that all prisoners who have a family contact, which is estimated to be approximately 92% (MOJ/APF, etc.) no matter how shattered, would benefit from an enhanced family focused intervention to promote reduced re-offending.
- The concentrated dosage of family focused work that is delivered within the FIU, involves a population churn of approximately 100 prisoners and their families in a 12 month period, of which, not all will be in specific need of Invisible Walls.
- With an expected participation rate of 20 prisoners and their families graduating through Invisible Walls a year, for the 4 year life of the programme and taking account of an approximate 50 prisoners from the FIU who will not require the project, therefore Invisible walls is estimated to reach 40% of the appropriate FIU population and their families each 12 month period
- The interventions will be delivered in a location appropriate to individual circumstance and situation, with a range of options available for one-to-one work, group work, parent to child work and whole family work.

Options will primarily include:

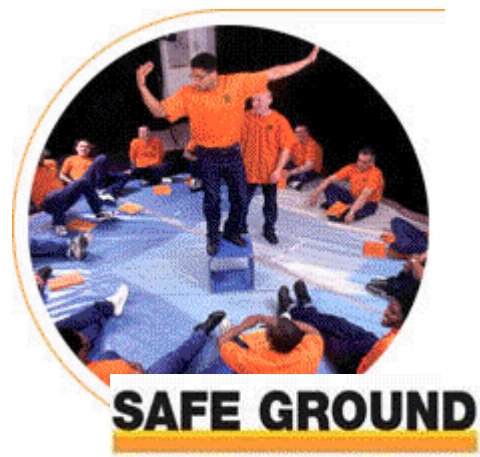
- ✓ Family Interventions Unit, group rooms and associated offices.
- ✓ Interventions Led Visits Complex, main hall, Family Interventions Lounge, smaller rooms and office space in the PSF visits waiting area.
- ✓ Barnardo's premises in Neath and Cardiff, group rooms, individual office/interview rooms.
- ✓ G4S Community Contracts premises throughout South Wales.
- ✓ Use of room space with Bridgend County Borough Council, Probation Trust, Bridgend Youth Offending Team
- ✓ Some work in the community will be appropriately conducted in the family home of the participants.
- ✓ Occasional hired/free use of local community halls, Boys and Girls Clubs, Community First, YMCA, Mothers Union, etc.

□ **Intervention - Family Man – Safe Ground UK (G4S funded)**

Family Man is a 7-week course about family relationships. It uses drama and group work to enable participants to find new ways of thinking and behaving in prison and on release.

Adding up to 140 intensive hours, it teaches prisoners how to work with others, how to reflect and act on their responsibilities as a family member and how to articulate their own ambitions.

The finale is a presentation that allows the students to show off their new knowledge and skills (and the benefits of the course) to a wider audience. This spreads awareness among other prisoners and also internal and external agencies.



Candidates attending can achieve nationally recognised NOCN qualifications;

- Family Relationships, level one.
- Developing Personal Development Skills, level one.
- Developing Group and Teamwork Communication Skills, level one.

If students achieve two of the above units they will also receive a certificate for a full qualification called a Level 1 Award in Progression.

The course was co-developed with HM Prison Service. Six hundred prisoners and their families were also essential to its development. More than 2,000 prisoners nationally have now completed the course.

Extensively revised

Parc introduced the revised Family Man course, which features two principal new developments:

- New guidelines and activities now enable a prisoner to involve a 'family supporter' (a prisoner's adult relative or significant other) in the course. Joint Family Action Plans are shared with Offender Managers.
- Both students and supporters now have the opportunity to meet representatives from various internal and external agencies that are responsible for providing support in the 7 key areas identified by NOMS. This approach helps to establish more robust and achievable progression opportunities for the Family Man student.

Parc completed its pilot course with 100% success and retention, with all candidates successfully completing and producing a presentation to the Director, senior staff, Offender Supervisors and external Offender Managers to demonstrate their skills and knowledge. The finale of the course includes a family centred visit during which the candidates perform the presentation again for their families and friends and are awarded their certificates.

□ Intervention - Fathers Inside (G4S funded)

Following the success of the current parenting programme and the Family Man programme, Parc are now introducing the Safe Ground Fathers Inside course.

Each year in the UK there are 150,000 children with a parent in prison. Fathers Inside is a course about parenting skills, specifically helping prisoners to engage in their children's education while in prison. One example is the issue of getting children interested in books.



Fathers Inside assumes nothing and instead gets students to consider, for instance, whether giving their child a book is a good thing and, if so, what sort of book is suitable. As a consequence, prisoners come to see how they can support their child's education. The course also makes them reflect on how they themselves learn.

This is an intensive 75-hour course that uses storytelling and drama techniques to engage and motivate learners of mixed ability. Over 800 prisoners and staff from 12 establishments helped to create it in collaboration with Safe Ground and the OLSU. The benefits to participants include:

- Graduate eligibility for three awards
- Immediate results
- Credibility with prisoners, prison staff and teachers
- Helps achieve Key Performance Targets
- Promotes parenting and key skills education
- Provides access to further education
- Promotes progression routes into offending behaviour programmes
- Prepares the participant for work
- Helps prevent institutionalisation and social exclusion

Awards

NOCN Progression Qualifications
Developing Parenting Skills, Level 1
Developing Group & Teamwork Communication Skills

Intervention - Learning Together Club – PSF (G4S funded)

The Learning Together Club (LTC) is an innovative PSF project that gives fathers a chance to spend time with their children and maintain relationships that develop the family unit.

All children attend a visit with their fathers without their mothers/carers on two evenings per month, enabling children and fathers to interact. The children bring in work from school to show their fathers and work together. Parc provides educational resources for all curriculum and key stages for children who do not bring anything.

The librarian also attends and operates a book lending service. Play Area workers support the fathers with younger children and encourage learning through play. Originally the LTC was aimed at fathers and their children, but that developed to include the wider family unit including grandchildren and younger siblings.

Success stories include a father and teenage son who didn't communicate at all. The father knew nothing about what his son was doing at school, but through the LTC, soon became aware of his son's Year 10 options, encouraged him through his exams and the son achieved unexpected GCSEs. Other fathers have experienced supporting their children for the first time. Previously they had taken no part in schoolwork or even reading to their children when they were at home.

There have also been several cases where children afraid to come to the prison on normal visits have 'broken the ice' by attending the LTC, which is a more relaxed and informal setting; they have then continued to visit.

The LTC has developed over the last two years as a result of the passion and commitment of the staff and volunteers involved. The LTC has further developed in response to the needs of the families and in June of this year, children under the age of two also attended.

Everyone attending the LTC attends a short course to learn about key stages, the national curriculum, how children learn and the importance of supporting learning. This has developed in response to changes in the school curriculum and in future groups additional topics will be included such as:

- The importance of family learning and its contribution to raising the achievement of their child
- A variety of ways in which family members/carers can help their child with literacy and numeracy skills

Intervention – Parenting For Dads – PSF (G4S funded)

This 10 session intervention works with prisoners who are fathers or 'fathers-to-be' to focus upon issues such as: The fact that statistical research indicates that parental imprisonment is linked to various negative outcomes:

- Children of prisoners are three times more likely to engage in antisocial behaviour.
- 65% of boys with a convicted father go on to offend themselves.
- Poor performance at school – bullying, truanting and failure to achieve.
- Children of prisoners are twice as likely to suffer mental health problems.

(Supporting Prisoners' Families – Barnardo's, Nov. 2009)

This course is designed to assist fathers to be the best parent they can in the confines of their circumstances. Parenting for Dads provides fathers with the opportunities to meet other dads, share experiences and have access to advice and information as well as developing important skills such as:

- Understanding the role of a father.
- Exploring a variety of parenting styles.
- Developing an awareness of how best to deal with misbehaviour/challenging behaviour in children.
- Understanding the impact of parenting on self-esteem.
- Increasing awareness of what effective parenting entails.
- Understanding how positive influences can make a difference in a child's life.



- Exploring the many ways in which (absent) fathers can maintain family ties.
- Investigating where to access further help, advice and support as a parent.

Intervention – MPACT – PSF & Action On Addiction (Licence costs for MPACT – costed within IW budget)

Moving Parents And Children Together – this pilot intervention PSF is developing in conjunction with the charity Action On Addiction. programme focuses on the impact and support needed for prisoners who misuse substances within a family setting. Each group lasts approximately six weeks.

The programme offers a 'Whole Family Approach', working with parents and children from up to eight families at any one time in different group combinations. The programme 10 sessions; this includes an individual family assessment, eight consecutive weekly core sessions and a family review session. The programme is run by experienced professionals work with the young people and parents to reduce the harmful impact that parental substance misuse and addiction has on family life.



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The programme has been evaluated by the Mental Health Research & Development Unit (MHRDU) at the University of Bath. Their findings have shown that all the families involved felt that they had been helped by attending the programme. Following solicitation of PSF by Action On Addiction, this will be the first time MPACT has ever been delivered in a prison setting and as such the model will continue to be evaluated both independently and as part of the wider Invisible Walls research, the former research integrating with the latter.

M-PACT (UK) is the result of a growing awareness that services for children and young people suffering the consequence of parental substance misuse have been limited, fragmented or non-existent across the UK. Subsequently the model, with PSF led adaptations, will fit well within the remit of Invisible Walls, providing a specialism in the area of substance misuse and families.

Intervention – Time Out Series: Positive Parenting – Care For The Family & PSF (Training for Trainer for these programmes costed into Invisible Walls budget as a one-off payment)

This is a series of 8 separate but integrated mini programmes, all 4 – 6 day sessions in length that can work either with just the father or the parents together. They also have the added dimension of being able to empower and support the parents to then deliver aspects of the programmes to their children. The programmes will be delivered by PSF/Invisible Walls staff trained by the charity Care For The Family, the costs for which have been negotiated with the charity and will be within Section 7: Project costs.

1. Time Out For Parents (Early Years 0 – 3)

- What Children Really Need
- Developing Emotional Security
- Setting Loving Limits
- Keeping Children Safe

2. ADHD (Attention Deficit Hyperactivity Disorder)

- What is ADHD?
- Social, Emotional, Physical & Academic Difficulties
- Consequences & Sanctions
- Managing Attention Deficit Behaviours

- Managing Hyperactive Impulse Behaviours
- Coping Strategies For Parents

3. Time Out From ASD (Autistic Spectrum Disorder)

- What Is ASD?
- Communication Difficulties
- Social Interaction
- Basic Principles Of Behaviour Management
- Managing Rage Or 'Melt Down'
- How Adults Can Make Things Worse!

4. Time Out From Anger Managing The Adult's Anger

- Effects Of Anger
- Emotional Triggers
- The Anger River
- Avoiding Arguments

5. Managing The Children's Anger

- Anger Rules For The Family
- Coping Strategies
- Safe Ways For Children To Deal With Anger
- What To Do When Children Have 'Gone Over The Edge'

6. Time Out For Teenagers

- Why It's Tough Being A Teenager – Self-esteem
- Parenting Styles – House Rules
- Communication - Listening
- Tools For Handling Conflict - Negotiation
- Problem Solving – Sanctions & Boundaries

7. Drug Proof Your Children

- Drugs: just how bad is it?
- Why kids take drugs
- How to educate kids to make good choices
- Prevention tools for parents
- Learning to intervene – and where to get help
- A parent's guide to handling relapse

8. Quidz In gives the knowledge parents need to talk with their children about money from a very early age. Through an informal and practical six-session course, participants learn how the world of finance works: everything from budgeting through to spending and saving for the future. Quidz In is about becoming financially aware, understanding how money works and how to get the best out of it. For children aged 8 through to teens.

□ **Intervention - Family Centred Visits PSF (G4S funded)**

Family visits have long been recognized as important in maintaining family ties and the relationship between a prisoner, their children and other young relatives in whose care and upbringing they have played a significant role. Good relationships between parents and children not only contribute to a reduction in re-offending risk, but also to the healthy development of the child. This is true for stepchildren, siblings and other younger family members.



Family Centered Visits are organised by PSF and will be offered to all Invisible Walls prisoners on the last Wednesday of each month. These visits are designed to maximise the engagement between families and serving prisoners at Parc.

This is achieved through a multi-disciplinary approach to the event, with numerous activities staged for children and families such as arts and crafts, face painting, table-top games as well as more physically active challenges, well-being clinics, interventions awareness, competitions, book shares, certificate presentations and themed events. Prisoners can also book to have two photographs taken of themselves and their family on the day.

Refreshments are provided through free drinks and later in the day, a buffet that is partly paid for by the prisoners on the visit, allowing them the opportunity to provide for their family.

The Family Centered Visit is more than 'just another visit' and aims to provide a positive intervention. It works on three levels.





Participant accessibility and equality principles

Invisible Walls will mobilise and operate within the equality principles outlined by the BIG Lottery:

- ✓ **Promoting accessibility**
 - ✓ **Valuing cultural diversity**
 - ✓ **Promoting participation**
 - ✓ **Promoting equality of opportunity**
 - ✓ **Promoting inclusive communities**
 - ✓ **Reducing disadvantage and exclusion**
- The very nature of the Invisible Walls project will require awareness and delivery of equal opportunities and diversity. Many of the prisoners at Parc and their families tend to be experiencing social exclusion and as such represent an often marginalised group.
 - The project is aimed at those on the fringes of our communities. Those families often described by the authorities as 'chaotic'. Those who potentially participate in the project will have been targeted, approached, selected and assessed as suitable – 'suitable' as in 'most in need' of the services and support Invisible Walls will provide.
 - Key issues surrounding community inclusion, fairness of opportunity, discrimination, The Rehabilitation of Offenders Act 1974, cultural diversity and engaging positive participation, are all central to Invisible Walls. These agendas form part of the challenges that the project seeks to overcome, not only with the participants, but also indirectly with stereotypical or discriminatory attitudes and behaviours around crime and rehabilitation.
 - In terms of meeting equality principles, the three core objectives of Invisible Walls are fundamentally built upon the drive to instil change in areas of basic social exclusion.

Below are some examples of the Diversity Statements that Invisible Walls will adhere to with all its participants and staff, both in custody and in the community operation.



Appendix C

Finances

The value of the agreement to deliver services of a Social Worker is £43,256 plus expenses apportioned for the period from the commencement date of the Social Worker to 31st March 2020. The financial value of this agreement will be reviewed and renegotiated annually if the agreement is extended beyond this period.

Payment

Payment to Bridgend County Borough Services for the provision of the services defined in this Service Specification will be made quarterly, upon receipt of a VAT invoice for one quarter of the annual allocation.

Quarter	Quarter Dates	Invoice Date	Amount Due
1	Commencement Date - 30 June 2019	30 June 2019	
2	1 st Jul - 30 Sept 2019	30 Sept 2019	£10,814
3	1 st Oct - 31 st Dec 2019	31 st Dec 2019	£10,814
4	1 st Jan - 31 st Mar 2020	31 st Mar 2020	£10,814

The finance contact for this agreement will be:

Eilish Thomas

Accountant

Bridgend County Borough Council

Civil Offices

Angel Street

Bridgend CF31 4WB

Lisa Owens

Finance Officer

Bridgend County Borough Council

Civil Offices

Angel Street

Bridgend CF31 4WB

Telephone: 01656 643643

Email: Eilish.Thomas@bridgend.gov.uk Lisa.Owens@bridgend.gov.uk

G4S Care & Justice Services (UK) will pay all invoices in full, without deduction or set-off other than as required by law, in cleared funds within 30 days of the date of the invoice.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

17 SEPTEMBER 2019

REPORT OF THE CORPORATE DIRECTOR - EDUCATION AND FAMILY SUPPORT

APPOINTMENT OF LOCAL AUTHORITY GOVERNORS

1. Purpose of report

- 1.1 The purpose of this report is to seek approval from Cabinet for the appointment of local authority governors to the school governing bodies listed at paragraphs 4.1 and 4.2.

2. Connection to corporate improvement objectives/other corporate priorities

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

- **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.

3. Background

- 3.1 In accordance with the Council's '*Guidance on the appointment of local education authority governors*' approved by Cabinet on 14 October 2008, officers have considered applications received for current and forthcoming vacancies for local authority governor positions on school governing bodies (see paragraphs 4.1 and 4.2, and Appendix A).

4. Current situation/proposal

- 4.1 For the eight schools in the table below, all eight applicants met the approved criteria for appointment as local authority governors and there was no competition for any of the vacancies. Therefore, the recommended appointments are:

Name	School
Mrs Lynne Wake	Brynmenyn Primary School
Mr Steven Lambert	Pencoed Primary School
Mr William Bond	Croesty Primary School
Mr William Owain White	Maesteg School
Cllr Carolyn Webster	Ogmore Vale Primary School
Miss Jane Hughes	Oldcastle Primary School
Mr Julian Harrington	Porthcawl Comprehensive School
Mrs Sue Davies	Trelales Primary School

- 4.2 There was competition for one vacancy at one school and the applicants are detailed in the table below.

Name of applicants	School
Mrs Elizabeth Blake	West Park Primary School
Mrs Carol Williams	

The officer panel scrutinised the applications and noted that Mrs Carol Williams has no previous experience as a governor. Therefore, in line with the Council's selection criteria, the recommended appointment is Mrs Elizabeth Blake due to her currently being a governor and her experience as a governor based on her (in priority order):

- attendance record at governing body meetings in the previous two years; and her
- attendance record at governor training events.

4.3 Subject to the above appointments being approved, there are still 32 vacancies that need to be filled in 24 schools (see Appendix A).

5. Effect upon policy framework and procedure rules

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

6. Equality Impact Assessment

6.1 An assessment of the appointment of local authority governors identifies that there are no equality issues related to this report.

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

7.1 A Well-being of Future Generations (Wales) Act 2015 assessment has been completed. A summary of the implications from the assessment relating to the five ways of working is as follows:

Long-term

While it is desirable for local authority governors to have previous or relevant experience of the role, in the short-term, the local authority may support any person for such an appointment who is interested in supporting schools, is not disqualified from being a school governor and is willing and able to dedicate the necessary time to the role.

Prevention

The local authority assesses the suitability of applicants for the local authority governor vacancy/vacancies applied for. The local authority, in conjunction with the Central South Consortium, supports governors with a comprehensive programme of both mandatory and voluntary training and access to resources, to enable them to develop and maintain their knowledge and skills, and be successful in fulfilling the role.

Integration

School governing bodies have a strategic role in running schools and ensuring that all pupils are supported to learn and achieve so that they can access opportunities for further learning and employment, know how to maintain their wellbeing, can play active roles in their communities and can contribute positively to society as a whole.

Collaboration

School governing bodies have a strategic role in ensuring that schools safeguard the health and wellbeing of pupils and staff. The local authority, in conjunction with the Central South Consortium, provides training to governors to enable them to develop and maintain their relevant knowledge, skills and effectiveness in this respect.

Involvement

The local authority treats all applications for local authority governor vacancies fairly, to ensure equality of opportunity. School governing bodies have a strategic role in ensuring that schools safeguard the health and wellbeing of pupils and staff. The local authority, in conjunction with the Central South Consortium, provides training to governors to enable them to develop and maintain their relevant knowledge, skills and effectiveness in this respect.

8. Financial implications

8.1 There are no financial implications regarding this report.

9. Recommendation

9.1 Cabinet is recommended to approve the appointments listed at paragraphs 4.1 and 4.2.

Mr Lindsay Harvey
Corporate Director, Education and Family Support

Contact officer: Mandy Jones
Learner Support Officer

Telephone: (01656) 642629

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

Postal address: Education and Family Support Directorate
Bridgend County Borough Council
Civic Offices
Angel Street
Bridgend
CF31 4WB

Background documents

- Bridgend County Borough Council's 'Guidance on the appointment of local education authority governors', approved by Cabinet on 14 October 2008
- The Government of Maintained Schools (Wales) Regulations 2005
- Well-being of Future Generations Assessment.

Appendix A

Local authority governor vacancies: current and forthcoming (up to the end of December 2019)

Name of school	Number of current and forthcoming vacancies
Archbishop McGrath Catholic High School	1
Coleg Cymunedol Y Dderwen	1
Cynffig Comprehensive School	1
Porthcawl Comprehensive School	1 (from November 2019)
Abercerdin Primary School	1
Betws Primary School	2
Blaengarw Primary School	1 (from November 2019)
Brackla Primary School	2
Brynmenyn Primary School	1 (from November 2019)
Cefn Cribwr Primary School	1
Cefn Glas Infants School	1
Cwmfelin Primary School	1
Corneli Primary School	1 (from November 2019)
Llangewydd Junior School	2
Llangynwyd Primary School	3 (1 from November 2019)
Mynydd Cynffig Primary School	2
Newton Primary School	1
Nottage Primary School	1
Plasnewydd Primary School	1
Porthcawl Primary School	1
St Mary's Catholic Primary School	1
St Robert's Roman Catholic Primary School	2
Tondu Primary School	2
Ysgol Gynradd Gymraeg Calon Y Cymoedd	1
TOTAL VACANCIES	32

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

17 SEPTEMBER 2019

REPORT OF THE CORPORATE DIRECTOR, SOCIAL SERVICES AND WELLBEING

SOCIAL SERVICES REPRESENTATIONS AND COMPLAINTS ANNUAL REPORT 2018/19

1. Purpose of Report

- 1.1 To present to Cabinet the 2018/19 Annual Report on social services representations and complaints procedures as required by Welsh Government guidance. The Annual Report is attached at **Appendix 1**.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

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

1. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
2. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1 Members will be aware that there is a requirement for local authorities to have in place procedures for considering any representations or complaints made in relation to the discharge of their Social Services functions. This is the fifth Annual Report relating to social services representations and complaints received that have been handled in accordance with the revised Welsh Government Complaint Guidelines "A Guide to Handling Complaints and Representations by Local Authority Social Services" which came into effect on 1st August 2014. The guidance supports the implementation of the Social Services Complaints Procedure (Wales) Regulations 2014 and the Representations Procedure (Wales) Regulations 2014. The Regulations introduced a new two stage process which replaced the previous three stages and also brings the process for social services into line with the NHS Complaints Procedure.
- 3.2 The key elements of the Social Services Representations and Complaints Procedure are:-

- Stage 1 complaints to be responded to within 5 working days of the date of resolution (10 working days permitted to achieve resolution).
- The timescale permitted to complete Stage 2 independent complaint investigations is 25 working days.
- To make links with other Directorates of the Authority, the NHS and the Care and Social Services Inspectorate Wales so as to provide a 'seamless' complaints service.
- Monitor performance of complaints handling, learning from complaints and using this learning to improve services for everyone who uses them.

Where complainants have exhausted the complaints procedure, the complainant has the right to refer their concern for consideration by the Public Services Ombudsman for Wales.

- 3.3 Members will note from the Annual Report that strong emphasis is placed not just upon complaints, but also on the comments and compliments received from service users. The services are keen to learn from the information gathered and use this to inform service improvements.
- 3.4 The Annual Report also contains statistics relating to complaints addressed in accordance with the Authority's Corporate Complaints Procedure, together with information relating to the fact that the majority of complaints are addressed and resolved informally (prior to reaching Stage 1 of the complaints procedure). This important and significant work ensures that concerns are resolved quickly and prevents complainants from being subjected to using the formal complaints procedure unnecessarily.
- 3.5 Statistical information relating to the processing of Member referrals is provided in the Annual Report. The Representations and Complaints Procedure does not preclude the right of an individual to approach their local Councillor, Assembly Member or Member of Parliament who all undertake an important role in handling concerns and queries that individual constituents may have. Member referrals can range from comments and queries to complaints.
- 3.6 The Annual Report also includes information arising from a cross-section of the feedback generated from user/carer engagement exercises undertaken by a range of service areas across both Adult Social Care and Children's Social Care.
- 3.7 As part of the National Performance Framework (in line with their duties under the Social Services and Wellbeing (Wales) Act 2014), Local Authorities are required to collect qualitative information annually about people who use their social care services. This data is to be collected locally and provided nationally to the Welsh Government in relation to the provision of care and support. The Annual Report, therefore, also includes information regarding the results of this survey and includes details of other feedback received in the services.

4 Current Situation / proposal

- 4.1 The 2018/2019 report contains statistical information in relation to the representations and complaints received during the year for both adult social care and children's social care.
- 4.2 The number of representations (complaints, comments and compliments) received during the reporting period was 499, broken down as follows:

41	statutory complaints
41	corporate complaints
234	concerns resolved pre-complaints procedure
183	Compliments/comments

- 4.3 Statistics reflect that the Directorate has continued to achieve an early resolution for complainants. The number of complaints resolved by this approach increased again in 2018/19 compared to previous years, 198 in 2017/18 and 187 in 2016/17.
- 4.4 During 2018/19, four complaints were received by the Public Services Ombudsman's Office, two of which related to Children's Social Care, one in respect of Adult Social Care and one relating to Finance (Non-Residential Charges). The Public Services Ombudsman decided not to investigate the four complaints but made recommendations for the Adults and Children's Social Care complaints, which the Local Authority agreed and implemented the recommended actions by way of early settlement.
- 4.5 The number of Member Referrals received for both adult and children's social care during the reporting period was 88, broken down as follows:
- Adult Social Care – 61
Children's Social Care - 27
- 4.6 As referred to in paragraphs 3.6 and 3.7, there is a wide range of feedback from people who use social care services which is used to inform service development. The Annual Report details the number of surveys sent out and the responses received as well as providing some examples of the nature of the feedback.
- 4.7 The Annual Report includes feedback from the programme of rota visits by Elected Members. This is part of the quality assurance of the Authority's social care services and all Elected Members are invited to take part. The programme involves Members visiting both council-run and independent sector social care and nursing establishments for adults and children and young people and reporting on the findings and feedback on the services provided.
- 4.8 The majority of the work carried out within the Social Services Representations and Complaints Procedure is undertaken in consultation with either the Monitoring Officer and/or Legal Services.

5 Effect upon Policy Framework and Procedure Rules

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

6 Equality Impact Assessment

6.1 A screening for equality impact has been carried out in relation to the Representations and Complaints Procedure. There is no negative impact on the protected equality characteristics.

6.2 Complainants are welcome to submit complaints in the Welsh language; complaints leaflets are bilingual. The complaint forms have recently been produced bilingually and are available for use by complainants.

6.3 There have been no complaints received in relation to equality issues during the reporting period.

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

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

7.2 The Well-being of Future Generations (Wales) Act 2015 provides the basis for driving a different kind of public service in Wales. Promoting the right of an individual to be involved in the development and provision of support and services, to encourage feedback and to enable a person to make a complaint about the support or services they receive contributes to ensuring the Authority works to deliver wellbeing outcomes for people.

8 Financial Implications

8.1 There are no financial implications associated with this report.

9 Recommendation

9.1 It is recommended that Cabinet approve the Annual Report on social services representations and complaints procedures for 2018/19.

Susan Cooper
Corporate Director Social Services and Wellbeing
September 2019

10 Contact Officer
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11 Background Documents
None

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BRIDGEND COUNTY BOROUGH COUNCIL

SOCIAL SERVICES REPRESENTATIONS AND COMPLAINTS

ANNUAL REPORT 2018 / 2019

August 2019

**SOCIAL SERVICES
REPRESENTATIONS AND COMPLAINTS 2018/19**

CONTENTS

1. Introduction
2. Summary of the complaints procedure
3. The Public Services Ombudsman for Wales
4. Member referrals
5. Engagement and Feedback
6. Statistical information 2018/2019
7. How complaints were resolved and lessons learned
8. Customer feedback – Their experience of the complaints procedure
9. Achievements in 2018/2019
10. Objectives for 2019/2020
11. Equalities

1. INTRODUCTION

This report covers the period 1st April 2018 to 31st March 2019 and relates to representations and complaints received by the Social Services and Wellbeing Directorate regarding services and support provided by Adult Social Care and Children's Social Care.

Social Services Authorities are required to maintain a procedure for considering complaints and representations (comments and compliments). Any member of the public, including a child who has received or was entitled to receive a service from social services may make a complaint. The purpose of this report is to provide a review and statistical analysis of the complaints, comments and compliments received by Social Services during the reporting period.

This is the fourth Annual Report relating to representations and complaints received by the Directorate which have been handled in accordance with the revised Welsh Government Complaint Guidelines "A Guide to Handling Complaints and Representations by Local Authority Social Services" which came into effect on 1st August 2014. The guidance supports the implementation of the Social Services Complaints Procedure (Wales) Regulations 2014 and the Representations Procedure (Wales) Regulations 2014. The Regulations introduced a new two stage process which replaced the previous three stages and also brings the process for social services into line with the NHS Complaints Procedure.

2. SUMMARY OF THE STATUTORY COMPLAINTS PROCEDURE

"A Guide to handling complaints and representations by local authority social services" (Welsh Government).

Stage 1 – Local Resolution: As with the previous guidelines, particular emphasis is placed upon swift resolution of the majority of complaints. An offer to discuss the complaint with the complainant must therefore be made to attempt to resolve matters. This discussion must take place within 10 working days of the date of acknowledgement of the complaint. Where this approach leads to mutually acceptable resolution, the local authority must write to the complainant with details of the terms of the resolution within 5 working days of the date on which the complaint or representation was resolved.

Stage 2 – Formal Investigation: Appointment of an Independent Investigator is made and, as with the previous guidelines an Independent Person must also be appointed to oversee the investigation process (children's complaints). Collaborative arrangements have now been established (on a reciprocal basis) with neighbouring Local Authorities to share staff to undertake investigations

The Investigation must be completed and a full written response issued to the complainant within 25 working days. Where this is not possible, the Authority must write to the complainant to explain the reason for the delay and ensure the response is issued as soon as possible and no later than 6 months from the date of receipt of the complaint.

3. THE PUBLIC SERVICES OMBUDSMAN FOR WALES

Where complainants have exhausted the complaints procedure, the complainant has the right to refer their concern for consideration by the Public Services Ombudsman for Wales.

The Public Services Ombudsman for Wales provides an external independent service for the purpose of considering complaints made by members of the public in relation to all local authority services, including social services. The Public Services Ombudsman also has jurisdiction to examine and determine complaints of injustice as a result of maladministration on the part of the local authority.

The Ombudsman will normally require complainants to have sought redress, in the first instance, via the local authority's complaints procedure prior to accepting and investigating a complaint of maladministration on the part of the local authority.

During 2018/19, four complaints were received by the Public Services Ombudsman's Office, two of which related to Children's Social Care, one in respect of Adult Social Care and one relating to Finance (Non-Residential Charges). The Public Services Ombudsman decided not to investigate the four complaints but made recommendations for the Adults and Childrens Social Care complaints, which the Local Authority agreed and implemented the recommended actions by way of early settlement.

4. MEMBER REFERRALS

The Representations and Complaints Procedure does not preclude the right of an individual to approach their Local Councillor, Assembly Member or Member of Parliament. They undertake an important role in handling concerns and queries that individual constituents may have. Collectively, these are called Member referrals and can range from comments and queries to complaints.

If an elected Member considers it to be inappropriate to deal with a concern, the matter can be referred for consideration under the Complaints Procedure. With effect from 2017 only those referrals received from Elected Members have been recorded by Democratic Services. Cabinet Members may liaise with Assembly Members and Members of Parliament to complete referrals but this data is no longer recorded.

During 2018/19, Member referrals were received as follows:-

Table A

2018/2019	Adult Social Care
Wellbeing: Adult Social Care	61
Wellbeing: Children's Social Care	27
Total	

5. ENGAGEMENT AND FEEDBACK

In addition to receiving comments and compliments from service users and their relatives/carers, the Directorate also issues a range of feedback questionnaires from across service areas. A cross-section of the feedback generated from user/carer feedback surveys undertaken during 2018/19 is set out below:-

Adult Social Care:

The Homecare survey is forwarded to all people who have accessed a Local Authority Domiciliary Care Service and have an active Care and Support Plan. Between 1st April 2018 and 31st March 2019, 124 surveys were distributed, 49 were returned completed (39.5%). 96% of respondents confirmed they were either very/quite satisfied with the service they receive. General comments provided include:-

“The homecare team are the best carers I have been with. They make me feel safe and comfortable also I can confide in them and we also have a laugh together. I would not change them.”

“Sometimes there are a lot of different people coming to my dad’s house which causes him confusion as he has Alzheimer’s”

“Since using your care team I would recommend them fully. Girls are friendly, helpful and caring and treat my mum with respect and kindness every time...It has made a massive impact to use your care system as we get to spend quality time with our mum. Very satisfied with everything they do.”

The Bridgestart service provides short term (usually 6 weeks) personal care to service users in their homes. 100% of respondents indicated that the service they received was very good. Comments provided include:-

“The service received has been exemplary. I only wish it could continue with the same people. Every one of those carers we have met are all absolutely brilliant and a pleasure to know them. We will miss the service sorely.”

“Generally very good, sometimes turned up a little bit later.”

“I can only praise the service for everything it’s done for me and my wife to keep me independent. I came out of hospital not walking and now I can use the bathroom independently and walk again.”

The Bridgeway service provides an enabling service for people with dementia and their families, comments include:-

““To all at Bridgeway, many thanks for all your help with mum. She has improved with all the care you have given and she will miss you all coming in.”

“...Would you please thank the carers who were so good looking after my father and mother... Their kindness and consideration was much appreciated....Thank you so much.”

The Reablement Service provides support to service users usually following hospital admission to help them regain their independence to remain living in their own home. Comments received on feedback questionnaires include:-

“I have been asked for comments about the service provided to me by the Reablement Team. I am pleased to say that I find myself with absolutely nothing vaguely like a cause for complaint. The care that I’ve received has been far beyond my expectations. Every member of the team has shown me compassion, courtesy and co-operation at an amazing level, and I am only sorry that I shall lose contact with all of these exceptional people. My thanks and best wishes go to every member of the team.”

“This team provides a service up and beyond our expectations. We have no complaints at all. Please allow funding for this very important service.”

Telecare/Mobile Response: Provides a support service within the home (also in emergency situations), via use of wireless technology and sensors/pendant buttons. The Early Response Service links into the 24/7 mobile personal care service provided as part of the Telecare service and provides emergency assistance to service users in their home. Comments received about the service include:-

"I spoke to 'X's daughter today and while we were on the phone she was singing the praises of the MRT, especially the people who came to her rescue in the early hours of Friday last week when her mum fell out of bed."

"I wanted to pass onto you feedback about the service from Mrs 'X'. Although Mr 'X' has never had to use the service the re-assurance of having the service has been a huge help to Mrs 'X' as it was getting to a point where the worry of him having a fall and the worry of her having to try pick him up on her own was making her ill. She said it is a fantastic service and well worth the £5.28 per week. I thanked her for her feedback and told her I would pass this onto the team."

Contract Monitoring and Commissioning:

Rota Visits to residential care settings and other services have been undertaken by Elected Members (including independent providers). Members' observations included:-

Adult Residential Homes:

Danygraig House: "We spoke to a number of residents and some visiting relatives all of whom were very happy with the service they were receiving...The Home was clean and tidy and smelt fresh with rooms well decorated and equipped. There were no obvious concerns other than the tv in the main lounge is possibly too small for the size of the room...A first class home. This is where I want to stay when it's my turn!"

Anwen Care Home: "This is quite an impressive home. We spoke to residents and relatives all of whom were complimentary about the treatment and service received...The Manageress gave an example of an ambulance responding...being unable to find the premises there being no road sign to the Home. She therefore requested a directional sign be placed on the main road...A referral has been submitted."

Brocastle Manor Nursing Home: "... 'X' gave us a tour of the facility and left us to speak to the residents and staff privately as necessary. Every indication was of happy residents and staff...The building was in excellent condition with new fire doors being fitted and redecorating throughout. This is the first Home I have visited with a bar for its residents!! Marvellous!"

Oaklands Residential Home: "...Most of the 17 residents were still assembled in the largest of the two lounges, having been involved in the morning activities, and were awaiting to go into the dining room for lunch, the menus are all worked out on the needs of the individuals...The Home is clean and tidy, warm, airy and comfortable and there is an ongoing programme of planned refurbishment...The Home also receives visits from other community groups that provide entertainment and additional socialisation for the residents..."

Heathfields Residential Home: "Heathfields is a busy/full residential home. Clean and tidy, well maintained. We met several residents and chatted openly. They are content and well catered for. They expressed they like living there and the staff were helpful."

Adult Social Care - Advocacy Arrangements

Following a successful Hub & Spoke Pilot Scheme, Bridgend fully commissioned 'Bridgend Voice & Choice' (BVC) in July 2018 as its Statutory Independent Professional Advocacy (IPA) service. To March 2019 the BVC Advocacy Hub received 180+ contacts for information, signposting and referral. The IPA service reported 79 Individuals receiving advocacy support with 145 separate issues (cases). The BVC service convened its first Bridgend Advocacy Network meeting with wider stakeholders and continues to work with the national Golden Thread Advocacy Programme to develop robust reporting of outcomes for people using the advocacy service.

Children's Social Care:

Rota visits are undertaken by Elected Members to the Department's residential homes (children's), following which a report is submitted which focusses on the quality of care provided to service users. Feedback for visits undertaken during this reporting period included:-

Sunnyside Pant Morfa: "It was clear until the last 2/3 years there had been issues with the 'statement of purpose' for this premises in respect of the level of need identified for the young person qualifying for a place at the home, this appears now to have been resolved...Before we left one of the residents returned from school, we were able to have a brief conversation with him...he made no complaints...The staff whom we met appeared to have a high level of job satisfaction supported by the fact that each had been working at the home for a number of years and still enjoying the work. Task (1) Update staff as to remodelling (2) Install Wi-Fi."

Bakers Way (Short Stay Unit): "...We were shown around the building by a group of very helpful staff...we were shown the range of specialist equipment need to meet the needs of the young people who they accommodated...there were 4 young people staying at the unit...we were shown the outdoor play area and noted that some of the play equipment needs replacing and that a grass banking needs to be removed to improve the play area..."

Maple Tree House: "I was extremely pleased to see the improvements that have been made since our last visit. The building is far more homely and welcoming and it's clear a lot of time and effort has been spent on the improvements. The changes clearly consider and should improve the wellbeing of children and staff."

Children's Social Care – Advocacy Arrangements

Tros Gynnal Plant continued to deliver the regional advocacy service covering Bridgend and following the National Approach to Statutory Advocacy. The number of CYP referred to advocacy support for the year was 228, with 186 cases being supported to conclusion in the period. Of these 2 young people were supported to make informal complaints with 5 young people being supported with cases against the Council. The new Active Offer of advocacy is becoming established starting with 2 Active Offer sessions delivered in the first quarter and 34 Active Offers delivered in the last quarter of the year. This year also saw Bridgend preparing to move from Western Bay to Cwm Taf Morgannwg. The regional change required BCBC to join a regional procurement for advocacy which was concluded in early 2019 with the new service starting on 1st May 2019.

Social Services and Wellbeing Act (Wales) 2014 - National Performance Framework:

As part of the National performance framework (in line with their duties under the Social Services and Wellbeing (Wales) Act 2014), Local Authorities are required to collect qualitative information annually about people who use their Social Care Services. This data is to be collected locally and provided nationally to the Welsh Government in relation to the provision of care and support. Surveys were sent out in October 2018 and a range of questions were asked relative to services and support provided to adults, children, parents and carers. Results were as follows:-

Adults: A total of 1352 questionnaires were despatched to adults (over 18 years), 406 were returned, a response rate of 30%. Some of the comments received include:

"Initially I thought it was going somewhere but now because of a policy I receive almost nothing."
"The care workers have been excellent."
"So thankful to everyone who made it possible for Picton Court to become my care home - so appreciate everyone."
"Still waiting on things that I have asked my social worker to do."
"On the whole, the carers are kind, helpful but sometimes they have been in a rush to get in and get out."

Carers: A total of 48 questionnaires were despatched to adults (over 18 years), 15 were returned, a response rate of 31%. Comments received include the following:

"Very often carer's views & opinions are brushed aside even though they know the person they are caring for best. This can result in the carer & care being unnecessarily traumatised."
"Social Services, Dementia support and the staff in the home are my rocks."
"Following the very comprehensive Carers assessment carried out by Bridgend Carers Centre (which was never suggested to me by any of the care services and which I sought out myself on a Carers stand in the local hospital) I feel supported to continue my caring role for my Elderly Father who has Dementia. But in relation to supporting our son who has a serious and enduring Mental Health diagnosis. The information and support has been non-existent. Again it is only as I am able to source 3rd sector support through services such as Hafal I have been able to cope."

Children: A total of 460 questionnaires were despatched to children (age 7-17 years), 51 were returned, a response rate of 11%. Some of the comments received include:

"It's great here and I wouldn't go anywhere else if I had to be moved! ...They are always happy which makes me happy."
"Auntie 'X' does not smack me or shout at me and call me names or shut me in my room all day."
"They treat me like their own, love them to bits."
"Some people around where I live are horrible and rude, specially the kids around here!"
"Everyone in my house. I feel safe with and enjoy their company."

Parents: A total of 340 questionnaires were despatched to parents, 19 were returned, response rate of 6%. Some of the comments provided included:-

“Not at all. The service is not fit for purpose, never has been. We have never met the social worker, no one has kept us informed. There will be a full complaint going in there is/ has been no plan. For any support no meeting to discharge us from your services.”

“Following the involuntary separation of my children and myself, grateful for the contact SS is facilitating. Unhappy that my children's wishes and feelings are not being respected. Unhappy that it hasn't been recognised how adaptable and resilient the children have been to an aggressively different parenting style and how well they have coped with the tragic loss of their family. They are a credit to themselves and to the parenting they have received in their earlier years. SS has shown no insight into narcissist relationship and offered no support to me in reply to my request for parenting course. SS has not asked themselves how to fulfil the children's wish to reunite with me. Communication has not been satisfactory. Am grateful for the opportunity to express these views and would like to continue the communication for the benefit of the children.”

Overall a total of 491 responses were received.

6. STATISTICAL INFORMATION 2018/2019

Number of Representations Received and Timescales

Table 1

No. Representations Received Statutory Complaints Procedure – April 2018 to March 2019			
		Complaints	Compliments/Comments
Adult Social Care		*19	149
Children's Social Care		17	29
Business Support /Finance		2	5
Total	Stage 1	38	183
	Stage 2	**3 (ASC) 0 (CS)	

** (2 x consent not provided, unable to progress complaints)

** (1 x st 2 complaint subsequently withdrawn)

Timescales: 100% Stage 1 complaints were resolved within the prescribed timescale of 10 working days.

Timescales: All Stage 1 complaints were acknowledged in writing within 2 working days of the date of their receipt. 100% were resolved within the prescribed timescale of 10 working days and written responses provided within 5 working days of the date of resolution. There were no complaints received outside the 12 month time limit for investigation.

Complaints Resolved Informally (pre-Complaints Procedure Stage 1)

Bridgend County Borough Council complaints processes have, for a number of years, involved successful early resolution of complaints wherever possible. Recently, the new Complaint Guidelines emphasise that the complaints process will provide for a more straightforward and citizen centred approach. Swift and effective complaints handling is also encouraged with an expectation that the majority of complaints and representations should be resolved by Local Resolution.

Complaints staff therefore undertake a significant amount of work liaising with managers to identify and agree swift resolutions to the satisfaction of the complainant (by the end of the working day following the day on which the complaint was made).

Table 2

No. Complaints Resolved prior to invoking the formal Complaints Procedure(s) 2018/2019	
	2018/19
Adult Social Care	54
Children's Social Care	152
Business/Finance Support	2
Commissioned Services	26
Total:	234

Statistics reflect that the Directorate has continued to achieve an early resolution for complainants. The number of complaints resolved by this approach increased again in 2018/19 compared to previous years, 198 in 2017/18 and 187 in 2016/17.

Corporate Complaints Procedure

There are instances whereby aspects of a complaint do not fall within the remit of the social services statutory complaints procedure and, in these instances, the Authority's Corporate Complaints Procedure is utilised. 41 complaints were received which were deemed appropriate to be addressed in accordance with the Corporate Complaints Procedure during 2018/19. Nine related to Adult Social Care, 31 to Children's Social Care and 1 related to Business/Finance Support.

Total Representations Received 2018/19

The total number of representations received in relation to Adult Social Care and Children's Social Care is as follows:-

Table 3

2018/19 - Total No. Representations Handled via:	
Complaints Resolved at pre-Complaints stage	234
Statutory Social Services Complaints (St 1 & St 2)	41
Corporate Complaints	41
Ombudsman	4
Total:	320

The total number of complaints (Stage 1 and Stage 2) received and addressed in accordance with the Statutory Complaints Procedure by Social Services during

2018/2019 was 41 compared with 26 in 2017/18. The number of people receiving a service from Adult Social Care during the reporting period was 5769 and 2222 from Children’s Social Care.

Complaint Outcomes (Statutory)

Complaint outcomes are identified within the categories: Upheld, Partially Upheld and Not Upheld. Outcomes for each service area have been recorded during 2018/19 as follows:-

Table 4 – Complaint Outcomes (St. 1 - Statutory Complaints Procedure)

2018/19	Adult Social Care	Children’s Social Care	Business /Finance Support
Not Upheld	2	7	-
Partially Upheld	10	7	1
Upheld	7	3	1

(2 x consent not provided, unable to progress complaints)
(1 x st 2 complaint withdrawn)

NATURE OF COMPLAINTS

The nature of complaints received varied and included:-

Table 5

2018/19 – Most Common Complaints Received
Quality / Level of Service / Standard of Care
Lack of / Poor Communication
Disagreement with Assessment / Care Plan
Unacceptable Delays
Poor advice / misinformation
Staff attitude / conduct
Policy / Procedure Non-compliance
Missed / Late Appointments / Times of Visits
Charges for Care Services
Disagreement with Policy / Procedure

7. HOW COMPLAINTS WERE RESOLVED and LESSONS LEARNED

A variety of methods were used to resolve complaints, including:-

- Liaison by complaints officers with senior managers to identify/agree immediate/informal resolution;
- Meetings by senior officers with complainants to discuss/resolve their concerns;
- Provision of explanation of reasons for decisions (verbal and/or written);
- Provision of an apology (written), where appropriate;
- Corrective actions, e.g. change of decisions, review of procedures;
- Reassessment (independent);
- Advocacy services/support;
- Independent investigation;
- Staff training (E:learning).

Key lessons learned during 2018/19 were as follows:-

Table 6

Service Area	Lessons Learned/Actions Implemented
<p>Adult Social Care: Telecare/Emergency Response</p>	<p>A new protocol has been introduced with the Team which requires staff to ask callers to repeat the address back to the Call monitoring centre to check/ensure they have the right details.</p>
<p>Adult Social Care: Residential Settings</p>	<p>Detailed Action Plan developed and actions introduced across Adults Residential settings, including:-</p> <ul style="list-style-type: none"> • Review of key proforma documents to equip carers with the ability to better record/evidence they have followed special requirements e.g. diabetic, prompts to service users to complete personal tasks such as oral hygiene; • Aid Carers to ensure they record all their concerns to avoid confusion or doubt in the future; • Review of Resident's Property Form; • Staff to complete a Body Map on admission to record whether existing or no pressure areas;
<p>Children's Social Care: Child Protection</p>	<p>Review of process for despatch of Child Protection Conference Minute and Reports completed. Actions identified to prevent data breaches.</p>
<p>Children's Social Care: Care Planning Process</p>	<p>Review of the design of key proforma documents used in the care planning process, particularly in respect of documents not having the provision to show key information such as dates, names and designations, when printed off the system.</p>

Welsh Language Standards

There have been no complaints received during this reporting period that have been communicated via the medium of Welsh.

To ensure compliance with the requirements of the Welsh Language Standards all complaints publicity material, including leaflets and the complaints website have been translated and are readily available in the medium of Welsh. Complaints staff have also attended basic Welsh Language training.

Compliments

Compliments are regarded as important information which can be used to identify good practice. All compliments are therefore recorded centrally and details provided in management reports. As mentioned above, 183 compliments were recorded during 2018/19, a selection of which are set out below:-

Table 7

Compliments - Adult Social Care:
Glyncynffig: "To the bestest staff in the world! Just want to say a massive thank you from the bottom of my heart to all of you for all your help and support, you're all amazing! I've lived with many groups of staff over these past 15 years and I can honestly say you're all the best. I love you all so much and I am gonna miss you all very much! but will definitely be back to see you all!"
CRT Reablement: "I am pleased to say that I find myself with absolutely nothing vaguely like a cause for complaint. The care that I've received has been far beyond my expectations. Every member of the team has shown me compassion, courtesy and co-operation at an amazing level, and I am only sorry that I shall lose contact with all of these exceptional people. My thanks and best wishes go to every member of the team."
Common Access Point: "Huge thanks 'X' for all your help with dad which has been most appreciated. Thank you especially for your patience when helping me sometimes over hours on the phone orienteer around what has been one of the saddest and most confusing times for me and for assisting me when I have felt overwhelmed by the reality of dad's illness. I am extremely grateful and I know you do a very challenging job with grace and sensitivity for the people you come into contact with. Many thanks..."
Better@Home: "I am very grateful for the wonderful support and assistance received from the excellent carers. All of whom were very kind and very knowledgeable – able to advise and greatly improve my confidence."
Older People Mental Health: "Firstly, on behalf of all of the family thank you for all of your help over the years. I really believe that it is thanks to all of you and Bridgend County Borough Council is the reason Mum is so comfortable and indeed still in her own home. I am sure 'X' will take on your role with the same professionalism we have come to respect from the team and I look forward to meeting her... I wish you all the best in your new role.."
Community Learning Disability Team: "I was having a catch up with 'X's sister yesterday...She could not speak highly enough of the support the family have received and continue to receive from you which she feels is over and above anything she has experienced before. She talked about how you have made this process so much easier for them at what has been an incredibly difficult and stressful time...Thanks for all your support to the team, we couldn't have asked for more."
Ty Penybont: "A little message to say how much I enjoyed my experience with all the staff and service users at Ty Penybont! I felt very welcome and comfortable working with yourselves in such a friendly environment. I feel this experience will benefit me throughout my career in nursing. Thank you all for your time and effort throughout this week's learning experience. It's been a pleasure working alongside you all. Thank you."
Mobile Response Team: "I wanted to pass onto you feedback about the service from Mrs 'X'. Although Mr 'X' has never had to use the service the re-assurance of having the service has been a huge help to Mrs 'X' as it was getting to a point where the worry of him having a fall and the worry of her having to try pick him up on her own was making her ill. She said it is a fantastic service and well worth the

£5.28 per week. I thanked her for her feedback and told her I would pass this onto the team.”
Compliments – Children’s Social Care:
MASH/Assessment Team: Compliment received from the Mental Health Tribunal regarding the social worker for the case. The Tribunal found X’s evidence to be comprehensive and carefully considered. The social worker was an impressive witness.
Disabled Childrens Team: “X has now developed a number of new skills and is happy and relaxed in his new home – the social worker has been a fantastic advocate for X’.
North Safeguarding Team: “You have had X’s best interests at the centre of your practice which is reflected in the time and effort that you invest into him with you always seeking the best possible outcomes for him.”
Fostering Team: “They have gone over and above in securing a placement for ‘X’ and in agreeing on-going contact as part of his plan’.
East Safeguarding Team: Compliment in respect of the standard of a Section 7 Report for Court – “the social worker had undertaken a thorough assessment of the children and her analysis is detailed and well documented.”
East Safeguarding Team: “I have been appreciative of all the work you’ve done on this case given how complex the issues have been. This has helped achieve the FAO which will make a difference to ‘X’.”
Compliments - Business Support/Finance:
Safeguarding: “Thank you both for all you have done to assist ‘X’ over the years...”
Residential Charging: “...I spoke to ‘x’ in the residential team and we have reached a decision on the costs of Mums attendance, so I was well pleased with that. I would like to say a special thanks to ‘x’, actually, as he has been very good with me, as you have been also, thanks. Both of you showing a warm, caring, but professional attitude...”

8. CUSTOMER FEEDBACK – THEIR EXPERIENCE OF THE COMPLAINTS PROCEDURE

The rate of return by complainants of completed questionnaires has been very poor over a number of years, with those making comments tending to focus upon the outcome of their complaint, as opposed to their experience of using the complaints procedure. Questionnaires were not despatched during this reporting period as a review of how best to engage with complainants to obtain their views is planned.

9. ACHIEVEMENTS IN 2018/2019

Achievements during 2018/19 include:-

- Complaints staff have encouraged and worked closely with managers/staff to aim to resolve complaints locally and as swiftly as possible. This is reflected in the high number of complaints resolved at the pre-complaints stage (**Table 2**);
- There was a 27% increase in the total number of complaints handled during the period compared to 2018/19.

- 100% of the Stage 1 statutory complaints were resolved and responded to within the statutory timescale;
- On-line complaint information has been updated and included on the Local Authority's website. The information is also available in the medium of Welsh;
- Complaints information has been uploaded, reviewed and kept up-to-date on the Dewis Cymru Information database. The Dewis Cymru website provides a single point of access to information about wellbeing in Wales. The website can be accessed by members of the public as well as social care professionals across Wales.

10. OBJECTIVES FOR 2019/2020

Plans for 2019/20 include:-

- Continue to encourage and work with managers/staff to aim to resolve complaints locally and as swiftly as possible;
- Continue to monitor Stage One timescale compliance rates;
- Work with ICT to develop the use of the Welsh Community Care Information System (WCCIS) to record an report on complaints;
- The Complaints Awareness E:learning module developed in 2015/16 (aimed at new and existing staff employed by the Directorate) has had a low staff take-up. Consideration will therefore be given to inclusion of this Module within the Social Services Induction Programme to ensure that all new starters complete it;
- Commence/complete the development of the E:Learning module "Managing Complaints Effectively" (aimed at managers responsible for investigating and responding to complaints).
- Undertake a review of how best to engage with complainants to obtain their views about their experience of using the complaints procedure.

11. EQUALITIES

A screening for equality impact has been carried out in relation to the representation and complaints procedure. There is no negative impact on the protected equality characteristics.

There have been no complaints received during the reporting period in relation to the Social Services Representations and Complaints Procedure.

**Report prepared for Susan Cooper
Statutory Director of Social Services
By the Complaints & Quality Manager
August 2019**

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

17 SEPTEMBER 2019

REPORT OF THE HEAD OF LEGAL AND REGULATORY SERVICES

LOCAL AIR QUALITY MANAGEMENT – ANNUAL PROGRESS REPORT 2019

1. Purpose of report

- 1.1 The purpose of this report is to seek approval for the 2019 Bridgend County Borough Council (BCBC) Local Air Quality Management (LAQM) Annual Progress Report (APR) based upon on air quality datasets obtained in 2018. This report requires Cabinet approval in order to submit a final version to Welsh Government (WG) before the 30th September 2019.

2. Connection to corporate improvement objectives/other corporate priorities

- 2.1 This report assists in the achievement of the following corporate priority:
- Supporting a successful economy – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.

3. Background

- 3.1 Under Section 82 of the Environment Act 1995 every local authority has an obligation to regularly review and assess air quality in their areas, and to determine whether or not air quality objectives to protect health are likely to be achieved. Where the air quality reviews indicate that the air quality objectives are not being achieved, or are not likely to be achieved, Section 83 of the 1995 Act requires local authorities to designate an Air Quality Management Area ('AQMA'). Section 84 of the Act ensures that action must then be taken at a local level which is outlined in a specific Air Quality Action Plan (AQAP) to ensure that air quality in the identified area improves.
- 3.2 The Annual Progress Report provides details on the ratified data for the air quality monitoring undertaken in 2018 within Bridgend County Borough Council.
- 3.3 Welsh Government issue statutory policy guidance to Local Authorities under section 88 of the Environment Act 1995 to bring the local air quality management system in Wales into line with the sustainable development principle outlined in Welsh Government's Well-being for Future Generations legislation, 2015. This guidance, with which local authorities must have regard to when carrying out their air quality functions under the Environment Act 1995, sets out that authorities in Wales have to produce an Annual Progress Report in **draft** by 30th September each

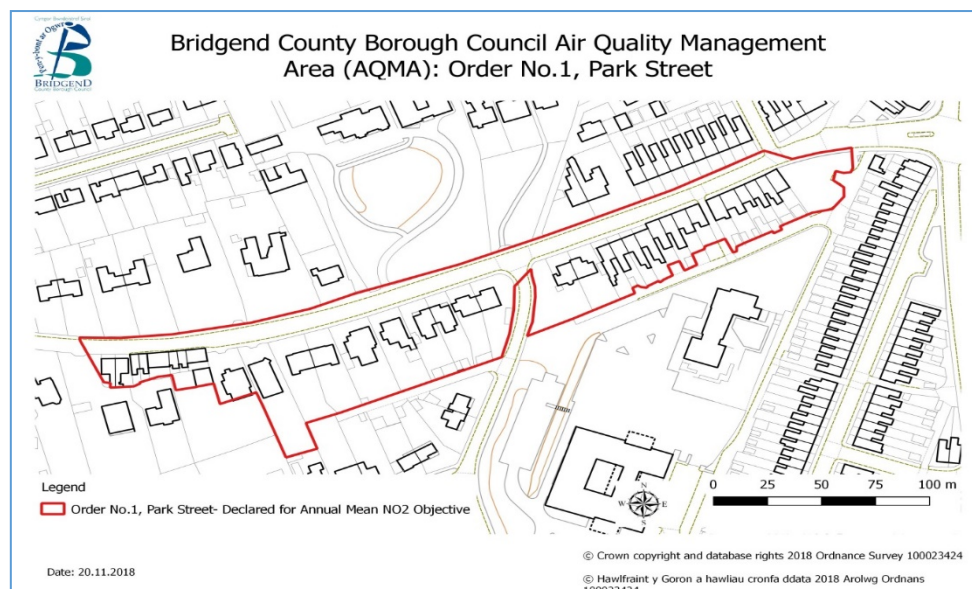
year and publish it by 31st December at the latest. This report must include monitoring results for the previous calendar year, a progress report on action plan implementation and an update on any new policies or developments likely to affect local air quality.

- 3.4 This Annual Progress Report satisfies the above criteria examining ratified datasets for air quality monitoring undertaken in 2018 within Bridgend County Borough Council.

4. Current situation/proposal

- 4.1 On 20th November 2018 BCBC's Cabinet approved the recommendation to implement an Air Quality Management Area (AQMA) on Park Street based on evidence provided by Shared Regulatory Services (SRS) who manage LAQM on behalf of BCBC. Cabinet also approved the detail of the proposed AQMA order.
- 4.2 The Park Street, Bridgend AQMA Order was officially implemented on the 1st January 2019. The area comprising the Bridgend County Borough Council Air Quality Management Area Order No. 1, Park Street is outlined by Figure 1.

Figure 1- Extent of Park Street Air Quality Management Area



- 4.3 The 2019 Annual Progress Report confirms that in general air quality within Bridgend County Borough continues to meet the relevant air quality objectives as prescribed in the Air Quality (Wales) Regulations 2000 and the Air Quality (Amendment) (Wales) Regulations 2002.
- 4.4 However, it is notable that in 2018 air quality was a prevalent concern along Park Street, which coincides with the boundary of the AQMA Order raised on 1st January 2019. It is also noted that elevated annual average NO₂ air quality levels exist in

close proximity to Park Street along adjoining road networks where relevant exposure is apparent.

Figure 2- 2018 Park Street NO₂ Diffusion Tube Locations



Figure 3- 2018 Tondu Roundabout NO₂ Diffusion Tube Locations



- 4.5 It is noted that monitoring undertaken at the new established site for 2018 (OBC-110), located on Park Street, does not only demonstrate annual average levels in exceedance of the annual average air quality objective set at (40µg/m³) for NO₂, but levels captured are also encroaching upon the 1-hour objective; 200µg/m³ not

to be exceeded > 18 times per year. OBC-110 recorded an annual average figure of **58.7.µg/m3**.

- 4.6 As highlighted by Figure 3, focusing upon those monitoring sites outside the AQMA boundary, but located in close proximity on pieces of adjoining road network, site OBC-108, located at a residential façade on Tondu road demonstrates elevated annual average levels recorded at **38.5µg/m3**.
- 4.7 It is essential that the highlighted monitoring sites are closely examined and suitable action is taken where necessary. Such action may involve amendments to the AQMA Order including revisions of the geographical boundary to encapsulate a wider area and reasoning for declaration.
- 4.8 As part of the LAQM statutory duties, from the date of raising the AQMA Order (in this instance 1st January 2019) SRS and BCBC has 18 months in which to prepare a DRAFT Action Plan to improve air quality in the area, and once agreed, this plan must be formally adopted before two years has elapsed.
- 4.9 SRS/ BCBC are currently working in accordance with WG's Policy Guidance to produce an Air Quality Action Plan (AQAP).
- 4.10 In preparing such a document SRS has established a Work Steering Group which ensures the AQAP considers all aspects, including transport, planning, strategy & policy, public health and communications. The work steering group consists of representatives from BCBC's various departments, as well as representatives from the local Public Service Board (PSB). Meetings held to date have allowed for cross department integration and the development of realistic mitigation measures to alleviate the air quality concerns.
- 4.11 In order to build a cohesive understanding for air quality data trends along Park Street, with particular focus upon nitrogen dioxide (NO₂), it is imperative that BCBC improve the air quality monitoring capabilities along Park Street by introducing an automated air quality monitoring system. The equipment will allow for air quality trends to be examined on a high temporal resolution basis and therefore be able to assist with underpinning those short term periods whereby raised levels of NO₂ are particularly prevalent. This data will be particularly useful in assigning traffic control measures for certain time periods.
- 4.12 At the time of writing this report planning permission has been received for the positioning of an automated air quality monitoring station at an agreed appropriate location, however a final agreement is yet to be made on the legal ownership agreement between the Council and Land occupant representatives for the use of the proposed automated air quality monitoring system.
- 4.13 To date SRS has developed a preliminary list of proposed mitigation measures to address and hopefully alleviate the air quality concerns within the established Park Street, Bridgend AQMA. This preliminary list of measures considers the following main categories;
- Public Information;

- Traffic Management;
- Policy Guidance and Development Control;
- Promoting Travel Alternatives;
- Transport Planning and Infrastructure; and
- Alternative to Private Car use.

4.14 SRS/BCBC will be engaging with members of the public via 'Drop-in' sessions to answer any questions from residents and businesses in regards to the development of the Park Street AQMA Action Plan. The drop in sessions will provide an outline understanding for Council proposed mitigation measures and will allow persons to comment or request further information on the proposal.

4.15 Following completion of the DRAFT Air Quality Action Plan a public consultation will be undertaken which will allow residents and businesses to make necessary comments.

5. Effect upon policy framework and procedure rules

5.1 The Report does not have any impacts on policy framework and procedure rules.

6. Equality Impact Assessment

6.1 There are no equality implications arising from this report.

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

7.1 SRS & BCBC adopt the principles of The Well-being of Future Generations (Wales) Act 2015 (WFG). The act is a significant enabler to improve air quality as it calls for sustainable cross-sector action based on the principles of long-term, prevention-focused integration, collaboration and involvement. It intends to improve economic, social, environmental and cultural well-being in Wales to ensure the needs of the present are met without compromising the ability of future generations to meet their own needs.

7.2 Subject to approval, declaration of the AQMA on Park Street and the subsequent production of an Action Plan, will ensure that future decision making in terms of air quality complies with the WFG, and the Council meets the five ways of working, as detailed below:

- Long term – The action plan will balance short-term needs of improving air quality, and will also look at measures to safeguard the ability of meeting long-term needs.
- Prevention – By implementing measures which will be set out in the Action Plan, the Council should ensure improvements in air quality and will be able to prevent air quality deteriorating in the future.

- Integration – SRS will look to ensure that the work undertaken as part of the Action Plan integrates with public body’s environmental well-being objectives.
- Collaboration –The Action Plan will be developed in collaboration with many departments within the Council and other external organisations, i.e., Public Health Wales.
- Involvement – The action plan will be subject to public consultation, and will ensure that those who have a strong interest in improving air quality will be fully involved and their ideas considered.

8. Financial implications

- 8.1. SRS has an existing budget to complete a programme of air quality monitoring across Bridgend.
- 8.2. The proposed public drop in sessions can be met from existing budgets and resources.
- 8.3. To support the development of the Park Street, AQMA Action Plan detailed air quality and transport modelling will be required to support any decisions to implement mitigation measures to improve NO₂ levels along Park Street. To support the decision as to which measures will be implemented there will be further detailed modelling assessments. Firstly each measure will be assessed in terms of cost and benefit which will allow Cabinet to make an informed decision as to which measure/ measures they wish to pursue for further scrutiny and examination. A further report will be brought to Cabinet in order to facilitate this process. Any further detailed assessments will require financial support which, depending on the amount required, will necessitate discussion with the Section 151 Officer as to how it can be funded.

9. Recommendation

- 9.1. To note and accept the monitored results gathered in 2018;
- 9.2. To note the progress made developing the Air Quality Action Plan to accompany the Park Street, Bridgend AQMA; and
- 9.3. Recommend the finalisation of the 2019 Annual Progress Report (as attached as Appendix 1) for submission as a final version to Welsh Government before 30th September 2019.

Head of Legal and Regulatory Services
17th September 2019

Contact officer: **Helen Picton**
Operational Manager– Enterprise and Specialist Services
(Shared Regulatory Services)

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Email: hpicton@valeofglamorgan.gov.uk

Background documents:

Bridgend County Borough Council (2018). Report to Cabinet, Report of the Head of Legal and Regulatory Services- Annual Progress Report 2018. From; <https://democratic.bridgend.gov.uk/documents/s17130/18.09.11%20Air%20Quality%202018%20Sep%20Cabinet%20Report%20Bridgend%20LF%20approval.pdf>

Welsh Government (2017). Local air quality management in Wales, Policy guidance, June 2017. From; <https://gov.wales/docs/desh/publications/170614-policy-guidance-en.pdf>

Appendix 1- Bridgend County Borough Council Local Air Quality Management Annual Progress Report 2019

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2019 Annual Air Quality Progress Report for Bridgend County Borough Council

In fulfillment of Part IV of the Environment Act 1995
Local Air Quality Management

August 2019



Local Authority Officer	Craig Lewis
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Report number	Reference Air Quality Progress Report 2019
Date	27/08/2019



Executive Summary: Air Quality in Our Area

Air Quality in Bridgend County Borough Council (BCBC)

Local authorities have a statutory duty under Part IV of the Environment Act 1995 & Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007 to manage local air quality. Under Section 82 of the Environment Act 1995 the Local Air Quality Management (LAQM) process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not air quality objectives are likely to be achieved.

The air quality objectives applicable to LAQM in Wales are set out in the Air Quality (Wales) Regulations 2000, No. 1940 (Wales 138) and Air Quality (Amendment) (Wales) Regulations 2002, No 3182 (Wales 298). Where the air quality reviews indicate that the air quality objectives may not be met the local authority is required to designate an Air Quality Management Area (AQMA). Action must then be taken at a local level and outlined in a specific Air Quality Action Plan (AQAP) to ensure that air quality in the identified area improves.

In line with the Local Authorities' statutory duties under Part IV of the Environment Act 1995, Shared Regulatory Services (SRS) on behalf of BCBC undertakes regular air quality monitoring at specifically allocated locations across Bridgend using automated and non-automated principles for ambient air nitrogen dioxide (NO₂), particulate matter (PM₁₀) & sulphur dioxide (SO₂).

With regards to prioritising ambient air quality sampling locations, the Council adopts a risk based approach to any allocation of monitoring sites, considering the requirements of The Department for Environment, Food and Rural Affairs' (Defra) Local Air Quality Management (LAQM) Technical Guidance 16 (TG16), February 2018. The designated monitoring locations are assigned based on relevant exposure and where the certain Air Quality Objective levels for a particular pollutant applies. TG16 states that annual mean objectives should apply at "All locations where members of the public might be regularly exposed. Building facades of residential properties, schools, hospitals, car homes etc."

Automatic Monitoring Sites- BCBC has two automatic air quality monitoring sites which are located at Ewenny Cross Roundabout and the vestry of Soar Chapel, Rhiwceiliog (Rockwool Ltd). The sites monitor on a 24/7 basis measuring levels of NO₂, PM₁₀ & SO₂.



Non-automatic Monitoring Sites- In 2018 there were 30 specifically allocated non automatic monitoring sites in Bridgend which monitored levels of nitrogen dioxide (NO₂). These sites are supported and maintained by SRS on behalf of BCBC. The non-automatic sites do not provide live data; instead they consist of diffusion tubes which are placed at each of the sites, collected and replaced on a rolling monthly basis. The results derived from the tube sampling are then averaged over the year to enable a comparison of the results against the annual mean (40µg/m³) and 1-hour mean (200µg/m³ not to be exceeded > 18 times per year) air quality objectives for NO₂.

The NO₂ non-automatic monitoring network utilised in Bridgend has been revised and geographical expanded for 2018. Where possible, existing monitoring locations have been improved to represent worse case exposure. New non-automatic NO₂ monitoring locations were commissioned based on known areas of particularly elevated traffic flows, introduction of traffic management systems and foreseeable development, all with nearby relevant exposure. These newly commissioned sites included Pencoed and Porthcawl.

Bridgend Council's 2018 Annual Air Quality Progress Report (APR) documented and made the recommendation to implement and raise an Order for an Air Quality Management Area (AQMA), designated to Park Street Bridgend. On 18th September 2018 BCBC's Cabinet approved the 2018 LAQM APR 2018 for Bridgend¹. The report examined datasets captured during 2017 and noted that Park Street, Bridgend was an area of particular concern and subsequently an Air Quality Management Area (AQMA) was required. It was reported that two nitrogen dioxide (NO₂) non-automated monitoring locations situated at residential facades on Park Street, as detailed in Table 1 & Figure 1 recorded elevated and exceeding annual average levels of NO₂ when compared to the annual mean NO₂ Air Quality Objective of 40µg/m³.

¹<https://democratic.bridgend.gov.uk/documents/s17130/18.09.11%20Air%20Quality%2018%20Sep%20Cabinet%20Report%20Bridgend%20LF%20approval.pdf>

Table 1- 2017 Annual Mean NO₂ Concentrations

Site ID	Annual Mean Concentration ($\mu\text{g}/\text{m}^3$) AQS = 40 $\mu\text{g}/\text{m}^3$ (2)
	2017
OBC- 102	23.7
OBC- 103	37.6
OBC- 104	41.5

Notes:

Exceedances of the NO₂ annual mean objective of 40 $\mu\text{g}/\text{m}^3$ are shown in bold.

NO₂ annual means exceeding 60 $\mu\text{g}/\text{m}^3$, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(2) Diffusion tube data has been “bias adjusted” in accordance with Box 7.11 in LAQM.TG16 and “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

(3) Diffusion tube data has been corrected for distance to represent relevant exposure in accordance with Sections 7.77- 7.79 in LAQM.TG16 “Fall-off in NO₂ concentrations with Distance from the Road”

Figure 1- 2017 NO₂ Diffusion Tube Monitoring Location, Park Street



Based on the 2017 NO₂ datasets, in accordance with WG’s Policy Guidance and Section 83 of the Environment Act 1995, SRS/ BCBC was required to legally declare an Air Quality Management Area

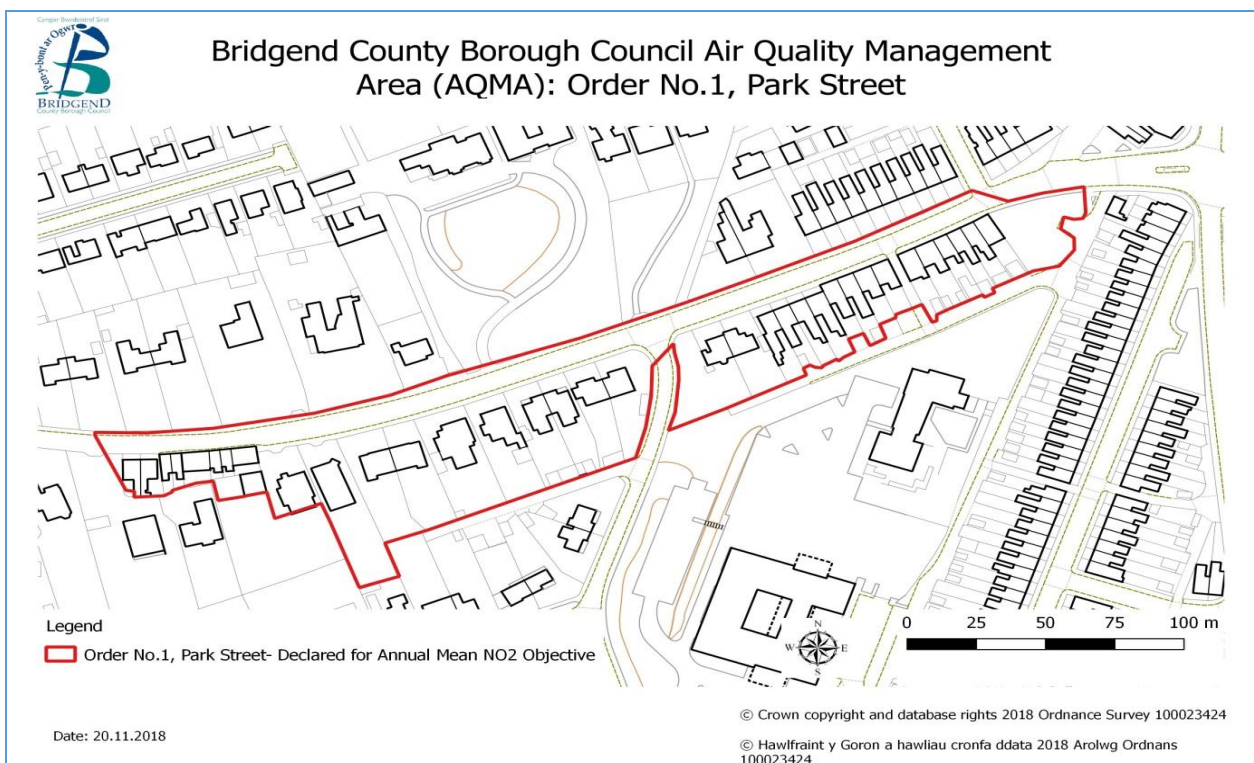
(AQMA) for Park Street, and in doing so raise an AQMA order that defines the detail and locality of the AQMA.

Park Street, Bridgend AQMA

The Park Street, Bridgend AQMA Order was officially implemented on the 1st January 2019. The area comprising the Bridgend County Borough Council Air Quality Management Area Order No. 1, Park Street is that contained within the following boundary;

The designated area borders the green space area prior to the rear entrance of properties located on Sunnyside Road. The designated area incorporates all north facing properties, including their open space areas between 39 Park Street and 105 Park Street. The boundaries' northern side borders the open space areas that front the south facing properties encapsulating the public access pathway.

Figure 2- Extent of Park Street Air Quality Management Area



For 2018, monitoring for NO₂ was further increased along Park Street and adjoining road networks (Tondu Road). Figure 3 illustrates the 2018 network of monitoring for Park Street & Tondu Road.

Figure 3 - 2018 NO₂ Diffusion Tube Monitoring Locations, Park Street



This Annual Progress Report confirms that in 2018 air quality is still a prevalent concern within the designated AQMA and along adjoining road networks where relevant exposure is apparent.

Due to vandalism, it must be noted that data capture was very low in 2018 for sites OBC 103, 104 & 110, situated on Park Street, therefore results have been ratified in accordance with best practise guidance.

It is noted that monitoring undertaken at the new established site for 2018 (OBC-110), located on Park Street, does not only demonstrate annual average levels in exceedance of the annual average air quality objective set at (40µg/m³) for NO₂, but levels captured are also encroaching upon the 1-hour objective; 200µg/m³ not to be exceeded > 18 times per year. Detailed in the Local Air Quality Management (LAQM) (TG16), Paragraphs 7.90 & 7.91 focus on predicting exceedances of the NO₂ 1-hour objective with the use of NO₂ diffusion tubes, it states that “exceedances of the NO₂ 1-hour mean are unlikely to occur where the annual mean is below 60µg/m³.” With reference to this viewpoint the annual average figure examined at site OBC-110 is calculated at 58.7µg/m³ which is therefore close to the 1- hour objective. Focusing upon those monitoring sites outside the AQMA boundary, but located in close proximity on pieces of adjoining road network, site OBC 108

demonstrates elevated annual average levels recorded at $38.5\mu\text{g}/\text{m}^3$. It is essential that these monitoring levels are closely examined and suitable action is taken where necessary. Such action may involve amendments to the AQMA Order including revisions of the geographical boundary to encapsulate a wider area and reasoning for declaration. At the time of writing this report, for 2019 the non-automated monitoring network in Bridgend has been further amended and additional sites have been implemented to Park Street.

Despite the referenced sites of concern, all other monitoring locations across Bridgend demonstrate compliance with the applicable air quality objectives.

The Ewenny Cross Roundabout Automatic Monitoring Station (AMS) used to measure NO_2 and PM_{10} has unfortunately been subjected to some quality and technical issues. In 2018 the site has been subject to a number of challenges including data retrieval and power supply failures. Due to revised ICT configurations and mains power supply outage the site has endured complications receiving datasets and therefore has a resultant low data capture for the year. In order to overcome these technical difficulties SRS on behalf of BCBC facilitated the use of their appointed service and maintenance supplier and a professional consultant to devise a system to arrange the safe and efficient transfer of data. In order for such a system to be put in place trials were taken place and in August 2018 the system was formally adopted. The chemiluminescent NO_x Analyser had a total data capture of 39.3% and the Met One E Sampler for PM_{10} captured 44.1%. Results for this time period are displayed in Tables 5- 8.

For 2019, in order to develop the AQAP for the Park Street, Bridgend AQMA, works are underway to commission a new automated monitoring station (AMS), designated for Park Street, Bridgend. Due to continued compliant levels examined at the Ewenny Roundabout location SRS/ BCBC has decided to decommission the Ewenny Cross Roundabout AMS and transfer the equipment to a specific location on Park Street within the AQMA's established boundary.

With particular focus upon nitrogen dioxide (NO_2), it is imperative that SRS/ BCBC improve the air quality monitoring capabilities along Park Street by introducing an automated air quality monitoring system. The equipment will allow for air quality trends to be examined on a high temporal resolution basis and therefore be able to assist with underpinning those short term periods whereby raised levels of NO_2 are particularly prevalent. This data will be particularly useful in assigning traffic control measures for certain time periods.



SRS/ BCBC have examined potential locations along Park Street, within the AQMA boundary to implement the automated air quality monitoring equipment. Following preliminary site visits with air quality monitoring equipment suppliers and Bridgend's Highways Team, it was evident that Park Street posed as a rather difficult area to implement an air quality monitor due to narrow foot ways and the fact that Park Street is designated as traffic sensitive, only allowing highway works between restricted hours.

In order to overcome these concerns it was noted that the Quaker's Meeting House (Bridgend Quaker Meeting, 87 Park St, Bridgend, CF31 4AZ) car park offered a preferable location and would be a representative location for data collection.

At the time of writing this report planning permission has been received for the AMS at the highlighted address, however a final agreement is yet to be made on the written agreement between the Council and Quaker representatives for the use of the proposed AMS.

SRS & BCBC recognises that in order to tackle known pockets of poor air quality, a more suitable and constructive approach is required to target the whole of Bridgend, improving overall air quality. With the implementation of correct long term measures, highlighted road networks and identified areas of concern should be able to benefit from improved air quality. The recent Welsh Government guidance on local air quality management recommended two clear goals:

- (1) achieve compliance with the national air quality objectives in specific hotspots and
- (2) reduce exposure to pollution more widely, so as to achieve the greatest public health benefit.

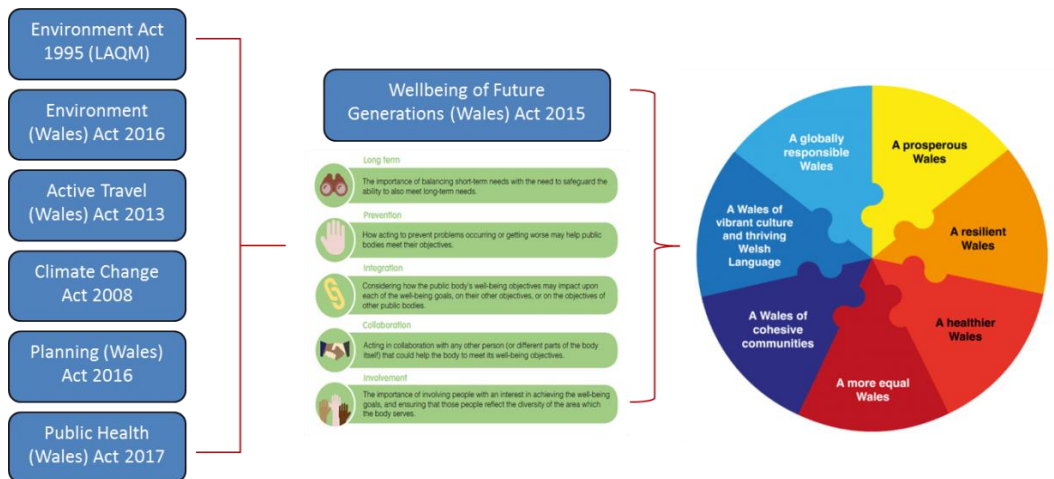
Collective efforts, therefore, should look beyond targeted action in localised air pollution hotspots and do this in parallel with universal action to reduce risks for everyone.

In sight of these aspirations SRS & BCBC adopts the principles of The Well-being of Future Generations (Wales) Act 2015. The Act is a significant enabler to improve air quality as it calls for sustainable cross-sector action based on the principles of long-term, prevention-focused integration, collaboration and involvement. It intends to improve economic, social, environmental and cultural well-being in Wales to ensure the needs of the present are met without compromising the ability of future generations to meet their own needs. The Act places responsibilities on public bodies in Wales to work in new ways (including via Public Services Boards) towards national Well-being goals.

Progress is measured against a suite of well-being and Public Health Outcomes Framework indicators; there is one specifically concerned with air pollution.

As Figure 4 illustrates below, the Act is the legislative vehicle for “Health in all Policies in Wales” and provides the underpinning principles for all policy and decision making, including economic development, in Wales. Reducing air pollution, health risks and inequalities can help contribute to most, if not all, of the well-being goals. As such, the Act presents excellent opportunities to change policy and practice to enhance air quality management arrangements across Bridgend (and wider).

Figure 4- The Well- being of Future Generations (Wales) Act 2015 Matrix



Actions to Improve Air Quality

Improved monitoring

- In an effort to improve its monitoring capabilities, for 2018, as part of a yearly review SRS have amended and improved the network of diffusion tubes previously assigned in previous years used for the LAQM regime. The amendments include improved monitoring locations to represent the locality of monitoring objectives and implementation of additional sites to increase the network's geographical footprint.
- For 2019; Shared Regulatory Services (SRS) on behalf of BCBC has been commissioned by Natural Resources Wales (NRW) to establish new air quality monitoring locations around school premises. The monitoring project will be used to examine and record levels of nitrogen dioxide (NO₂), a known traffic derived pollutant. The project is funded for one year. The datasets collected will be used a driver to work with the monitored schools to influence behavioural change and raise awareness for air quality concerns.

After the data has been collected for a year, reporting of the data will be included in Bridgend Council's LAQM Annual Air Quality Progress Report 2020. As part of the LAQM process if levels are found to be encroaching upon or exceeding the air quality objectives set for NO₂, SRS/ BCBC will have a requirement to fulfil the requirements of LAQM and adopt formal procedures to start implementing an Air Quality Management Area (AQMA). SRS/ BCBC would work with the school to develop strategic measures that could be implemented to alleviate any concerns and improve air quality levels for NO₂.

Development of the Park Street, Bridgend AQMA Air Quality Action Plan (AQAP)

SRS/ BCBC are working in accordance with WG's Policy Guidance to produce an Air Quality Action Plan (AQAP). As outlined by the guidance;

4.12 A draft action plan must be produced for review by the Welsh Government within 18 months of the coming-into-force date of the AQMA order, and the action plan must be formally adopted before two years have elapsed. A Local Authority failing to produce a draft action plan for review by the Welsh Government within two years of declaring or extending an AQMA will, in the absence of a compelling explanation, be issued with a direction from the Welsh Ministers under section 85(3) of the 1995 Act.



As highlighted and as part of the LAQM statutory duties, from the date of raising the AQMA Order (in this instance 1st January 2019) SRS and BCBC has 18 months in which to prepare a DRAFT Action Plan to improve air quality in the area, and once agreed, this plan must be formally adopted before two years has elapsed.

Letters of engagement were issued over the Christmas period 2018 to local residents within the AQMA boundary, as well as residents in relative close proximity to the boundary. The engagement letters highlighted works to date and envisaged timeline for developing the Air Quality Action Plan (AQAP);

The Council wishes to work closely with residents whose properties are situated within the AQMA and those who live in close proximity, in order to develop the most appropriate set of measures to bring local air quality back into compliance. Such measures may be as simple as adaptations to traffic flow and traffic light configuration.

In the New Year, Council departments will be working towards a set of proposed mitigation measures which will be presented at a number of public meetings in the spring of 2019. Your views on these initial proposals will then be invited, with residents being given a number of ways in which to respond. Thereafter, the Action Plan will be put in place where it will remain until compliance has been achieved and maintained over a minimum of three years.

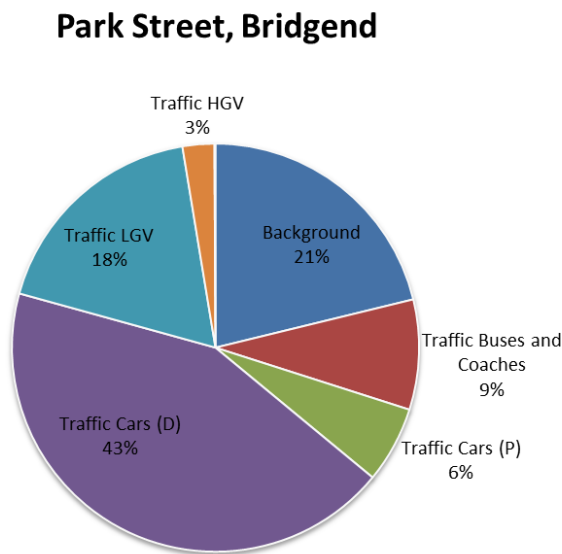
In preparing such a document SRS has established a Work Steering Group which ensures the AQAP considers all aspects, including transport, planning, strategy & policy, public health and communications. The work steering group consists of representatives from BCBC's various departments, as well as representatives from the local Public Service Board (PSB). Meetings held to date have allowed for cross department integration and the development of realistic mitigation measures to alleviate the air quality concerns.

Source apportionment Analysis

Using available 2017 DfT manual count data and adopting the guidance outlined in Local Air Quality Management (LAQM) Technical Guidance 16, Box 7.5, the percentage proportion of various vehicle classifications contributing towards measured annual average NO₂ concentrations has been quantified.

The analysis confirms that a large percentage proportion of NO₂ levels experienced at sensitive receptor locations along Park Street is attributed by cars (predominantly diesel models), as well as Light Goods Vehicles (LGVs). The analysis is detailed in Figure 5.

Figure 5- Park Street, Bridgend NO₂ Source Apportionment Assessment



It can thus be concluded that diesel cars are overwhelmingly the main contributor to NO₂ concentrations; therefore reducing the number of diesel cars (and queuing) on Park Street should be the main focus of the action plan for the Park Street AQMA.

Diesel Cars and Increased NO₂

The high contribution of diesel cars to NO_x emissions and the resulting concentrations of NO₂ is something that has been widely acknowledged and is an unwanted consequence of a greater uptake of diesel cars due, in part, to government incentives in order to reduce emissions of carbon dioxide.

Although NO_x emissions overall have been declining as a result of improved engine technology, primary NO₂ emissions have increased due to technology designed to lower the emissions of particles. This is explained in the scientific article ‘Emission reduction versus NO₂ air quality concentrations, a trade-off?’ by Peter J Sturm and Stefan Hausberger of Graz University of Technology, Austria².

² Emission reduction versus NO₂ air quality concentrations, a trade-off?
 (https://online.tugraz.at/tug_online/voe_main2.getVollText?pDocumentNr=145519&pCurrPk=52228)

Mitigation Measures

To date SRS has developed a preliminary list of proposed mitigation measures to address and hopefully alleviate the air quality concerns within the established Park Street, Bridgend AQMA. This preliminary list of measures considers the following main categories;

- Public Information;
- Traffic Management;
- Policy Guidance and Development Control;
- Promoting Travel Alternatives;
- Transport Planning and Infrastructure; and
- Alternative to Private Car use.

Once the list is agreed SRS will perform a Cost Benefit Analysis which will 'rank' the measures from most desirable to least desirable. Following further agreement on this ranking and perhaps an informal briefing to Councillor Members, SRS/BCBC will be engaging with members of the public via 'Drop-in' sessions scheduled over the course of a week at a specified location accessible to the public.

The drop in sessions will consist of officers being present over the course of a week between certain times, at a certain location to answer any questions from residents and businesses in regards to the development of the Park Street AQMA Action Plan. The drop in sessions will provide an outline understanding for Council proposed mitigation measures and will allow persons to comment or request further information on the proposal. The drop in sessions will look to provide feedback forms and link people to a dedicated email address to submit their opinions for suggested mitigation measures (AirQuality-SRSWales@valeofglamorgan.gov.uk).

Local Priorities and Challenges

The main priorities for SRS and Vale of Glamorgan Council in the coming year are;

- Review air quality datasets and where necessary take appropriate action. This may include the revision of the Park Street, Bridgend AQMA Order; and
- Deliver a finalised Air Quality Action Plan (AQAP) for the Park Street, Bridgend AQMA. Where possible SRS/ BCBC will need to ensure that proposed measures are actioned.



How to Get Involved

BCBC welcomes any correspondence relating to air quality enquiries or concerns. Shared Regulatory Services (SRS) Specialist Services Team represents BCBC for air quality and therefore is contactable via the webpage www.srs.wales/en/Home.aspx OR via their direct team email AirQuality-SRSWales@valeofglamorgan.gov.uk. Monthly average monitoring data for nitrogen dioxide (NO₂) is available at <https://airquality.gov.wales/>



Table of Contents

Executive Summary: Air Quality in Our Area.....	iii
Air Quality in Bridgend County Borough Council (BCBC)	iii
Actions to Improve Air Quality	xi
Local Priorities and Challenges	xiv
How to Get Involved	xv
Actions to Improve Air Quality	5
1.1 Previous Work in Relation to Air Quality	5
1.2 Air Quality Management Areas	11
1.3 Implementation of Action Plans	12
2. Air Quality Monitoring Data and Comparison with Air Quality Objectives	14
2.1 Summary of Monitoring Undertaken in 2018	14
2.1.1 Automatic Monitoring Sites	14
2.1.2 Non-Automatic Monitoring Sites	19
2.2 2018 Air Quality Monitoring Results	28
2.3 Comparison of 2018 Monitoring Results with Previous Years and the Air Quality Objectives.....	34
2.3.1 Nitrogen Dioxide (NO ₂)	34
2.3.2 Particulate Matter (PM ₁₀)	35
2.3.3 Sulphur Dioxide (SO ₂).....	36
2.4 Summary of Compliance with AQS Objectives as of 2018	36
3. New Local Developments	37
3.1 Road Traffic Sources (& other transport)	37
3.1.1 Airports	37
3.1.2 Railways (Diesel and Steam Trains)	37
Stationary Trains	37
Moving Trains	37
3.1.3 Ports (Shipping).....	37
3.2 Industrial / Fugitive or Uncontrolled Sources / Commercial Sources	38
3.2.1 New or Proposed Installations for which an Air Quality Assessment has been Carried Out.....	38



3.2.2	Existing Installations where Emissions have Increased Substantially or New Relevant Exposure has been introduced.....	38
3.2.3	New or Significantly Changed Installations with No Previous Air Quality Assessment	38
3.2.4	Major Fuel (Petrol) Storage Depots	38
3.2.5	Petrol Stations.....	38
3.2.6	Poultry Farms	38
3.3	Commercial and Domestic Sources	39
3.3.1	Biomass Combustion – Individual Installations	39
3.3.2	Biomass Combustion – Combined Impacts	39
3.3.3	Other Sources	39
3.3.4	Domestic Solid-Fuel Burning	39
3.4	New Developments with Fugitive or Uncontrolled Sources	39
3.5	Planning Applications	40
4.	Polices and Strategies Affecting Airborne Pollution	44
4.1	Air Quality Planning Policies	44
4.2	Local Transport Plans and Strategies.....	44
4.3	Active Travel Plans and Strategies.....	45
4.4	Local Authorities Well-being Objectives	46
4.5	Green Infrastructure Plans and Strategies	47
4.6	Climate Change Strategies.....	49
5.	Conclusions and Proposed Actions	50
5.1	Conclusions from New Monitoring Data	50
5.2	Conclusions relating to New Local Developments/ Sources	50
5.3	Other Conclusions.....	51
5.4	Proposed Actions.....	51
	References.....	53
	Appendices.....	54
	Appendix A: Monthly Diffusion Tube Monitoring Results	55
	Appendix B: A Summary of Local Air Quality Management	56
	Purpose of an Annual Progress Report	56
	Air Quality Objectives	56



Appendix C: Air Quality Monitoring Data QA/QC.....	58
Diffusion Tube Bias Adjustment Factors.....	58
Short-Term to Long-Term Data Adjustment.....	59
QA/QC of Diffusion Tube Monitoring	61
Glossary of Terms	62

List of Figures

Figure 1- 2017 NO ₂ Diffusion Tube Monitoring Location, Park Street	v
Figure 2- Extent of Park Street Air Quality Management Area	vi
Figure 3 - 2018 NO ₂ Diffusion Tube Monitoring Locations, Park Street.....	vii
Figure 4- The Well- being of Future Generations (Wales) Act 2015 Matrix.....	x
Figure 5- Park Street, Bridgend NO ₂ Source Apportionment Assessment	xiii
Figure 6- Park Street, Bridgend Air Quality Management Area (Declared 1 st January 2019)	12
Figure 7 - Map of Ewenny Cross Roundabout Automatic Monitoring Site	16
Figure 8 - Map of Rockwool Automatic Monitoring Site (New Location- Vestry of Soar Chapel, Rhiwceiliog est October 2017).....	17
Figure 9– AREA A– Tondy Roundabout NO ₂ Diffusion Tube Locations.....	21
Figure 10– AREA B– Ewenny Cross Roundabout, A48 By-Pass NO ₂ Diffusion Tube Locations	21
Figure 11– AREA C– Nolton Street/ Ewenny Cross Link/ A473 Cowbridge Road NO ₂ Diffusion Tube Locations.....	22
Figure 12– Area D– Bridgend town Centre NO ₂ Diffusion Tube Location.....	22
Figure 13– Area E– Park Street NO ₂ Diffusion Tube Locations.....	23
Figure 14– Area F– Coity Road NO ₂ Diffusion Tube Locations	23
Figure 15– AREA G– Maesteg Town Centre NO ₂ Diffusion Tube Locations	24
Figure 16- Area H- Porthcawl NO ₂ Diffusion Tube Locations	24
Figure 17- Area I- Pencoed NO ₂ Diffusion Tube Locations	25
Figure 18– Trends in Annual Mean NO ₂ Concentrations	30
Figure 19- Bridgend PSB Four Well-being Objectives	47
Figure 20: National Diffusion Tube Bias Adjustment Factor Spreadsheet	58

Tables

Table 1- 2017 Annual Mean NO ₂ Concentrations.....	v
Table 2- Details of Automatic Monitoring Sites	18
Table 3- Details of Non-Automatic Monitoring Sites 2018	26
Table 4– Non-automatic Annual Mean NO ₂ Monitoring Results (2014- 2018)	28
Table 5– Automatic Annual Mean NO ₂ Monitoring Results (2014- 2018)	31
Table 6– Automatic 1-hour Mean NO ₂ Monitoring Results (2014- 2018).....	31
Table 7– Automatic Annual Mean PM ₁₀ Monitoring Results (2014- 2018).....	32
Table 8– Automatic 24-Hour Mean PM ₁₀ Monitoring Results (2013- 2017).....	32
Table 9– Automatic SO ₂ Monitoring Results: Comparison with Objectives.....	33
Table 10– Full Monthly Diffusion Tube Results for 2018	55
Table 11– Air Quality Objectives Included in Regulations for the Purpose of LAQM in Wales.....	57
Table 12– Long term AURN sites used for calculation of NO ₂ annualisation ratio for Ewenny Cross Roundabout AMS.....	59
Table 13– Long term AURN sites used for calculation of PM ₁₀ annualisation ratio for Ewenny Cross Roundabout AMS.....	59



Table 14– Long term AURN sites used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube OBC-103.....	59
Table 15– Long term AURN sites used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube OBC-104.....	60
Table 16– Long term AURN sites used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube OBC-106.....	60
Table 17– Long term AURN sites used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube OBC-110.....	60
Table 18– Long term AURN sites used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube OBC-112.....	60
Table 19– Long term AURN sites used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube OBC-118.....	60



Actions to Improve Air Quality

1.1 Previous Work in Relation to Air Quality

First Round of Review and Assessment

Between 1999 and 2001, Bridgend County Borough Council published reports corresponding to stages 1, 2 and 3 of the first round of review and assessment of air quality. Seven key pollutants were examined (carbon monoxide, benzene, 1,3-butadiene, lead, nitrogen dioxide, fine particles (PM₁₀) and sulphur dioxide). These assessments predicted no exceedences of any of the objectives. It concluded that in order to fulfil the requirements of the Environment Act 1995, air quality should be reviewed and assessed again in 2003.

Second Round of Review and Assessment

Following new technical and policy guidance issued by Defra, Bridgend County Borough Council published its first Updating and Screening Assessment in June 2003. Of the seven pollutants subjected to the updating and screening assessment process, it was concluded that the likelihood of the air quality objectives for carbon monoxide, benzene, 1,3-butadiene, lead and sulphur dioxide being exceeded was negligible and that it was not necessary to carry out a detailed assessment of any of these pollutants. However, the updating and screening assessment for nitrogen dioxide and PM₁₀ revealed gaps in the data gathered and concluded that there was evidence to suggest non-compliance with the air quality objectives for PM₁₀ and NO₂ at three locations resulting from road traffic emissions. It was suggested that there was a requirement to continue to a Detailed Assessment for the following locations;

- A48 Ewenny Cross, Bridgend
- The western end of Cowbridge Road, Bridgend
- The western end of the Bridgend Cross Valley Link Road.

In addition it was also recommended to carry out a co-location exercise to determine the bias correction for the passive nitrogen dioxide detector tubes provided and analysed by Severn Trent Laboratories.

In July 2005, Bridgend County Borough Council's Local Air Quality Management Progress Report recommended that;

-All currently held data should be, as far as possible, ratified.

-Data shall continue to be gathered from the three sites identified in the June 2003 USA to enable conclusions to be drawn on the current and future air quality at these locations. The results will be presented in a Detailed Assessment of Air Quality at these locations by 31st December 2005.

-The mobile PM₁₀ and NO_x monitoring station should be added to the Welsh Air Quality Forum Network of sites and receive appropriate Quality Assurance and Quality Control (QA/QC) to validate any data gathered.

In March 2006 a Detailed Assessment for Nitrogen Dioxide and Particles (PM₁₀) was produced in March 2006 and concluded that the current air quality objectives for nitrogen dioxide and particles PM₁₀ are being met and that the 2010 Air Quality Daughter Directive limit value for nitrogen dioxide will also be achieved at the three road junctions assessed. However, it also recommended that monitoring data from the three road junction sites identified in the June 2003 USA should continue to be gathered to enable assessment of future air quality at these locations.

Third Round of Review and Assessment

Bridgend County Council published its second USA in May 2006. The assessment concluded that there was no requirement to proceed to a detailed assessment for any pollutant in Bridgend County Borough.

The Council published Progress Reports in 2007 and 2008. Both reports coincided with one another, issuing similar conclusions and recommendations. They indicated that no air quality objectives prescribed in the Air Quality (Wales) Regulations 2000 and the Air Quality (Amendment) (Wales) Regulations 2002 will be breached at any relevant locations.

In terms of monitoring locations, the reports highlighted the following;

-Data on NO₂ concentrations will continue to be gathered at relevant locations adjacent to A48 Ewenny Cross, the western end of Cowbridge Road and at Tondu Road on the western end of the Bridgend Cross Valley Link Road.



-Monitoring of PM₁₀ and NO₂ will continue at Kenfig Hill adjacent to the opencast coal site operated by Celtic Energy Ltd.

-Monitoring of NO₂ and sulphur dioxide (SO₂) will take place at relevant locations adjacent to Rockwool Ltd, Wern Tarw, Pencoed when the new factory extension becomes operational.

Fourth Round of Review and Assessment

The Bridgend County Council published its third USA in June 2009. There was no evidence of any significant breaches of the air quality objectives prescribed in the Air Quality (Wales) Regulations 2000 and the Air Quality (Amendment) (Wales) Regulations 2002, at any relevant locations. The report did however draw attention upon an ongoing trend for NO₂ concentrations at Ewenny Cross, Bridgend, and Tondu Road, Bridgend, at the façade of the nearest houses, to be at or close to the air quality objective for NO₂ for 2007.” It was decided that monitoring would continue at the two highlighted sites as part of an ongoing Detailed Assessment to be produced later that year.

The 2010 Progress Report stated the following;

The conclusions for the new monitoring data in relation to Ewenny Cross and Tondu Rd show that Ewenny Cross has exceeded the annual mean National Air Quality Objective for nitrogen dioxide (NO₂) and this will be reported in depth in the Detailed Assessment to be produced later this year.

The results for nitrogen dioxide at Tondu Rd show that the annual mean National Air Quality Objective for nitrogen dioxide (NO₂) has not been exceeded. However, in view of the results which are very close to the objective, monitoring will continue at this location for at least another year.

There are no new local developments likely to give rise to a significant impact on air quality within the County Borough.

There are no other issues that give rise to concern in terms of impact on air quality within the County Borough.

The Detailed Assessment for Ewenny Cross is near completion and will be produced in May 2010.

A further progress report will be produced early in 2011.



The 2010 Detailed Assessment for Ewenny Cross was subsequently submitted and stated:

This Detailed Assessment of Air Quality has shown that the current air quality objectives for nitrogen dioxide (NO₂) are not being met at the south western sector of Ewenny Cross, Bridgend but are being met at the Bridgend Cross Valley Link, Tondu Road, Bridgend.

In view of the above, the following recommendations have been made:

-Monitoring should continue at its present level at the Bridgend Cross Valley Link, Tondu Road and at Ewenny Cross, Bridgend.

-A continuous monitor, together with a meteorological station, should be installed at or as near to the south western sector of Ewenny roundabout as is practical.

Following discussions with Welsh Assembly Government and UWE it was decided that the Detailed Assessment should remain ongoing and that any decision to declare an AQMA for Ewenny Cross should be delayed until continuous monitoring data for 2010 has been collated and analysed.

The 2011 Progress report stated the following:

Following the Detailed Assessment submitted in June 2010 and the response from WAG, the Authority decided, in consultation with WAG and UWE to defer a decision to declare an AQMA for Ewenny Cross until a full calendar year of continuous monitoring data had been collated and analysed.

Due to equipment failure and contractual issues, continuous monitoring at Ewenny Cross has been significantly delayed. Continuous sampling commenced in March 2011 as did a diffusion tube co-location study.

The conclusions from annualised monitoring data obtained since the last report show that one sampling point at Ewenny Cross has exceeded the annual mean National Air Quality Objective for nitrogen dioxide (NO₂). The other nine around the Cross remain within the annual mean National Air Quality Objective.



The results for nitrogen dioxide diffusion tube monitoring at Tondu Rd show that the National Air Quality Objective's annual mean for nitrogen dioxide (NO₂) has not been exceeded. However, results are very close to the objective and monitoring will continue at this location for another year.

No continuous PM₁₀ data could be retrieved for South Cornelly or Kenfig Hill due to equipment failure.

The nitrogen dioxide diffusion tube sampling locations in Maesteg town centre which were set up in July 2010 following local concerns have shown to date, an exceedance at one sampling point. As a result, more monitoring location points have been put in place and will be reported upon in the next USA report.

Fifth Round of Review and Assessment

Bridgend County Council published its fourth USA May 2012. In addition a Detailed Assessment was submitted for Ewenny Cross. The reports identified;

-There were no indications of any significant breaches of the air quality objectives prescribed in the Air Quality (Wales) Regulations 2000 and the Air Quality (Amendment) (Wales) Regulations 2002.

-There was an exceedance of the objective for Nitrogen Dioxide at one location in Maesteg. However, this was marginal and the other sample points in the immediate vicinity were below the National Objectives for Nitrogen Dioxide. Monitoring continued at this site and extra sample sites, in addition to those already in place were set up where practicable. The data so far for this location, in view of the above, does not suggest that a Detailed Assessment is necessary at this time, although this will be subject to review as more data is collected and analysed.

-The positioning of an Automated Continuous NO_x Analyser and co-location study at Ewenny Cross has provided robust information as to the air quality situation and indicates that Nitrogen Dioxide levels do not exceed the National Air Quality Objectives. This Automated Continuous NO_x Analyser will be retained at this site to gather more data over the coming year.

-The Detailed Assessment 2012 completed in tandem with this Report concluded that it is not necessary at this point in time to proceed with declaring an Air Quality Management Area at



Ewenny Cross. The situation will continue to be monitored by way of the co-location study utilising the Automated Continuous NO_x Analyser and the numerous Nitrogen Dioxide Diffusion Tube sites situated at the Cross

The 2013 Progress report provided the following findings and recommendations;

The Report has not identified a need to proceed to a Detailed Assessment for any pollutant.

The Report has identified a need to continue monitoring for Nitrogen Dioxide in Maesteg Town Centre.

Monitoring of Nitrogen Dioxide and PM₁₀ will continue at the same sites as at the end of 2012.

The Automated Continuous NO_x Analyser and co-location study will continue at Ewenny Cross Roundabout for this year to acquire more robust data. In the light of the acquired data, the positioning and possible relocation of the Automatic Monitoring Station will be decided at the end of 2013.

Bridgend County Borough Council will submit a Progress Report in May 2014.

The 2014 Progress report stated the following:

With the exception of Ewenny Cross Roundabout as highlighted above, the Progress Report has not identified a need to consider proceeding to a Detailed Assessment for any other pollutant.

Monitoring of Nitrogen Dioxide and PM₁₀ will continue at the same sites as at the end of 2013.

Bridgend County Borough Council will submit a progress report in May 2015.

Sixth Round of Review and Assessment

Bridgend County Council published its fourth USA September 2015. The assessment identified no need to proceed to a Detailed Assessment for any pollutant.

2016 Annual Progress Report highlighted no concerns and no objectives were exceeded.

2017 Annual Progress Report

BCBC's 2017 Annual Progress Report highlighted that air quality within Bridgend County Borough continued to meet the relevant air quality objectives as prescribed in the Air Quality (Wales) Regulations 2000 and the Air Quality (Amendment) (Wales) Regulations 2002.

Reporting described the amendments to the non-automatic NO₂ network with 10 new locations commissioned for 2017.

Quality and technical issues were outlined regarding the automatic monitoring at Ewenny Cross Roundabout, for both NO₂ and PM₁₀. The inability to conform to the frequency of calibration checks and technical issues faced with the PM₁₀ Met One E Sampler were noted. Data capture was also an issue at the Rockwool Ltd site for SO₂ monitoring, recorded at 47.1%.

2018 Annual Progress Report

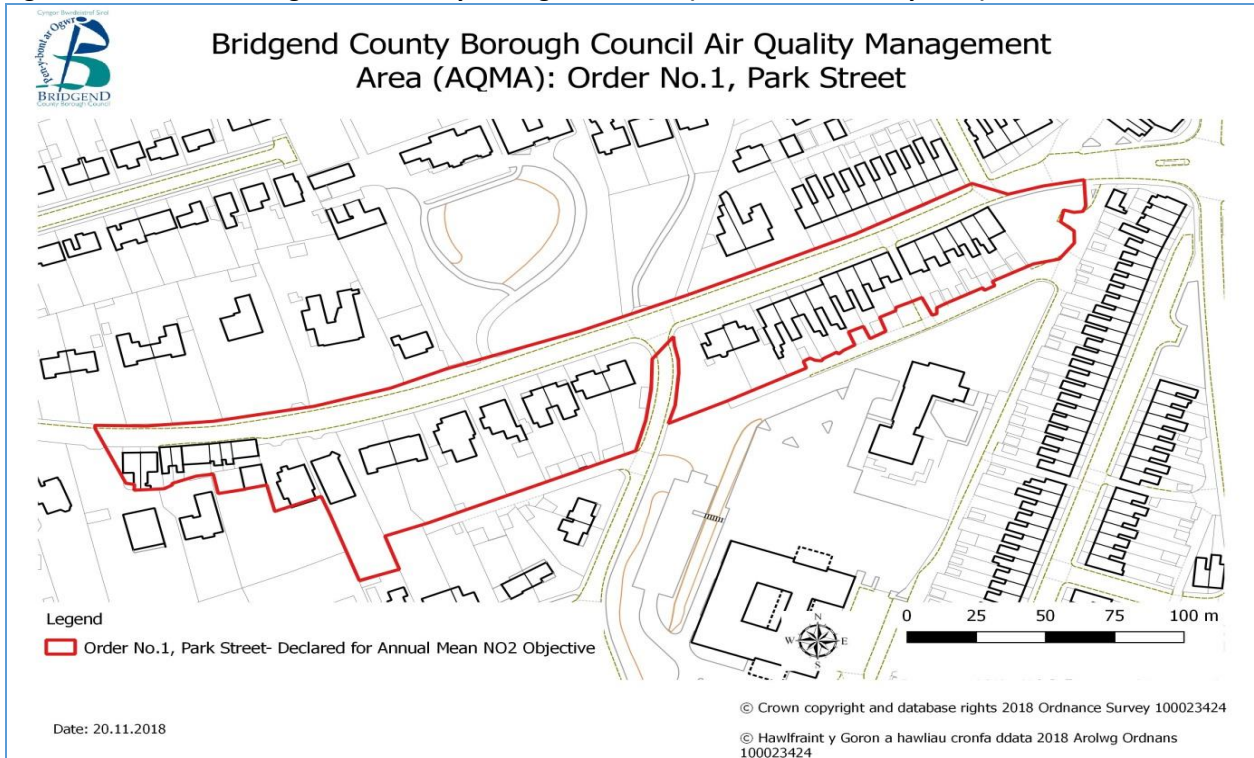
BCBC's 2018 Annual Progress Report highlighted elevated and exceeding annual average levels of nitrogen dioxide (NO₂) and outlined the requirement to proceed to implement and formalise an Air Quality Management Area (AQMA) Order for Park Street, Bridgend. On January 1st 2019 an official AQMA Order was raised for Park Street, Bridgend, designated on the basis of exceeding annual average NO₂ air quality objectives/ limit values.

1.2 Air Quality Management Areas

Air Quality Management Areas (AQMA) are declared when air quality is close to or above an acceptable level of pollution (known as the air quality objective (Please see Appendix A)). After declaring an AQMA the authority must prepare a DRAFT Air Quality Action Plan (AQAP) within 18 months setting out measures it intends to put in place to improve air quality to at least the air quality objectives, if not even better. The AQAP must be formally adopted prior to 24 months has elapsed. AQMA(s) are seen by local authorities as the focal points to channel resources into the most pressing areas of pollution as a priority.

Based on monitoring results and further detailed analysis, there is currently one Air Quality Management Area (AQMA) declared in Bridgend (Park Street, Bridgend), declared due to exceedances of the annual mean NO₂ Air Quality Objective (40ug/m³), known to be derived from road transport generated NO₂.

Figure 6- Park Street, Bridgend Air Quality Management Area (Declared 1st January 2019)



The Park Street, Bridgend AQMA Order was officially implemented on the 1st January 2019. The area comprising the Bridgend County Borough Council Air Quality Management Area Order No. 1, Park Street is that contained within the following boundary;

The designated area borders the green space area prior to the rear entrance of properties located on Sunnyside Road. The designated area incorporates all north facing properties, including their open space areas between 39 Park Street and 105 Park Street. The boundaries' northern side borders the open space areas that front the south facing properties encapsulating the public access pathway.

1.3 Implementation of Action Plans

BCBC will adhere to the timeframes outlined within WG Policy Guidance, July 2017 ensuring that a DRAFT AQAP will be in place within 18 months of the formal declaration of the AQMA, and also a formalised AQAP with appropriate measures assessed is implemented within 24 months.

In preparing such a document SRS has established a Work Steering Group which ensures the AQAP considers all aspects, including transport, planning, strategy & policy, public health and communications. The work steering group consists of representatives from BCBC's various departments, as well as representatives from the local Public Service Board (PSB). Meetings held to



date have allowed for cross department integration and the development of realistic mitigation measures to alleviate the air quality concerns.

To date SRS has developed a preliminary list of proposed mitigation measures to address and hopefully alleviate the air quality concerns within the established Park Street, Bridgend AQMA. This preliminary list of measures considers the following main categories;

- Public Information;
- Traffic Management;
- Policy Guidance and Development Control;
- Promoting Travel Alternatives;
- Transport Planning and Infrastructure; and
- Alternative to Private Car use.

Once the list is agreed SRS will perform a Cost Benefit Analysis which will 'rank' the measures from most desirable to least desirable. Following further agreement on this ranking and perhaps an informal briefing to Councillor Members, SRS/BCBC will be engaging with members of the public via 'Drop-in' sessions scheduled over the course of a week at a specified location accessible to the public.

The drop in sessions will consist of officers being present over the course of a week between certain times, at a certain location to answer any questions from residents and businesses in regards to the development of the Park Street AQMA Action Plan. The drop in sessions will provide an outline understanding for Council proposed mitigation measures and will allow persons to comment or request further information on the proposal. The drop in sessions will look to provide feedback forms and link people to a dedicated email address to submit their opinions for suggested mitigation measures (AirQuality-SRSWales@valeofglamorgan.gov.uk).



2. Air Quality Monitoring Data and Comparison with Air Quality Objectives

2.1 Summary of Monitoring Undertaken in 2018

2.1.1 Automatic Monitoring Sites

Within Bridgend, there are two automatic monitoring location sites; Rhiwceilog and Ewenny Cross Roundabout.

The Rhiwceilog monitoring site is managed and maintained by Rockwool Ltd. Within the monitoring unit is an API AMX monitor capable of giving continuous fifteen minute averages of sulphur dioxide (SO₂) concentrations. Rockwool Environmental Officers have operated the continuous ambient SO₂ monitor since 2008/9. The equipment is calibrated by an Environment Officer at Rockwool on a fortnightly basis and serviced and maintained by Enviro Technology on a six monthly basis. Data obtained is checked for validation and ratified by Rockwool's Environment Officer. In addition to this, the Rockwool environmental team manage 10 SO₂ diffusion tubes placed at 10 locations in the vicinity of the Rockwool Ltd site.

The location of the SO₂ automated monitor is shown in Figure 8 and details of the site are contained in Table 2. Due to continued compliance with the SO₂ air quality objectives appointed officers from Rockwool Ltd, BCBC and NRW decided upon a new preferred location for the SO₂ automated monitoring station. On the 3rd October 2017 the monitoring was assigned to its new location in the vestry of Soar Chapel, Rhiwceilog. Rockwool Ltd continues to operate the SO₂ diffusion tube locations, which satisfies the improvement programme requirement IP5V.

The Ewenny Cross Roundabout unit has been located at this site since 2011 following elevated levels of NO₂ recorded via diffusion tubes located within the area. The location of the site is shown in Figure 7 and details of the site are contained in Table 2. Within the mobile station is an API NO_x analyser capable of providing continuous fifteen minute averages of nitrogen dioxide (NO₂) concentrations and a Met One E-Sampler PM₁₀ monitor.

The mobile station is also equipped with a meteorological station so that local weather data can be gathered for use in conjunction with the air quality data. The Ewenny Cross Roundabout air quality monitoring station is calibrated by a Local Authority Officer on a fortnightly basis and serviced and



maintained by an approved authorised contractor on a six monthly basis. Data obtained is checked for validation and ratified by a Local Authority Officer.

The Ewenny Cross Roundabout Automatic Monitoring Station (AMS) used to measure NO₂ and PM₁₀ has unfortunately been subjected to some quality and technical issues. In 2018 the site has been subject to a number of challenges including data retrieval and power supply failures. Due to revised ICT configurations and mains power supply outage the site has endured complications receiving datasets and therefore has a resultant low data capture for the year. In order to overcome these technical difficulties SRS on behalf of BCBC facilitated the use of their appointed service and maintenance supplier and a professional consultant to devise a system to arrange the safe and efficient transfer of data. In order for such a system to be put in place trials were taken place and in August 2018 the system was formally adopted. The chemiluminescent NO_x Analyser had a total data capture of 39.3% and the Met One E Sampler for PM₁₀ captured 44.1%. Results for this time period are displayed in Tables 5- 8.

There are three diffusion tubes co-located at the Ewenny Cross Roundabout AMS, whereby at the end of year, depending on data capture and precision, a locally derived bias adjustment factor is calculated. Due to insufficient data capture <90%, in accordance with Defra's LAQM (TG16), Box 7.11 it is preferable not to perform a co-location study due to concerns associated with the data quality. The National Bias Adjustment Factor supplied by the LAQM Defra website, based on 28 studies, which appointed Socotec UK Ltd Didcot laboratory, gave a figure of 0.76 and so this has been adopted for ratification purposes.

For 2019, in order to develop the AQAP for the Park Street, Bridgend AQMA, works are underway to commission a new automated monitoring station (AMS), designated for Park Street, Bridgend. Due to continued compliant levels examined at the Ewenny Cross Roundabout AMS location SRS/ BCBC has decided to decommission the Ewenny Cross Roundabout AMS and transfer the equipment to a specific location on Park Street.

In addition to the above, it is also important to note that whilst the monitoring equipment obtained automatic data, it was not connected to the Automatic Urban & Rural Network (AURN) or Welsh Air Quality Network and no external QA/QC monitoring is currently being carried out at any of the sites.

Figure 7 - Map of Ewenny Cross Roundabout Automatic Monitoring Site

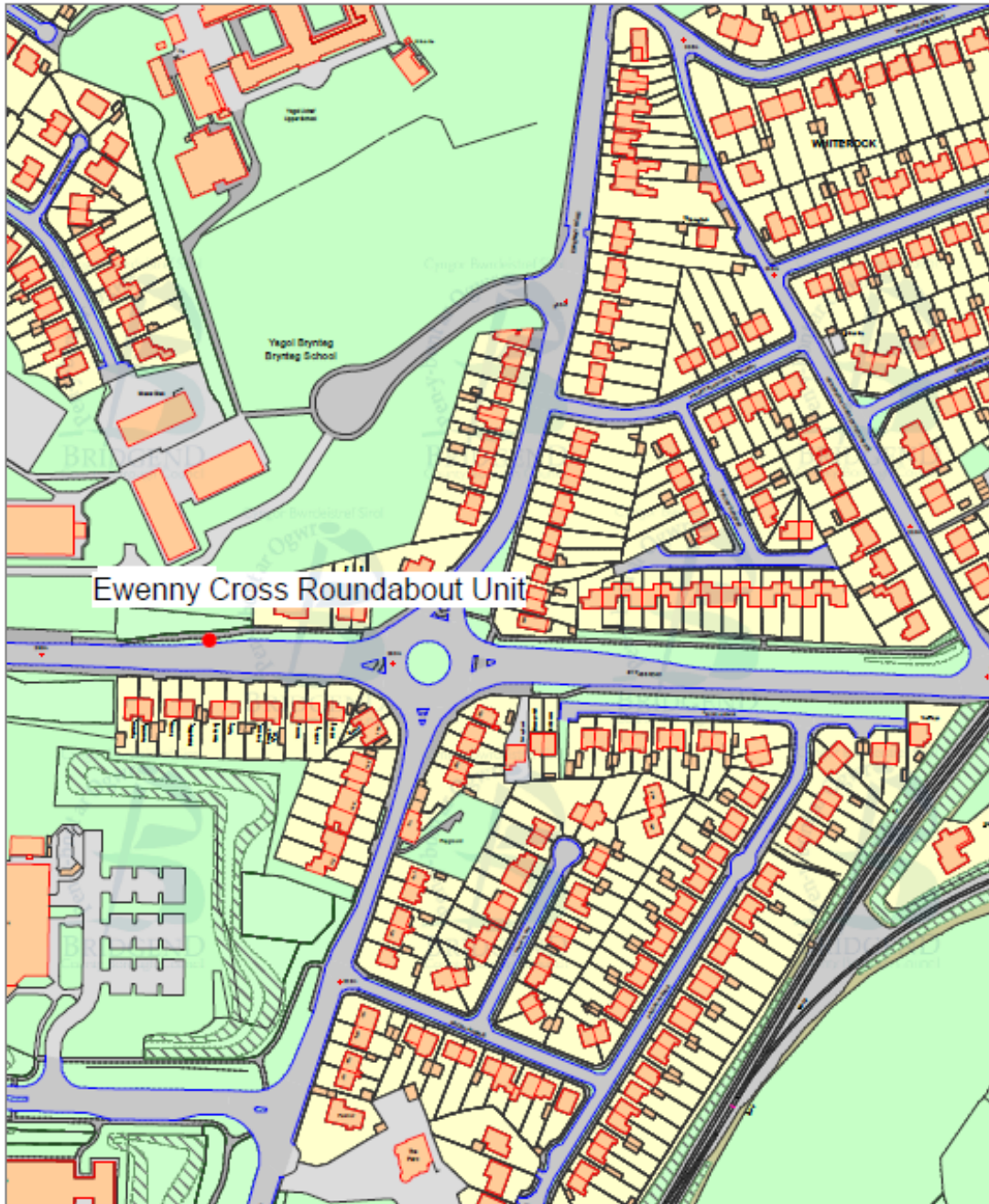


Figure 8 - Map of Rockwool Automatic Monitoring Site (New Location- Vestry of Soar Chapel, Rhiwceiliog est October 2017)



Table 2- Details of Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Reference	Y OS Grid Reference	Inlet Height (m)	Pollutants Monitored	In AQMA?	Monitoring Technique	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
CM1	Ewenny Cross Roundabout	Roadside	290565	178567	2.0	NO ₂ PM ₁₀	N	Automated continuous NOx Analyser Met One E-Sampler PM ₁₀ monitor	Y (8.8m)	2.22m	Y
CM2	Rockwool	Industrial	297232	184331	4.0	SO ₂	N	Automated continuous SO ₂ Analyser	1200m	7.5m	Y

2.1.2 Non-Automatic Monitoring Sites

SRS on behalf of BCBC carries out monitoring of ambient air quality for nitrogen dioxide (NO₂). In 2018, 30 specifically allocated non-automatic monitoring sites in Bridgend monitored levels of nitrogen dioxide (NO₂). The non-automatic sites do not provide live data; instead they consist of diffusion tubes which are placed at each of the sites, collected and replaced on a rolling monthly basis. The results derived from the tube sampling are then averaged over the year to enable a comparison of the results against the annual average (40µg/m³) and 1-hour (200µg/m³ not to be exceeded > 18 times per year) air quality objectives for NO₂.

With regards to prioritising ambient air quality sampling locations, the Council adopts a risk based approach to any allocation of monitoring sites, considering the requirements of Local Air Quality Management Technical Guidance 16, February 2018. The designated monitoring locations have been assigned based on relevant exposure and where the certain Air Quality Objectives for a particular pollutant applies. The document states that annual mean objectives should apply at “All locations where members of the public might be regularly exposed. Building facades of residential properties, schools, hospitals, car homes etc.”

NO₂ Diffusion Tube Locations

The location of the 9 areas where NO₂ monitoring took place in 2018;

- a. Tondu Road Roundabout at the Western End of the Bridgend Cross Valley Link Road (Figure 9- Area A);
- b. Ewenny Cross Roundabout, Bridgend (Figure 10- Area B);
- c. Nolton Street/ Ewenny Cross Link/ A473 Cowbridge Road (Figure 11- Area C);
- d. Bridgend town Centre (Figure 12- Area D);
- e. Park Street (Figure 13- Area E);
- f. Coity Road (Figure 14- Area F);
- g. Maesteg Town Centre (Figure 15- Area G);
- h. Porthcawl (Figure 16- Area H); and
- i. Pencoed (Figure 17- Area I).

The location, site description and data gathered since January 2018 are given in Table 3. The data has been gathered over a period of 12 months between January and December 2018, adhering to specific monitoring dates managed and scheduled by Defra.



Laboratory Methods and Analysis of Diffusion Tubes

Analysis of the exposed tubes is carried out by Socotec UK Ltd Didcot operating procedure ANU/SOP/1015. The tubes are prepared by spiking acetone:triethanolamine (50:50) on the grids prior to the tubes being assembled. The tubes are desorbed with distilled water and the extract analysed using a segmented flow auto analyser with ultraviolet detection. As set out in the practical guidance the results were initially calculated assuming an ambient temperature of 11°C and then adjusted to 20°C to allow direct comparison with EU limits. The national bias correction factor for this laboratory was utilised as opposed to our own local co-location data. Adopting best practice guidance and adopting a conservative approach a bias correction factor of 0.76 was obtained and applied using the Defra website which is available using the following link; <https://laqm.defra.gov.uk/bias-adjustment-factors/national-bias.html>

Where valid data capture for the year is less than 75% (9 months), where necessary the continuous and NO₂ diffusion tube monitoring data have been “annualised” following the methods as described in Defra’s LAQM (TG16), Boxes 7.9 & 7.10.

Where an exceedance is measured at a monitoring site not representative of public exposure, NO₂ concentration at the nearest relevant exposure has been estimated based on the “NO₂ fall-off with distance” calculator (<http://laqm.defra.gov.uk/tools-monitoring-data/no2-falloff.html>). The procedure is described in LAQM (TG16), Section 7.77-7.79.

Figure 9– AREA A– Tondu Roundabout NO₂ Diffusion Tube Locations

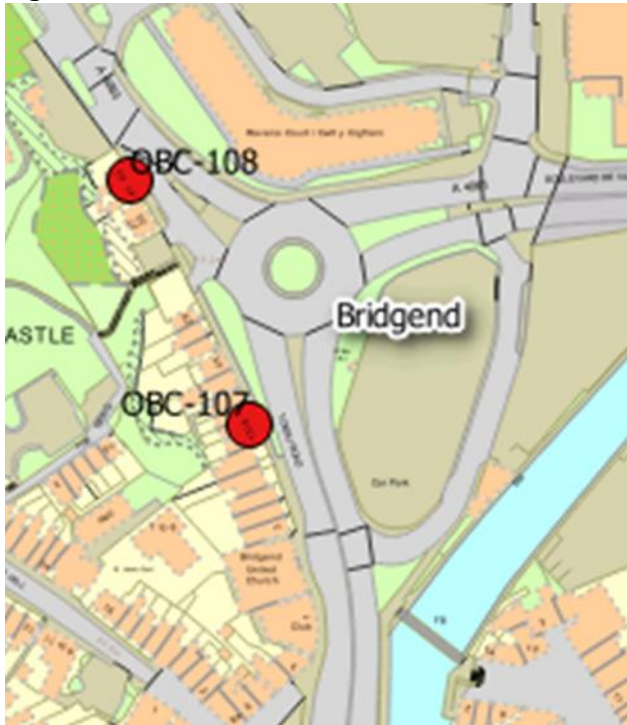


Figure 10– AREA B– Ewenny Cross Roundabout, A48 By-Pass NO₂ Diffusion Tube Locations



Figure 11– AREA C– Nolton Street/ Ewenny Cross Link/ A473 Cowbridge Road NO₂ Diffusion Tube Locations



Figure 12– Area D– Bridgend town Centre NO₂ Diffusion Tube Location



Figure 13– Area E– Park Street NO₂ Diffusion Tube Locations



Figure 14– Area F– Coity Road NO₂ Diffusion Tube Locations



Figure 15– AREA G– Maesteg Town Centre NO₂ Diffusion Tube Locations



Figure 16- Area H- Porthcawl NO₂ Diffusion Tube Locations



Figure 17- Area I- Pencoed NO₂ Diffusion Tube Locations



Table 3- Details of Non-Automatic Monitoring Sites 2018

Site ID	Area	Site Name	Site Type	X OS Grid Ref.	Y OS Grid Ref.	Site Height (m)	Pollutants Monitored	In AQMA	Co-located with a Continuous Analyser (Y/N)	Relevant Exposure? ¹ (Y/N with (m) to relevant exposure)	Distance to kerb of nearest road in metres	Worst-case Location?
TONDU ROAD ROUNDABOUT												
OBC-107	A	Tondu Road	Roadside	290347	179959	2.0	NO ₂	N	N	(Y) 0.00	2.00	Y
OBC-108	A	Tondu Road	Kerbside	290311	180032	2.0	NO ₂	N	N	(Y) 0.00	0.90	Y
EWENNY CROSS ROUNDABOUT												
OBC-085	B	A48 Bypass, Bridgend	Roadside	290524	178541	2.0	NO ₂	N	N	(Y) 0.00	10.28	Y
OBC-087	B	A48 Bypass, Bridgend	Roadside	290606	178572	2.0	NO ₂	N	N	(Y) 0.00	9.40	Y
OBC-088	B	A48 Bypass, Bridgend-Co-Location Study 1	Roadside	290566	178566	2.0	NO ₂	N	Y	(Y) 0.00	2.20	Y
OBC-089	B	A48 Bypass, Bridgend-Co-Location Study 2	Roadside	290566	178566	2.0	NO ₂	N	Y	(Y) 0.00	2.20	Y
OBC-090	B	A48 Bypass, Bridgend-Co-Location Study 3	Roadside	290566	178566	2.0	NO ₂	N	Y	(Y) 0.00	2.20	Y
OBC-091	B	A48 Bypass, Bridgend	Roadside	290610	178533	2.0	NO ₂	N	N	(Y) 0.00	13.39	Y
OBC-113	B	Priory Avenue	Roadside	290616	178394	2.0	NO ₂	N	N	(Y) 0.00	10.00	Y
OBC-114	B	Eweny Road	Roadside	290699	178596	2.0	NO ₂	N	N	(Y) 0.00	23.00	Y
OBC-115	B	Eweny Road	Roadside	290667	178529	2.0	NO ₂	N	N	(Y) 0.00	12.00	Y
NOLTON STREET/ EWENNY CROSS LINK/ A473 COWBRIDGE ROAD												
OBC-105	C	Cowbridge Road	Roadside	290899	179185	2.0	NO ₂	N	N	(Y) 0.00	4.10	Y
OBC-106	C	Cowbridge Road	Kerbside	290826	179210	2.0	NO ₂	N	N	(N) 3.30	0.90	N
OBC-111	C	Cowbridge Road	Roadside	290700	179305	2.0	NO ₂	N	N	(Y) 0.00	4.95	Y
OBC-112	C	Cowbridge Road	Kerbside	290798	179244	2.0	NO ₂	N	N	(Y) 0.00	0.90	Y
BRIDGEND TOWN CENTRE												
OBC-101	D	Bridgend town Centre	Urban Centre	290469	179837	2.0	NO ₂	N	N	(Y) 0.00	1.0	Y
PARK STREET												
OBC-102	E	Sunnyside Street	Roadside	290354	179807	2.0	NO ₂	N	N	(Y) 0.00	2.95	Y
OBC-103	E	Park Street	Roadside	290250	179782	2.0	NO ₂	Y	N	(Y) 0.00	1.20	Y
OBC-104	E	Park Street	Roadside	290286	179800	2.0	NO ₂	Y	N	(Y) 0.00	1.05	Y
OBC-109	E	Park Street	Roadside	290239	179795	2.0	NO ₂	Y	N	(Y) 0.00	7.50	Y
OBC-110	E	Park Street	Kerbside	289988	179701	2.0	NO ₂	Y	N	(Y) 0.00	0.90	Y
COITY ROAD												
OBC-097	F	Coity Road, Bridgend	Roadside	290687	180185	2.0	NO ₂	N	N	(Y) 0.00	5.30	Y
OBC-098	F	Coity Road, Bridgend	Roadside	290681	180198	2.0	NO ₂	N	N	(Y) 0.00	4.20	Y
OBC-099	F	Coity Road, Bridgend	Roadside	290663	180251	2.0	NO ₂	N	N	(Y) 0.00	5.60	Y
OBC-100	F	Coity Road, Bridgend	Roadside	290623	180374	2.0	NO ₂	N	N	(Y) 0.00	4.10	Y

MAESTEG TOWN CENTRE												
OBC-080	G	Commercial Street, Maesteg	Urban Centre/ Kerbside	285131	191284	2.0	NO ₂	N	N	(Y) 0.00	0.58	Y
OBC-081	G	Talbot Street, Maesteg	Urban Centre / Roadside	285229	191331	2.0	NO ₂	N	N	(Y) 0.00	1.26	Y
PORTHCAWL												
OBC-119	H	New Road, Porthcawl	Roadside	282072	177126	2.0	NO ₂	N	N	(Y) 0.00	10.00	Y
OBC-120	H	New Road, Porthcawl	Kerbside	282264	177237	2.0	NO ₂	N	N	(Y) 0.00	0.90	Y
PENCOED												
OBC-116	I	Hendre Road, Pencoed	Kerbside	295886	181642	2.0	NO ₂	N	N	(Y) 0.00	0.90	Y
OBC-117	I	Hendre Road, Pencoed	Roadside	295641	181687	2.0	NO ₂	N	N	(Y) 0.00	8.40	Y
OBC-118	I	Coychurch Road, Pencoed	Kerbside	295866	181298	2.0	NO ₂	N	N	(N) 4.10	0.90	N

Notes:

1. 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property)

2.2 2018 Air Quality Monitoring Results

Table 4– Non-automatic Annual Mean NO₂ Monitoring Results (2014- 2018)

Site ID	Site Type	Monitoring Type	Valid Data Capture 2018 (%) ⁽¹⁾	Within AQMA?	Annual Mean Concentration (µg/m ³) ⁽²⁾				
					2014 (Bias Adjustment Factor = 0.81)	2015 (Bias Adjustment Factor = 0.81)	2016 (Bias Adjustment Factor = 0.78)	2017 (Bias Adjustment Factor = 0.77)	2018 (Bias Adjustment Factor = 0.76)
TONDU ROAD ROUNDABOUT									
OBC-107	Roadside	Diffusion Tube	100	N	-	-	-	-	31.7
OBC-108	Kerbside	Diffusion Tube	100	N	-	-	-	-	38.5
NOLTON STREET/ EWENNY CROSS LINK/ A473 COWBRIDGE ROAD									
OBC-105	Roadside	Diffusion Tube	100	N	-	-	-	24.6	22.6
OBC-106	Kerbside	Diffusion Tube	58	N	-	-	-	30.4/ 25.2 ^(2 & 3)	26.7 ^(2 & 3)
OBC-111	Roadside	Diffusion Tube	100	N	-	-	-	-	26.2
OBC-112	Kerbside	Diffusion Tube	58	N	-	-	-	-	32.6 ⁽²⁾
EWENNY CROSS ROUNDABOUT									
OBC-085	Roadside	Diffusion Tube	100	N	21	23	21	19.9	19.3
OBC-087	Roadside	Diffusion Tube	100	N	21	22	20	20.0 ⁽²⁾	18.9
OBC-088	Roadside	Diffusion Tube	92	N	22	21	21	20.3	21.5
OBC-089	Roadside	Diffusion Tube	92	N	22	21	23	21.8	21.0
OBC-090	Roadside	Diffusion Tube	83	N	23	23	21	19.5	20.9
OBC-091	Roadside	Diffusion Tube	100	N	25	23	24	22.0	22.4
OBC-113	Roadside	Diffusion Tube	100	N	-	-	-	-	15.9
OBC-114	Roadside	Diffusion Tube	100	N	-	-	-	-	18.0
OBC-115	Roadside	Diffusion Tube	100	N	-	-	-	-	22.3
BRIDGEND TOWN CENTRE									
OBC-101	Urban Centre	Diffusion Tube	75	N	-	-	-	18.1 ⁽²⁾	17.9
PARK STREET									
OBC-102	Roadside	Diffusion Tube	100	N	-	-	-	23.7	23.5
OBC-103	Roadside	Diffusion Tube	50	Y	-	-	-	37.6	35.6 ⁽²⁾
OBC-104	Roadside	Diffusion Tube	50	Y	-	-	-	41.5	37.1 ⁽²⁾
OBC-109	Roadside	Diffusion Tube	100	Y	-	-	-	-	20.6
OBC-110	Kerbside	Diffusion Tube	50	Y	-	-	-	-	58.7 ⁽²⁾

Site ID	Site Type	Monitoring Type	Valid Data Capture 2018 (%) ⁽¹⁾	Within AQMA?	Annual Mean Concentration ($\mu\text{g}/\text{m}^3$) ⁽²⁾				
					2014 (Bias Adjustment Factor = 0.81)	2015 (Bias Adjustment Factor = 0.81)	2016 (Bias Adjustment Factor = 0.78)	2017 (Bias Adjustment Factor = 0.77)	2018 (Bias Adjustment Factor = 0.76)
COITY ROAD									
OBC-097	Roadside	Diffusion Tube	100	N	-	-	-	26.3	24.6
OBC-098	Roadside	Diffusion Tube	100	N	-	-	-	24.0	17.0
OBC-099	Roadside	Diffusion Tube	100	N	-	-	-	23.8	15.1
OBC-100	Roadside	Diffusion Tube	100	N	-	-	-	24.1	17.8
MAESTEG TOWN CENTRE									
OBC-080	Urban / Kerbside	Diffusion Tube	100	N	34	24	23	23.9 ⁽²⁾	22.8
OBC-081	Urban / Roadside	Diffusion Tube	100	N	26	25	24	21.4 ⁽²⁾	23.5
PORTHCAWL									
OBC-119	Roadside	Diffusion Tube	100	N	-	-	-	-	12.5
OBC-120	Kerbside	Diffusion Tube	100	N	-	-	-	-	15.1
PENCOED									
OBC-116	Kerbside	Diffusion Tube	100	N	-	-	-	-	22.1
OBC-117	Roadside	Diffusion Tube	100	N	-	-	-	-	16.7
OBC-118	Kerbside	Diffusion Tube	58	N	-	-	-	-	17.7 ^(2 & 3)

Notes:

Exceedances of the NO₂ annual mean objective of 40 $\mu\text{g}/\text{m}^3$ are shown in bold.

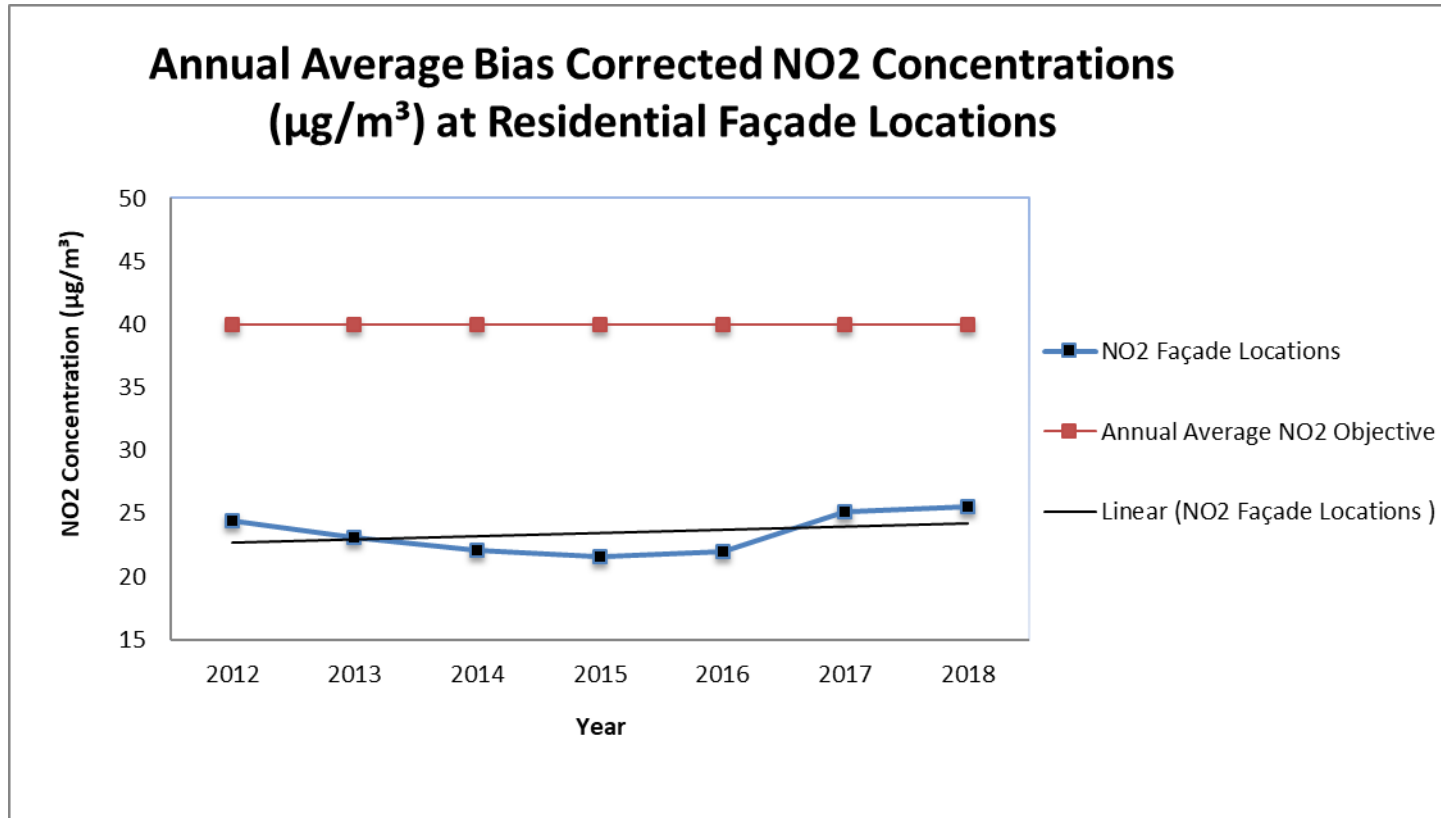
NO₂ annual means exceeding 60 $\mu\text{g}/\text{m}^3$, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(2) Diffusion tube data has been “bias adjusted” in accordance with Box 7.11 in LAQM.TG16 and “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

(3) Diffusion tube data has been corrected for distance to represent relevant exposure in accordance with Sections 7.77- 7.79 in LAQM.TG16 “Fall-off in NO₂ concentrations with Distance from the Road”

Figure 18– Trends in Annual Mean NO₂ Concentrations



The graph represents annual average bias corrected NO₂ data since 2012. The locations examined represent worst case exposure due to the fact monitoring was undertaken at residential façade locations. The displayed average datasets indicate compliant NO₂ results for Bridgend in general since 2012. The results are somewhat stable. Datasets utilised for 2018 include newly added monitoring locations at residential properties.

Table 5– Automatic Annual Mean NO₂ Monitoring Results (2014- 2018)

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period % ⁽¹⁾	Valid Data Capture 2018 % ⁽²⁾	Annual Mean Concentration (µg/m ³)				
					2014	2015	2016	2017	2018
CM1	Roadside	N	100	39.3	NR ⁽⁴⁾	30.49 ⁽³⁾	32.37	25.7 ⁽³⁾	17.76 ⁽³⁾

Notes:

Exceedances of the Annual Average NO₂ objective (40µg/m³) are shown in bold.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) Data has been “annualised” as per Box 7.9 in LAQM.TG16 where valid data capture for the full calendar year is less than 75%. See Appendix C for details.

(4) NO RESULT “NR”. No data recorded for 2014 due to technical faults incurred with Automatic Monitoring Station

Table 6– Automatic 1-hour Mean NO₂ Monitoring Results (2014- 2018)

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period % ⁽¹⁾	Valid Data Capture 2018 % ⁽²⁾	Number of Hourly Means (> 200µg/m ³) ⁽³⁾				
					2014	2015	2016	2017	2018
CM1	Roadside	N	100	39.3	NR ⁽⁴⁾	0 (30.44)	0	0 (131.3)	0 (66.36)

Notes:

Exceedances of the NO₂ 1-hour mean objective (200µg/m³ not to be exceeded more than 18 times/year) are shown in bold.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 85%, the 99.8th percentile of 1-hour means is provided in brackets.

(4) NO RESULT “NR”. No data recorded for 2014 due to technical faults incurred with Automatic Monitoring Station.

Table 7– Automatic Annual Mean PM₁₀ Monitoring Results (2014- 2018)

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2018 (%) ⁽²⁾	Confirm Gravimetric Equivalent (Y or N/A)	PM ₁₀ Annual Mean Concentration (µg/m ³) ⁽³⁾				
						2014	2015	2016	2017	2018
CM1	Roadside	N	100	44.1	N/A	NR ⁽⁴⁾	NR ⁽⁴⁾	15.18 ⁽³⁾	NR ⁽⁴⁾	10.13 ⁽³⁾

Notes:

Exceedances of the PM₁₀ annual mean objective of 40µg/m³ are shown in bold.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) Data has been “annualised” as per Box 7.9 in LAQM.TG16 where valid data capture for the full calendar year is less than 75%. See Appendix C for details.

(4) NO RESULT “NR”. No data recorded for 2014, 2015 & 2017 due to technical faults incurred with Automatic Monitoring Station.

Table 8– Automatic 24-Hour Mean PM₁₀ Monitoring Results (2013- 2017)

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2018 (%) ⁽²⁾	Confirm Gravimetric Equivalent (Y or N/A)	Number of Daily Means > 50µg/m ³ ⁽³⁾				
						2014	2015	2016	2017	2018
CM1	Roadside	N	100	44.1	N/A	NR ⁽⁴⁾	NR ⁽⁴⁾	2 (24.66)	NR ⁽⁴⁾	1 (19.17)

Notes:

Exceedances of the PM₁₀ 24-hour mean objective (50µg/m³ not to be exceeded more than 35 times/year) are shown in bold.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 85%, the 90.4th percentile of 24-hour means is provided in brackets.

(4) NO RESULT “NR”. No data recorded for 2014, 2015 & 2017 due to technical faults incurred with Automatic Monitoring Station.

Table 9– Automatic SO₂ Monitoring Results: Comparison with Objectives

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2018 (%) ⁽²⁾	Number of Exceedences (percentile in bracket µg/m ³)		
					15-minute Objective (266 µg/m ³)	1-hour Objective (350 µg/m ³)	24-hour Objective (125 µg/m ³)
CM2	Industrial	N	100	63.9	NR ⁽³⁾	0 (144.40) ⁽⁴⁾	0 (100.07) ⁽⁵⁾

Notes:

Exceedances of the SO₂ mean objectives are shown in bold.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) NR given due to the fact a 15 min recording interval download could not be obtained

(4) In accordance with LAQM.TG16, due to the fact data capture is <85% it is a requirement to report the 99.7th percentile for 1 hour SO₂

(5) In accordance with LAQM.TG16, due to the fact data capture is <85% it is a requirement to report the 99.2nd percentile for 24 hour SO₂

2.3 Comparison of 2018 Monitoring Results with Previous Years and the Air Quality Objectives

During 2018 monitoring was carried out for nitrogen dioxide (NO₂), particulate matter (PM₁₀) and sulphur dioxide (SO₂).

2.3.1 Nitrogen Dioxide (NO₂)

Nitrogen dioxide was measured during 2018 at one site equipped with an automatic NO_x analyser and by a network of 32 passive diffusion tubes.

In order to ratify the 2018 diffusion tube dataset, a bias adjustment factor of 0.76 was applied to the annual average readings. The factor was derived from the Defra website which gave the average correction factor from 28 co-location studies across the UK, whereby the analytical laboratory and method used was the same as BCBC, in this instance Socotec UK Ltd, Didcot.

Automatic Monitoring Data

In 2018, monitoring of NO₂ was carried out at the Ewenny Cross Roundabout AMS. As previously discussed, due to quality and technical issues in 2018, data capture for NO₂ from the Ewenny Cross Roundabout AMS was limited to 39.3% and a site specific co-location study could not be performed. Annual average NO₂ datasets for the Ewenny Cross Roundabout AMS have been annualised in accordance to the requirements of LAQM (TG16), Box 7.9. Tables 5 & 6 confirm compliance with the set long term and short term NO₂ air quality objectives in 2018.

In view of developing an effective AQAP for the Park Street, Bridgend AQMA, the Ewenny Cross Roundabout AMS was decommissioned in 2019 with a view to be located to a new location on Park Street. In order to build a cohesive understanding for air quality data trends along Park Street, with particular focus upon nitrogen dioxide (NO₂), it is imperative that BCBC improve the air quality monitoring capabilities along Park Street by introducing an automated air quality monitoring system. The equipment will allow for air quality trends to be examined on a high temporal resolution basis and therefore be able to assist with underpinning those short term periods whereby raised levels of NO₂ are particularly prevalent. This data will be particularly useful in assigning traffic control measures for certain time periods. SRS' Specialist Services Team have entered an annual contract with appointed contractors whom will manage the data collected by the automated NO_x and PM₁₀ analysers. These measures will hopefully eradicate any quality or technical concerns as previously experienced.

At the time of writing this report planning permission has been received for the AMS at the highlighted address, however a final agreement is yet to be made on the written agreement between the Council and Quaker representatives for the use of the proposed AMS.

Non- automated Monitoring Data

Annual average datasets outline continued elevated and exceeding levels of NO₂ at sensitive receptor locations situated on Park Street within the established AQMA Order boundary. It is noted that monitoring undertaken at the new established site for 2018 (OBC-110), located on Park Street, does not only demonstrate annual average levels in exceedance of the annual average air quality objective set at (40µg/m³) for NO₂, but levels captured are also encroaching upon the 1-hour objective; 200µg/m³ not to be exceeded > 18 times per year. Detailed in the Local Air Quality Management (LAQM) (TG16), Paragraphs 7.90 & 7.91 focus on predicting exceedances of the NO₂ 1-hour objective with the use of NO₂ diffusion tubes, it states that “exceedances of the NO₂ 1-hour mean are unlikely to occur where the annual mean is below 60µg/m³.” With reference to this viewpoint the annual average figure examined at site OBC-110 is calculated at 58.7µg/m³ which is therefore close to the 1-hour objective. Focusing upon those monitoring sites outside the AQMA boundary, but located in close proximity on pieces of adjoining road network, site OBC-108 demonstrates elevated annual average levels recorded at 38.5µg/m³.

It is essential that these monitoring levels are closely examined and suitable action is taken where necessary. Such action may involve amendments to the AQMA Order including revisions of the geographical boundary to encapsulate a wider area and reasoning for declaration. At the time of writing this report, for 2019 the non-automated monitoring network in Bridgend has been further amended and additional sites have been implemented to Park Street.

Despite the referenced sites of concern, all other monitoring locations across Bridgend demonstrate compliance with the applicable NO₂ air quality objectives.

2.3.2 Particulate Matter (PM₁₀)

As described in previous sections, monitoring of PM₁₀ has continued to be carried out at Ewenny Cross Roundabout. However, due to data retrieval configuration issues and power supply issues, the Met One E PM₁₀ Sampler captured only 44.1% valid data in 2018. Data has therefore been annualised utilising Defra’s LAQM (TG16), Box 7.9.



2.3.3 Sulphur Dioxide (SO₂)

Monitoring of SO₂ has continued to be carried out by Rockwool Ltd in the Rhiwceilog area of Bridgend. Monitoring has been carried out using an API AMX monitor capable of giving continuous fifteen minute averages of SO₂ concentrations. The equipment is calibrated by an Environment Officer at Rockwool and serviced and maintained by an approved contractor on a six monthly basis. Data obtained is checked for validation and ratified by Rockwool's Environment Officer.

The total data capture for 2018 was 63.9%. There were no exceedences of the objectives during this time period. With regards to the 15 minute SO₂ objective a NR result is provided due to the fact a 15 minute interval download was not available upon the request for datasets.

2.4 Summary of Compliance with AQS Objectives as of 2018

SRS have reviewed the results from the monitoring undertaken across Bridgend in 2018.

Despite the examined non-compliant annual average NO₂ levels recorded within the Park Street, Bridgend AQMA (OBC-110), all automated and non- automated datasets show compliance with the air quality objectives at **every other monitored location**.



3. New Local Developments

3.1 Road Traffic Sources (& other transport)

SRS on behalf of BCBC can confirm that there are no new significant developments since the Progress Report in 2018.

3.1.1 Airports

SRS on behalf of BCBC confirms that there are no airports in the Local Authority area. However a small quantity of air traffic now traverses the south eastern part of the County Borough prior to its final approach to Cardiff International airport, Rhose. It is unlikely that the emissions from the aircraft, in view of this small number, will have a significant effect on air quality in Bridgend.

3.1.2 Railways (Diesel and Steam Trains)

Stationary Trains

SRS on behalf of BCBC confirms that there are no locations where diesel or steam trains are regularly stationary for periods of 15 minutes or more, with potential for relevant exposure within 15m.

Moving Trains

SRS on behalf of BCBC confirms that there are no locations with a large number of movements of diesel locomotives, and potential long-term relevant exposure within 30m.

3.1.3 Ports (Shipping)

SRS on behalf of BCBC confirms that there are no ports or shipping that meets the specified criteria within the Local Authority area.



3.2 Industrial / Fugitive or Uncontrolled Sources / Commercial Sources

3.2.1 New or Proposed Installations for which an Air Quality Assessment has been Carried Out

SRS on behalf of BCBC has assessed new/proposed industrial installations, and concluded that no further air quality analysis via a detailed air quality assessment is necessary.

3.2.2 Existing Installations where Emissions have Increased Substantially or New Relevant Exposure has been introduced

SRS on behalf of BCBC confirms that there are no industrial installations with substantially increased emissions or new relevant exposure in their vicinity within its area or nearby in a neighbouring authority.

3.2.3 New or Significantly Changed Installations with No Previous Air Quality Assessment

SRS on behalf of BCBC has assessed new/proposed industrial installations, and concluded that no further air quality analysis via a detailed air quality assessment is necessary.

3.2.4 Major Fuel (Petrol) Storage Depots

SRS on behalf of There are no major fuel (petrol) storage depots within the Local Authority area.

3.2.5 Petrol Stations

SRS on behalf of BCBC confirms that there are no petrol stations meeting the specified criteria.

3.2.6 Poultry Farms

SRS on behalf of BCBC confirms there are no poultry farms meeting the specified criteria.

3.3 Commercial and Domestic Sources

3.3.1 Biomass Combustion – Individual Installations

As previously identified in the 2011 Progress Report, planning consent had been granted for the installation of a Bio Gas Plant with gas pipeline and in vessel composting facility. It has however been established that the proposed development will not have a significant impact on air quality.

The 2016 Progress Report highlighted that planning consent has been granted for the installation of a biomass plant within the Llynfi Valley. However the plant has not yet been installed. In 2019 an application was received by BCBC planning to change the intended fuel used for the facility (P/19/275/RLX). Air quality comments were made in respect to this request and at the time of writing this report BCBC's Planning department are liaising with the applicant to decide upon appropriate next steps.

3.3.2 Biomass Combustion – Combined Impacts

Previous reports have confirmed that there are no known areas in Bridgend where coal or solid fuel burning provides a significant level or primary household heating. Nothing has changed in this regard since the 2018 APR, despite the potential for increasing popularity of solid fuel heating with increased fossil-fuel prices, and there is no need to consider this further at this time.

3.3.3 Other Sources

3.3.4 Domestic Solid-Fuel Burning

SRS on behalf of BCBC confirms that there are no areas of significant domestic fuel use in the Local Authority area.

3.4 New Developments with Fugitive or Uncontrolled Sources

SRS on behalf of BCBC confirms that there are no new potential sources of fugitive particulate matter emissions in the Local Authority area since the last Progress Report produced in 2018.



3.5 Planning Applications

Bridgend Council continue to monitor the impact of proposed developments and recent developments already underway or in use.

P/16/549/OUT

Since the publication of the 2016 Progress Report, major planning application (P/16/549/OUT) had been recently approved subject to discharge of conditions for a development of up to 71,441sq.m of B1, B2 and B8 employment floor space, including access, car parking, diversion of public rights of way, site remediation, drainage, landscaping and associated engineering operations. The site is located on land east of the A48 (Crack Hill) Brocastle, Bridgend. In terms of air quality, following correspondence with SRS Specialist Officers, the following air quality conditions have been implemented;

-No development shall commence until a 'Construction Environmental Management Plan' (CEMP) to minimise dust emissions arising from construction activities on the site has been submitted to and agreed in writing by the Local Planning Authority. The scheme shall include details of dust suppression measures and the methods to monitor emissions of dust arising from the development and shall include the control measures as detailed in section 5.4.2 of Chapter 5 of the Air Quality Assessment contained in the Environmental Statement 'Land at Brocastle, Bridgend. Environmental Statement Volume II. The construction phase shall be implemented in accordance with the agreed scheme with the approved dust suppression measures being maintained in a fully functional condition for the duration of the construction phases. Reason: In the interests of safeguarding the amenities of existing residents.

-No development shall commence until a revised Air Quality Assessment (AQA) has been submitted to and agreed in writing by the Local Planning Authority. The AQA should address the following additional scenario which would encapsulate a cumulative air quality impact: Year of 2026 (projected year of opening for Parc Ewenni), providing projected concentration levels for traffic derived NO2 & PM10 (both from the natural increase in traffic and the increase that will be generated as a result of this development) at the already designated sensitive receptors. The 2026 scenario should look to examine a cumulative effect whereby both the Parc Ewenni and Brocastle developments will be in place. Where the Air Quality objectives are indicated to be exceeded, mitigation measures shall be included in the revised report. The mitigation measures and a program of implementation shall be submitted to and agreed in writing by the Local Planning Authority prior to any development commencing. Reason: In the interests of limiting air pollution resulting from the development.



At the time of writing this report, the supporting air quality assessment (AQA) in accordance with the referenced planning application has been submitted for review. The AQA considers the operational phase impacts of the proposed development. For operational purposes the modelling accounts for 2 scenarios, which focus around 'Do-Minimum' & 'Do-Something' scenarios for a proposed year of opening in 2026. The report summarises in Tables 6 & 7 that a "negligible" impact is anticipated for NO₂ & PM₁₀ for a projected year of opening at all sensitive receptor locations modelled.

P/18/983/FUL

The application seeks Planning permission for the redevelopment of the former Magistrates Court and Council Offices site at Sunnyside Road, Bridgend.

The proposed 'Wellness Village' will comprise 59 affordable homes, a healthcare centre and associated works including parking, landscaping and access arrangements.

The following comments were made in accordance to the supporting air quality assessment;

The Air Quality Assessment produced in support of planning application P/18/983/FUL concluded that the overall effect of the proposed development, in terms of road traffic impacts, will be 'not significant'. As outlined by my original response **I do not** agree with this statement and do have underlying concerns from an air quality perspective for the impacts generated by the proposal.

As per a follow up meeting on the 11th February it was agreed that the air quality assessment submitted in accordance with the planning application identified that as a result of the proposed development and generated traffic movements, **1 sensitive receptor (Receptor 6- 91 Park Street)** would be subjected to a **slight adverse** impact for annual mean nitrogen dioxide (NO₂) levels, for a proposed year of opening (2021). At 91 Park Street the annual average NO₂ is scheduled to rise from **38.4µg/m³ to 38.6µg/m³** with the proposed development in place. Although the levels do not breach the annual average limit value of **40µg/m³**, the impact is regarded as '**slight adverse**' and needs to be treated with caution, especially with the implementation of the air quality management area and the council's responsibility to put together an effective air quality action plan to address poor air quality identified by the designation of the Park Street, AQMA.



In preparation for the meeting on the 11th February 2019 the air quality consultants prepared a technical note which indicated that the projected adverse impact at 91 Park Street would be negligible by 2023. The technical note also stated the following;

“In those circumstances where a single development can be judged in isolation, it is likely that a moderate or substantial impact will give rise to a significant effect and a negligible or slight impact will not have a significant effect, but such judgements are always more likely to be valid at the two extremes of impact severity.”

In regards to the above statement, from a Local Air Quality Management perspective and adopting BCBC’s own policy as well as Welsh Government’s best practise guidance, the proposed development cannot be viewed in silo and I must view the potential for cumulative impacts as a resultant of future development in the area, especially if a negligible impact is not projected until 2023.

Although 2018 annual datasets were not available when devising the scope of works for the supporting AQA, there are significant concerns from an SRS/ BCBC perspective whereby most recent annual average NO₂ datasets examined along Park Street are significantly elevated. The datasets recorded an annual average figure of 59.5µg/m³ in 2018 at site OBC-110 (101/ 103 Park Street). This level does not only exceed the NO₂ annual average air quality objective set at 40µg/m³, but is also encroaching on the 1- hour objective set as 200 µg/m³ not to be exceeded more than 18 times per year.

It was noted by the air quality consultants that any remodelling with the revised understanding for levels recorded during 2018 would not differ the outcome significance for a proposed year of opening, said to also be an adverse impact. It would definitely be a concern to see an adverse impact experienced at these raised levels, especially if the development would influence the projected levels to surpass the 1- hour objective for NO₂.

On the grounds of air quality SRS are minded to object to the proposal. However, if the planning committee were to grant the application with outline consent SRS would advise that the following planning Condition be implemented;



Condition: Develop & Quantify a Scheme of Mitigation Measures

Prior to any above ground development works associated with the proposal, the applicant is required to develop a scheme of mitigation measures associated with the proposal. The applicant is required to undertake a detailed air quality assessment to quantify how the devised mitigation scheme will provide positive benefits to air quality at identified sensitive receptors located on Park Street and within the established Air Quality Management Area boundary. The air quality assessment shall consider the impacts to NO₂ & PM₁₀ and look to include most recent receptor locations monitored by the Council. The air quality assessment and mitigation scheme will need to be submitted and approved by the Local Planning Authority.

If appropriate mitigation measures to protect existing residents and future occupiers of the development **cannot be implemented** to ensure compliance with existing national air quality objectives then the **development must not proceed.**

Reason: To safeguard the amenity of existing and future residents.

It was decided that the Condition was amended to;

Prior to any above ground development works associated with the proposal, the applicant is required to develop a scheme of mitigation measures associated with the proposal. To inform the level of mitigation required an updated air quality assessment shall consider the impacts of NO₂ & PM₁₀ and look to include most recent receptors locations monitored by the Council. The assessment shall calculate the value of mitigation required following Defra's damage cost approach. The cost of mitigation implemented by the applicant should broadly equate to the calculated value. The scheme shall also include a timetable for the implementation of these approved mitigation measures. The air quality assessment and mitigation scheme will need to be submitted and approved by the Local Planning Authority.

The application (P/18/983/FUL) was reported to Development Control Committee on 28 March 2019 where Members resolved to approve the application subject to a Section 106 Legal Agreement and conditions.

The decision notice will be issued as soon as the S106 Legal Agreement is signed by all parties and the applicant will then look at discharging the conditions. The amended condition cited above is referenced as Condition 40.



4. Polices and Strategies Affecting Airborne Pollution

4.1 Air Quality Planning Policies

Local Development Plan (LDP) 2006- 2021. The document provides a framework for sustainable development within the County Borough of Bridgend, outlining strategies and policies for future land use and development.

One of the main strategic LDP objectives is highlighted in Strategic Policy 4 (SP4) which promotes the conservation and enhancement of the natural environment. SP4 illustrates that development proposals will not be permitted where they have an adverse impact upon the quality of natural resources, including water air and soil.

Also highlighted within the LDP document is Policy ENV 7 (Natural Resource Protection and Public Health);

“Development proposals will only be permitted where it can be demonstrated that they would not cause a new, or exacerbate an existing, unacceptable risk of harm to health, biodiversity and/or local amenity due to: air pollution”

Where proposed developments indicate negative impacts, measures and mitigation methods must be detailed to enable impacts to be minimised to an acceptable level. For example, in terms of air quality, measures can include the production of an Air Quality Assessment and the implementation of conditions.

The LDP documentation for Bridgend County Council is available at http://www1.bridgend.gov.uk/media/174812/ldp_text.pdf

4.2 Local Transport Plans and Strategies

The Local Transport Plan (LTP) 2015- 2030. The Welsh Government now requires local authorities in Wales to prepare and adopt Local Transport Plan (LTPs) as the framework for identifying local transport schemes for improvements. LTPs therefore replace Regional Transport Plans.



Under guidance from the Welsh Government, local authorities have the choice to develop and adopt either joint LTPs with neighbouring local authorities or a stand-alone LTP for their own geographical area.

Bridgend County Borough Council has opted for the latter approach in view of the uncertainty of the future of local authority boundaries and structures amid discussions of reorganisation of local government.

The LTP looks to tackle growing traffic levels (and hence air quality impacts) by providing strategies which focus upon providing efficient and effective transport networks.

“The Council is mindful of the broader negative impact of transport related emissions on health and the natural environment”

“To reduce the environmental impact of transport, the LTP includes measures and interventions that will increase opportunities for active travel, encourage the use of public transport and promote modal integration.”

The LTP policy recognises the Council’s objective to achieving sustainable travel (alternatives to using cars) and reducing negative impacts on the environment. The policy suggests that through improved transport infrastructure and transport services this can be achieved.

The LTP policy is available at <http://www1.bridgend.gov.uk/media/352797/bridgend-ltp-wg-approved-version-may-2015.pdf>

4.3 Active Travel Plans and Strategies

In September 2014, the Welsh Government introduced the Active Travel (Wales) Act. This measure legally requires Welsh local authorities to map and plan suitable routes for Active Travel within certain areas, as designated by the Welsh Government.

Following formal public consultation and review by Welsh Government, BCBC has produced Integrated Network Maps (INM) that show highlighted routes dedicated to pedestrians and cyclists.

The maps are available to download from;

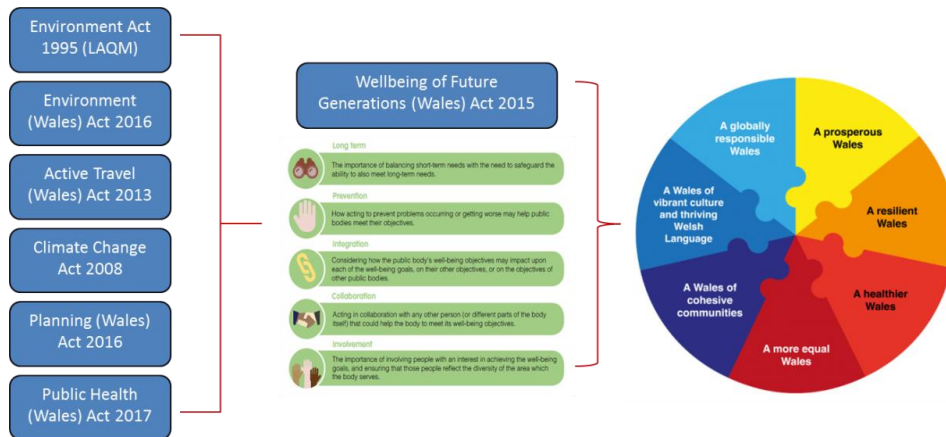
<https://www.bridgend.gov.uk/residents/roads-transport-and-parking/active-travel-routes/>

4.4 Local Authorities Well-being Objectives

In 2015 Welsh Government made a new law called the Well-being of Future Generations (Wales) Act. The new law has the sustainable development principle at its heart. This means that we need to work in a way that improves wellbeing for people today without doing anything that could make things worse for future generations.

As highlighted in the earlier Figure 4 there are seven national well-being goals that form the basis of the Act and five ways of working which support the goals.

Figure 4- The Well- being of Future Generations (Wales) Act 2015 Matrix



Public, third and business sectors have come together in Bridgend to form a Public Services Board (PSB). Bridgend PSB is committed to working together to improve wellbeing in Bridgend County Borough now and in the future. Bridgend PSB has used the sustainable development principle and the new five ways of working to develop a Well-Being Plan (2018-2023).

The plan outlines the things that Bridgend PSB will work together on, over the next five years, well-being objectives and steps, and provide a vision for how Bridgend will look in 10 years' time. The plan is seen as a mechanism that provides the best possible means of working to help understand the underlying causes of problems and prevent those problems getting worse or happening in the future.

Contributing to the seven national well-being goals and long term vision for Bridgend, Bridgend PSB has developed four main objectives.

Figure 19- Bridgend PSB Four Well-being Objectives



In accordance with air quality, as part of the objective for “Healthy Choices in a Healthy Environment” Bridgend PSB outlines that resources are best utilised and collaborative working ensures that the built, cultural and natural environment remains resilient in future. The priority areas to endorse and encourage the success of the objective will include working together to maximise benefit from cultural, built and natural assets. It will also look at promoting a more resource and energy efficient way of living and working. In order to measure the success of promoting a more resource and energy way of living air quality, particularly NO2 levels will be examined.

Bridgend PSB Well-being Plan is available at;

<https://www.bridgend.gov.uk/media/3657/bridgend-wellbeing-bps-plan-e-0518.pdf>

4.5 Green Infrastructure Plans and Strategies

Outlined in Bridgend’s Local Development Plan (LDP) 2006- 2021, Policy ENV5 focuses upon Green infrastructure.

Policy ENV5

Green Infrastructure

Green infrastructure will be provided through the protection and enhancement of existing natural assets and the creation of new multi-functional areas of green space. Green infrastructure corridors will connect locations of natural heritage, green space, biodiversity or other environmental interest. They will be safeguarded through:

- 1) Not permitting development that compromises their integrity and therefore that of the overall green infrastructure framework;
- 2) Using developer contributions to facilitate improvements to their quality and robustness;
- 3) Investing in appropriate management, enhancement and restoration, and the creation of new resources.

A Supplementary Planning Guidance (SPG) concerning Green Infrastructure was produced in 2014 by BCBC to provide a detailed understanding to the elements raised in the LDP.



-The document highlights how the Council expect habitats to be considered as part of development proposals within the County Borough of Bridgend. It also introduces the concept of adopting a *Green Infrastructure Approach* to development.

In addition to the above, outlined within the Bridgend PSB Well-being Plan, as part of the objective “Healthy Choices in a Healthy Environment” and priority area to include working together to maximise benefit from cultural, built and natural assets, the steps involved will;

- identify opportunities to improve the green asset base by implementing the Bridgend Nature Recovery Plan.
- improve the public estate and green spaces in urban areas by encouraging award of green flag status.



4.6 Climate Change Strategies

The Authority's Climate Change Strategy was approved in April 2010.

Policy PLA4

Climate Change and Peak Oil

All development proposals will be required to make a positive contribution towards tackling the causes of, and adapting to the impacts of Climate Change and Peak Oil issues. Means of achieving this may include:

- Having lower carbon energy requirements by reducing energy demand, and promoting energy efficiency;
- Utilising local materials and supplies wherever feasible;
- Encouraging the development of renewable energy generation;
- Having a location and layout which reflects sustainable transport and access principles, thereby reducing the overall need to travel;
- Having a design, layout and landscaping which:
 - (i) helps wildlife and habitats to adapt to the changing climate;
 - (ii) assists cooling of the urban environment, including the use of passive building techniques where appropriate;
- Using resources more efficiently and minimising waste water use and pollution;
Avoiding or minimising the risk from flooding and/ or adapting to the increased risk of flooding, coastal erosion and warmer annual mean temperatures; and
- Promoting sustainable building methods and drainage systems where appropriate.

5. Conclusions and Proposed Actions

5.1 Conclusions from New Monitoring Data

Annual average datasets outline continued elevated and exceeding levels of NO₂ at sensitive receptor locations situated on Park Street within the established AQMA Order boundary. It is noted that monitoring undertaken at the new established site for 2018 (OBC-110), located on Park Street, does not only demonstrate annual average levels in exceedance of the annual average air quality objective set at (40µg/m³) for NO₂, but levels captured are also encroaching upon the 1-hour objective; 200µg/m³ not to be exceeded > 18 times per year. Detailed in the Local Air Quality Management (LAQM) (TG16), Paragraphs 7.90 & 7.91 focus on predicting exceedances of the NO₂ 1-hour objective with the use of NO₂ diffusion tubes, it states that “exceedances of the NO₂ 1-hour mean are unlikely to occur where the annual mean is below 60µg/m³.” With reference to this viewpoint the annual average figure examined at site OBC-110 is calculated at 58.7µg/m³ which is therefore close to the 1-hour objective. Focusing upon those monitoring sites outside the AQMA boundary, but located in close proximity on pieces of adjoining road network, site OBC-108 demonstrates elevated annual average levels recorded at 38.5µg/m³.

It is essential that these monitoring levels are closely examined and suitable action is taken where necessary. Such action may involve amendments to the AQMA Order including revisions of the geographical boundary to encapsulate a wider area and reasoning for declaration. At the time of writing this report, for 2019 the non-automated monitoring network in Bridgend has been further amended and additional sites have been implemented to Park Street.

Despite the referenced sites of concern, all other monitoring locations across Bridgend demonstrate compliance with the applicable NO₂ air quality objectives.

Despite the highlighted area of concern, compliance with the air quality objectives was achieved at all other monitoring locations.

5.2 Conclusions relating to New Local Developments/ Sources

The assessment of likely impacts from new local development, transport industrial, commercial/domestic and fugitive/uncontrolled sites concludes that there are no new/newly identified sources are likely to give rise to a significant impact on air quality within the County Borough.



5.3 Other Conclusions

There are no other conclusions to be drawn from the information provided herein.

5.4 Proposed Actions

SRS/ BCBC are working in accordance with WG's Policy Guidance to produce an Air Quality Action Plan (AQAP).

In preparing such a document SRS has established a Work Steering Group which ensures the AQAP considers all aspects, including transport, planning, strategy & policy, public health and communications. The work steering group consists of representatives from BCBC's various departments, as well as representatives from the local Public Service Board (PSB). Meetings held to date have allowed for cross department integration and the development of realistic mitigation measures to alleviate the air quality concerns.

In view of developing an effective AQAP for the Park Street, Bridgend AQMA, the Ewenny Cross Roundabout AMS was decommissioned in 2019 with a view to be located to a new location on Park Street. In order to build a cohesive understanding for air quality data trends along Park Street, with particular focus upon nitrogen dioxide (NO₂), it is imperative that BCBC improve the air quality monitoring capabilities along Park Street by introducing an automated air quality monitoring system. The equipment will allow for air quality trends to be examined on a high temporal resolution basis and therefore be able to assist with underpinning those short term periods whereby raised levels of NO₂ are particularly prevalent. This data will be particularly useful in assigning traffic control measures for certain time periods. It is a priority that the written agreement between the Council and land owners is agreed as soon as possible so works can start on commissioning the new AMS.

The Specialist Services Team have entered an annual contract with appointed contractors whom will manage the data collected by the automated NO_x and PM₁₀ analysers. These measures will hopefully eradicate any quality or technical concerns as previously experienced.

To date SRS has developed a preliminary list of proposed mitigation measures to address and hopefully alleviate the air quality concerns within the established Park Street, Bridgend AQMA. This preliminary list of measures considers the following main categories;

- Public Information;
- Traffic Management;



- Policy Guidance and Development Control;
- Promoting Travel Alternatives;
- Transport Planning and Infrastructure; and
- Alternative to Private Car use.

Once the list is agreed SRS will perform a Cost Benefit Analysis which will 'rank' the measures from most desirable to least desirable. Following further agreement on this ranking and perhaps an informal briefing to Councillor Members, SRS/BCBC will be engaging with members of the public via 'Drop-in' sessions scheduled over the course of a week at a specified location accessible to the public.



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Appendices

Appendix A: Monthly Diffusion Tube Monitoring Results

Appendix B: A Summary of Local Air Quality Management

Appendix C: Air Quality Monitoring Data QA/QC

Appendix A: Monthly Diffusion Tube Monitoring Results

Table 10– Full Monthly Diffusion Tube Results for 2018

Site No	Nitrogen Dioxide Sites, Bridgend CBC	Grid Ref	Class	Distance of measurement from kerb (m)	Distance from kerb to receptor	Relevant Exposure In m	Background Concentration	04/01/2018 - 01/02/2018	01/02/2018 - 01/03/2018	01/03/2018 - 01/04/2018	01/04/2018 - 01/05/2018	01/05/2018 - 01/06/2018	01/06/2018 - 01/07/2018	01/07/2018 - 01/08/2018	01/08/2018 - 01/09/2018	01/09/2018 - 01/10/2018	01/10/2018 - 01/11/2018	01/11/2018 - 01/12/2018	AVERAGE SINCE JAN 18	Bias Corrected (Correction Factor 0.79)	Annualised & Bias Corrected (0.79)	Distance corrected to Figure	Percentage of Data Capture	
TONDU ROAD/ROUNDABOUT																								
OBC-107	17 Tondur Road, Bridgend	SS 290347 179959	Roadside	2.00	2.00	0.00	12.81	42.1	44	48.1	41	39.1	36.3	40.8	34.3	40.9	46.1	39.9	48.0	41.7	31.7	31.7	100	
OBC-108	43 Tondur Road, Bridgend	SS 290311 180032	Kerbside	0.90	0.90	0.00	12.81	60.0	51.9	55.2	51.1	46.6	39.6	52.9	41.3	50.4	53.6	45.5	59.5	50.8	38.5	38.5	100	
PARK STREET																								
OBC-102	4 Sunnyaside	SS 290354 179827	Roadside	2.95	2.95	0.00	12.81	35.2	34.1	35.1	29.6	30.0	28.5	25.5	20.6	27.1	38.6	29.1	38.2	31.0	23.5	23.5	100	
OBC-103	39 Park Street	SS 290286 179850	Roadside	1.20	1.20	0.00	12.81	55.7	50.4	47.6	46.5					47.5	55.2			50.5	38.4	35.6	50	
OBC-104	51 Park Street	SS 290250 179782	Roadside	1.05	1.05	0.00	12.81	52.2	53	57.4	52.3					45.7	55.2			52.8	40.0	37.1	50	
OBC-109	32 Park Street	SS 290239 179795	Roadside	7.5	7.5	0.00	12.81	33.2	34.7	29.3	26.4	24.9	20.6	21.5	19.1	24.9	33.1	24.3	33.9	27.2	20.6	20.6	100	
OBC-110	101/103 Park Street	SS 289988 179701	Kerbside	0.9	0.9	0.00	9.31	61.4	62.2	105.2	90.3					62.5		76	86.3	65.6	58.7	58.7	50	
BRIDGEND CITY CENTRE																								
OBC-101	Bridgend City Centre	SS 290469 179837	Urban Centre	1.0	1.0	0.00	12.81	24.9	24.3	29.4	19.2	19.9			16.1	21.6		23.9	32.4	23.5	17.9	17.9	75	
NOLTON STREET / EMBENY RD CROSS LINK/A473 Cowbridge Road																								
OBC-111	01 Cow bridge Road	SS 290700 179305	Roadside	4.95	4.95	0.00	12.81	42.5	42	37.3	31.5	33.2	27.8	28.1	22.4	37.1	38.8	36.4	36.8	34.4	26.2	26.2	100	
OBC-105	65 Cow bridge Road	SS 290699 179185	Roadside	4.10	4.10	0.00	12.81	36.0	32.5	35	27.7	24.7	24.8	24.2	20.0	28.1	39.5	28.8	36.3	29.8	22.6	22.6	100	
OBC-106	38/40 Cow bridge Road	SS 290626 179210	Kerbside	0.90	4.20	3.30	12.81	45.3	48.8	48.2	36.1		31.5		30.7	38.5				39.9	30.3	32.7	68	
OBC-112	13 Cow bridge Road	SS 290798 179244	Kerbside	0.90	0.90	0.00	12.81	48.9				42.0		37.4		30.0	65.3	48.0	53.8	46.5	35.3	32.6	68	
EMBENY ROUNDABOUT																								
OBC-085	Property Façade of (Further down from Mlostad)	SS 290524 179541	Roadside	10.28	10.28	0.00	9.44	32.5	30.2	28	21	22.7	23.8	21.1	18.5	22.6	30.5	23.3	30.9	26.4	19.3	19.3	100	
OBC-087	Property Façade of Danbury	SS 290606 179572	Roadside	9.40	9.40	0.00	9.44	35.0	22.6	28.7	25.8	25.7	24.7	24.9	17.6	20.6	27.1	25.7	30.0	24.9	18.9	18.9	100	
OBC-088	Co-location -Tube 1	SS 290666 178566	Roadside	2.20	2.20	0.00	9.44	30.2	31.8	32.6	28.3	29.1	28.6	22.8	17.1		34.1	26.2	30.2	28.3	21.5	21.5	92	
OBC-089	Co-location -Tube 2	SS 290666 178566	Roadside	2.20	2.20	0.00	9.44	32.8	30.4	29.1	27.9	30	30.0	25.4	17.0	21.7		26.9	32.9	27.6	21.0	21.0	92	
OBC-090	Co-location -Tube 3	SS 290666 178566	Roadside	2.20	2.20	0.00	9.44	28.4		33.2	26.1	29.3	30.2		17.9	21.7	34.6	23.4	32.3	27.5	20.9	20.9	83	
OBC-091	Property Façade of Mlostad	SS 290610 179533	Roadside	13.39	13.39	0.00	9.44	31.4	43.1	33.3	27.5	29.6	24.7	25.1	21.1	25.9	33.0	24.8	34.5	29.5	22.4	22.4	100	
OBC-113	127 Plory Avenue	SS 290616 179394	Roadside	10.00	10.00	0.00	9.44	26.4	26.3	25.2	18	16.5	16.8	17.4	14.7	20.1	26.1	19.5	24.4	21.0	15.9	15.9	100	
OBC-114	97 Embeny Road	SS 290699 178596	Roadside	23.00	23.00	0.00	9.44	27.6	19.4	20.3	22.7	21.7	18.9	22.8	18.3	24.1	30.7	25.8	30.7	28.7	18.9	18.9	100	
OBC-115	105 Embeny Road	SS 290667 178523	Roadside	12.00	12.00	0.00	9.44	37.0	31.4	33.9	28.3	25.5	27.5	25.5	21.5	26.0	35.6	26.8	35.3	29.4	23.3	23.3	100	
MAESTEG TOWN CENTRE																								
OBC-080	Opposite Card Factory, Talbot Street, Maesteg	SS 289131 181284	Urban / Kerbside	0.58	0.58	0	8.21	35.3	38.1	29.9	28.6	32.1	26.8	28.9	19.2	30.5	28.2	28.9	33.0	30.0	22.8	22.8	100	
OBC-081	Opposite Maesteg Indoor Market Entrance, Talbot Street, Maesteg	SS 289229 191331	Urban / Roadside	1.26	1.26	0.00	8.21	35.9	36.5	30.5	30.2	32.4	27.7	26.5	23.9	32.8	31.3	26.4	36.2	30.9	23.5	23.5	100	
COTTY ROAD, BRIDGEND																								
OBC-097	22 Cotty Road, Bridgend	SS 290687 180185	Roadside	5.30	5.30	0.00	12.87	27.9	40.6	36.7	28.7	30.4	33.0	29.8	23.1	29.2	39.70	31.70	38.20	32.4	24.6	24.6	100	
OBC-098	31 Cotty Road, Bridgend	SS 290681 180188	Roadside	4.20	4.20	0.00	12.87	31.5	31.3	31.8	26.6	27.0	22.4	29.1	22.3	28.4	33.80	27.00	33.50	28.7	21.8	17.6	100	
OBC-099	42 Cotty Road, Bridgend	SS 290683 180251	Roadside	5.60	5.60	0.00	12.87	22.5	32.5	28.9	30.1	27.9	23.4	23.0	19.7	23.7	9.70	30.60	33.30	25.4	19.3	15.1	100	
OBC-100	11 Cotty Road, Bridgend	SS 290623 180374	Roadside	4.10	4.10	0.00	12.87	35.7	33.7	29.7	25.7	28.4	23.5	29.6	23.2	28.3	34.80	30.20	36.90	30.0	22.8	17.8	100	
PENCOED																								
OBC-116	20 Hendra Road, Pencoed	SS 295886 181842	Kerbside	0.90	0.90	0.00	14.14	34	32.7	31	28.9	25.0	25.2	25.2	20.3	31.0	31.70	29.90	36.60	29.1	22.1	22.1	100	
OBC-117	47 Hendra Road, Pencoed	SS 295841 181857	Roadside	8.40	8.40	0.00	14.14	28	26.4	25.6	20.4	19.8	16.4	18.2	15.6	22.8	22.10	25.70	22.30	22.0	16.7	16.7	100	
OBC-118	Road on Coychurch Road, Pencoed	SS 295866 181298	Kerbside	0.90	5.00	4.10	14.14		30.9					18.5	21.6	16.9	28.4		25.00	31.40	24.7	18.8	17.7	68
PORTHCAWL																								
OBC-119	48 New Road, Porthcawl	SS 282072 177126	Roadside	10.00	10.00	0.00	8.06	19.1	17.7	16.5	14	13.9	17.7	17.2	14.7	14.5	17.40	16.40	18.50	16.5	12.5	12.5	100	
OBC-120	105 New Road, Porthcawl	SS 282064 177237	Kerbside	0.90	0.90	0.00	8.06	21.3	22.7	23.5	18.2	19.2	13.8	11.7	18.2	23.4	24.30	20.00	21.20	19.9	15.1	15.1	100	

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in bold.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) See Appendix C for details on bias adjustment and annualisation.

(2) Distance corrected to nearest relevant public exposure.



Appendix B: A Summary of Local Air Quality Management

Purpose of an Annual Progress Report

This report fulfils the requirements of the Local Air Quality Management (LAQM) process as set out in the Environment Act 1995 and associated government guidance. The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas and to determine whether or not the air quality objectives are being achieved. Where exceedances occur, or are likely to occur, the local authority must then declare an Air Quality Management Area (AQMA) and prepare a DRAFT Air Quality Action Plan (AQAP) within 18 months, setting out measures it intends to put in place to improve air quality in pursuit of the air quality objectives. The AQAP must be formally adopted prior to 24 months has elapsed. Action plans should then be reviewed and updated where necessary at least every 5 years.

For Local Authorities in Wales, an Annual Progress Report replaces all other formal reporting requirements and have a very clear purpose of updating the general public on air quality, including what ongoing actions are being taken locally to improve it if necessary.

Air Quality Objectives

The air quality objectives applicable to LAQM in Wales are set out in the Air Quality (Wales) Regulations 2000, No. 1940 (Wales 138), Air Quality (Amendment) (Wales) Regulations 2002, No 3182 (Wales 298), and are shown in Table 11.

The table shows the objectives in units of microgrammes per cubic metre $\mu\text{g}/\text{m}^3$ (milligrammes per cubic metre, mg/m^3 for carbon monoxide) with the number of exceedances in each year that are permitted (where applicable).

Table 11– Air Quality Objectives Included in Regulations for the Purpose of LAQM in Wales

Pollutant	Air Quality Objective		Date to be achieved by
	Concentration	Measured as	
Benzene	16.25 µg/m ³	Running annual mean	31.12.2003
	5.00 µg/m ³	Annual mean	31.12.2011
1,3-butadiene	2.25 µg/m ³	Running annual mean	31.12.2003
Carbon monoxide	10 mg/m ³	Running 8-hour mean	31.12.2003
Lead	0.50 µg/m ³	Annual mean	31.12.2004
	0.25 µg/m ³	Annual mean	31.12.2008
Nitrogen dioxide	200 µg/m ³ not to be exceeded more than 18 times a year	1-hour mean	31.12.2005
	40 µg/m ³	Annual mean	31.12.2005
Particulate matter (PM ₁₀) (gravimetric)	50 µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean	31.12.2004
	40 µg/m ³	Annual mean	31.12.2004
Sulphur dioxide	350 µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean	31.12.2004
	125 µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean	31.12.2004
	266 µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean	31.12.2005

Appendix C: Air Quality Monitoring Data QA/QC

Diffusion Tube Bias Adjustment Factors

A database of bias adjustment factors determined from Local Authority co-location studies throughout the UK has been collated by the LAQM Helpdesk. The National Diffusion Tube Bias Adjustment Factor Spreadsheet (Version 06/19) was used to obtain an overall adjustment factor of 0.76 from the input data shown in the following screenshot. This overall factor is based on 28 co-location studies where the tube preparation method and analysis laboratory used were the same as those used by BCBC.

Figure 20: National Diffusion Tube Bias Adjustment Factor Spreadsheet

National Diffusion Tube Bias Adjustment Factor Spreadsheet							Spreadsheet Version Number: 06/19			
Follow the steps below in the correct order to show the results of relevant co-location studies							This spreadsheet will be updated at the end of September 2019 LAQM Helpdesk Website			
Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods										
Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet										
This spreadsheet will be updated every few months; the factors may therefore be subject to change. This should not discourage their immediate use.										
The LAQM Helpdesk is operated on behalf of Defra and the Devolved Administrations by Bureau Veritas, in conjunction with contract partners AECOM and the National Physical Laboratory.					Spreadsheet maintained by the National Physical Laboratory. Original compiled by Air Quality Consultants Ltd.					
Step 1:		Step 2:	Step 3:	Step 4:						
Select the Laboratory that Analyses Your Tubes from the Drop-Down List		Select a Preparation Method from the Drop-Down List	Select a Year from the Drop-Down List	Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution. Where there is more than one study, use the overall factor shown in blue at the foot of the final column.						
If a laboratory is not shown, we have no data for this laboratory.		If a preparation method is not shown, we have no data for this method at this laboratory.	If a year is not shown, we have no data.	If you have your own co-location study then see footnote 1. If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMHelpdesk@uk.bureauveritas.com or 0800 0327953						
Analysed By ¹	Method <small>To do your calculation, choose (M) from the pop-up list</small>	Year <small>To do your calculation, choose (All)</small>	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m ³)	Automatic Monitor Mean Conc. (Cm) (µg/m ³)	Bias (B)	Tube Precision ²	Bias Adjustment Factor (A) (Cm/Dm)
Socotec Didcot	50% TEA in acetone	2018	KS	Maylebone Road Intercomparison	12	95	85	11.3%	G	0.90
Socotec Didcot	50% TEA in acetone	2018	B	Gravesham Borough Council	12	37	30	22.1%	G	0.82
Socotec Didcot	50% TEA in acetone	2018	B	Gravesham Borough Council	12	28	24	18.8%	G	0.84
Socotec Didcot	50% TEA in acetone	2018	UI	North Lincolnshire Council	12	24	16	53.5%	G	0.65
Socotec Didcot	50% TEA in acetone	2018	R	Swansea Council	12	33	24	39.0%	G	0.72
Socotec Didcot	50% TEA in acetone	2018	UB	Swansea Council	10	19	16	23.4%	G	0.81
Socotec Didcot	50% TEA in acetone	2018	R	Sevenoaks District Council	12	34	25	34.8%	G	0.74
Socotec Didcot	50% TEA in Acetone	2018	R	Wrexham County Borough Council	11	21	18	16.1%	G	0.86
Overall Factor³ (28 studies)								Use	0.76	

Discussion of Choice of Factor to use

The bias adjustment factor applied to all 2018 data is 0.76. The applied bias adjustment factor has been calculated using the national diffusion tube bias adjustment factor spreadsheet version 06/19. Due to insufficient data capture <90%, in accordance with Defra's LAQM (TG16), Box 7.11 it is preferable not to perform a co-location study due to concerns associated with the data quality. The National Bias Adjustment Factor supplied by the LAQM Defra website, based on 28 studies, which appointed Socotec UK Ltd Didcot laboratory, gave a figure of 0.76 and so this has been adopted for ratification purposes.

Short-Term to Long-Term Data Adjustment

AMS Adjustment

The Ewenny Cross Roundabout AMS had poor annual data capture for NO₂ and PM₁₀ (39.3% & 44.1%). As a result, the finalised NO₂ & PM₁₀ figures presented in this report from this monitor have been annualised according to the methods presented in Box 7.9 of LAQM TG(16). Long-term AURN urban background continuous monitoring sites, within a distance of approximately 50 miles from Bridgend were selected.

Table 12– Long term AURN sites used for calculation of NO₂ annualisation ratio for Ewenny Cross Roundabout AMS

Site	Site Type	Annual Mean (µg/m ³)	Period Mean (µg/m ³)	Ratio
Cwmbran AURN	Urban Background	13.25	15.65	0.85
Cardiff City Centre AURN	Urban Background	20.87	23.66	0.88
Average Ratio				0.86

Table 13– Long term AURN sites used for calculation of PM₁₀ annualisation ratio for Ewenny Cross Roundabout AMS

Site	Site Type	Annual Mean (µg/m ³)	Period Mean (µg/m ³)	Ratio
Cardiff City Centre AURN	Urban Background	17.240	16.03	1.08
Average Ratio				1.08

Diffusion Tubes Adjustment

The Nitrogen Dioxide (NO₂) obtained via the use of passive diffusion tubes during January to December 2017 were annualised via the method described in Box 7.10 of LAQM TG(16). Due to potential quality issues surrounding Ewenny Roundabout's AMS NO₂ data, long-term AURN urban background continuous monitoring sites, within a distance of approximately 50 miles from Bridgend were selected.

Table 14– Long term AURN sites used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube OBC-103

Site	Site Type	Annual Mean (µg/m ³)	Period Mean (µg/m ³)	Ratio
Cwmbran AURN	Urban Background	13.71	14.5	0.95
Cardiff City Centre AURN	Urban Background	21.08	23.17	0.91
Average Ratio				0.93

Table 15– Long term AURN sites used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube OBC-104

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	13.71	14.5	0.95
Cardiff City Centre AURN	Urban Background	21.08	23.17	0.91
Average Ratio				0.93

Table 16– Long term AURN sites used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube OBC-106

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	13.71	12.49	1.10
Cardiff City Centre AURN	Urban Background	21.08	19.83	1.06
Average Ratio				1.08

Table 17– Long term AURN sites used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube OBC-110

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	13.71	15.27	0.90
Cardiff City Centre AURN	Urban Background	21.08	23.58	0.89
Average Ratio				0.90

Table 18– Long term AURN sites used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube OBC-112

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	13.71	15.09	0.91
Cardiff City Centre AURN	Urban Background	21.08	23.06	0.91
Average Ratio				0.91

Table 19– Long term AURN sites used for calculation of nitrogen dioxide annualisation ratio for Diffusion Tube OBC-118

Site	Site Type	Annual Mean ($\mu\text{g}/\text{m}^3$)	Period Mean ($\mu\text{g}/\text{m}^3$)	Ratio
Cwmbran AURN	Urban Background	13.71	13.33	1.03
Cardiff City Centre AURN	Urban Background	21.08	20.56	1.03
Average Ratio				1.03



QA/QC of Diffusion Tube Monitoring

The diffusion tubes are supplied and analysed by Socotec UK Ltd Didcot, using the 50% triethanolamine (TEA) in water method. Socotec UK Ltd Didcot participates in the Annual Field Inter-Comparison Exercise and Workplace Analysis Scheme for Proficiency (WASP) inter-comparison scheme for nitrogen dioxide diffusion tube analysis. From April 2014 the WASP Scheme was combined with the STACKS scheme to form the new AIR scheme, which Socotec UK Ltd Didcot participates in. The AIR scheme is an independent analytical proficiency testing scheme operated by LGC Standards and supported by the Health and Safety Laboratory (HSL).

The laboratory Socotec UK Ltd Didcot is regarded ranked as the highest rank of satisfactory in relation to the WASP intercomparison scheme for spiked nitrogen dioxide diffusion tubes.

Information regarding tube precision can be obtained via <http://laqm.defra.gov.uk/diffusion-tubes/precision.html> Information regarding WASP results can be obtained via <http://laqm.defra.gov.uk/diffusion-tubes/qa-qc-framework.html>

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the LA intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
APR	Air quality Annual Progress Report
AURN	Automatic Urban and Rural Network (UK air quality monitoring network)
BCBC	Bridgend County Borough Council
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO ₂	Sulphur Dioxide

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

17 SEPTEMBER 2019

REPORT OF THE HEAD OF LEGAL AND REGULATORY SERVICES

INFORMATION REPORTS FOR NOTING

1. Purpose of Report

- 1.1 The purpose of this report is to inform Cabinet of the Information Reports for noting which have been published since its last scheduled meeting.

2. Connection to Corporate Improvement Objectives/Corporate Priorities

- 2.1 The report relates to the corporate priority/priorities:
- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

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

4. Current situation / proposal

4.1 Information Reports

The following information reports have been published since the last meeting of Cabinet:-

<u>Title</u>	<u>Date published</u>
Ombudsman Annual Letter 2018-19	11 September 2019
Annual Treasury Management Outturn Report 2018-19	11 September 2019

4.2 Availability of Documents

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

5. Effect upon Policy Framework and Procedure Rules

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

6. Equality Impact Assessment

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

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

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

8. Financial Implications.

8.1 There are no financial implications regarding this report.

9. Recommendation.

9.1 That Cabinet acknowledges the publication of the documents listed in this report.

K Watson
Head of Legal and Regulatory Services
9 September 2019

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Democratic Services Manager
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Email: cabinet_committee@bridgend.gov.uk

Postal address: Democratic Services
Legal and Regulatory Services
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CF31 4WB

Background documents: None.

BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO CABINET

17 SEPTEMBER 2019

REPORT OF THE HEAD OF LEGAL AND REGULATORY SERVICES

OMBUDSMAN ANNUAL LETTER 2018-2019

1. Purpose of report

- 1.1 The purpose of this report is to present the Ombudsman's Annual Letter for 2018-2019 to Cabinet.

2. Connection to corporate improvement objectives/other corporate priority

- 2.1 This report assists in the achievement of the following corporate priority/priorities:
- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1 The Public Service Ombudsman for Wales (PSOW) is independent of all government bodies and has legal powers to investigate complaints about public services and independent care providers in Wales. They also investigate complaints that Members of local government bodies have breached their authority's Code of Conduct.
- 3.2 The PSOW reports annually on the number of complaints against public bodies received by its office.
- 3.3 The Complaints Officer is the Contact Officer for the PSOW and the Monitoring Officer is responsible for liaising with the PSOW regarding Member Code of Conduct complaints.

4. Current situation/proposal

- 4.1 **Appendix A** provides the Ombudsman's Annual Letter for 2018-2019.
- 4.2 The number of complaints against the Authority decreased in the period 2018-2019 from 40 in 2017-18 to 33 in 2018-19. This is against a local authority average adjusted for population distribution of 41. None of the complaints against the Authority proceeded to investigation. The PSOW intervened in 6 of these cases. Children's Services attracted the largest number of complaints at 7 and Roads and Transport the least with 1.
- 4.3 One Code of Conduct complaint against the Authority's Councillors was received by the Ombudsman's Office in this period and was closed after initial consideration. 17

Code of Conduct complaints were received against Town and Community Councils in Bridgend County and all were closed after initial consideration.

5. Effect upon policy framework and procedure rules

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

6. Equality Impact Assessment

6.1 There are no equality implications.

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

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

8. Financial implications

8.1 The PSOW has the legal power to require authorities to make payments to complainants where they have suffered financial loss or in compensation for distress and inconvenience.

9. Recommendation

9.1 Cabinet is recommended to note the Annual Letter attached as **Appendix A**.

Kelly Watson
Head of Legal and Regulatory Services
9 September 2019

Contact officer: Charlotte Branford
Information and Data Protection Officer

Telephone: (01656) 643565


Email: Charlotte.Branford@bridgend.gov.uk

Postal address: Civic Offices, Angel Street, Bridgend, CF31 4WB


Background documents: None

Our ref: NB

Ask for: Communications

 01656 641150

Date: 7 August 2019

 communications
@ombudsman-wales.org.uk

Councillor Huw David
Council Leader
Bridgend County Borough Council

By Email Only
cllr.huw.david@bridgend.gov.uk

Dear Councillor Huw David

Annual Letter 2018/19

I am pleased to provide you with the Annual letter (2018/19) for Bridgend County Borough Council. This year I am publishing my Annual Letters as part of my Annual Report and Accounts. I hope the Council finds this helpful and I trust this will enable it to review its own complaint handling performance in the context of other public bodies performing similar functions across Wales.

Whilst overall the number of complaints received relating to local authorities across Wales increased from 794 to 912, I am pleased that local authorities continue to work with my office to resolve many of these complaints at an early stage. This provides complainants with appropriate and timely remedies avoiding the need for my office to fully investigate complaints.

A summary of the complaints of maladministration/service failure received relating to the Council is attached.

Also attached is a summary of the Code of Conduct complaints relating to members of the Council and the Town & Community Councils in your area.

Page 1 of 7

The Public Services Ombudsman (Wales) Act 2019 has now been introduced. I am delighted that the Assembly has approved this legislation giving the office new powers aimed at:

- Improving access to my office
- Providing a seamless mechanism for complaint handling when a patient's NHS care is inextricably linked with private healthcare
- Allowing me to undertake own initiative investigations when required in the public interest
- Ensuring that complaints data from across Wales may be used to drive improvement in public services for citizens in Wales.

I am very much looking forward to implementing these new powers over the coming year.

Action for the Council to take:

- Present my Annual Letter to the Cabinet to assist Members in their scrutiny of the Council's performance
- Work to reduce the number of cases which require intervention by my office
- Inform me of the outcome of the Council's considerations and proposed actions on the above matters by **31 October 2019**.

This correspondence is copied to the Chief Executive of your Council and to your Contact Officer. Finally, a copy of all Annual Letters will be published on my website.

Yours sincerely



Nick Bennett
Public Services Ombudsman for Wales

CC: Mark Shephard, Interim Chief Executive
Charlotte Branford, Contact Officer

Factsheet**A. Complaints Received and Investigated with Local Authority average adjusted for population distribution**

Local Authority	Complaints Received	Average	Complaints Investigated	Average
Bridgend County Borough Council 2018/19	33	41	0	1
Bridgend County Borough Council 2017/18	40	36	1	1
Blaenau Gwent County Borough Council	8	20	0	0
Caerphilly County Borough Council	65	51	1	1
Cardiff Council	115	103	0	2
Carmarthenshire County Council	49	53	1	1
Ceredigion County Council	23	21	0	0
City and County of Swansea	83	70	0	2
Conwy County Borough Council	41	33	2	1
Denbighshire County Council	26	27	1	1
Flintshire County Council	50	44	2	1
Gwynedd Council	32	35	2	1
Isle of Anglesey County Council	31	20	2	0
Merthyr Tydfil County Borough Council	15	17	0	0
Monmouthshire County Council	20	27	0	1
Neath Port Talbot County Borough Council	38	40	1	1
Newport City Council	38	43	0	1
Pembrokeshire County Council	35	35	0	1
Powys County Council	67	38	4	1
Rhondda Cynon Taf County Borough Council	36	68	0	2
Torfaen County Borough Council	12	26	1	1
Vale of Glamorgan Council	24	37	0	1
Wrexham County Borough Council	45	38	3	1
Grand Total	886		20	

B. Complaints Received by Subject

Bridgend	Complaints Received
Adult Social Services	2
Children Social Services	7
Complaints Handling	3
Education	2
Environment and Environmental Health	6
Finance and Taxation	2
Housing	2
Planning and Building Control	3
Roads and Transport	1
Various Other	5

C. Comparison of complaint outcomes with average outcomes for Local Authorities, adjusted for population distribution

Local Authority	Out of Jurisdiction	Premature	Other cases closed after initial consideration	Early Resolution / Voluntary settlement	Discontinued	Other Report - Not upheld	Other Report - Upheld in whole or in part	Public Interest Reports
2018/19								
Bridgend County	8	12	11	5	-	-	-	-
Bridgend County (adjusted)	7	13	14	5	0	1	1	0
2017/18								
Bridgend County	8	10	16	5	-	-	-	-
Bridgend County (adjusted)	6	10	13	5	0	1	1	0

D. Number of cases with PSOW intervention

Local Authority	No. of complaints with PSOW intervention	Total number of closed complaints	% of complaints with PSOW intervention
Bridgend County Borough Council 2018/19	6	36	17%
Bridgend County Borough Council 2017/18	5	39	13%
Blaenau Gwent County Borough Council	2	7	29%
Caerphilly County Borough Council	8	68	12%
Cardiff Council	19	110	17%
Carmarthenshire County Council	4	48	8%
Ceredigion County Council	5	24	21%
City and County Swansea	10	80	13%
Conwy County Borough Council	5	39	13%
Denbighshire County Council	4	30	13%
Flintshire County Council	16	56	29%
Gwynedd Council	6	35	17%
Isle of Anglesey County Council	5	31	16%
Merthyr Tydfil County Borough Council	0	14	0%
Monmouthshire County Council	0	23	0%
Neath Port Talbot County Borough Council	4	40	10%
Newport City Council	7	43	16%
Pembrokeshire County Council	6	33	18%
Powys County Council	11	64	17%
Rhondda Cynon Taf County Borough Council	4	34	12%
Torfaen County Borough Council	1	12	8%
Vale of Glamorgan Council	7	30	23%
Wrexham County Borough Council	8	43	19%

E. Code of Conduct Complaints Closed

Local Authority	Closed after initial consideration	Discontinued	No evidence of breach	No action necessary	Refer to Standards Committee	Refer to Adjudication Panel	Withdrawn	Total
2018/19								
Bridgend	1	-	-	-	-	-	-	1
2017/18								
Bridgend	3	-	-	1	-	-	-	4

F. Town/Community council Code of Conduct Complaints

Town/Community Council	Closed after initial consideration	Discontinued	No evidence of breach	No Action necessary	Refer to Standards Committee	Refer to Adjudication Panel	Withdrawn	Total
Brackla CC	2	-	-	-	-	-	-	2
Bridgend TC	4	-	-	-	-	-	-	4
Garw Valley CC	1	-	-	-	-	-	-	1
Maesteg TC	1	-	-	-	-	-	-	1
Pencoed TC	4	-	-	-	-	-	-	1
Porthcawl TC	3	-	-	-	-	-	-	3
Ynysawdre CC	2	-	-	-	-	-	-	2

Appendix

Explanatory Notes

Section A compares the number of complaints against the Local Authority which were received and investigated by my office during 2018/19, with the Local Authority average (adjusted for population distribution) during the same period.

Section B provides a breakdown of the number of complaints about the Local Authority which were received by my office during 2018/19. The figures are broken down into subject categories.

Section C compares the complaint outcomes for the Local Authority during 2018/19, with the average outcome (adjusted for population distribution) during the same period.

Section D provides the numbers and percentages of cases received by our office in which an intervention has occurred. This includes all upheld complaints, early resolutions and voluntary settlements.

Section E provides a breakdown of all Code of Conduct complaint outcomes against Councillors during 2018/19.

Section F provides a breakdown of all Code of Conduct complaint outcomes against town or community councils.

Feedback

We welcome your feedback on the enclosed information, including suggestions for any information to be enclosed in future annual summaries. Any feedback or queries should be sent via email to communications@ombudsman-wales.org.uk

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BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO CABINET

17 SEPTEMBER 2019

REPORT OF THE INTERIM HEAD OF FINANCE AND SECTION 151 OFFICER

ANNUAL TREASURY MANAGEMENT OUTTURN REPORT 2018-19

1. Purpose of the Report

1.1 The purpose of the report is to:-

- Comply with the requirement of the Chartered Institute of Public Finance and Accountancy 'Treasury Management in the Public Services: Code of Practice' (the Code) to report an overview of treasury activities for the preceding financial year;
- Report on the actual Treasury Management and Prudential indicators for 2018-19.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

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

- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

2.2 The Annual Treasury Management Outturn Report is integral to the delivery of the Corporate Improvement Objectives as the allocation of resources determines the extent to which the Corporate Objectives can be delivered.

3. Background

3.1 The Council's Treasury Management activities are regulated by the Local Government Act 2003 which provides the powers to borrow and invest as well as providing controls and limits on this activity. The Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003 as amended, develops the controls and powers within the Act. This requires the Council to undertake any borrowing activity with regard to the Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance in Local Authorities and to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Services.

3.2 The Council is required to operate the overall treasury function with regard to the Code and this was formally adopted by the Council in February 2012. This includes a requirement for the Council to approve a Treasury Management

Strategy (TMS) before the start of each financial year which sets out the Council's and Chief Financial Officer's responsibilities, delegation and reporting arrangements. Council approved the TMS 2018-19 on 28 February 2018. CIPFA published new editions of Treasury Management in the Public Services: Code of Practice and the Prudential Code for Capital Finance in Local Authorities in late December 2017. The TMS 2018-19 and this report however have been produced using the 2011 Codes due to the late publication of the 2017 Codes as they were not implemented until the TMS 2019-20.

- 3.3 The Welsh Government (WG) issued revised Guidance on Local Authority Investments in April 2010, which requires the Council to approve an Investment Strategy prior to the start of each financial year and this is included in the TMS.
- 3.4 Under regulation 21 of the Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003, local authorities are required to charge Minimum Revenue Provision (MRP) to their revenue account for each financial year to account for the principal cost of their debt in that financial year. Council approved a revised MRP policy for 2018-19 on 19 September 2018 and the revised MRP policy for 2018-19 amended the method of calculating a prudent annual amount to charge to revenue to repay capital financing costs. The revision of the MRP Policy 2018-19 for calculating MRP on capital expenditure funded from supported borrowing resulted in a change from a 4% reducing balance method to a straight-line method over 45 years.
- 3.5 Although not classed as treasury management activities and therefore not covered by the CIPFA Code or the WG Guidance, the Council may also purchase property for investment purposes and may also make loans and investments for service purposes, for example in shared ownership housing, or as equity investments and loans to the Council's subsidiaries. Such loans and investments will be subject to the Council's normal approval processes for revenue and capital expenditure and need not comply with the TMS. The Council's existing non-treasury investments relate to investment properties and the balance at 31 March 2019 was £4.635 million.

4. Current Situation/Proposal

4.1 External Debt and Investment Position 2018-19

- 4.1.1 The Council's external debt and investment position for 1 April 2018 to 31 March 2019 is shown in Table 1 below; more detail is provided in section 4.4 the Borrowing Strategy and Outturn and section 4.5 the Investment Strategy and Outturn.
- 4.1.2 It should be noted that the accounting practice to be followed by the Council requires financial instruments in the accounts (debt and investments) to be measured in a method compliant with International Financial Reporting Standards (IFRS). The figures shown in Table 1 and throughout the report are based on the actual amounts borrowed and invested and so may differ from

those in the Statement of Accounts which include accrued interest or other different accounting adjustments.

Table 1: External debt and investment position 1 April 2018 to 31 March 2019

	Principal as at 01-04-18 £m	Average Rate %	Principal as at 31-03-19 £m	Average Rate %
External long term borrowing:				
Public Works Loan Board	77.62	4.70	77.62	4.70
Lender's Option Borrower's Option	19.25	4.65	19.25	4.65
Total External borrowing	96.87	4.69	96.87	4.69
Other Long Term Liabilities (LTL)				
Private Finance Initiative (PFI)*	17.64		17.00	
Other LTL	3.38		0.88	
Total Other Long Term Liabilities	21.02		17.88	
Total Gross External Debt	117.89		114.75	
Treasury investments:				
Banks	7.40	0.58	5.40	0.86
Building Societies	2.00	0.54	1.00	0.90
Local Authorities	21.00	0.64	21.00	0.96
Total treasury investments	30.40	0.62	27.40	0.94
Net Debt	87.49		87.35	

* (PFI) arrangement for the provision of a Secondary School in Maesteg 15 years remaining term

4.1.3 The £19.25 million in Table 1 above relates to Lender's Option Borrower's Option (LOBO) loans which have a maturity date of 2054, however these may be re-scheduled in advance of this maturity date. The LOBO rate and term may vary in the future depending upon the prevailing market rates, with the lender exercising their option to increase rates at one of the bi-annual trigger points (the trigger dates being July and January) and, therefore, the Council being given the option to accept the increase or to repay the loan without incurring a penalty. The next trigger point is January 2020 and although the Council understands that the lender is unlikely to exercise this option in the current low interest rate environment, an element of refinancing risk remains and the Council would take the option to repay these loans at no cost if it has the opportunity to do so in the future. The current average interest rate for these LOBO's is 4.65% compared to the Public Works Loan Board (PWLB) average interest rate of 4.70%.

4.1.4 The other long term liabilities figure of £17.88 million at 31 March 2019 includes £17.00 million for the Council's Private Finance Initiative (PFI) arrangement for the provision of a Secondary School in Maesteg with fifteen years remaining term. £0.69 million of the £17.00 million is included as current liabilities in the Council's balance sheet in the Statement of Accounts.

4.1.5 Favourable cash flows have provided surplus funds for investment and the balance on investments at 31 March 2019 was £27.40 million (average interest rate 0.94%). This was a decrease from the start of the financial year where investments were £30.40 million (average interest rate 0.62%). Table 2 in section 4.5 details the movement of the investments during 2018-19 by counterparty types and shows the average balances, investment income received, duration and rates for the year.

4.1.6 The treasury management function has been reviewed by the Council's External Auditors, the Wales Audit Office, during the 2018-19 annual audit and there were no adjustments relating to treasury management. In addition to the external audit work, the Internal Audit section undertook an audit of the treasury management function during 2018-19 and the audit identified that "based on an assessment of the strengths and weakness of the areas examined, and through testing it has been concluded that the effectiveness of the internal control environment is considered to be sound and therefore substantial assurance can be placed upon the management of risks".

4.1.7 The Council's treasury management advisors are Arlingclose. Their contract runs from 1 September 2016 for four years following a tender process and the contract will be reviewed annually and either party may at any time terminate this agreement on 3 months prior written notice. The current services provided to the Council include:-

- advice and guidance on relevant policies, strategies and reports
- advice on investment decisions
- notification of credit ratings and changes
- other information on credit quality
- advice on debt management decisions
- accounting advice
- reports on treasury performance
- forecasts of interest rates
- training courses.

4.2 Treasury Risk Management 2018-19

4.2.1 The TMS sets out the parameters for the management of risks associated with Financial Instruments. The Council also produces Treasury Management Practices specifying the practical arrangements to be followed to manage these risks. The Council's overall treasury risk management procedures focus on the unpredictability of financial markets and putting in place measures to minimise these risks.

4.2.2 The Council has an integrated TMS where borrowing and investments are managed in accordance with best professional practice. The Council borrows money either to meet short term cash flow needs or to fund capital schemes approved within the capital programme. Therefore any actual loans taken out are not associated with particular items of expenditure or assets. The Council is exposed to financial risks including the potential loss of invested funds and the

revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Council's TMS.

4.2.3 The Council's activities expose it to a variety of financial risks, the key risks are:-

- Credit risk (i.e. security) – the possibility that other parties might fail to pay amounts due to the Council;
- Liquidity risk – the possibility that the Council might not have funds available to meet its commitments to make payments;
- Market risk - the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates movements.

4.2.4 The Council's primary objective for the management of its investments is to give priority to the security and liquidity of its funds before seeking the best rate of return so not all the options available to the Council were utilised during 2018-19. The majority of the Council's surplus funds during 2018-19 were therefore kept in the form of short-term investments and were all placed with counterparties satisfying the appropriate credit criteria and spread over a number of counterparties. This was deemed a much safer option even though it may be at the expense of extra basis points in interest and more detail is provided below in section 4.5.

4.2.5 The counterparty limits were constantly reviewed and, where market conditions dictated, the counterparty limit was dropped below those detailed in the Investment Strategy. No breaches of the Council's counterparty criteria occurred during 2018-19 and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits. A risk of irrecoverability applies to all of the Council's deposits, but there was no evidence at 31 March 2019 that this was likely to happen. The pie chart in section 4.5 below summarises the credit risk exposures of the Council's investment portfolio by credit rating, based on the lowest long term rating.

4.3 External Context 2018-19

4.3.1 The interest rate views, incorporated in the Council's TMS 2018-19, were based upon officers' views supported by a selection of City forecasts provided by Arlingclose. When the TMS 2018-19 was prepared in January 2018 it was forecast that the Bank Rate would remain at 0.50% during 2018-19.

4.3.2 The Bank Rate started the financial year at 0.50% and remained at that rate until 2 August 2018 when the Bank of England's Monetary Policy Committee (MPC) increased the rate by 0.25% to 0.75%. The Bank Rate remained at 0.75% for the remainder of 2018-19.

4.4 Borrowing Strategy and Outturn 2018-19

4.4.1 Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the

debt portfolio. The uncertainty over future interest rates increases the risks associated with treasury activity. As a result the Council took a cautious approach to its treasury strategy. With short-term interest rates currently lower than long term rates, it is likely to be more cost effective in the short term to use internal resources or take out short term loans instead. Short term and variable rate loans expose the Council to the risk of short term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates as shown in the treasury management indicators in section 4.9 below. However, with long term rates forecast to rise in the coming years, any such short term savings will need to be balanced against the potential longer-term costs. The Council's treasury management advisors will assist the Council with this 'cost of carry' and breakeven analysis.

- 4.4.2 The Council's primary objective for the management of its debt is to ensure its long term affordability. The majority of its loans have therefore been taken from the Public Works Loan Board (PWLB) at long term fixed rates of interest and the last time the Council took out long term borrowing was £5 million from the PWLB in March 2012. The premium charge for early repayment of PWLB debt remained relatively expensive for the loans in the Council's portfolio and were therefore unattractive for debt rescheduling activity so no rescheduling activity was undertaken in 2018-19 as a consequence. However, in conjunction with Arlingclose, the loan portfolio will continue to be reviewed for any potential savings as a result of any loan rescheduling. For cash-flow purposes on two occasions short term borrowing was taken in 2018-19 totalling £3 million and repaid within a few weeks and there was none outstanding at 31 March 2019.
- 4.4.3 The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This is known as Internal Borrowing. This strategy is prudent as investment returns are low and counterparty risk is relatively high.

4.5 Investment Strategy & Outturn 2018-19

- 4.5.1 Both the CIPFA Code and the WG Guidance require the Council to invest its funds prudently and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, balancing the risk of incurring losses from defaults against receiving unsuitably low investment income.
- 4.5.2 The Annual Investment Strategy incorporated in the Council's TMS 2018-19 includes the credit ratings defined for each category of investments, the prudential use of non-specified investments and the liquidity of investments. The Council's investments have historically been placed in short term bank and building society unsecured deposits and with local and central government, however, investments may be made with any public or private sector organisations that meet the minimum credit criteria specified in the Investment

Strategy and any new instruments used will be in full consultation with Arlingclose.

- 4.5.3 As previously reported, the Council opened a Money Market Fund (MMF) in 2017-18 which is an approved financial instrument in the TMS and provides instant access to the funds. During 2018-19, additional MMFs were set up (all approved by Arlingclose) as well as a web based portal (at no cost to the Council) to simplify and introduce efficiencies to all aspects of MMFs, from account maintenance through to trading and reporting. These MMFs offer same-day liquidity and very low or no volatility and are a good alternative to instant access bank accounts. There was no balance outstanding in MMFs at 31 March 2019.
- 4.5.4 Investment decisions are made by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's to ensure that this lies within the Council's agreed minimum credit rating. **Appendix B** shows the equivalence table for these published credit ratings and explains the different investment grades. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. In the current climate, relying mainly on credit ratings is considered to be inappropriate and the Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard is therefore given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments are made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.
- 4.5.5 On a day to day basis, the Council typically has surplus cash balances arising from the cash flow e.g. timing differences between grants being received and making various payments. These are invested on the market via brokers, direct with the institution or held in deposit accounts or a money market fund with instant access. The Council usually invests for a range of periods dependent on cash flow requirements and the interest rates on offer having regard to the Investment Strategy.
- 4.5.6 Occasionally, investments are placed with the UK Debt Management Office (DMO - Executive Agency of UK Government) but only for very short term deposits and only as a last resort as the interest rates offered by this facility are lower than some other counterparties, but this is commensurate with the high level of security and reduced risk offered. It provides another option when examining potential investments and ensures compliance with the Council's investment objective that security takes priority over yield. There were no deposits outstanding with the DMO at 31 March 2019.
- 4.5.7 The Council's primary objective for the management of its investment portfolio is to give priority to the security and liquidity of its funds before seeking the best rate of return. As shown in Tables 2 and 3 below, the majority of investments in 2018-19 were held as short term investments with UK Local Authorities,

banks of high credit quality and in MMFs. Favourable cash flows have provided positive cash balances for investment and the balance on investments at 31 March 2019 was £27.40 million made up of £4 million long term investments, £20 million short term investments and £3.40 million Cash and Cash Equivalents. Table 2 below details these investments by counterparty type and Table 3 summarises these investments based on the maturity profile (remaining duration from 31 March 2019) and counterparty type.

Table 2: Investments Profile 2018-19

Investment Counterparty Category	Balance 01 April 2018	Investments Raised	Investments Repaid	Balance 31 March 2019	Investment Income Received 2018-19 **	Average Original Duration of the Investment	Weighted Average Investment Balance 2018-19	Weighted Average Interest Rate 2018-19
	(A)	(B)	(C)	(A+B-C)	**			
	£m	£m	£m	£m	£'000	Days	£m	%
Government - DMO	-	80.10	80.10	-	2.90	4	0.78	0.37
Local Authorities	21.00	139.10	139.10	21.00	201.49	125	28.73	0.74
Building Societies	2.00	7.00	8.00	1.00	13.03	97	1.33	0.65
Banks (Fixed Maturity)	5.00	10.00	11.00	4.00	40.01	205	5.35	0.75
Banks Instant Access/Notice Period Accounts*	2.40	100.23	101.23	1.40	32.32	n/a	6.10	0.68
Money Market Fund (Instant Access)*	-	65.65	65.65	-	39.58	n/a	6.86	0.73
Total/Average	30.40	402.08	405.08	27.40	329.33	108	49.15	0.72

* An average duration is not shown as there is no original duration as instant access or notice period and money is added and withdrawn to/from these accounts as required by cash-flow

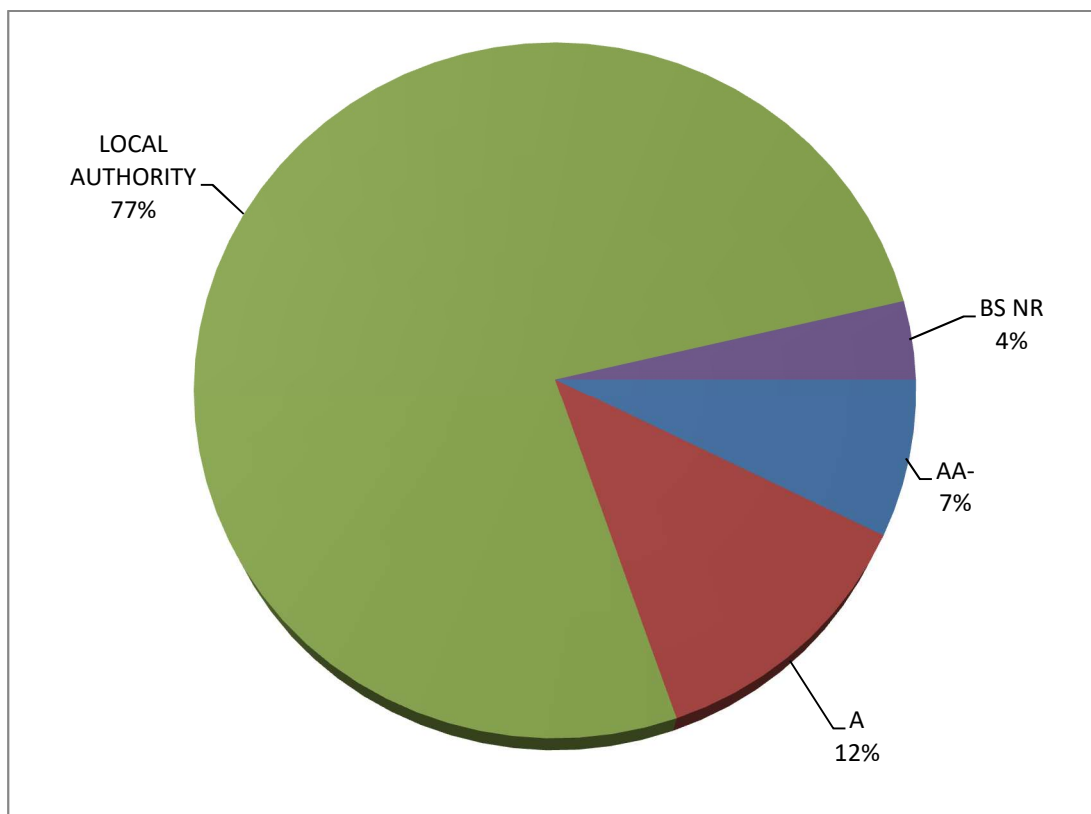
** Received in the Council's bank account not investment income earned

Table 3: Investments Outstanding Maturity Profile 31 March 2019

Counterparty Category	Instant Access	Deposits Maturing Within 1 Month	Deposits Maturing Within 2-3 Months	Deposits Maturing Within 4-6 Months	Deposits Maturing Within 7-12 Months	Deposits Maturing Within 1-2 Years	Total
	£m	£m	£m	£m	£m	£m	£m
Local Authorities	-	2.00	2.00	8.00	5.00	4.00	21.00
Banks	1.40	2.00	2.00	-	-	-	5.40
Building Society	-	-	1.00	-	-	-	1.00
Total	1.40	4.00	5.00	8.00	5.00	4.00	27.40

4.5.8 The Council defines high credit quality as organisations and securities having a credit rating of A- or higher. The pie chart below summarises the above table by credit ratings and shows the £27.40 million investments at 31 March 2019 by percentage outstanding. Most local authorities do not have credit ratings and the £1m investment with an unrated building society (shown as 'BS NR' below) was an approved counterparty by Arlingclose whilst the remainder of the Council's investments all had a credit rating of A or above.

Pie Chart: Investments Outstanding Credit Ratings Profile 31 March 2019



Performance Measurement

4.6.1 The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year and the ones set in the TMS 2018-19 are shown below. These are distinct historic indicators as opposed to the Treasury Management and Prudential Indicators (shown in section 4.9 below and Appendix A) which are predominantly forward looking. One debt performance indicator is the average portfolio rate of interest compared to an appropriate average available such as the average PWLB Debt for Welsh and UK Local Authorities.

4.6.2 The average long term borrowing rate for 2018-19 and at 31 March 2019 was 4.69% (the same rate as at 31 March 2018) and 80% of this was made up of PWLB loans with an average rate of 4.70% (the same rate as at 31 March 2018). Comparable performance indicators are shown below:-

Bridgend CBC Average Rate of PWLB Debt 31-03-19 %	All Welsh Local Authorities* Average Rate for outstanding PWLB Debt 31-03-19 %	All Wales, England & Scotland Local Authorities* Average Rate for outstanding PWLB Debt 31-03-19 %
4.70	4.47	3.86
	+0.23	+0.84

*excluding Parish, Town and Community Councils

4.6.3 The average rate on investments for 2018-19 was 0.72% and at 31 March 2019 was 0.94% (compared to 0.49% for 2017-18 and 0.62% at 31 March 2018). Comparable performance indicators for benchmarking purposes set in the TMS 2018-19 were the average one month London Inter Bank Bid (LIBID) rate and the average Bank Rate. The tables below show that the investments average interest rate for 2018-19 and the actual rate as at 31 March 2019 compared favourably against these two benchmarking rates:-

Bridgend CBC Average Rate of Return on Investments 2018-19 %	Average 1 month LIBID (London Inter-Bank Bid rate) 2018-19 %	Average Bank Rate 2018-19 %
0.72	0.53	0.67%
	+0.19	+0.05
Bridgend CBC Average Rate of Return on Investments 31-03-19 %	1 month LIBID (London Inter-Bank Bid rate) 31-03-19 %	Bank Rate 31-03-19 %
0.94	0.61	0.75
	+0.33	+0.19

4.6.4 The Council participates in a benchmarking exercise with Arlingclose. As shown below, the Council's average rate of return on investments was above that of the average rate of return for Arlingclose's Welsh Local Authority Unitary clients internally managed investments, for the majority of the year. The Bank Rate is also shown for information:-

		Bridgend CBC		Arlingclose Welsh Local Authority Unitary Clients	
2018-19	Bank Rate %	Principal £m	Average Rate of Return Investments %	Principal £m	Average Rate of Return Internally Managed Investments * %
30-06-18	0.50	39.30	0.65	29.80	0.69
30-09-18	0.75	34.30	0.81	25.50	0.70
31-12-18	0.75	33.00	0.88	21.70	0.74
31-03-19	0.75	27.40	0.94	25.70	0.77

*Excludes external pooled funds

4.7 Review of the Treasury Management Strategy 2018-19

- 4.7.1 CIPFA's Code of Practice for Treasury Management requires all local authorities to conduct a mid-year review of its treasury management policies, practices and activities. As a result of this review it was not deemed necessary to make any changes to the TMS 2018-19, although Council approved a revised MRP policy for 2018-19 as detailed in paragraph 3.4.

4.8 Reporting Arrangements 2018-19

- 4.8.1 CIPFA's Code of Practice for Treasury Management requires that the Council reports on its treasury management as an annual strategy and plan in advance of the year, a mid-year review and an annual outturn report, to Council. Quarterly monitoring reports are also reported to Cabinet as Information Reports. The Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to Cabinet, and for the execution and administration of treasury management decisions to the Section 151 Officer, who will act in accordance with the Council's TMS and CIPFA's Standard of Professional Practice on Treasury Management.
- 4.8.2 In addition to the Code of Practice, the Welsh Government has issued Guidance on Local Government Investments which require local authorities to report their Annual Investment Strategy.
- 4.8.3 The Council has complied with its legislative and regulatory requirements during 2018-19. The TMS 2018-19 and the Half Yearly Outturn were reported to Council on 28 February 2018 and 24 October 2018 respectively and this Annual Treasury Management Outturn Report is being reported to Cabinet and Council in September 2019. In addition, quarterly monitoring reports were presented to Cabinet during 2018-19.
- 4.8.4 To ensure effective scrutiny of treasury management in accordance with the TMS, Audit Committee has been nominated to be responsible for ensuring effective scrutiny of the treasury management strategy and policies. During the financial year 2018-19, in addition to the regular treasury management reports to Cabinet and Council, Audit Committee received the Annual Treasury Management Report 2017-18 in June 2018, the Half Year Treasury Management Report 2018-19 in November 2018, the TMS 2019-20 in January 2019 and an Annual Outturn Report 2018-19 in June 2019.

4.9 Treasury Management & Prudential Indicators 2018-19

- 4.9.1 The 2011 Treasury Management Code and Prudential Code require the Council to set and report on a number of Treasury Management and Prudential Indicators. Details are shown in **Appendix A** of the estimated indicators for 2018-19 as detailed in the TMS 2018-19 approved by Council on 28 February 2018 and the actual indicators for 2018-19.

4.9.2 During the financial year 2018-19, the Council operated within the limits and indicators as set out in the agreed TMS 2017-18 and complied with its treasury management practices

5. Effect upon Policy Framework and Procedure Rules

5.1 As required by Financial Procedure Rule 20.3 within the Council's Constitution, all investments and borrowing transactions have been undertaken in accordance with the TMS 2018-19 as approved by Council with due regard to the requirements of the CIPFA's Code of Practice on Treasury Management in the Public Services.

6. Equality Impact Assessment

6.1 There are no equality implications.

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

7.1 The well-being goals identified in the Act were considered in the preparation of this report. As the report is for noting only and is retrospective in nature it is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications

8.1 The financial implications are reflected within the report.

9. Recommendation

9.1 It is recommended that Cabinet:

- Note the treasury management activities for 2018-19
- Note the actual Treasury Management and Prudential Indicators for 2018-19 against the ones approved in the Treasury Management Strategy 2018-19.

Gill Lewis
Interim Head of Finance & Section 151 Officer
19 August 2019

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Background documents:
Treasury Management Strategy 2018-19

1. Treasury Management Indicators 2018-19

- 1.1 The following indicators (which are forward looking parameters) form part of the CIPFA Code of Practice on Treasury Management. They enable the Council to measure and manage its exposure to Treasury Management risks.

The Council needs to set the upper limits to its **Interest Rate Exposure** for the effects of changes in interest rates. There are two treasury management indicators relating to both fixed interest rates and variable interest rates. These limits have been calculated with reference to the net outstanding principal sums and are set to control the Council's exposure to interest rate risk and are shown in the table below. Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or transaction date if later and all other instruments are classed as variable. The majority of the Council's investments are less than 12 months and even though interest rates may be fixed for the investment duration these would be classed as variable. LOBO loans are variable interest rate loans, therefore, as the variable investments were in excess of total variable rate loans, the net principal is shown as negative in the table below.

The Section 151 Officer managed interest rate exposure between these limits during the year and as shown below the net borrowing position for fixed and variable rates was within the limits set.

No.	Interest Rate Exposure	TMS 2018-19 £m	Actual Outstanding 31-03-19 £m
	Total Projected Principal Outstanding on Borrowing 31 March 2019	96.87	96.87
	Total Projected Principal Outstanding on Investments 31 March 2019	20.00	27.40
	Net Principal Outstanding	76.87	69.47
1.	Upper Limit on fixed interest rates (net principal) exposure	130.00	n/a
2.	Upper Limit on variable interest rates (net principal) exposure	50.00	n/a
	Fixed interest rate exposure (net principal) 31 March 2019		73.62
	Variable interest rate exposure (net principal) 31 March 2019		-4.15

- 1.2 A further indicator for treasury management measures the **Maturity Structure of Borrowing** and is the amount of projected borrowing that is fixed rate, maturing in each period as a percentage of total projected fixed rate borrowing. This indicator is set to control the Council's exposure to refinancing risk and has been set to allow for the possible restructuring of long term debt where this is expected to lead to an overall saving or reduction in risk.

No	Maturity structure of fixed rate borrowing during 2018-19	Upper limit %	Lower limit %	Actual 31-03-19 %
3.	Under 12 months	50	0	19.87
	12 months and within 24 months	25	0	-
	24 months and within 5 years	25	0	-
	5 years and within 10 years	50	0	13.91
	10 years and within 20 years	60	0	23.49
	20 years and above	100	40	42.73

The 19.87% in the table above relates to £19.25 million Lender's Option Borrower's Option (LOBO) loans which may be re-scheduled in advance of their maturity date of 2054, as detailed in paragraph 4.1.3 of the main report. The Code requires the maturity of LOBO loans to be shown (even though the rate is variable) on the earliest date on which the lender can require payment, i.e. the next call date after 31 March 2019 which is July 2019, however, the lender did not exercise this option due to current low interest rates and the Council is not anticipating that this will occur during 2019-20 so the maturity date is actually uncertain but is shown in the "Under 12 months" category as per the Code.

- 1.3 The **Upper Limit for Total Principal Sums invested over 364 days** indicator controls the amount of longer term investments which mature beyond the period end. This is set to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments.

No.		TMS 2018-19 £m	Actual Principal Outstanding Over 364 days 31-3-19 £m
4.	Upper Limit for Total Principal Sums Invested for more than 364 days	15	4

The actual for all three treasury management indicators above are within the accepted range.

2. Prudential Indicators 2018-19

The Prudential Indicators are required to be set and approved by Council in accordance with CIPFA's Prudential Code for Capital Finance in Local Authorities.

The 2011 Code requires the Council to formally adopt CIPFA's Treasury Management Code and this was adopted by Council on 22 February 2012.

2.1 Prudential Indicators for Prudence

- 2.1.1 The following Prudential Indicators are based on the Council's capital programme which is subject to change. The Council's capital expenditure plans are summarised below and this forms the first prudential indicator for Prudence. Total capital expenditure was funded from capital grants and contributions,

capital receipts and revenue with the remainder being the **Net Financing Need for the Financial Year** to be met from borrowing.

No.	Prudential indicators For Prudence 2018-19	Estimate TMS 2018-19 £m	Actual 2018-19 £m
1.	Total Capital Expenditure (Non-HRA)	33.69	27.61
	Total Capital Expenditure	33.69	27.61
	Financed by :-		
	Capital Grants and Contributions	6.84	12.41
	Capital Receipts	9.18	5.12
	Revenue contribution to Capital	7.49	3.92
	Net Financing Need for Year	10.18	6.16

The capital expenditure figures have changed from the TMS 2018-19 as the capital programme approved by Council on 28 February 2018 was amended to include new approved schemes, to incorporate slippage of schemes from 2017-18 and a change in the profile of funding and prudential borrowing. This has resulted in a decrease in the Net Financing Need for 2018-19 which is a decrease in Unsupported Borrowing.

The process for charging the financing of capital expenditure to revenue is a statutory requirement and is called the Minimum Revenue Provision (MRP). The actual MRP charge needs to be prudent and the methodology is detailed in the Council's MRP policy in the TMS 2018-19. The updated methodology was approved by Council 19 September 2018 as referred to paragraph 3.4 of the main report. Directorates who receive Council approval for capital schemes via Unsupported Borrowing make annual contributions to the capital costs of their schemes known as Voluntary Revenue Provisions (VRP) or additional MRP. This type of borrowing is only approved when Directorates have the necessary revenue resources to make VRP to fund the capital costs though this will be deferred in some cases until the asset becomes operational in accordance with the Council's MRP Policy.

- 2.1.2 The second Prudential Indicator is the **Capital Financing Requirement (CFR)** for the Council and is shown in the table below. This shows the total outstanding capital expenditure that has not been funded from either revenue or other capital resources. It is derived from the actual Balance Sheet of the Council. It is essentially a measure of the underlying need to finance capital expenditure and forms the basis of the charge to the General Fund in line with the Prudential Code. The MRP requirement for the Maesteg School PFI Scheme will be equivalent to the write down of the liability for the year and is met from existing budgets.

No.	Prudential indicators For Prudence	Estimate TMS 2018-19 £m	Actual 2018-19 £m
2.	Capital Financing Requirement (CFR)		
	Opening CFR (1 April 2018) adjusted excluding PFI & other liabilities	152.56	153.24
	Opening PFI CFR	17.64	17.64
	Opening Innovation Centre*	0.60	-
	Total Opening CFR	170.80	170.88
	Movement in CFR excluding PFI & other liabilities	3.62	1.84
	Movement in PFI CFR	(0.64)	(0.64)
	Movement in Innovation Centre CFR	(0.06)	-
	Total Movement in CFR	2.92	1.20
	Closing CFR (31 March 2019)	173.72	172.08
	Movement in CFR represented by :-		
	Net Financing Need for Year (above)	10.18	6.16
	Minimum and Voluntary Revenue Provisions**	(7.26)	(4.96)
	Total Movement	2.92	1.20

*Innovation Centre accounting adjustment at 01-04-18 now included in the opening CFR so not shown separately

**Minimum Revenue Provision (MRP) and Voluntary Revenue Provision (VRP) represent the revenue charge for the repayment of debt and include MRP for the Public Finance Initiative (PFI)

2.2 Limits to Borrowing Activity

2.2.1 The Council's long term borrowing at 31 March 2019 was £96.87 million as detailed in the main report. External Borrowing can arise as a result of both capital and revenue expenditure and timing of cash flows. As the Council has an integrated TMS there is no association between individual loans and particular types of expenditure. Therefore, the Capital Financing Requirement and actual external borrowing can be very different especially when a Council is using internal borrowing as highlighted in paragraph 4.4.3 in the main report.

The **Gross Debt** position (Borrowing and Long Term Liabilities) is shown in the table below.

No.	Prudential indicators For Prudence 2018-19	Estimate TMS 2018-19 £m	Actual Outstanding 31-03-19 £m
3.	External Borrowing	96.87	96.87
	Long Term Liabilities (including PFI)	20.24	17.88
	Total Gross Debt	117.11	114.75

2.2.2 Within the Prudential Indicators, there are a number of key indicators to ensure the Council operates its activities within well-defined limits. One key control is to ensure that over the medium term, debt will only be for a capital purpose. The Council needs to ensure that the external debt does not, except in the short term, exceed the Capital Financing Requirement for 2018-19. The table below shows that the Council has complied with this requirement.

No.	Prudential indicators For Prudence 2018-19	Estimate TMS 2018-19 £m	Actual Outstanding 31-03-19 £m
4.	Gross Debt & the CFR		
	Total Gross Debt	117.11	114.75
	Closing CFR (31 March)	173.72	172.08

2.2.3 A further two Prudential Indicators control the Council's overall level of debt to support Capital Expenditure.

The Authorised Limit for External Debt – this represents the limit beyond which borrowing is prohibited. It reflects a level of borrowing that could not be sustained even though it would be affordable in the short term. It needs to be set and approved by Members.

The Operational Boundary for External Debt – this is not an actual limit and actual borrowing can vary around this boundary during the year. It is based on the probable external debt during the course of the year.

These are detailed below and confirm the Council is well within the limit set:-

No.	Prudential indicators For Prudence	TMS Limit 2018-19 £m	Actual 31-03-19 £m
5.	Authorised limit for external debt -		
	Borrowing	140	
	Other long term liabilities	30	
	Total	170	
6.	Operational Boundary		
	Borrowing	105	
	Other long term liabilities	25	
	Total	130	
	Borrowing		96.87
	Other long term liabilities		17.88
	Total		114.75

2.3 Prudential Indicators for Affordability

2.3.1 The **Ratio of Financing Costs to Net Revenue Stream** indicator demonstrates the trend in the cost of capital against the Total Revenue amount to be met from local taxpayers and the amount provided by the Welsh Government in the form of Revenue Support Grant. The estimates of capital financing costs include interest payable and receivable on treasury management activities and the MRP charged to the Comprehensive Income and Expenditure Statement. The revenue stream is the amount to be met from government grants and local taxpayers. The projection has reduced from the TMS estimate due to the change in the MRP policy detailed in paragraph 3.4 of the main report.

No.	Prudential Indicators For Affordability 2018-19	Estimate TMS 2018-19 %	Actual 2018-19 %
7.	Ratio of Financing Costs to Net Revenue Stream	4.55	3.71

APPENDIX B

Credit Rating Equivalence Table

	Description	Fitch		Moody's		Standard & Poor's		
		Long	Short	Long	Short	Long	Short	
INVESTMENT GRADE	Extremely strong	AAA	F1+	Aaa	P-1	AAA	A-1+	
	Very strong	AA+		Aa1		AA+		
		AA		Aa2		AA		
		AA-	Aa3	AA-				
	Strong	A+	F1	A1		P-2	A+	A-1
		A		A2			A	
		A-	A3	A-				
	Adequate	BBB+	F2	Baa1	P-3	BBB+	A-2	
		BBB	F3	Baa2		BBB		
BBB-		Baa3		BBB-		A-3		
SPECULATIVE GRADE	Speculative	BB+	B	Ba1	Not Prime (NP)	BB+	B	
		BB		Ba2		BB		
		BB-		Ba3		BB-		
	Very speculative	B+		B1		B+		
		B		B2		B		
		B-		B3		B-		
	Vulnerable	CCC+	C	Caa1		C	CCC+	C
		CCC		Caa2			CCC	
		CCC-		Caa3			CCC-	
		CC		Ca			CC	
	C			C				
Defaulting	D	D	C		D	D		

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