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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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Annwyl Cyngorydd,

#### **CABINET**

Cynhelir Cyfarfod Cabinet yn Ystafelloedd Pwyllgor 1/2/3 - Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont ar Ogwr CF31 4WB ar **Dydd Mawrth, 15 Mai 2018 am 14:30.**

#### **AGENDA**

1. Ymddiheuriadau am absenoldeb  
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
2. Datganiadau o fuddiant  
Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau / Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y Cyngor o 1 Medi 2008.
3. Cymeradwyaeth Cofnodion 3 - 16  
I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 24/04/18
4. Swyddog Eiddo Gwag 17 - 18
5. Rhesymoli Cymorthdaliadau Gwasanaethau Bysiau 2018-19 19 - 58
6. Ymgynghoriaeth Capita Morgannwg Cyfyngedig 59 - 64
7. Adolygiad Meysydd Parcio 65 - 80
8. Strategaeth Presenoldeb Mewn Ysgolion 81 - 96
9. Materion Brys  
I ystyried unrhyw eitemau o fusnes y, oherwydd amgylchiadau arbennig y cadeirydd o'r farn y dylid eu hystyried yn y cyfarfod fel mater o frys yn unol â pharagraff 2.4 (e) o'r Rheolau Trefn y Cabinet yn y Cyfansoddiad.

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Yn ddiffuant

**P A Jolley**

Cyfarwyddwr Gwasanaethau Gweithredol a Phartneriaethol

**Dosbarthiad:**

Cynghowrwyr

HJ David

CE Smith

Cynghorwyr

PJ White

HM Williams

Cynghorwyr

D Patel

RE Young

CABINET - DYDD MAWRTH, 24 EBRILL 2018

COFNODION CYFARFOD Y CABINET A GYNHALIWDYD YN YSTAFELLOEDD PWYLLGOR 1/2/3 - SWYDDFEYDD DINESIG, STRYD YR ANGEL, PEN-Y-BONT AR OGWR CF31 4WB DYDD MAWRTH, 24 EBRILL 2018, AM 14:30

## Presennol

Y Cynghorydd HJ David – Cadeirydd

CE Smith  
RE Young

PJ White

HM Williams

D Patel

## Ymddiheuriadau am Absenoldeb

### Swyddogion:

Gill Lewis	Pennaeth Cyllid a Swyddog 151 Dros Dro
Kelly Watson	Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democraidd
Mark Shephard	Cyfarwyddwr Corfforaethol - Cymunedau
Susan Cooper	Cyfarwyddwr Corfforaethol - Gwasanaethau Cymdeithasol a Lles
Mark Galvin	Uwch Swyddog Gwasanaethau Democraidd - Pwyllgorau
Lindsay Harvey	Cyfarwyddwr Corfforaethol – Addysg a Chymorth i Deuluoedd (Dros Dro)
John Fabes	Swyddog Arbenigol: Addysg Ôl-16 a Hyfforddiant

### 188. DATGANIADAU BUDDIANT

Datganodd y Cynghorydd HM Williams fuddiant niweidiol yn Eitema 8 ar yr Agenda, oherwydd y cynigiwyd yn yr adroddiad y câi ei benodi fel Llywodraethwr yr Awdurdod Lleol i Ysgol Gynradd Abercerdin. Gadawodd y Cynghorydd Williams y cyfarfodydd tra bod yr eitem hon yn cael ei thrafod.

### 189. CYMERADWYO'R COFNODION

PENDERFYNWYD: Y câi Cofnodion cyfarfod y Cabinet dyddiedig 27 Mawrth 2018, ei cymeradwyo fel cofnod gwir a chywir.

### 190. PROJECT RHWYDWAITH GWRES TREF (CANOLFAN DDINESIG) PEN-Y-BONT AR OGWR

Cyflwynodd y Cyfarwyddwr Corfforaethol – Cymunedau, adroddiad, a'i ddiben oedd ceisio cymeradwyaeth mewn egwyddor o achos ariannol y Achos Busnes Amlinellol (OBC) ar gyfer Project Rhwydwaith Gwres Tref (Canolfan Ddinesig) Tref Pen-y-bont ar Ogwr (Atodiad 1); i argymhell i'r Cyngor y dylid cynnwys £794,000 o fenthycy yn y Rhaglen Prifddinas, gan amlinellu goblygiadau referniw benthyca a chadarnhau y cânt eu cynnwys yn y cynllun pan fydd yr holl ffynonellau ariannu wedi'u cymeradwyo, ac yn olaf, rhoi caniatâd i'r Cyfarwyddwr Corfforaethol – Cymunedau gyflwyno bid am ariannu grant i gronfa cyfalaf HNIP yn yr Hydref 2018 ac yn amodol ar gymeradwyaeth y Swyddog Adran 151, derbyn y cyllid os bydd yn llwyddiannus.

Dywedodd fod Cyngor Bwrdeistref Sirol Pen-y- bont ar Ogwr, am y 5 mlynedd diwethaf, wedi ymgymryd â chryn dipyn o waith, er mwyn archwilio cyfleoedd o fewn y Bwrdeistref Sirol am brojectau amgen sy'n fwy cost-effeithiol fel rhan o raglen a amserlennir. Cynigiodd y rhaglen rai buddion a chyfleoedd sylweddol ar gyfer yr Awdurdod a disgrifiwyd y rhain ym mharagraff 3.2 o'r adroddiad.

Wedyn dywedodd y Cyfarwyddwr Corfforaethol – Cymunedau y cafodd tair opsiwn ar gyfer datblygiad Cam 1 Project Rhwydwaith Gwres o fewn tref Pen-y-bont ar Ogwr yn dilyn cynnal Astudiaeth O Ddichonoldeb a dangoswyd rhain mewn fformat tabl ym mharagraff 4.1 yr adroddiad, lle y penderfynwyd ar Opsiwn B, oherwydd yr ystyriwyd y gellid cyflawni hyn yn haws na'r ddwy arall.

Yn dilyn yr Astudiaeth o Ddichonoldeb, y cam nesaf oedd creu Achos Busnes Ar-lein (OBC) a atodwyd ar Atodiad 1 i'r adroddiad, ar gyfer y project, yn seiliedig ar Fodel Pum Achos Trysorlys y DU.

Ni chafodd y Project ei derfynu eto oherwydd bod hyn yn aros am ymgymryd ag Achos Busnes, er i'r Cyfarwyddwr Corfforaethol - Cymunedau ychwanegu y gallai hyn gael ei gyflawni trwy Gyfrwng Diben Arbennig (SPV) a grëwyd gan CBSP. Yn amodol ar gymeradwyaeth lwyddiannus gan y Cyngor, roedd yr amserlin ar gyfer y project (i'w gynnal fesul cam) fel yr cynigiwyd yn Nhabl 2 ym mharagraff 4.8 yr adroddiad.

Cyfeiriodd y Cyfarwyddwr Corfforaethol – Cymunedau i oblygiadau ariannol yr adroddiad, gan gynnwys rhai risgiau a ddaeth gyda'r project a chadarnhaodd y byddai'r cyllid ar gyfer y project yn dod o nifer o ffynonellau gwahanol, fel yr adlewyrchwyd ym mharagraff 7 yr adroddiad. Daeth i'r casgliad felly, yr ystyriwyd y byddai buddion y project yn y pen draw yn gorbwysu'r risgiau hyn.

Cymeradwyodd yr Aelod Cabinet – Cymunedau y gwaith a gafodd ei wneud a photensial y project, a oedd yn rhaglen gymhleth ond yn bwysig. Roedd yn ymwybodol y byddai'r Achos Busnes sydd ynghlwm wrth y project yn cymryd 12 mis i'w gwblhau, ond roedd yn hyderus y byddai buddion y project yn sylweddol a theimlodd fod arno ddyletswyd i'r partneriaid sy'n cymryd rhan yn y project i fynd â hyn ymlaen.

Cymeradwyodd Aelodau Cabinet eraill y project hefyd, a chyffelybodd yr Arweinydd ef i broject Dŵr Mwyngloddio, lle mai CBSP oedd yr Awdurdod cyntaf yn y DU i ddatblygu hyn. Ychwanegol ei fod yn bwysig i CBSP gynllunio ar y dyfodol yn ei nod o leihau costau ynni, ac i edrych ar ffyrdd o leihau'r ynni rydym yn ei ddefnyddio, drwy edrych ar fwy o ffynonellau ynni adnewyddadwy, oherwydd bod arian ar gael i gefnogi hyn trwy Lywodraeth Cymru a Llywodraeth y DU.

**PENDERFYNWYD:**

Bod y Cabinet

- (i) Yn cymeradwyo mewn egwyddor achos ariannol yr OBC ar gyfer cyflawni Project Rhwydwaith Gwres Tref Pen-Y-Bont Ar Ogwr, gan gydnabod bod cymeradwyo cyflawni'r project yn amodol ar:
  - a. Cais llwyddiannus am grant HNIP;
  - b. Achos busnes llawn sy'n dangos y gall y farchnad gyflawni'r project ar gyfer y costiadau o fewn yr OBC.
  - c. Mae cymeradwyaeth gan y Cyngor ar gyfer unrhyw gyllid cyfalaf ychwanegol yn ofynnol os digwydd nad yw bid y grant TRIP yn llwyddiannus.
  - d. Cadarnhad y bydd costau benthyca a chost llawn yr sPV yn cael eu talu gan refeniw a gynhrychir gan y cynllun.
- (ii) Argymhellwyd i'r Cyngor y dylai cynnwys £794,000 o fenthyca cynghorus yn y Rhaglen Gyfalaf, naill ai wedi'i ddarparu gan Lywodraeth Cymru neu caiff cais am fenthyca o'r fath ei wneud gan CBSP, gan amlinellu

goblygiadau o ran refeniw benthycy a chadarnhau y cânt eu hymglymu yn y cynllun ac i'r cynllun gael ei gynnwys yn y rhaglen gyfalaf i'w gyflwyno pan fydd yr holl ffynonellau cyllid wedi'u cymeradwyo.

- (iii) Rhoddwyd caniatâd i'r Cyfarwyddwr Corfforaethol – Cymunedau gyflwyno bid am gyllid grant i'r gronfa cyfalaf HNIP yn hydref 2018 ac yn amodol ar gymeradwyaeth gan y Swyddog Adran 151, derbyn y cyllid os bydd yn llwyddi'n'nus.

191. CYNLLUN BLAEN GWYDNWCH BIOAMRYWIAETH AC ECOSYSTEMAU CYNGOR BWRDEISTREF SIROL PEN-Y-BONT AR OGWR, 2018 – 2022.

Cyflwynodd y Cyfarwyddwr Corfforaethol – Cymunedau adroddiad a geisiodd gymeradwyaeth gan y Cabinet ar gyfer Cynllun Blaen Gwydnwch Ecosystemau CBSP 2018-2022, a gweithredu'r camau gweithredu a ddaw fel canlyniad.

Er mwyn rhoi gwybodaeth cefndir, dywedodd fod Deddf yr Amgylchedd (Cymru) 2016 yn rhoi dyletswydd newydd ar awdurdodau cyhoeddus, gan gynnwys Cynghorau lleol i: gwella bioamrywiaeth; cynyddu gwydnwch ecosystemau; symud o ymagweddau adweithiol i gadw bioamrywiaeth tuag at ymyrraeth ragweithiol er mwyn gwella bioamrywiaeth; ac i gyhoeddi ac adolygu Cynllun Bioamrywiaeth sydd i'w adolygu bob tair blynedd.

Mae'r ymagwedd sy'n ofynnol gan y ddeddfwriaeth yw i gyrff cyhoeddus ymdrin â'r cynllun hwn gan ddefnyddio set o egwyddorion craidd, o'r enw rheoli adnoddau naturiol mewn ffordd gynaliadwy (SMNR).

Cyfeiriodd y Cyfarwyddwr Corfforaethol – Cymunedau at baragraffau 3.3 a 3.4 yr adroddiad a gadarnhaodd y gwaith hyd yn hyn a gafodd ei ymrwymo tuag at y Cynllun.

Wedyn dywedodd, o dan Ddeddf 2016, mae gofyn i awdurdodau cyhoeddus gynnal a gwella bioamrywiaeth mor bell ag sy'n gyson ag ymarfer eu swyddogaethau yn briodol, ac wrth wneud felly, hyrwyddo gwydnwch ecosystemau.

Wedyn amlinellodd paragraff 4.2 yr adroddiad beth fyddai tasg CBSP er mwyn cydymffurfio â'i ddyletswydd fel y mynegwyd uchod, ac roedd Atodiad 1 i'r adroddiad yn cynnwys Cynllun Blaen Bioamrywiaeth a Gwydnwch Ecosystemau 2018-2022, a gyflawnodd hyn.

Ychwanegodd y Cyfarwyddwr Corfforaethol – Cymunedau bod rhan o'r system cyflawni ehangu yn cynnwys y Cynllun Gweithredu Bioamrywiaeth Lleol (2014) a luniwyd ar y cyd â Phartneriaeth Bioamrywiaeth Pen-y-bont ar Ogwr a Systemau'r Amgylchedd Cyf. Pen-Y-Bont Ar Ogwr. Roedd hyn yn darparu trosolwg ac asesiad manwl o wasanaethau bioamrywiaeth ac ecosystemau Pen-Y-Bont Ar Ogwr.

Wedyn cyfeiriodd at baragraff 4.5 o'r adroddiad a amlinellodd y gwaith a symudwyd ymlaen hyd yn hyn o ran datblygu'r Cynllun.

Wedyn amlinellodd paragraff 4.6 yr adroddiad mewn fformat pwyntiau bwled, beth oedd datblygu Cynllun Blaen Bioamrywiaeth a Gwydnwch Ecosystemau 2018-2022 wedi'i gynnwys, tra bod paragraff 4.7 yn cynnwys ystod o gamau gweithredu a oedd yn ceisio cyflwyno ymagwedd wedll i BER yn y categorïau a gadarnhawyd yn adran hon yr adroddiad.

Wedyn cyfeiriodd y Cyfarwyddwr Corfforaethol – Cymunedau at baragraff 4.8 yr adroddiad a ddatganodd y fframwaith a fyddai'n cefnogi'r Cynllun.

Yn nhermau goblygiadau ariannol yr adroddiad, dywedodd y Cyfarwyddwr Corfforaethol – Cymunedau, yn bennaf, câi'r Cynllun ei gefnogi gan gyllid craidd a chyllid allanol, fel y disgrifiwyd ynddo yn yr Atodiad i'r adroddiad.

Dywedodd yr Aelod Cabinet – Addysg ac Adfywio fod prif ffocws y Cynllun ar y pum Gwarchodfa Natur y mae'r Cyngor yn perchen arnynt neu'n eu rheoli, ynghyd â nifer sylweddol o bocedi o ardaloedd ecolegol a bioamrywiaeth yn y Bwrdeistref Sirol. Ychwanegodd mai ased pwysig yw Gwarchodfa Natur Cynffig, lle y byddai newid yn y trefniadau rheoli yn y dyfodol, a byddai hyn yn destun adroddiad arall i'r Cabinet, ynghyd â diweddariad ar ecoleg y twyni. Ychwanegodd bod plant ysgol hefyd yn rhagori mewn materion bioamrywiaeth ac ecolegol

Ychwanegodd yr Arweinydd fod lefelau effeithiol bioamrywiaeth yn y Bwrdeistref Sirol yn dibynnu ar gefnogaeth gan nifer o bartneriaid allweddol, a chytunodd y Cyfarwyddwr Corfforaethol – Cymunedau â hyn, gan ychwanegu bod y rhan o'i Adran a fu'n delio â materion Adnoddau Naturiol, erbyn hyn ond yn cynnwys dau aelod o staff, ond bod y Ddeddf yn berthnasol hefyd i sefydliadau partner, gan gynnwys y sector preifat a gwirfoddol ill dau.

Daeth yr Arweinydd â'r drafodaeth ar yr eitem hon i ben, drwy gytuno â hyn, ac ychwanegodd fod y rhan fwyaf o ysgolion yn y Bwrdeistref Sirol bellach wedi derbyn dyfarniadau'r Baneri Gwyrdd a Phlatinwm yn rhannol am eu cyfraniad at helpu i wella bioamrywiaeth.

PENDERFYNWYD: Bod y Cabinet

(1) Yn cymeradwyo Cynllun Bioamrywiaeth a Gwydnwch Ecosystemau 2018-2022

(2) yn Awdurdodi'r Cyfarwyddwr Corfforaethol – Cymunedau i weithredu Cynllun Busnes Bioamrywiaeth a Gwydnwch Ecosystemau 2018-2022 a atodir at Atodiad 1 yr adroddiad.

(3) Yr arhosir am adroddiad pellach ar ganlyniadau'r gwaith gyda phartneriaid ym Mhen-y-bont ar Ogwr sy'n perthyn i wella ac amddiffyn bioamrywiaeth, ayyb, yn yr ardaloedd ecolegol arbennig a leolir o fewn y Bwrdeistref Sirol.

192. RHAGLEN DATBLYGU HYBIAU MENTER

Cyflwynodd y Cyfarwyddwr Corfforaethol – Cymunedau adroddiad gyda'r pwrpas o geisio cymeradwyaeth i symud ymlaen datblygiad y Rhaglen Datblygu Hybiau Menter, a fyddai, fel cyfanswm, yn cynnwys ailwampio a chreu adeiladau busnes newydd mewn ymateb i'r angen a nodwyd mewn tri lleoliad allweddol yn y Bwrdeistref Sirol, sef ym Mharc Gwyddoniaeth Pen-Y-Bont Ar Ogwr, Ystâd Diwydiannol Fferm y Pentref a Brocastle.

Mae'r adroddiad yn rhoi diweddariad ar waith yr ymgwymerwyd ag ef ers adroddiad Cabinet blaenorol ar 31 Ionawr 2017 a oedd yn perthyn i ddatblygu Project Datblygu'r Hybiau Menter (Parc Gwyddoniaeth Pen-Y-Bont Ar Ogwr ac Ystâd Diwydiannol Fferm y Pentref) ac mae'n ceisio awdurdod i symud i gam terfynol y negodiadau gyda Swyddfa Cyllid Ewropeaidd Cymru (WEFO) mewn perthynas â pheccyn cyllid.

Esboniodd y Cyfarwyddwr Corfforaethol – Cymunedau fod tystiolaeth ddiriaethol iawn, pe bai nodau'r adroddiad yn cael eu cyflawni, byddai hyn yn cefnogi blaenoriaeth gorfforaethol 'Cefnogi economi leol lwyddiannus.'

Rhoddodd yr adroddiad rywfaint o wybodaeth cefndir, a phwysleisiodd bwysigrwydd bod â mentrau bach yn y Bwrdeistref Sirol lle yr oedd CBSP yn gwneud cymaint o gynnydd wrth wireddu'r uchelgais hwn ag unrhyw Fwrdeistref Sirol yng Nghymru, pan fo'r cyfle'n codi, er y bu dod o hyd i le ac adeilad digonol ar gyfer busnesau bach o'r fath weithiau'n broblem.

Fel y dywedwyd uchod, atgoffodd yr Aelodau, ar 31 Ionawr 2017 cymeradwyodd y Cabinet adroddiad o'r enw Cynllun Rhanbarthol Cronfa Datblygu Rhanbarthol Ewrop (ERDF) i Ddatblygu Hybiau Menter. Amlygodd yr adroddiad, yn 2016, paratowyd Tabl Rhesymeg Gweithrediadau (OLT) a'i gyflwyno i Swyddfa Cyllid Ewropeaidd Cymru gan Cyngor Bwrdeistref Sirol Blaenau Gwent mewn perthynas â datblygu Project Datblygu Hybiau Menter rhanbarthol fel 'mynegiant o ddiddordeb'. Roedd hyn y rhestru'r egwyddorion a'r amcanion cychwynnol ar gyfer y Project, ond ni ymrwymodd yr Awdurdodau i gyflawni'r Project ar y cam hwn. Yn dilyn ystyriaeth gychwynnol, gwahoddodd Swyddfa Cyllid Ewropeaidd Cymru gynllun busnes llawn ar gyfer y Project. Ychwanegodd, er bod Blaenau Gwent wedi arwain ar hyn ar y dechrau, Pen-Y-Bont Ar Ogwr oedd y Buddsoddwr arweiniol ar hyn bellach.

Symudodd yr adroddiad ymlaen trwy gadarnhau, yn baralel â gwaith sy'n mynd ymlaen o ran yr uchod, roedd Llywodraeth Cymru wedi sicrhau cytundeb Cronfa Datblygu Rhanbarthol Ewrop i symud ymlaen gyda datblygiadau seilwaith safle a gwaith galluogi mewn tri o'u safleoedd strategol allweddol, sef Tŷ Du (Caerffili), Cross Hands (Caerfyrddin), a Brocastle (Pen-Y-Bont Ar Ogwr).

Dywedodd Cyfarwyddwr Corfforaethol – Cymunedau nad oedd unrhyw unedau cychwyn busnes ar gael ar hyn o bryd gan CBSP neu Business in Focus, ac roedd gan y ddau restrau aros. Roedd Unedau MaguSony ym Mhencod yn llawn i gyd a hefyd roedd rhestr aros yno.

Ystyriwyd bod hinsawdd y farchnad ar hyn o bryd yn golygu bod datblygiadau hapfasnachol preifat fel ymateb i hyn yn annhebygol, felly ychwanegodd fod angen prif gyllid y pwmp cyhoeddus.

Parhaodd trwy ddweud bod y Rhaglen Datblygu Hybiau Menter yn cynnig cefnogi ailwampio a chreu adeilad busnes ym Mharc Gwyddoniaeth Pen-Y-Bont Ar Ogwr, Ystâd Ddiwydiannol Fferm y Pentref a Brocastle, ac fel rhaglen i gyflawni'r hyn a ddisgrifiwyd mewn fformat pwyntiau bwled yn mharagraff 4.3 yr adroddiad.

Byddai'r Rhaglen hon yn arwain at nifer y swyddi, Mentrau Bach a Chanolig a main y lle ar y llawr yn y cyfleusterau hyn, fel yr amlinellwyd ym mharagraff 4.6 yr adroddiad, tra bod 4.7 yn rhoi manylion cyfanswm y pecyn ariannu ar gyfer y Rhaglen.

Roedd Paragraff 4.9 yr adroddiad ymlaen yn cynnwys natur a manylion gwahanol grantiau sy'n cael eu dyrannu tuag at ariannu'r Rhaglen, gan gynnwys eu termau a'u hamodau.

Bydd y Rhaglen yn cymryd i ystyriaeth gwaith strategol arall sy'n cael ei wneud ar draws y rhanbarth ac wrth wneud hynny byd hefyd yn cysylltu â strategaethau cenedlaethol a'r adroddiad gan Gomisiwn Twf a Chystadleugarwch Bargaen Ddinesig Rhanbarth Prifddinas Caerdydd. Caiff alinio gyda'r Fargen Ddinesig a Thasglu'r Cymoedd ac wrth iddynt ddatblygu, eu harchwilio er mwyn datblygu ymhellach y Rhaglen Datblygu Hybiau Menter gyda chyfleoedd ychwanegol ar gyfer buddsoddi yn cael eu hyrwydd.

Wedyn dywedodd Cyfarwyddwr Corfforaethol wrth y Cabinet am oblygiadau ariannol yr adroddiad fel y cyfeiriwyd atynt ym mharagraffau 7 yr adroddiad gan gynnwys rhoi gwybod am Achos Busnes y byddai angen iddo gael ei ddatblygu er mwyn symud ymlaen yn llawn gyda'r Cynllun a fyddai'n cynnwys rhai opsiynau hyfyw penodol.

Dyweddodd yr Aelod Cabinet – Addysg ac Adfywio fod hyn yn adroddiad newyddion da, o ran ei fod yn cadarnhau'r ymdrechion a oedd yn cael eu gwneud er mwyn llenwi bylchau Unedau Cychwyn ar gyfer mentrau llai. Ychwanegodd fod cyllid Ewropeaidd hefyd ar gael er mwyn cefnogi'r rhaglen hon, a oedd yn fonws ychwanegol.

Ychwanegodd yr Arweinydd y byddai'r rhaglen hefyd yn galluogi'r cyfle i 58 o fusnesau bach gael eu creu, a fyddai'n fuddsoddiad a fyddai'n talu allan, ac yn ei dro, yn fuddiol i drethdalwyr ac entrepreneuriaid yn y Bwrdeistref Sirol.

PENDERFYNWYD: Bod y Cabinet

- (1) Yn nodi, ymhellach i adroddiad y Cabinet ar 31 Ionawr 2017, gyda'r teitl Cynllun Rhanbarthol ar gyfer Datblygu Hybiau Menter Cronfa Datblygu Rhanbarthol Ewrop (ERDF), ac mewn ymateb i gyngor WEFO, paratowyd OLT gan CBSP ym mis Mai 2017 gyda'r cynllun busnes yn cael ei gyflwyno ym mis Rhagfyr 2017 ar gyfer y Project Datblygu Hybiau Menter (Parc Gwyddoniaeth Pen-Y-Bont Ar Ogwr ac Ystâd Ddiwydiannol Fferm y Pentref). Mae'r OLT a'r cynllun busnes yn cynnig cyflawni project sy'n benodol i'r Sir gyda CBSP fel Noddwr y Project, yn hytrach na'r project rhanbarthol gyda CBSP fel noddwr ar y cyd fel yr amlinellwyd yn adroddiad 31 Ionawr 2017.
- (2) Awdurdodi'r Cyfarwyddwr Corfforaethol, Cymunedau, i derfynu manylion gyda WEFO mewn perthynas â'r Project Datblygu Hybiau Menter (Parc Gwyddoniaeth Pen-Y-Bont Ar Ogwr ac Ystâd Ddiwydiannol Fferm y Pentref) ac yn amodol ar gymeradwyaeth y Swyddog 151, mynd i mewn i gytundeb cyllido er mwyn cyflawni'r project fel yr amlinellir uchod. Wrth wneud hynny, ceisio cymeradwyaeth gan y Cyngor am swm o £544,182 i'w dalu o fenthycy cynghorus yn ogystal â'r arian cyfartal a sicrhawyd eisoes, ac i'r cynllun gael ei gynnwys o fewn y rhaglen cyfalaf i'w gyflwyno pan fydd yr holl ffynonellau wedi'u cymeradwyo.
- (3) Awdurdodi'r Cyfarwyddwr Corfforaethol, Cymunedau, i derfynu trafodaethau gyda Llywodraeth Cymru mewn perthynas â Menter ar y Cyd arfaethedig ar gyfer datblygu Project Datblygu Hybiau Menter (Brocastle) ac, mewn ymgynghoriad â'r Cyfarwyddwr Corfforaethol, Gwasanaethau Gweithrediadau a Phartneriaethau, mynd i gytundeb cyfreithiol boddhaol/ Cyfreithiwr i'r Cyngor a'r Swyddog Monitro.
- (4) Monitro Cyfarwyddwr Corfforaethol, Cymunedau i gyflwyno a, yn amodol ar gymeradwyaeth y Swyddog Adran 151, derbyn cynnig cyllido gan WEFO er mwyn i'r project Datblygu Hybiau Menter (Brocastle) gyflawni'r project fel yr amlinellir ac wrth wneud hyn, ceisio cymeradwyaeth gan y Cyngor i swm o



£344,755 gael ei dalu o fenthycy cynghorus, ac i'r cynllun gael ei gynnwys o fewn y rhaglen cyfalaf ar gyfer cyflawni pan fydd yr holl ffynonellau cyllid gael eu cymeradwyo.

193. ADOLYGIAD O ADDYSG ÔL-16 (CAM 2)

Cyflwynodd y Cyfarwyddwr Corfforaethol – Addysg a Chymorth i'r Teulu adroddiad, a'i bwrpas oedd rhoi adborth manwl i'r Cabinet ar ddadansoddiad dichonolrwydd y cysyniadau a ddisgrifir yn yr adroddiad ar y Bwrdd Gweithredol ôl-16 a'i gyflwyno wedyn gan y Bwrdd Adolygu Strategol (SRB) i'r Cabinet ar 31 Hydref 2017. Yn ogystal, roedd yr adroddiad yn ceisio cymeradwyaeth gan y Cyngor i fynd at ymgynghoriad cyhoeddus ar y chwe chysyniad a restrir ym mharagraff 3.6. Yn olaf, cadarnhaodd y gwaith I-16 pellach a wnaed ac a gyflwynwyd mewn adroddiad i Fwrdd Addysg ôl-16 (Cam Dau) Rhestrir yr amcanion allweddol ar gyfer cam hwn y gwaith ym mharagraff 3 yr adroddiad.

Ar ôl rhoi crynodeb byr o'r adroddiad, rhoddodd y Cyfarwyddwr Corfforaethol Dros Dro – Addysg yr awenau i'r Swyddog Arbenigol – Addysg a Hyfforddiant ôl-16 i ymhelaethu ar fwy o fanylion yr adroddiad.

Dywedodd, ar ôl i'r adroddiad gael ei gyflwyno i'r cyfarfod Cabinet uchod, cafodd gwaith ei wneud er mwyn diffinio'r rhaglen Cam 2, a diffinnir yr amcanion allweddol ar gyfer ffrwd gwaith ôl-16 Cam 2 ym mharagraff 3.1 yr adroddiad.

Dywedodd y Swyddog Arbenigol Addysg a Hyfforddiant Addysgu ôl-16, gan fod y ffrydiau gwaith strategol bellach wedi'u gorffen, cytunwyd i gyfuno'r Bwrdd Gweithredol ôl-16 â'r Bwrdd Adolygu Strategol (SRB) i Fwrdd Cam Dau ôl-16 unigol. Cytunwyd yr aelodaeth gyfunol ynghyd â Chylich Gorchwyl a ddisgrifir yn Atodiad 2 i'r adroddiad.

Wrth fynd ati i adolygu darparu addysg ôl-16 ar draw Cyngor Bwrdeistref Sirol Pen-Y-Bont Ar Ogwr (CBSP) sefydlodd y Bwrdd Gweithredu ôl-16 set o uchelgeisiau allweddol y byddai angen i unrhyw system gyflawni arno. Er mwyn gwneud hyn, cynigiwyd nifer o rhain gan ddysgwyr yn ein hysgolion, a rhoddwyd manylion amdanynt yn Atodiad 3 (yr adroddiad).

Amlinellodd paragraff 3.4 yr adroddiad, er mwyn gwneud y rhaglen asesu'n fwy hydrin, nododd y Bwrdd Gweithredol ôl-16 yr 16 o uchelgeisiau mwyaf hanfodol, a chafodd pob un o'r cysyniadau hyn eu hasesu yn erbyn ei allu i gyflawni'r rhain fel sy'n gynwysedig yn rhan hon yr adroddiad.

Wedyn cyfeiriodd y Swyddog Arbenigol – Addysg a Hyfforddiant ôl-16, y Cabinet at baragraff 3.5 yr adroddiad a grynhodd y rhestr wreiddiol o gysyniadau o dan ystyriaeth (h.y Cysyniadau 1-6) ac esboniodd y rhain yn eu tro, ym mharagraffau 3.7 yr adroddiad. Amlinellodd Atodiad 5 yr adroddiad yr materion allweddol sy'n gysylltiedig â phob un o'r cysyniadau hyn.

Yn ogystal, cynigiodd yr SRB dair elfen arall i'w hystyried, a dangoswyd y rhain ym mharagraff 3.9 yr adroddiad, tra bod y Swyddog Arbenigol Addysg a Hyfforddiant ôl-16 hefyd yn cadarnhau, ers i'r adroddiad SRB gael ei gyflwyno i'r Cabinet fis Hydref diwethaf, roedd rhagor o waith manwl wedi'i wneud er mwyn cael rhagor o fewnwelediadau i ddarpariaeth ôl-16, a dangoswyd manylion o'r rhain ynghyd â nifer o ddiweddariadau arwyddocaol diweddar ym mharagraffau 3.10 a 3.11 yr adroddiad.

Ail-gadarnhaodd y Swyddog Arbenigol – Addysg a Hyfforddiant ôl-16 ei fod yn cael ei gydnabod yn gyffredinol gan yr awdurdod lleol, ysgolion a Choleg Pen-Y-Bont Ar Ogwr, nad oedd y trefniadau partneriaethau cyfredol yn addas at y diben ac felly oherwydd

hyn, ymhelaethodd adrannau nesaf yr adroddiad ar opsiynau hyfyw yn y dyfodol i'w hystyried, er mwyn gwella'r sefyllfa wrth fynd ymlaen. Wedyn ymhelaethodd ar y rhain er budd yr Aelodau. Hefyd rhoddodd rhan hon yr adroddiad resymau dros y pryderon sy'n gysylltiedig â'r trefniadau presennol sydd ar waith.

Ychwanegodd y byddai'r awdurdod lleol yn cychwyn ar waith gydag ysgolion yn nhymor yr haf 2018, er mwyn arwain y gwaith cynllunio a pharatoi cyn ei weithredu ym mis Medi 2019, a chafodd rhai cynigion yr oedd gofyn mynd i'r afael â nhw yma eu heitemeiddio ym mharagraff 4.9 yr adroddiad. Ychwanegodd bod y ganlynol hefyd yn cael eu hystyried:-

- Dysgu cymysg ac e-ddysgu;
- Symud staff rhwng ysgolion (gan fod hyn yn rhatach ac yn fwy effeithlon na symud staff);
- Dulliau yn y dyfodol i ddarparu am ddarpariaeth cyfrwng Cymraeg;
- Ysgolion sydd â chymeriad crefyddol (ysgolion ffydd); ac
- Anghenion dysgu ychwanegol a darpariaeth ysgolion arbennig

Wedyn daeth y Cyfarwyddwr Corfforaethol Dros Dro – Addysg a Cymorth i'r Teulu â chyflwyniadau Swyddogion i ben trwy roi gwybod i'r Cabinet am oblygiadau ariannol pwysig iawn yr adroddiad.

Dywedodd yr Aelod Cabinet – Addysg ac Adfywio ei fod yn fodlon cefnogi argymhellion yr adroddiad, a symud ymlaen i'r cam nesaf yr ymgynghoriad. Teimlai bod angen o bosibl i amserlennu cyffredinol opsiynau addysgu gael ei hymchwilio, gan gynnwys dulliau gwell ar gyfer mentrau megis dysgu cymysg ac e-ddysgu. Teimlai hefyd bod gofyn am lefel uchel o gydweithio gwell, rhwng ysgolion, Colegau a darparwyr ôl-16, gan gynnwys rhagor o ddefnyddio o brentisiaid drwy'r llwybr galwedigaethol.

Ychwanegodd yr Arweinydd fod yr ymgynghoriad â'r cyhoedd a'r dysgwyr yn bwysig o ran sicrhau pa un o'r cysyniadau i'w dilyn a'u mabwysyiadau yn y pen draw, wrth symud ymlaen, a fyddai'n arwain at ganlyniadau gwell yn y dyfodol.

**PENDERFYNWYD:** Bod y Cabinet

- (1) Wedi rhoi cymeradwyaeth am ymgynghoriad cyhoeddus ar y chwe chysyniad ar gyfer darpariaeth ôl-16 ar draws CBSP (ymgymerir â'r ymgynghoriad rhwng mis Mehefin a mis Rhagfyr 2018);
- (2) Wedi nodi'r newidiadau arfaethedig i'r model cydweithio ar gyfer darpariaeth ôl-16 ar draws CBSP i'w weithredu o fis Medi 2019;
- (3) Wedi nodi'r adborth ar e-ddysgu a'r bwriad o ddatblygu ymagweddau dysgu cymysg wrth gyflwyno addysg ôl-16;
- (4) Wedi nodi'r trefniadau cydweithio a phartneriaeth parhaus ar gyfer darpariaeth ôl-16 drwy gyfrwng y Gymraeg;
- (5) Wedi nodi'r gefnogaeth gan y sector ysgolion ffydd ar gyfer cydweithio gwell a chynnal deialog rhwng Ysgol Uwchradd yr Archesgob McGrath ac Ysgol Uwchradd Gatholig Sant Joseff yng Nghastell nedd Port Talbot;
- (6) Wedi nodi'r adborth gan ysgolion ar symud staff rhwng lleoliadau addysgol;

- (7) Wedi nodi y caiff adroddiad pellach ar ddilyniant ôl-16 ar gyfer dysgwyr sydd ag anghenion dysgu ychwanegol ei baratoi yn ystod tymor yr haf 2018; ac
- (8) Wedi nodi'r datblygiadau parhaus mewn perthynas â Choleg Chweched Dosbarth Penybont.

194. PENODI LLYWODRAETHWYR YR AWDURDOD LLEOL

Cyflwynodd y Cyfarwyddwr Corfforaethol Dros Dro – Addysg a Chymorth i'r Teulu adroddiad, gyda'r diben o geisio cymeradwyaeth gan y Cabinet am benodi llywodraethwyr yr awdurdod lleol i gyrrff llywodraethu ysgolion a restrir ym mharagraffau 4.1 a 4.2 yr adroddiad.

Dangosodd paragraff 4.1 yr adroddiad fod penodiadau wedi'u gwneud i gyrrff llywodraethwyr yr ysgolion y rhoddwyd manylion amdanynt ynddo, gan y cafodd yr ymgeiswyr hyn eu hystyried yn addas at y rôl ac ni fu unrhyw gystadleuaeth am unrhyw un o'r swyddi gwag.

Amlygodd paragraff 4.2 o'r adroddiad y bu cystadleuaeth am un swydd wag mewn tair ysgol, sef Ysgol Gynradd Brackla, Ysgol Gynradd Litchard ac Ysgol Yr Eglwys yng Nghymru Pen y Fai, a hefyd rhoddwyd manylion o'r ymgeiswyr llwyddiannus yn rhan hon yr adroddiad.

Yn amodol ar gymeradwyo'r penodiadau hyn, Dywedodd y Cyfarwyddwr Corfforaethol – Addysg a Chymorth i Deuluoedd fod 16 swydd wag o hyd sydd angen eu llenwi mewn 13 ysgol, fel y cadarnhawyd yn Atodiad A i'r Adroddiad.

PENDERFYNWYD: Bod y Cabinet yn cymeradwyo'r penodiadau a restrir ym mharagraffau 4.1 a 4.2 yr adroddiad

195. DARPARIAETH I DDISGYBLION SYDD AG ANGHENION DYSGU YCHWANEGOL – SEFYDLU CANOLFAN ADNODDAU DYSGO (CAD) A R GYFER DISGYBLION SYDD AG ANHWYLDERAU AR Y SBECTRWM AWTISTIG YN YSGOL GYNRADD PENCOED

Cyflwynodd y Cyfarwyddwr Corfforaethol – Addysg a Chymorth i'r Teulu – adroddiad er mwyn rhoi gwybod i'r Cabinet am ganlyniad yr ymgynghoriad ar y cynigion i sefydlu canolfan adnoddau dysgu (LRC) am uchafswm o wyth disgybl sydd ag anhwylderau'r sbectrwm addysg(ASA) yn Ysgol Gynradd Pencoed.

Dywedodd fod yr adroddiad yn rhan o waith pellach sy'n cael ei wneud er mwyn parhau â chefnogaeth unigolion sydd ag ADY ar draws y Bwrdeistref Sirol.

Ychwanegodd fod y Cyngor yn cefnogi'r egwyddor y dylai plant, ble bynnag sy'n bosibl, gael eu haddysgu o fewn amgylchedd prif ffrwd, ac mor agos i'w cartref ag sy'n bosibl. Byddai'r cynnig i agor Canolfan Adnoddau Dysgu yn Ysgol Gynradd Pencoed, yn galluogi'r plant hyn sydd ag ASA ac yn byw yn nwyrain Bwrdeistref Sirol Pen-Y-Bont Ar Ogwr i gael eu haddysgu'n lleol.

Ychwanegodd y Cyfarwyddwr Corfforaethol – Addysg a Chymorth i'r Teulu, er mwyn edrych ar symud yr uchod ymlaen, cafodd ymarfer ymgynghori ei chynnal yn ystod mis Chwefror/mis Mawrth gyda staff, llywodraethwyr, rhieni a disgyblion yr ysgol, yn ogystal â'r gymuned ehangach, yn unol â'r Cod Trefniadaeth Ysgolion Statudol.

Wedyn dywedodd y Cyfarwyddwr – Addysg a Chymorth am y broses nesaf i'w dilyn fel y manylir ym mharagraffau 4.3 i 4.6 yr adroddiad, ac yn dilyn hynny cadarnhaodd, fel rhan o'r broses gosod cyllideb MTFS ar gyfer 2017-18, cafodd cyfanswm o £263 mil ei

ddyrrannu o dan bwysau cyllidebol er mwyn sefydlu CADau ar gyfer plant sydd ag ASAAu mewn dwy ysgol cyfrwng Cymraeg a dwy ysgol cyfrwng Saesneg. Câi'r dyraniadau hyn eu defnyddio i ariannu'r CAD yn Ysgol Gynradd Pencoed, os bydd y cynnig yn mynd yn ei flaen.

Dywedodd yr Aelod Cabinet - Addysg ac Adfywio fod yr uchod yn ddarpariaeth hynod bwysig.

Daeth yr Arweinydd â'r drafodaeth ar yr eitem hon, trwy ddweud bod Pwyllgor Trosolwg a Chraffu 1 yn cefnogi'r cynnig hwn yn llawn, ac yn bersonol, teimlai ei fod yn bwysig iawn bod addysg ar gyfer disgyblion awtistig ar gael lle bynnag y bo'n bosibl mewn ysgolion prif ffrwd, gan roi unrhyw gefnogaeth ychwanegol i'w anghenion arbenigol, yn ôl yr angen.

PENDERFYNWYD:

Bod y Cabinet

- (1) Wedi nodi canlyniad yr ymgynghoriad gyda phartion sydd â diddordeb fel y disgrifir yn yr Adroddiad Ymgynghori sydd wedi'i atodi i'r adroddiad yn Atodiad 1.
- (2) Wedi cymeradwyo'r Adroddiad Ymgynghori i'w gyhoeddi, ac
- (3) Wedi awdurdodi cyhoeddi Hysbysiad Cyhoeddus Statudol ar y cynnig.

196. CYTUNDEB LEFEL GWASANAETH RHWNG CYNGOR BWRDEISTREF SIROL PEN-Y BONT AR OGWR A G4S CARE A JUSTICE SERVICES (UK) LIMITED INVISIBLE WALLS WALES

Cyflwynodd y Cyfarwyddwr Corfforaethol – Addysg a Chymorth i'r Teulu adroddiad, yn ceisio cymeradwyaeth ar gyfer parhau â'r cytundeb lefel gwasanaeth rhwng Cyngor Bwrdeistref Sirol Pen-Y-Bont Ar Ogwr (CBSP) a GS4 Care and Justice Service (UK) Limited (G4S) Invisible Walls Wales Service.

Cadarnhaodd fod yr awdurdod lleol wedi gweithio mewn partneriaeth â G4S yn y Gwasanaeth Invisible Walls Wales (IWW) ers 2012, ar adeg pan gafodd y project ei ariannu trwy grant Loteri Fawr sylweddol am 5 mlynedd. Sicrhawyd y grant hwn er mwyn gweithio gyda throseddwr a'u teuluoedd o gwmpas tri nod craidd, a chafodd manylion o'r rhain eu cynnwys ym mharagraff 3.1 yr adroddiad.

Ychwanegodd y Cyfarwyddwr Corfforaethol Dros Dro – Addysg a Chymorth i'r Teulu y cafodd arfarniad o'r gwasanaeth ei wneud yn ystod y cyfnod uchod, ac amlygodd canlyniadau cadarnhaol sy'n gysylltiedig â'r IWW, y rhoddwyd enghreifftiau ohonynt ym mharagraff 3.3 yr adroddiad.

Aeth ymlaen trwy ddweud, oherwydd llwyddiant y gwasanaeth IWW yn ystod cyfnod cyllid pum mlynedd y Loteri Fawr, mae G4S wedi sicrhau arian ychwanegol er mwyn sicrhau bod y gwasanaeth yn parhau. Roedd hyn yn cynnwys cyflogi'n barhaus y Gweithiwr Cymdeithasol IWW o fewn y gwasanaeth. Disgrifiodd y cytundeb lefel gwasanaeth a atodwyd i'r adroddiad yn Atodiad 1 y trefniadau partneriaid parhaus a fu'n bodoli yn bennaf ers 2012.

Gan gyfeirio at oblygiadau ariannol yr adrodd, mae'n bosibl y bydd estyniad y cytundeb lefel gwasanaeth (SLA) tan fis Rhagfyr 2018 yn arwain at ragor o atebolrwydd i ddileu swyddi ar gyfer Cyngor, pan ac os bydd yr SLA yn dod i ben. Bydd angen i'r costau posibl hyn gael eu talu gan gyllideb y Gyfarwyddiaeth Addysg a Chymorth i'r Teulu os

digwydd bod yr SLA yn dod i ben, fodd bynnag, câi yr holl gyfleodd aildefnyddio eu harchwilio ar yr adeg hon.

Ceisiodd yr Aelod Cabinet – Lles a Chenedlaethau'r Dyfodol eglurhad y byddai'r cytundeb lefel gwasanaeth a gynigiwyd yr un peth (o ran ei delerau) â'r un a oedd yn bodoli ar hyn o bryd.

Cadarnhaodd Cyfarwyddwr Addysg a Chymorth i Deuluoedd Dros Dro fod hyn yn gywir.

Daeth yr Arweiniad â thrafodaeth ar yr eitem i ben, trwy ddweud bod y Cyngor yn bwriadu parhau i arloesi project arobryn, ac roedd y cytundeb lefel gwasanaeth yn tanategu hyn.

PENDERFYNWYD:

Cytunodd y Cabinet y bartneriaeth barhaus fel y cyfeiriwyd ati yn yr adroddiad, ac awdurdododd y Cyfarwyddwyr Corfforaethol Dros Dro - Addysg a Chymorth i'r Teulu, mewn ymgynghoriad â Chyfarwyddwr Corfforaethol – Gwasanaethau Gweithredol a Phartneriaethau/Cyfreithiwr i'r Cyngor a'r Swyddog Monitro, i fynd i mewn i'r CLG fel y cyfeiriwyd ato yn Atodiad 1 i'r adroddiad.

197. RHEOLIAD DIOGELU DATA CYFFREDINOL A'R BIL DIOGELU DATA

Cyflwynodd y Rheolwr Grŵp – Cyfreithiol adroddiad, a'i ddiben oedd rhoi gwybod i'r Cabinet am y darpariaethau o dan y Rheoliad Diogelu Data Cyffredinol (GDPR) sydd i fod i gael ei orfodi ar 25 Mai 2018, a'r Bil Diogelu Data a gafodd ei gyhoeddi yn araith y Frenhines ym mis Mehefin 2017.

Dywedodd wrth yr Aelodau y byddai GDPR yn gofyn i bob rheolwr a phrosesydd data sy'n ymdrin â gwybodaeth bersonol yr UE i breswylwyr i weithredu mesurau priodol a thechnegol a sefydliadol er mwyn sicrhau cyfrinachedd parhaus y data hwnnw. Hefyd mae'r GDPR yn cyflwyno gofynion mwy llym nag ar hyn o bryd, h.y. o dan Ddeddf Diogelu Data 1998.

Mae'r Bil Diogelu Data yn diweddar cyfreithiau diogelu data yn y DU, gan ategu'r GDPR yn ogystal ag ymestyn cyfreithiau diogelu data i feysydd nad ydynt wedi'u cynnwys gan y GDPR.

Dywedodd y Rheolwr Grŵp – Cyfreithiol fod swmp yr adroddiad yn ymhelaethu ar rwymedigaethau newydd y GDPR o'i gymharu â darpariaethau'r Ddeddf Diogelu Data, gan gynnwys ar gyfer ysgolion a hyfforddiant a oedd yn ofynnol ar gyfer staff, er iddi amlygu paragraff 4.6.2 i'r Aelodau, sef fod dyletswydd ar y Cyngor o dan y GDPR i benodi Swyddog Diogelu Data (DPO) a chafodd swydd flaenorol y Swyddog Gwybodaeth yn yr Adran Gyfreithiol wedi'i phenodi'n ddiweddar i'r swydd newydd hon.

Yn nhermau'r camau nesaf, ychwanegodd, er mwyn paratoi at GDPR, cafodd Grŵp Gweithredu ei sefydlu gyda chynrychiolaeth briodol gan bob Cyfarwyddiaeth.

Yn olaf, cyfeiriodd y Rheolwr Grŵp – Cyfreithiol yr Aelodau at Atodiadau'r adroddiad, h.y. Atodiad 1 – Cod Ymarfer am Doriadau Data ac Atodiad 2 – y Polisi Diogelu Data.

Roedd yr Aelod Cabinet – Lles a Chenedlaethau'r Dyfodol yn dymuno rhoi ar y cofnod ei diolchiadau i Swyddogion a oedd wedi cyfrannu llawer o waith caled yn barod at y pontio i GDPR – roedd rhywfaint o hyn yn weddol anodd a chymhleth. Ychwanegodd y byddai hyfforddiant gorfodol hefyd ar gyfer yr Aelodau o dan GDPR.

Daeth yr Arweinydd â'r drafodaeth i ben trwy ddweud ei fod yn falch bod ysgolion hefyd yn derbyn cefnogaeth ar gyfer GDPR.

PENDERFYNWYD: Bod y Cabinet

- (1) Wedi nodi'r adroddiad a gorfodi GDPR a'r Bil Diogelu Data.
- (2) Wedi cymeradwyo'r Polisi Diogelu Data a atodir yn Atodiad 2 i'r adroddiad, a fydd yn dod i rym ar 25 Mai 201
- (3) Wedi nodi'r Cod Ymarfer a ddiweddarwyd ar gyfer toriadau data a atodir yn Atodiad 1 i'r adroddiad, a fydd yn dod i rym ar 25 Mai 2018.

198. DIWYGIAD I'R CYNLLUN DIRPRWYO - GLYN CYNFFIG

Cyflwynodd y Swyddog Monitro adroddiad, gyda'r diben o geisio cymeradwyaeth am gyfres o ddiwygiadau a gafodd eu gwneud i'r Cynllun Dirprwyo Swyddogaethau.

Dywedodd y Rheol Grŵp – Cyfreithiol fod y rheswm dros y diwygiadau oherwydd y ffaith, ar hyn o bryd nad oedd unrhyw gytundebau tenantiaeth tymor byr ar waith ar gyfer defnyddwyr gwasanaeth sy'n aros yn y cyfleuster llety ac adfer Glyn Cynffig sy'n darparu cymorth i unigolion dros 18 oed sydd â phroblemau iechyd meddwl, anableddau dysgu ysgafn neu gymedrol, unigolion sy'n agored i niwed sydd mewn perygl neu'n cael profiad o hunan-esgeuluso, digartrefedd ac ecsploetio sylweddol; ac unigolion sydd weddi cael profiad o gamddefnydd alcohol a sylweddau, ac sydd angen cymorth er mwyn cael adferiad.

Felly nid oedd, ar hyn o bryd, unrhyw gytundebau tenantiaeth tymor byr ar waith ar gyfer defnyddwyr gwasanaeth sy'n aros yn y ddarpariaeth am hyd at 2 flynedd. Argymhellwyd oherwydd hyn, y byddai'r Cyfarwyddwr Corfforaethol Gwasanaethau Cymdeithasol a Lles yn cael y dirprwyaethau o dan Gynllun B2, h.y. cyfeirnodau 5.14 a 5.15, er mwyn bodloni gofynion yr adroddiad.

PENDERFYNWYD: Bod y Cabinet yn cymeradwyo'r diwygiad i'r Cynllun Dirprwyaethau fel y rhestrir ym mharagraff 4.2 yr adroddiad.

199. CABINET, PWYLLGOR CABINET, RHIANTA CORFFORAETHOL A CHYDRADDOLLEBAU PWYLLGOR CABINET

Cyflwynodd y Cyfarwyddwr Corfforaethol – Gwasanaethau Gweithredol a Phartneriaethau adroddiad, a'r diben oedd:

- a. ceisio cymeradwyaeth am amserlen y Cabinet, Pwyllgor y Cabinet Rhianta Corfforaethol ar Gydraddoldebau'r Pwyllgor Cabinet ar gyfer cyfnod Mai 2018- Ebrill 2019;
- b. cynnig Hyrwyddwyr Plant a Chydraddoldebau a fydd yn cadeirio'r Cabinet Pwyllgor Cabinet, Rhianta Corfforaethol a Chydraddoldebau Pwyllgor Cabinet
- c. Cadarnhau'r broses ar gyfer enwebu Hyrwyddwyr o bob un o'r Pwyllgorau Trosolwg a Chraffu i'r Pwyllgor Cabinet Rhianta Corfforaethol;

- d. ceisio cymeradwyaeth y rhai a wahoddwyd i fod yn bresennol mewn cyfarfodydd Pwyllgor Cabinet Cydraddoldebau fel yr enwebwyd gan bob un o'r grwpiau gwleidyddol a gynrychiolir ar y Cyngor

Rhoddodd y Rheolwr Grŵp – Cyfreithiol grynoded o'r adroddiad, a chefnogwyd y darpariaethau gan yr Aelod Cabinet – Lles a Chenedlaethau'r Dyfodol.

PENDERFYNWYD: Bod y Cabinet

- (1) Yn cymeradwyo'r amserlen o ddyddiadau cyfarfodydd ar gyfer y Cabinet, y Pwyllgor Cabinet Rhianta Corfforaethol a'r Pwyllgor Cabinet Cydraddolebau am y cyfnod Mai 2018- Ebrill 2019 fel yr amlinellir ym Mharagraffau 4.1.2, 4.2.1 a 4.3.1 yr adroddiad.
- (2) Bod yr Aelod Cabinet ar gyfer Gwasanaethau Cymdeithasol a Chymorth Cynnar yn cael ei benodi fel yr Aelod Blaen ar gyfer Plant a Phobl Ifanc, Hyrwyddwr Plant a Phobl Ifanc a Chadeirydd y Pwyllgor Cabinet Rhianta Corfforaethol
- (3) Bod y broses ar gyfer pennu'r rhai sy'n cael eu gwahodd i'r Pwyllgor Cabinet Rhianta Corfforaethol fel yr amlinellir ym mharagraff 4.2.3 yn cael ei gymeradwyo.
- (4) Bod yr Aelod Cabinet Lles a Chenedlaethau'r Dyfodol yn cael ei benodi fel yr Hyrwyddwr Cydraddoldebau a fel Cadeirydd y Pwyllgor Cabinet Cydraddoldebau.
- (5) Bod y Cabinet yn cymeradwyo enwebiadau ar gyfer y rhai sy'n cael eu gwahodd i'r Pwyllgor Cabinet Cydraddoldebau ar sail 4 Aelod Grŵp Llafur, 2 Aelod Grŵp Ceidwadol, 2 Aelod y Grŵp Cynghrair Annibynnol ac 1 yr un o Annibynwyr Llynfi a Grŵp Plaid Cymru, fel yr amlinellwyd ym mharagraff 4.3.3 yr adroddiad.

200. EITEMAU BRYD

Dim.

Daeth y cyfarfod i ben am 15:50

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO CABINET

15 MAY 2018

#### REPORT OF SUBJECT AND OVERVIEW SCRUTINY COMMITTEE 3

##### EMPTY PROPERTIES OFFICER

##### 1. Purpose of Report.

- 1.1 The purpose of the report is to present Cabinet with the recommendations of the Subject Overview and Scrutiny Committee 3 in relation to the recruitment of the Empty Properties Officer.

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

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

##### 3. Background.

- 3.1 At its meeting on the 21 March 2018, the Subject Overview and Scrutiny Committee 3 received a report from the Operational and Partnership Services Directorate regarding Empty Properties.
- 3.2 The report set out the role of the Empty Properties Working Group and specifically the benefits of creating a role of Empty Homes Officer and what remit the role would hold.

##### 4. Current situation / proposal.

- 4.1 Following discussion with Officers on the potential options on recruiting an Empty Properties Officer and consideration of this item, the Committee determined to make the following recommendations to Cabinet:
- (i) Members recommended that BCBC recruit a dedicated Empty Properties Officer to address the problems with Empty Homes in Bridgend County Borough. The Committee believed it was essential that BCBC have their own dedicated officer to address these issues, and this service should not be delivered as part of a shared service.
- 4.3 Members further recommended that once the Empty Properties Officer is appointed they become the co-ordinator of the Empty Properties Working Group.

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

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

## **6. Equality Impact Assessment**

6.1 An Equalities Impact Assessment will be undertaken as part of the development of the Empty Homes Strategy.

## **7. Financial Implications.**

7.1 The Subject Overview and Scrutiny Committee 3 Empty Properties report states that services within the Authority should utilise their existing budgets for any work undertaken on empty properties. Whilst there is currently a budget available to appoint an Empty Properties Officer, as approved by Council in the MTFS 2018-19 to 2021-22, which would resource the “front end” of the service, there would also be additional demands on other departments within the Authority to progress any works on empty properties, which may not be currently resourced.

## **8. Recommendation.**

8.1 Cabinet is asked to consider and agree the recommendations of the Subject Overview and Scrutiny Committee 3 as set out in paragraph 4.1 of the report.

**Andrew Jolley**

**Corporate Director, Operational and Partnership Services**

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Scrutiny Officer

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CF31 4WB

**Background documents:**

**Subject Overview and Scrutiny Committee 3 Empty Properties report 21 March 2018**

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT OF THE CORPORATE DIRECTOR – COMMUNITIES

15 MAY 2018

#### REPORT TO CABINET

#### RATIONALISATION OF SUPPORTED BUS SERVICES 2018/2019

##### 1. Purpose of Report

- 1.1 To report to Cabinet the outcome of a public consultation exercise with regard to a proposal to reduce the amount of Council subsidy for bus services by a sum of £188,000 as agreed in the Medium Term Financial Strategy (MTFS), and determine whether on the basis of the consultation exercise and the comments made by the Corporate Overview and Scrutiny Committee, any changes should be made to the original proposal.

##### 2. Connection to Corporate Improvement Plan / Other Corporate Priority

- 2.1 The proposal links to the Corporate Improvement Plan 2016-20 (Reviewed 2017-18) Priority Three - Smarter use of resources with alignment to the MTFS.

##### 3. Background

- 3.1 Bridgend County Borough Council (BCBC) and Welsh Government support the provision of regional and local bus services by subsidising routes that are not commercially viable. These services serve routes that enable residents who live along them to access employment, education, health care and social activities.
- 3.2 BCBC's core budget for supported bus services was £318,000 in 2017/18.
- 3.3 The allocation provided to BCBC by Welsh Government through the Bus Services Support Grant (BSSG) was £381,193 in 2017/18, of which a suggested base amount of £85,029 should be spent on funding Community Transport with the remainder, £296,164, to be spent on the region's core strategic bus network.
- 3.4 Reduction in base funding and continued financial austerity has meant the Council has had to review the services it delivers against its declared priorities. In the case of BCBC subsidies for bus services, while undoubtedly the subsidy makes a significant contribution to ensuring some bus services continue to operate when they may otherwise not do so, this area of expenditure has been identified as one that is not a statutory function to deliver and a savings target of £188,000 was identified for the financial year 2018/19 which leaves in the order of £130,000 for remaining local authority subsidised services. Consequently a report was submitted to Cabinet on 3<sup>rd</sup> October 2017 detailing proposals for the rationalisation of supported bus services across the County Borough to meet the proposed budget reduction, based on established criteria to provide a relative value for each service and to make the necessary saving. Cabinet approved that a public consultation should be carried out together with a full Equality Impact Assessment, before a further report be made to

Cabinet outlining the results of the consultation and before the proposals outlined in the report were considered and a final decision made on the proposals.

3.5 In regard of Welsh Government BSSG an indicative amount of £386,825 has been received for 2018/19. The Council is currently awaiting an official award letter from Welsh Government, which will include the grant terms and conditions.

3.6 The following table identifies the bus routes which it is proposed will have their Council financial subsidy removed and therefore formed the basis of the consultation. The routes are listed in descending order of priority (those at the top of the list are closest to having their subsidy retained based on the original scoring exercise and methodology that informed the 3<sup>rd</sup> October 2017 Cabinet report), but all those listed would need to be cut to achieve the £188,000 saving identified in that Cabinet report and in the MTF5.

Service No.	Operator	Route	Fully Funded or *Partly Funded?	Comments/Implications	Type of Service
			<b>*Some journeys or sections of the route are operated commercially by the operator.</b>		
51	EASYWAY	Bridgend to Oaklands Road, Daytime. (Monday to Saturday)	Fully Funded	Provides Access to Bridgend Library / Rec Centre. <b>No alternative bus services, apart from accessing the main road (Park Street - X1, X2, X4 &amp; 172 Services). However the distance is not excessive (0.2 miles).</b>	Local
803	EASYWAY	Danygraig to Porthcawl, Daytime. (Monday to Saturday)	Fully Funded	Provides Access Portway Surgery Alternative bus services available (X2 and 172 Services) except for Danygraig residents, who will have <b>no alternative</b> bus service, apart from accessing the main road (Bridgend Road) which is quite a distance to travel (0.55 miles). This contract is mostly council funded and a small part is commercial. There is likelihood that if funding was removed, then it is possible that the commercial section of the route would not be commercially viable.	Local
61	PEYTON TRAVEL	Nottage to Porthcawl (Circular), Daytime. (Monday to Saturday)	Fully Funded	Provides Access to South Road Surgery and Portway Surgery. The contract has been retendered due to the 14-15 MTF5 and new contractor took over in July 15. No alternative bus services for local residents in Nottage and Western Porthcawl. However, an alternative service is available on West Road and South Road (63B Service). However, this is quite a distance for some residents living to the west of Nottage and Porthcawl West (0.8 miles). The route of this service is planned to be extended to Newton Nottage Road, when a new surgery opens.	Local
81	EASYWAY	Bridgend to Pen-y-Fai via Brackla & Coity Morning & Afternoon. (Monday to Friday)	*Partly Funded	Provides Access to Princess of Wales Hospital, as well as Quarella Road/Wildmill Residents. Commercially operated journeys in this timetable are available on this service, but only between 09:15 and 14:40 (Monday to Friday). Outside these times Pen-y-fai will have the 67 Service (if retained). Other services available for Brackla (62, 64, 66 & 404 Services). However residents living on the Princess Way corridor will need to access Brackla triangle (0.82 miles). Coity has an alternative service (73 Service but this service is also under review).	Local
68/69	FIRST CYMRU	Bridgend to Cefn Glas, Early morning and Evening. (Monday to Saturday)	*Partly Funded	Provides access to Bridgend Town Centre <b>No alternative bus services, apart from accessing the main road (Park Street - X1, X2, X4 &amp; 172 Services). However, this is quite a distance for residents living in the northern part of Cefn Glas (0.78 miles). Commercially operated journeys are available on this service throughout the day.</b>	Local
52	EASYWAY	Bridgend to Broadlands, Daytime. (Monday to Saturday)	Fully Funded	Provides Access to Bridgend Library / Rec Centre <b>No alternative bus services for Broadlands Estate residents, apart from walking to the main road (Park Street) for an alternative service (X1, X2, X4 &amp; 172 Services). However, this is quite a distance for some residents living in the Southern part of the Broadlands Estate (0.8 miles).</b>	Local
63B	FIRST CYMRU	Bridgend to Porthcawl, Early morning and Evening Mon- Sat)	*Partly Funded	1) Serves areas of major planned population and employment growth. 2) Links to Princess of Wales Hospital, providing health care services. 3) Links key regional settlements. 4) Improves access to employment. 5) Serves areas of major planned population and employment growth. 6) Linking transport and regional hub in Bridgend for connectivity to the regional network. 7) Improves access to the regional shopping centre (McArthur Glen – Pines). 8) Links key regional settlements (Cardiff, Neath Port Talbot, Swansea & Vale of Glamorgan). 9) Enhance business case for the METRO. <b>No alternative bus service. Commercially operated journeys are available on this service throughout the day.</b>	Regional
62	FIRST CYMRU	Bridgend to Pencoed - 2 No. Evening Journey's - (Monday to Saturday)	*Partly Funded	Provides transport link for residents visiting the Princess of Wales Hospital, via Bridgend Town Centre. <b>Alternative evening bus service from Pencoed Monument (404 Service). However, this is quite a distance for residents living in the western area over the level crossing of Pencoed (0.84 miles). Commercially operated journeys are available on this service throughout the day.</b>	Local
73	EASYWAY	Pyle to Fforddygyfraith, (Tue & Fri only)	Fully Funded	Provides access to Princess of Wales Hospital <b>Alternative services available for Pyle residents (63, 63B, X1 &amp; X4 Services), Cefn Cribbwr residents (63 &amp; 63B Service) and Coity (81 Service), but this service is also under review). Fforddygyfraith residents will have no alternative service, apart from accessing the main roads (Cefn Road 1.1 miles – Service No. 63/63B or Maesteg Road A4063 1.7 miles – Service No. 70 &amp; 71).</b>	Local

#### 4. Current Situation / Proposal

- 4.1 A consultation on the proposed service reductions was implemented to gather views and opinions on the potential impact of the reductions in order to meet a proposed budget reduction of £188,000 in 2018/19, as part of the Council's Medium Term Financial Strategy.
- 4.2 The consultation document is appended to this report, but some of the main headline information is as follows.
- Consultation survey forms were available to complete online and paper copies were available at 12 libraries across the county borough of Bridgend.
  - Advertisements were placed on the Council's corporate Twitter account throughout the consultation, with the information being seen 26,441 times.
  - A series of Facebook adverts were placed during the consultation period to raise awareness and encourage citizens to share their views on the proposals. The adverts were seen 32,700 times, generating 835 clicks through the consultation webpages.
  - A total of 974 responses were received (599 online submissions and 375 paper versions). During the consultation period, there were 124 interactions on our social media channels and 32 comments were received by e-mail, including one letter.
  - A petition with 180 signatures was also received from the Porthcawl area.
- 4.3 Responses to the consultation identified the following:
- Of those who responded 89% of respondents felt that the subsidised bus routes should continue. 8% felt that the subsidy should not continue and only 2% responded 'don't know', 1% did not respond to this question.
  - 654 respondents aged 55 and over told us that they believed that subsidised bus routes should continue. There were in total 695 people in this age category (55+). Therefore 94% of this group felt that the subsidised bus routes should continue.
  - When asked whether respondents agreed with the methods used to identify the routes under consideration 31% responded 'no' and 35% stated 'don't know', with 25% responded 'yes' to this question. Of those who responded, 30% of residents who responded 'no' did not give a reason for their response.
  - Respondents were asked which services were used, including use of multiple routes. Some responses included routes not currently part of the subsidised bus consultation so these are listed as not relevant.

- Of the responses, the routes most commonly used were 63b Porthcawl to Bridgend via Nottage (17%) and 68/69 Cefn Glas Circular (15%). It should be noted that of this service it is only early morning and late evening services impacted. With the day time services currently being operated on a commercial basis.
- The number of responders that had access to a vehicle was identified as 523.
- Also of the responders only 339 were aware of community transport.
- How often do you use the bus service(s) responses indicate that 38% of responders use the bus more than twice a week, with 20% of all responders using the bus every day. With the most common routes to travel from were:
  - Bridgend (35%)
  - Porthcawl (29%)
  - Cefn Glas (9%)

With the most common destinations of travel being:

- Bridgend (38%)
- Porthcawl (21%)
- Cardiff (8%)
- Cefn Glas (4%)

- 4.4 From the consultation it is clear that the majority of respondents considered that the loss of local bus services is of concern to the communities. However, in order to meet a reduction in budget the methodology used did offer a means to identify the greatest benefit for the remaining budget of £130,000. There was no clear view from respondents on whether the methodology used was the appropriate one, as a range of concerns were made with an overriding concern being the accessibility of alternative arrangements. The methodology does offer a consideration on which services may offer the greatest utilisation for the remaining funding whilst understanding that there will be an impact if services were withdrawn. However, this may be mitigated in some circumstances by the use of community transport or indeed by those persons with access to their own vehicles. Bridgend Community Transport currently offers accessible transport solutions for charitable and voluntary groups, and individuals, through a range of services including the provision of fully accessible minibuses for community groups, dial a ride, community car and wheels to work service for individuals. However, not all of their operations permit the use of concessionary passes and persons wishing to use the service have to register as members of the scheme. Additionally, historically when the Council has previously withdrawn bus subsidies for some services the commercial operator has sometimes determined that they will continue to provide the service regardless, but of course this is unknown until such time as that decision is made, and that is not the situation in every case and cannot be taken into consideration when making the decision.

- 4.5 At this time therefore it is unknown if the commercial element of bus services will still continue to operate on the partly funded routes, or indeed if they would extend the commercial element into the currently subsidised services.
- 4.6 Also it is unknown if the current Community Transport operator would be able to replace any or all of the proposed bus routes identified for withdrawal. However, Officers will continue to work and liaise with the Community Transport operator, to focus on the areas of Bridgend which have reduced local bus services and seek to ensure that the community transport service provided is as effective as possible.
- 4.7 The consultation response was shared with members from Corporate Overview and Scrutiny Committee for their consideration. They have advised that the following are the matters they would like Cabinet to consider:
- Members were of the understanding that the increase in Council Tax from 4.2% to 4.5% would be used to offset cuts to the supported bus services.
  - The Committee highlighted that cuts to the service would have a negative impact on:
    - Town traders and on current profitable routes, due to less people having access to them.
    - The Borough's elderly residents, not only as an added expense to residents living on a pension, as some cuts to routes would result in a taxi being required but if some routes were to no longer continue, it would mean a considerable increase to walking distances to another stop.
  - The reduction to supported bus services could affect residents' ability to access community facilities such as Community Cafes and also citizen's health and wellbeing due to increased isolation and loneliness, which could result in a surge of the amount of care packages required by Social Services. The Committee queried whether this would result in Social Services and Wellbeing Directorate paying towards the subsidy as a preventative measure.
  - Similar to the point made above, the Committee state that the cuts to the provision would affect citizens' ability to access hospital appointments and visiting in Bridgend and Port Talbot and suggest that ABMU pay towards the subsidy.
  - Members advised that cuts to some routes may have cost implications on the school transport budget as buses are temporarily removed from the service to fulfil their school contract.
  - The Committee state that as a planning condition of the new surgery in Porthcawl - which will cover 13,000 residents - ABMU are required to pay towards the subsidy of a bus service to and from the new surgery. Members are therefore concerned if the subsidy is withdrawn by BCBC the money will be lost.
  - Members suggested that the free concessionary bus pass that is currently free to all men and women at the age of 60 and above in the County Borough be means tested to enable possible savings and allow the money to be re-allocated to supported bus services.

4.8 In consideration of the items raised by the Overview and Scrutiny members it is considered that:

- It is difficult to accurately quantify the impact the proposals could have as typically persons may compensate for the changes and find alternative means to access services such as catching the later commercial services or accessing parallel routes (where available) or have access to community or other transport.
- The potential for Social Services and Wellbeing Directorate and the Abertawe Bro Morgannwg Health Board (ABMU) contributing towards the subsidy as a preventative measure for isolation or access to hospital appointments. This matter would have to be discussed with those departments to examine the scope of any current provision provided by those directorates and consider if it could be expanded to provide such intervention.
- In regard of impact on other provision such as school transport this is unlikely to be impacted upon as contracts are separately procured for the provision of home to school transport and the routes where it is proposed that bus subsidies are removed are not regarded as ones that would be used for this purpose ordinarily.
- It is acknowledged that there is an agreement between the operator of service 61 and ABMU to extend the current service to operate to the new surgery in Porthcawl. The agreement is for it to commence and terminate at John Street in Porthcawl on a circular route. It is unknown if the operator would continue to operate the currently subsidised route to and from Nottage.
- The free concessionary travel scheme is funded by Welsh Government and any amendments to the current scheme would need to be made by Welsh Government considered on an all Wales basis such as any proposal to means test its eligibility criteria.

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

5.1 There is no effect upon Policy Framework or Procedure Rules

## **6. Equalities Impact Assessment**

6.1 A full Equality Impact Assessment has been completed and is attached for member consideration.

## **7. Financial Implications**

7.1 A reduction in the amount of bus subsidy will have a small financial implication upon Bridgend Bus Station if the total number of services operated by commercial operators reduces. This is because the Council has implemented departure charges at Bridgend Bus Station for bus services using the bus station.

The departure charges were introduced in light of the budget reduction for Bridgend Bus Station of £40,000 for 2015/2016 MTFs proposals. Therefore, if the proposed contracted local bus services supported by BCBC through its own funding were



withdrawn, then this will reduce the annual income for Bridgend Bus Station by an estimated maximum of £4,100 as a result of less usage of the bus station by buses.

- 7.2 If the full level of saving of £188,000 approved in the MTFS, as a result of the proposal to remove bus subsidies for the identified routes, is not met, it will need to be met from elsewhere, either from additional savings elsewhere in the Communities Directorate or offset by allocating funding from the small unallocated budget as a result increasing the Council Tax from 4.2% to 4.5%.

## **8. Recommendation**

- 8.1 It is recommended that Cabinet considers the content of the consultation report and Equality Impact Assessment, together with the comments made by the Corporate Overview and Scrutiny Committee,
- 8.2 determines whether it wishes to make any changes to the original proposal to cut bus subsidies to the routes identified in paragraph 4.9, and if so approves that unallocated funding set aside from the additional increase in Council Tax is used to offset any reduction in the approved saving in the MTFS of £188,000.

**Mark Shephard**  
**CORPORATE DIRECTOR – COMMUNITIES**  
**May 2018**

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**Background documents:**  
**Equalities Impact Screening Form**  
Cabinet Report 3<sup>rd</sup> October 2017 - Rationalisation of Supported Bus Services 2018/2019

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# Supported Bus Services

## Consultation report

**Date of issue: 9 April 2018**

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## 1. Overview

This consultation followed a proposal to justify supported bus services across the county borough, in order to meet a proposed budget reduction of £188,000 in 2018/19, as part of the Council's Medium Term Financial Strategy.

Bridgend County Borough Council and Welsh Government support some regional and local bus services by subsidising routes that are not commercially viable. These services operate on routes to enable residents who live along them to access employment, education, health care and social activities. As a result, a Cabinet report was submitted on 3 October 2017, which identified the bus services for rationalisation, using a methodology adopted from a neighbouring authority and took into account the following criteria:

- The number of users per journey
- The subsidy per passenger
- The unavailability of alternative services
- The likelihood of related commercial bus service withdrawals
- The loss of journeys for shift workers
- The loss of journeys for healthcare and hospital visiting
- The loss of journeys for education and training.

A public consultation reviewing Bridgend County Borough Council's supported bus services was undertaken following presentation of the proposals to Cabinet in October 2017. The consultation received 1130 responses from a combination of the consultation survey (974 responses), four engagement events held across the county borough, social media interactions and by using the authority's Citizens' Panel. This paper details the analysis associated with the consultation.

## 2. Introduction

A public survey based on Bridgend County Borough Council's supported bus services was conducted between January 2018 and March 2018. The survey was available to complete online on the consultation page of the council's website and paper copies were made available at local libraries and bus stations. The survey was available in English, Welsh and as an accessible version. Residents could also request a paper copy or another alternative format by telephone or email.

In total, there were 17 questions which required a reply from respondents; all other questions in the survey were optional. All survey responses offered the option of anonymity. The council's standard set of equalities monitoring questions were also included with the survey, as is now recommended good practice for all public facing surveys carried out by the council.

Paper copies were made available at two councillor-led public meetings, one community engagement stand at the Your Bus Matters event organised by Bus Users Cymru and a meeting of the Bridgend Coalition of Disabled People.

The content of the consultation remains available online in closed consultations.

Comments regarding the consultation were also invited via letter, email and phone call.

### 3. Promotional tools and engagement methods

This section details the specific communications and engagement methods used to reach people and encourage them to share their views during the consultation period.

#### 3.1 Social media and online

Facebook and Twitter have widely been used to promote the consultation.

Information was posted to the council's corporate Twitter accounts throughout the consultation period to raise awareness of the consultation and to encourage citizens to share their views on the proposals. The council currently has 10,331 followers on its corporate Twitter accounts. During the period, the authority 'tweeted' 24 times and the information was seen 26,441 times.

A series of Facebook adverts were placed during the consultation period to raise awareness of the consultation and to encourage citizens to share their views on the proposals. The adverts were seen 32,700 times, generating 835 clicks through to the consultation webpages.

An image was placed on the news page of the council website and the intranet homepage which linked through to the consultation webpage and survey.

#### 3.2 Local press

Details of the consultation were sent as part of press releases emailed to local and national press.

The consultation featured on Business News Wales on 2 February and in the local Gem on both the 29 January and 3 February.

It was also featured as part of news updates from Bridge FM, referenced in magazines such as Seaside News and publicised at sites such as Oggy Bloggy Ogwr.

#### 3.3 Councillor public meetings

Two councillor-led meetings took place during the consultation period.

These meetings were arranged independently by local councillors in response to demand from residents. Councillors explained to residents that the purpose of the meetings was to raise the profile of the consultation and to discuss the proposals/field questions. General themes of the views expressed at these meetings were captured by attending councillors and are referenced in section seven.

Residents were advised that they needed to complete the survey in order to make their individual views known and have them formally documented as part of the consultation process.

The first meeting took place on 2 February 2018 in Westward Community Centre, Cefn Glas. This was attended by 50 residents. The second took place in The Grand Pavilion in Porthcawl on 22 March 2018 with 82 residents attending this meeting. Paper copies were distributed to residents at both meetings who did not have the ability to complete online surveys.

### 3.4 Community engagement/meetings/events

An email about the consultation proposals and how to share views was sent to local community, equality and diversity groups.

#### 3.4.1 Your Bus Matters event

Members of the transport service area and consultation team were invited to attend the regular Your Bus Matters event held in Bridgend Bus Station on 13 March 2018. The aim of this event is for service providers to regularly gain feedback directly from the public. The council had an engagement stand available at the event between 10:30 – 14:00. During the event, passers-by were invited to fill in paper surveys or were directed to the online survey if they preferred this method.

#### 3.4.2 Bridgend Coalition for Disabled People meeting

The coalition invited officers from the council in to speak to members about the proposals as part of their regular group meeting. Members received a presentation about the proposals and were given the opportunity to ask questions before completing the survey. 15 members of the coalition attended the meeting, with 14 completing surveys during the meeting.

### 3.5 The supported bus survey

The online and paper surveys contained seventeen questions which required a reply from respondents; all other questions in the survey were optional.

The survey was available on the council's website and was sent to all 1686 Citizens' Panel members as well as 126 previous consultation responders who have asked to be kept up-to-date with similar future surveys.

Surveys were readily available in English, Welsh and via an accessible version. Alternative formats were available on request.

### 3.6 Posters

Posters promoting the consultation were available all local buses, at bus stations and bus stops. Posters were circulated to the library service for use in their 12 branches and to county borough Councillors. Community centres and partner organisations including Westward Community Centre and The Grand Pavilion, Porthcawl Pavilion also received promotional posters.

## 4. Response rate

In total, there were 1130 interactions, representing 0.8 per cent of the Bridgend County Borough population. The response rate has been divided into several areas including: consultation survey responses, emails and social media interactions:

- We received 974 survey responses in total (599 online submissions and 375 paper versions);
- During the consultation period, there were 124 interactions on our social media channels;
- 32 comments were received by email;
- One letter was received.

## 4.1 Petition

During the consultation period a petition which raised concerns about the 61 and 63B service was received containing 180 signatures from the Porthcawl area. Those who signed this petition requested that it was taken 'into consideration before making any decisions to curtail or axe these services'. The general themes raised as part of the petition have been summarised in section seven of this report.

## 5. How effective was the consultation?

The supported bus services consultation was conducted over an eight week period in which a range of marketing methods were used to create awareness of the consultation and encourage members of the public to engage with the council.

The social demographic data reflects a good cross section of the county borough's population, all respondents with the exception of two responders lived in the county borough.

The data collection methods, which include the online survey, a paper survey and an accessible survey, were all developed using plain English to maximise understanding. These response methods were designed to give a consistency to the survey across multiple platforms.

## 6. Headline figures

- 6.1 71% of responses came from those aged 55 or over.
- 6.2 26% of those who responded to the consultation told us that they had a disability.
- 6.3 When asked if the authority should continue to fund the subsidised routes 89% of respondents stated that the routes should continue to be funded.
- 6.4 When comparing age with how often the bus was used, 43% of respondents were aged over 55 and used the bus more than twice a week or every day. 13% of residents aged over 55 used the bus daily.
- 6.5 249 people had identified themselves as having a disability. When comparing disability with how often the bus was used 50% told us that they used the bus twice a week or more in addition to 31% of disabled people who used the bus daily.
- 6.6 Responses indicate that 38% of all responders use the bus more than twice a week, with 20% using the bus every day.
- 6.7 654 people aged over 55 felt that the council should continue to subsidise the current routes. There were in total 695 people in this age category (55+). Therefore 94% of this group felt that the subsidised bus routes should continue.
- 6.8 Of the responses, the routes most commonly used were 63b Porthcawl to Bridgend via Nottage (17%) and 68/69 Cefn Glas Circular (15%).
- 6.9 The most common areas to travel from were, Bridgend (35%), Porthcawl (29%) and Cefn Glas (9%).
- 6.10 The most common areas to travel to were, Bridgend (38%), Porthcawl (21%), Cardiff (8%) and Cefn Glas (4%).



- 6.11 35% of respondents told us that they were aware of Bridgend Community Transport services. Of those who responded that they were aware of Bridgend Community Transport only 19% stated that they used the transport.
- 6.12 Within the survey respondents were asked for additional information when deciding which routes should continue to be supported the following themes were most significant: concern for elderly and disabled residents; accessibility and isolation and access to transport issues.
- 6.13 Respondents were finally asked provide any other comments on this proposal, the most common themes were: concern for elderly or disabled residents; consideration for combining services or running less services and that we should review demand for services before making decisions.

## 7. Question and analysis - consultation survey

Section seven of the report looks at the questions asked in the consultation survey – with 974 respondents in total.

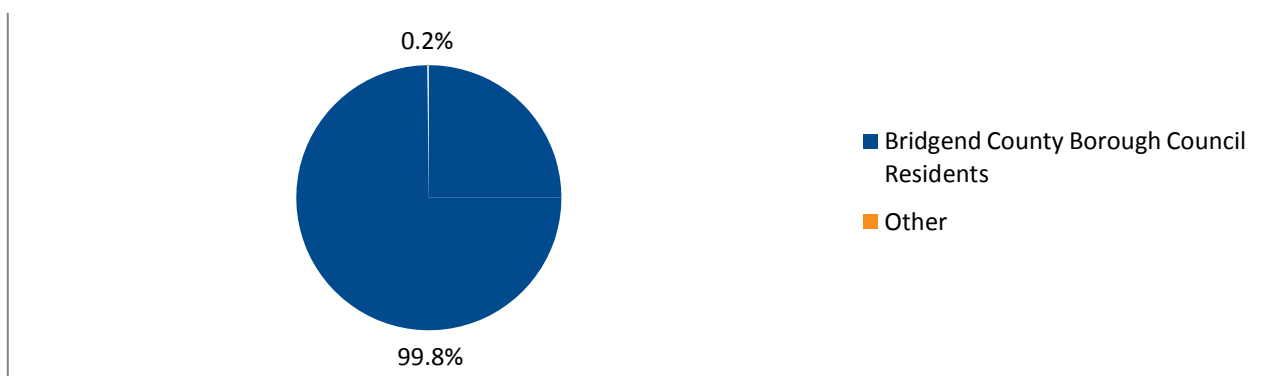
### 7.1 Please select a language to begin the survey.

Respondents to the consultation survey were initially asked in which language they would like to complete the survey. Overall, 99.8% of respondents selected English with only 0.2% selecting Welsh.

Language	#	%
English	972	99.8
Welsh	02	0.2
<b>Total</b>	<b>974</b>	<b>100.0</b>

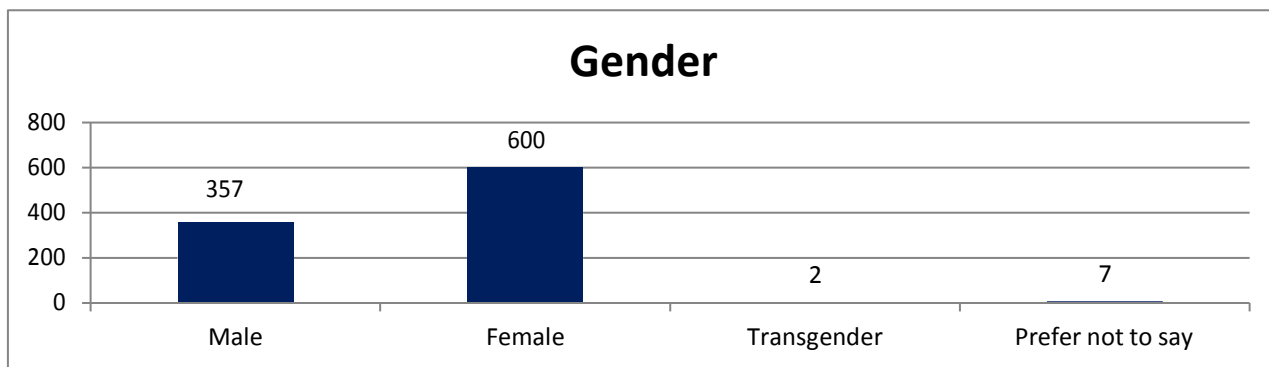
### 7.2 About you

#### 7.2.1. Please supply us with the post code where you currently live



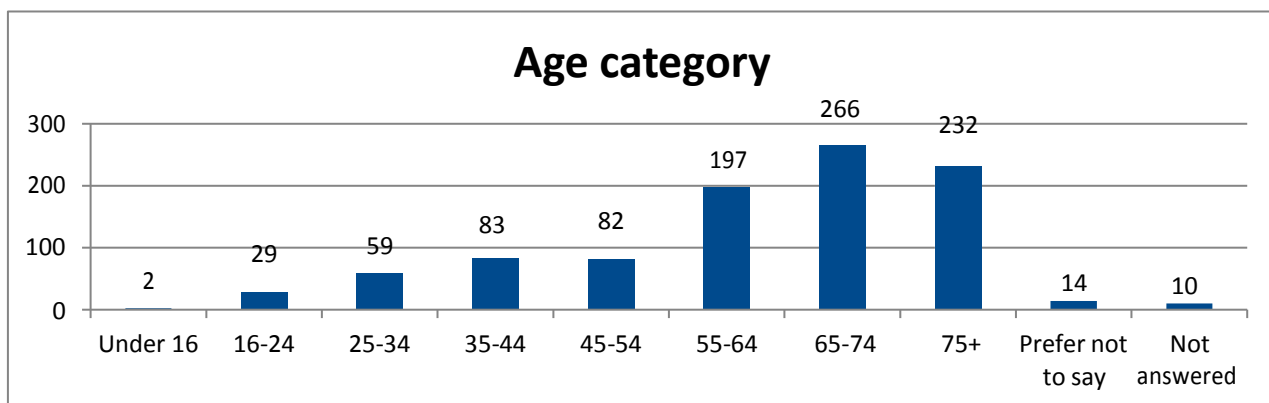
The social demographic data reflects a good cross section of the county borough's population, all respondents with the exception of two responders lived in the county borough.

### 7.2.2 What is your gender?



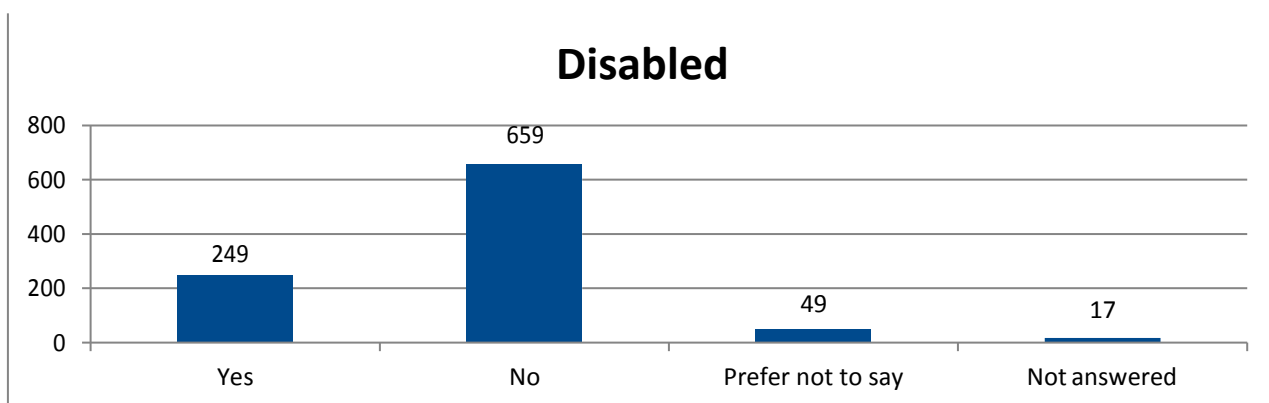
61% of responses were received from females, 37% from males. 1% stated that they preferred to not give their gender and 1% did not respond to this question. Two people stated their gender as transgender.

### 7.2.3 Please select your age category

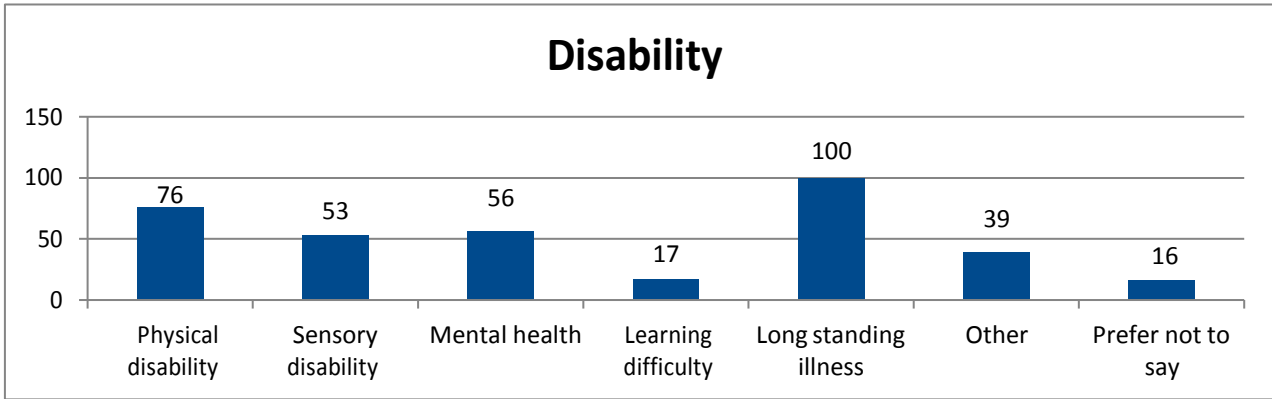


In total 71% of responses came from those aged over 55 or over. With 27% of responses coming from the age range 65-74. 24% of responses from 75+ and 20% aged 55-64.

### 7.2.4 Do you consider yourself to be disabled?



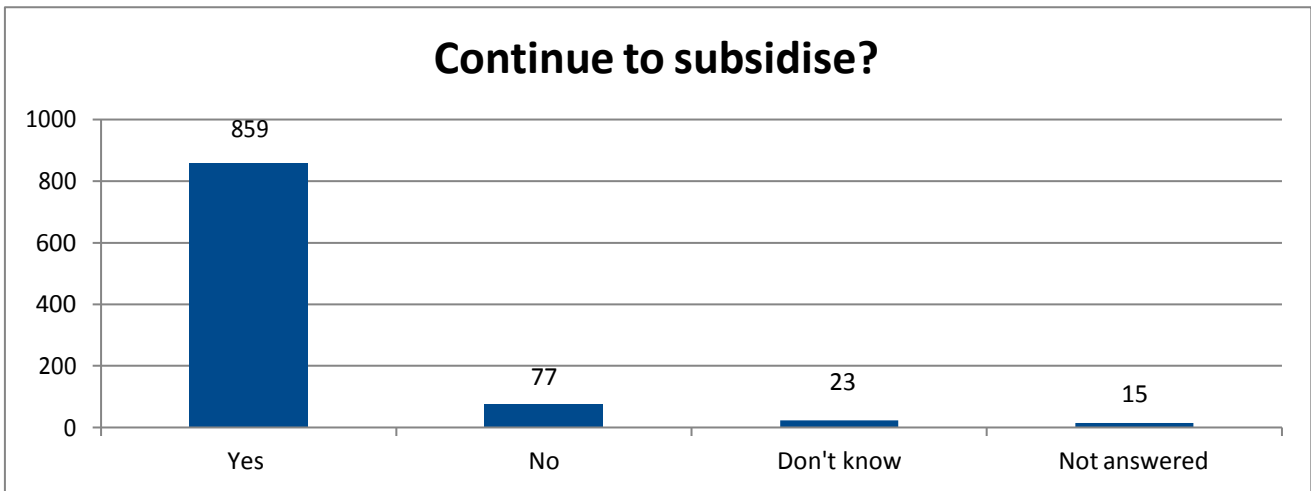
Of those who responded to this question, 26% of respondents described themselves as having a disability.



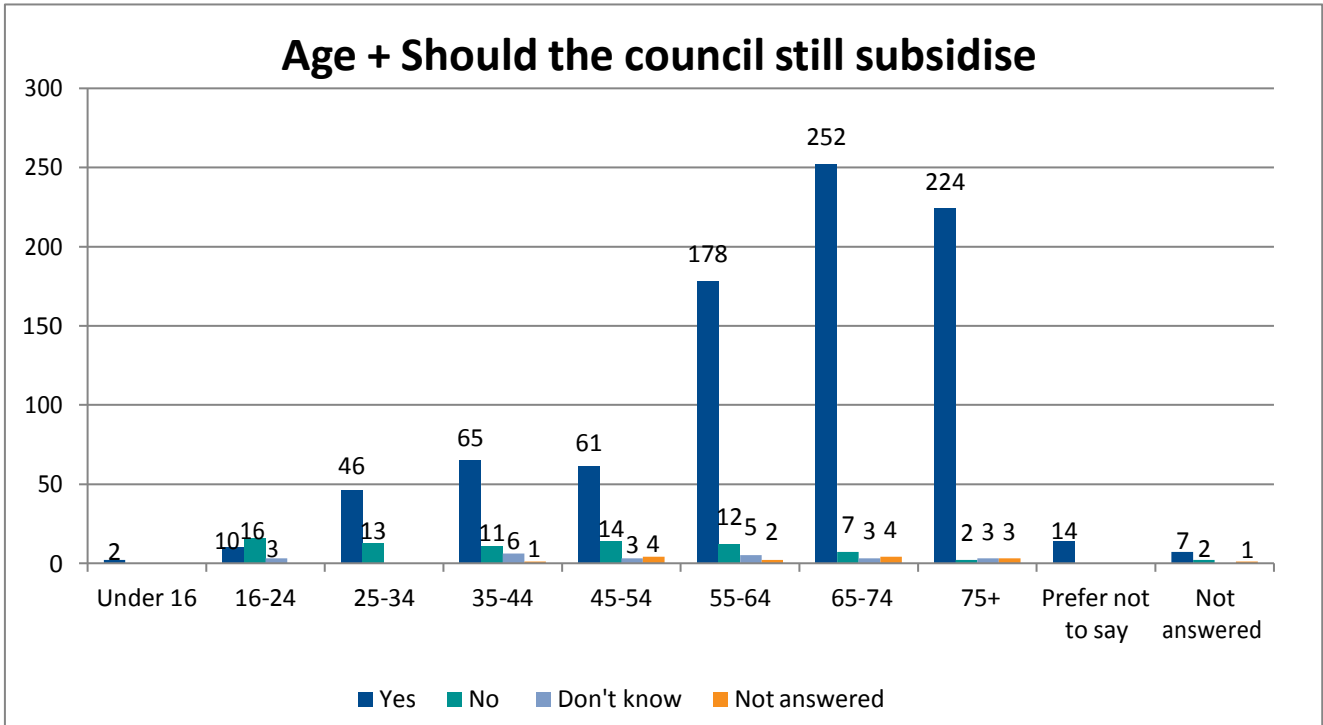
This question allowed responders to select multiple disability types. Long standing illness represented the majority of responses followed by physical disability and mental health.

### 7.3 Supported bus service survey

#### 7.3.1 Should the council continue to subsidise bus routes?

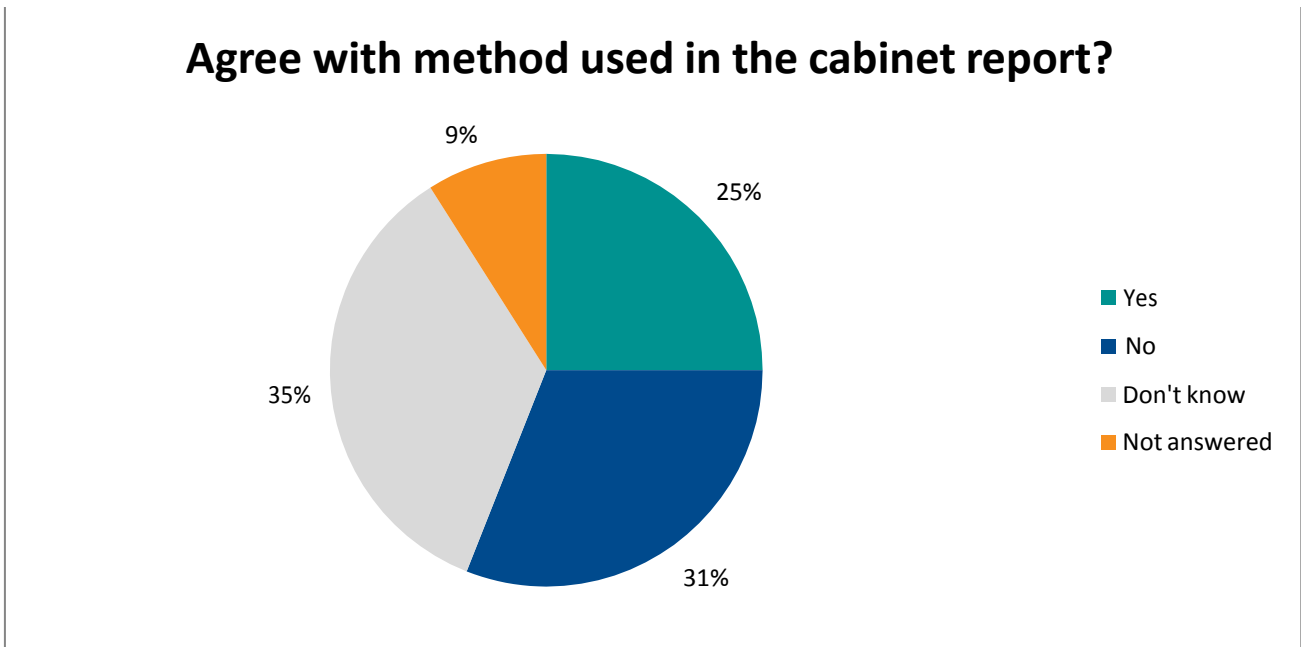


Of those who responded 89% of respondents felt that the subsidised bus routes should continue. 8% felt that the subsidy should not continue and only 2% responded 'don't know', 1% did not respond to this question.



654 respondents aged 55 and over told us that they believed that subsidised bus routes should continue. There were in total 695 people in this age category (55+). Therefore 94% of this group felt that the subsidised bus routes should continue.

#### 7.3.2 Do you agree with the method used in the cabinet report?



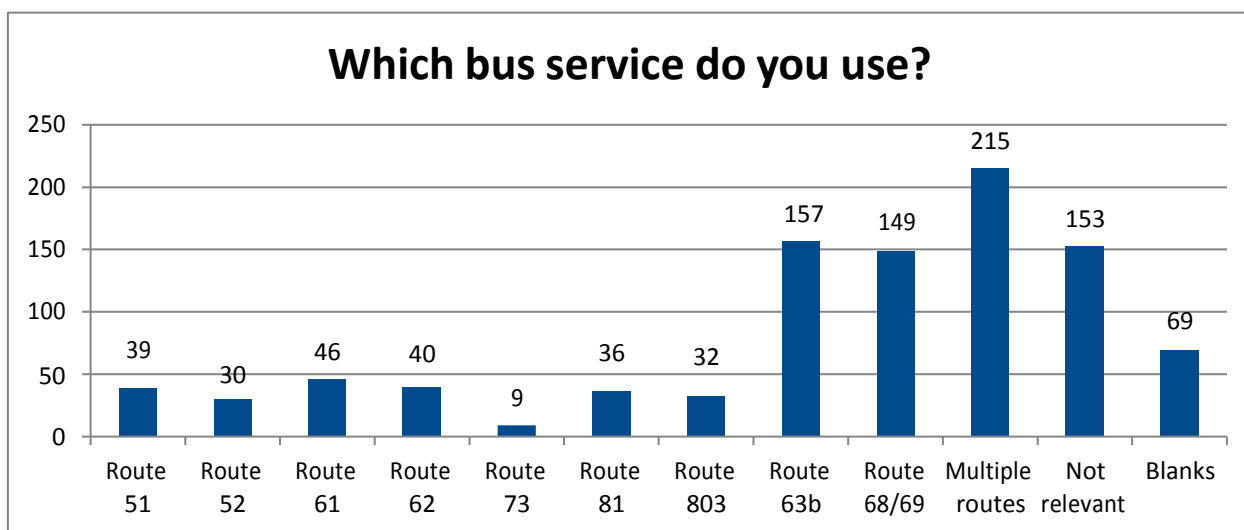
When asked whether respondents agreed with the methods used to identify the routes under consideration 31 % responded 'no' and 35% stated 'don't know'. 25% responded 'yes' to this question.

If no why...

Issues with accessibility	64
Inconvenient to remove services	10
Isolation issues for bus users	14
Not considered other ways to make savings	5
Not enough consideration of alternative travel	20
Not taking into account individual needs	14
Not taking into account vulnerable residents	27
Other	56
No response	93

Of those who responded, 30% of residents who responded 'no' did not give a reason for their response.

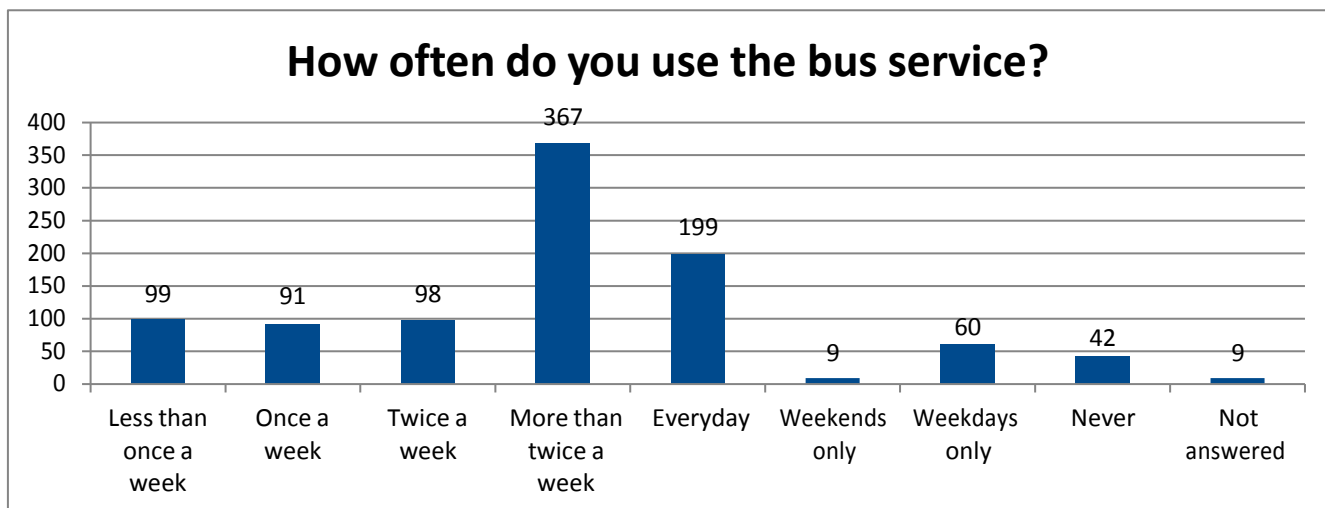
### 7.3.3 Which bus service do you use?



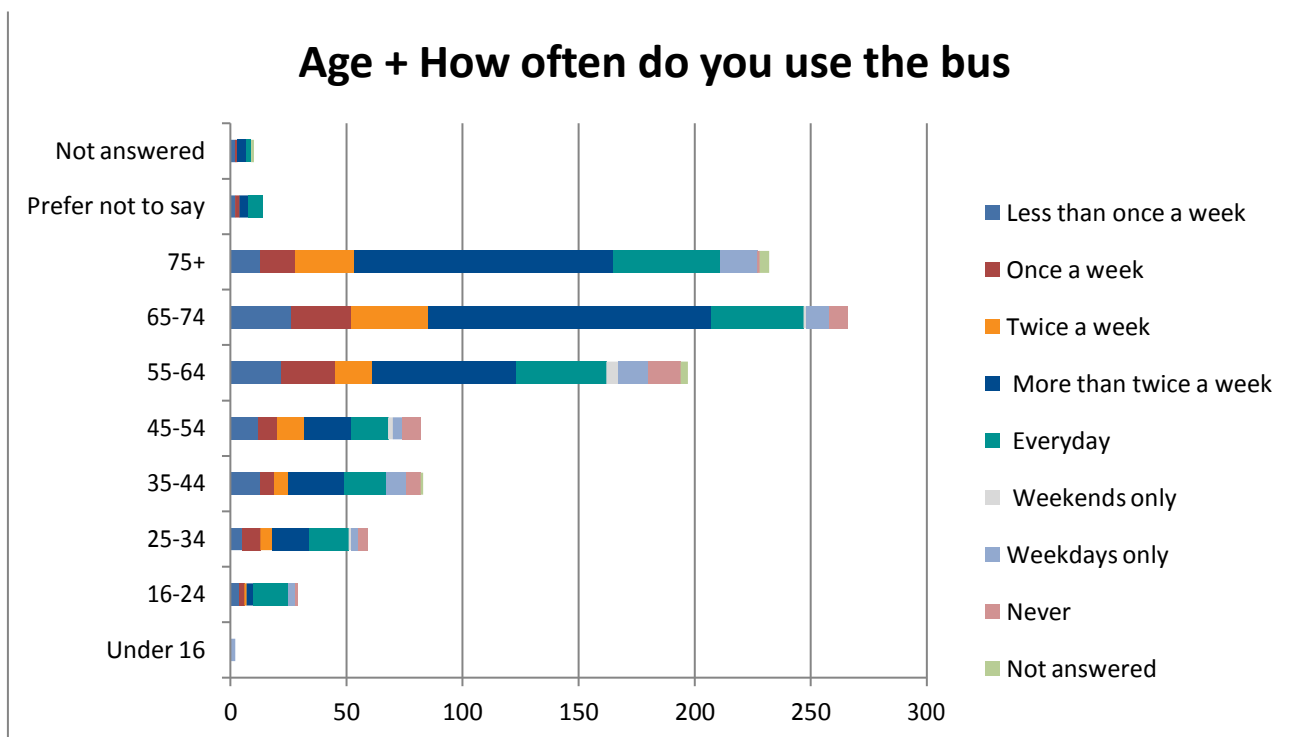
Respondents were asked which services were used, including use of multiple routes. Some responses included routes not currently part of the subsidised bus consultation so these are listed as not relevant.

Of the responses, the routes most commonly used were 63b Porthcawl to Bridgend via Nottage (17%) and 68/69 Cefn Glas Circular (15%).

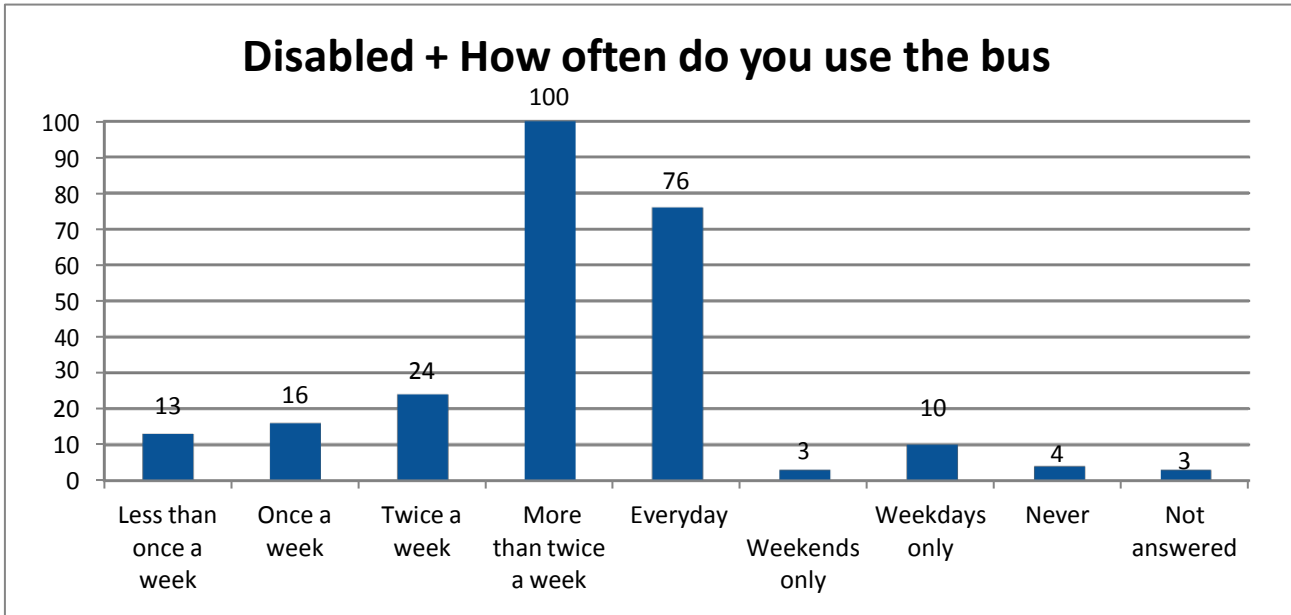
### 7.3.4 How often do you use the bus service(s)



Responses indicate that 38% of responders use the bus more than twice a week, with 20% of all responders using the bus every day.

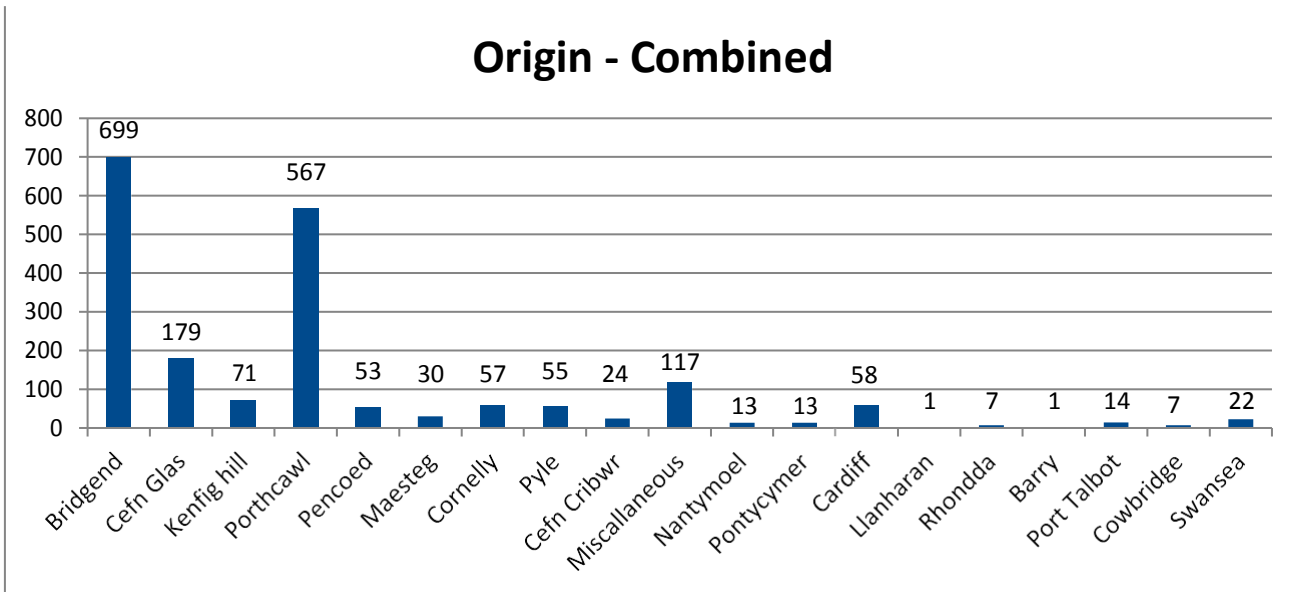


When looking at age and how often the bus was used, 43% of respondents were aged over 55 and used the bus more than twice a week or every day. 13% of respondents aged over 55 used the bus daily.



Of the 249 people that told us that they had a disability 50% told us that they used the bus twice a week or more in addition to 31% of disabled people using the bus daily. 81% of disabled people therefore told us that they use the bus between twice weekly and every day.

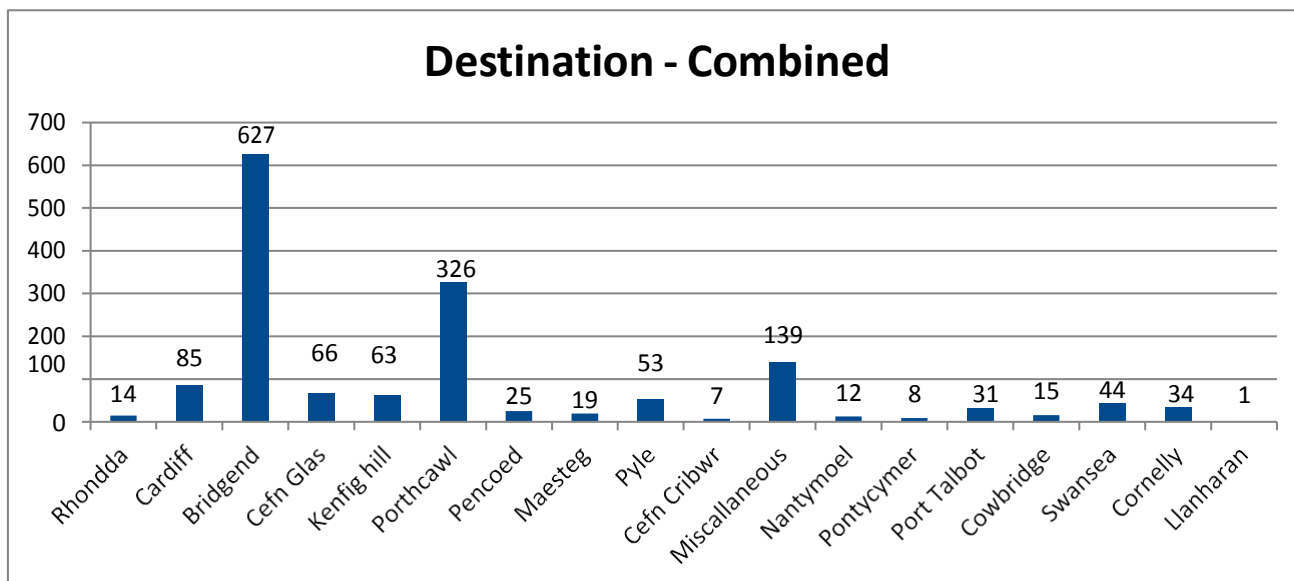
#### 7.3.5 Where do you travel from:



The most common routes to travel from were:

- Bridgend (35%)
- Porthcawl (29%)
- Cefn Glas (9%)

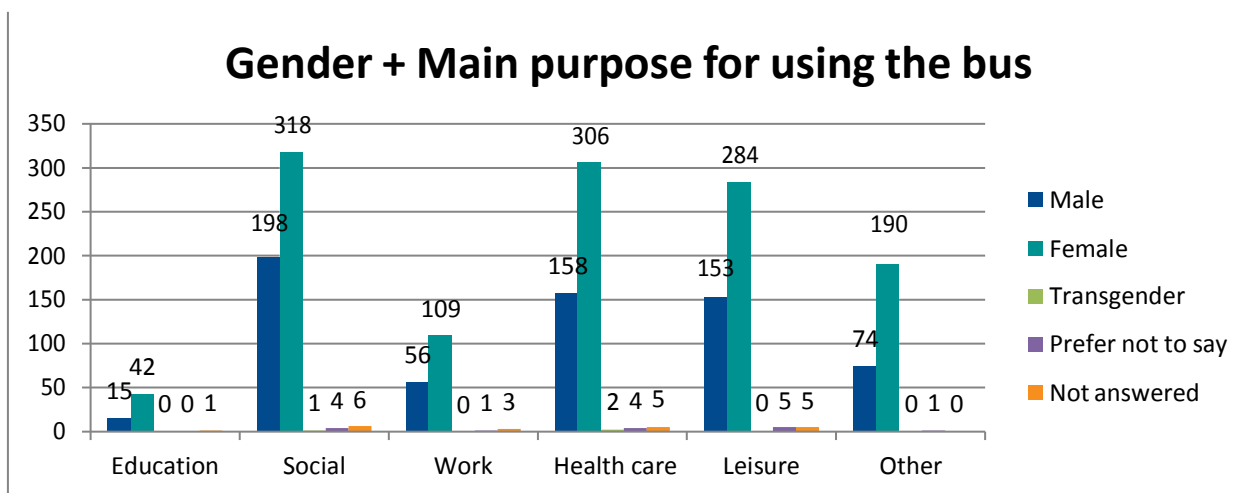
### 7.3.6 Where do you travel to:



The most common routes to travel to were:

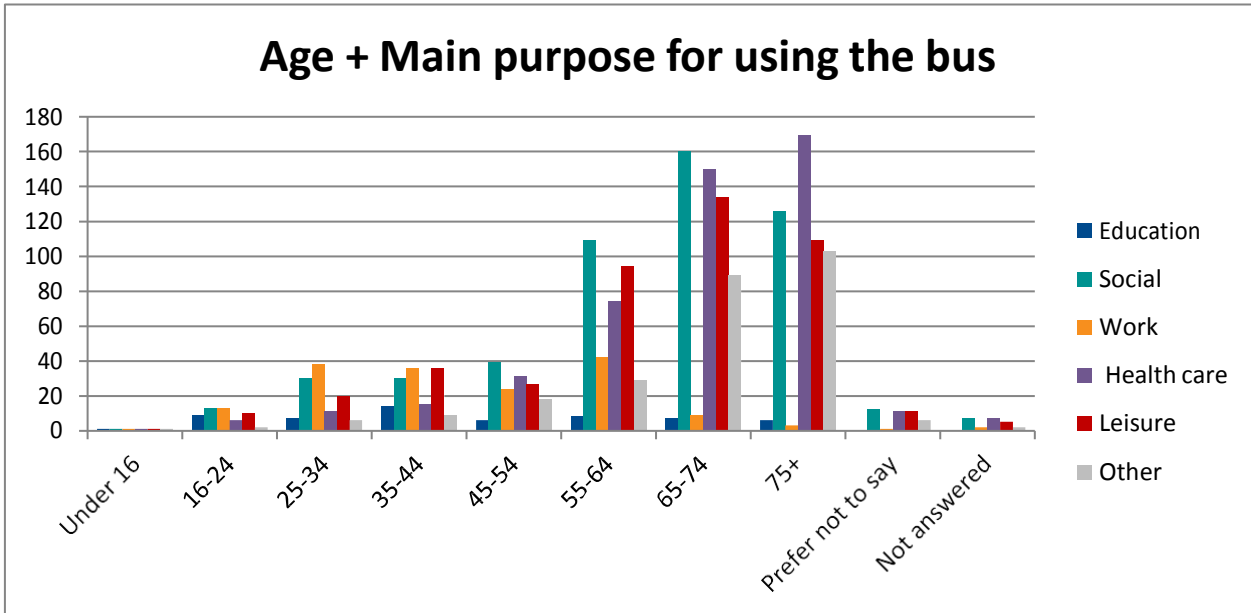
- Bridgend (38%)
- Porthcawl (21%)
- Cardiff (8%)
- Cefn Glas (4%)

### 7.3.7 Reasons for travel using the bus



The above chart demonstrates that both males and females used the bus for social activities, followed by healthcare followed by leisure. Of the two transgender residents bus use was for healthcare as well as social activities. Responders were able to give multiple responses to this question.





The age group 16-24 used the bus for social activities and work equally followed by leisure.

The age group 25-34 used the bus for work, followed by social activities then leisure.

The age group 35-44 used the bus for work and leisure equally followed by social activities.

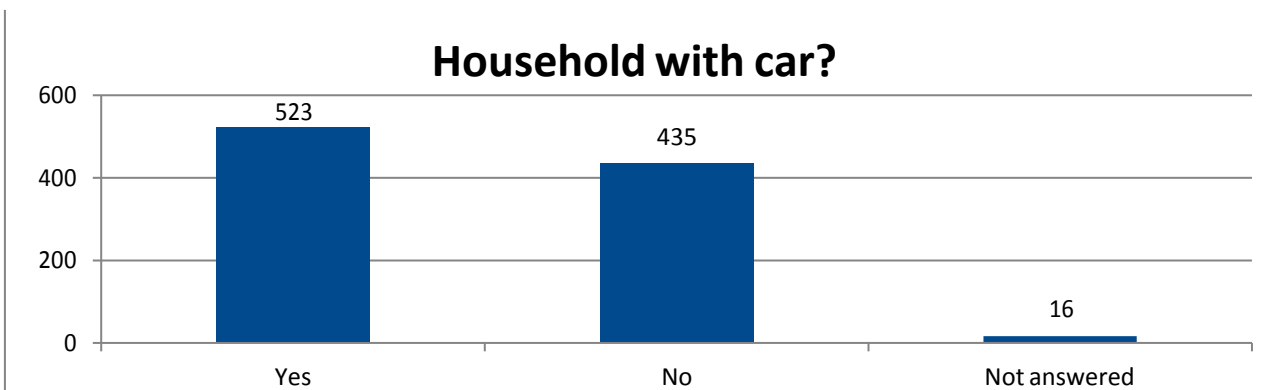
The age group 45-54 used the bus for social activities followed by healthcare then leisure.

The age group 55-65 used the bus for social activities, followed by leisure then healthcare.

The age group 65-74 used the bus for social activities, followed by healthcare then leisure.

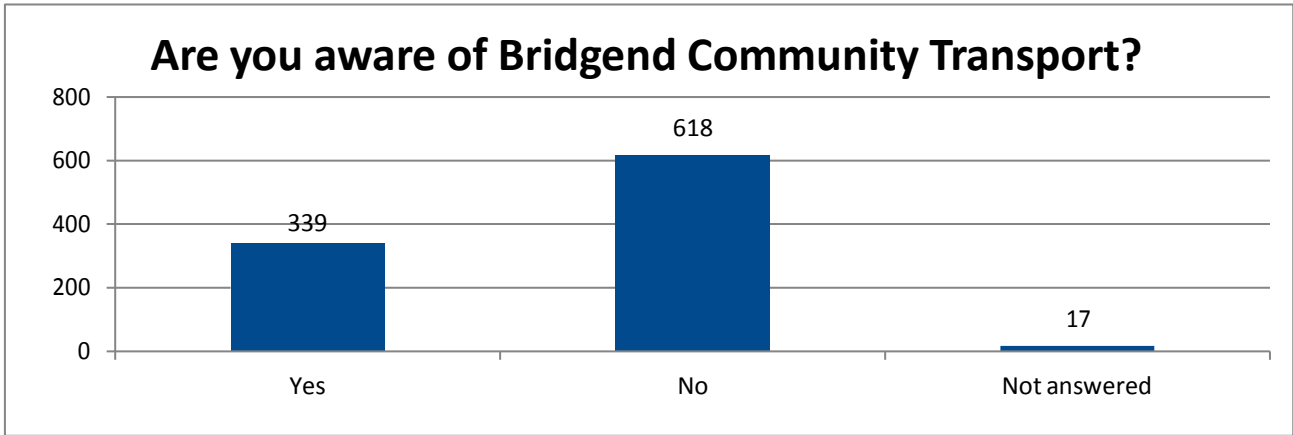
The age group 75+ used the bus for healthcare, followed by social activities then leisure.

#### 7.3.8 Do you live in a household with a car?



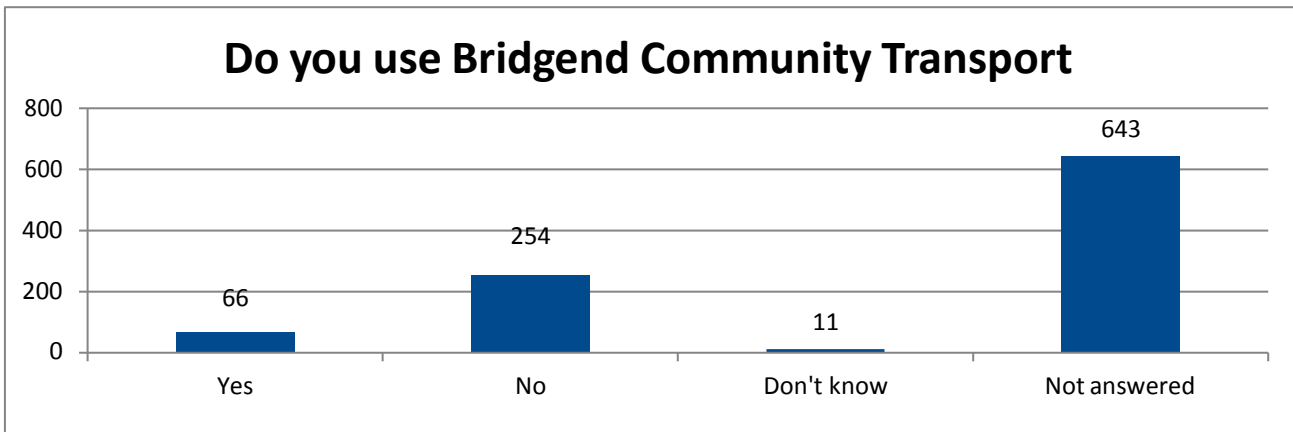
54% of respondents informed us that they lived in a household with a car, 45% told us that they lived in a household without a car, and 1% did not respond to this question.

#### 7.3.9 Are you aware of Bridgend Community Transport?

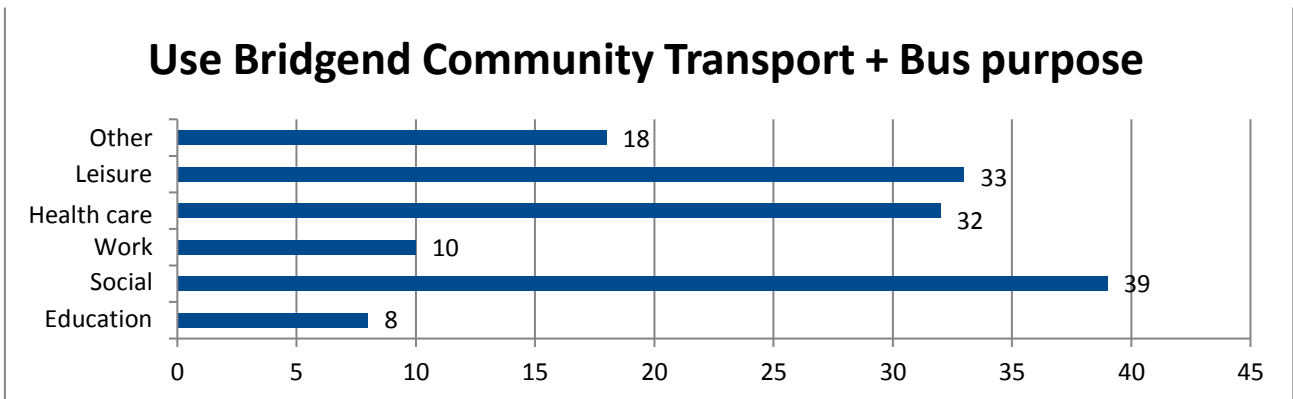


35% of respondents told us that they were aware of Bridgend Community Transport services.

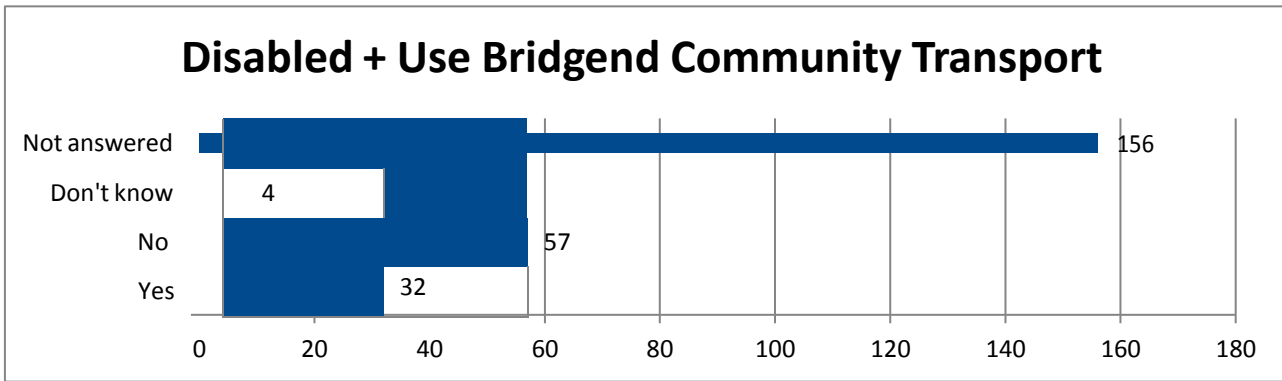
#### 7.3.10 If you answered 'yes' do you use Bridgend Community Transport services



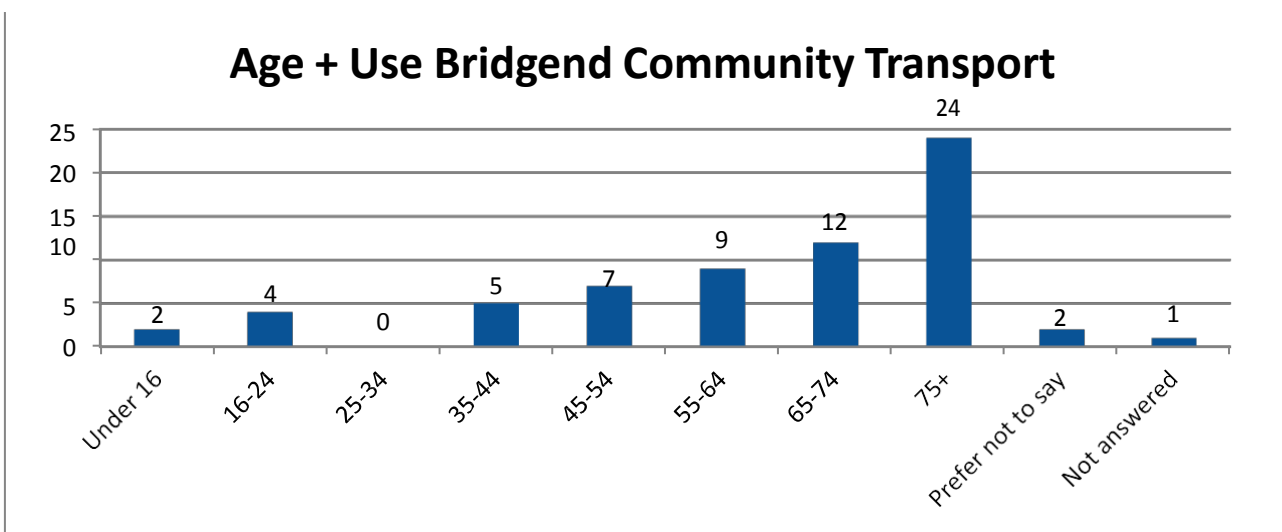
Of those who responded that they were aware of Bridgend Community Transport only 19% used the transport. Reasons for why people did not use community transport was not requested as part of the consultation.



Respondents were able to select multiple options to this question. Of the 66 people who said that they used community transport the most popular reasons for using the transport was social activities (28%), followed by leisure (24%) and then healthcare (23%).



A total of 66 people told us that they used community transport. 32 people who described themselves as disabled used Bridgend Community Transport. Therefore 48% of community transport users had described themselves as having one or more disability.



45 people over the age of 55 used Bridgend Community Transport. The most significant proportion of residents who responded to this question were aged over 75 years. This age group represents 36% of those using community transport. The age group 65-74 represents a further 18% of the community transport users.

#### 7.4 Qualitative responses

Each response received from all methods across the survey were read and subsequently themed. Each theme was then measured to provide a quantitative figure to the qualitative responses.

##### 7.4.1 Do you think there are any additional factors to be considered when deciding which routes should be supported?

Accessibility/ access to essential services	136
Alternative service/ review routes	13
Combine routes/ review frequency of routes	56
Demand/size of buses/ provide smaller buses	36

Concern for elderly/disabled residents	193
Environmental issues	8
Inconvenience of removing buses	26
Individual needs of users	22
Isolation issues/ alternative transport access issues	91
No cuts to services at all	20
Pay for bus passes	14
Other	94
Blanks	195

The most common comments were around concern for elderly or disabled residents, followed by issues of accessibility and the issues around isolation or no access to transport.

#### 7.4.2 Please use this space to provide any further comments on this proposal

Accessibility / access to essential services	47
Alternative services/expense of alternatives	16
Combine services/less frequent buses	50
Demand of buses	49
Concern for elderly/disabled residents	61
Environmental issues	5
Inconvenience of removing buses	22
Isolation issues	20
No cuts to service at all	31
Pay for bus passes	21
Size of buses/ provide smaller buses	11
Other	48
Blanks	406

The most common themes were: concern for elderly or disabled residents; consideration being given to combining services or running less services; and that we should review demand for services before making decisions.

### 7.4.3 Social media comments

Additional responses from social media comments (126) received during the survey's live period were also themed. Of those, 16 were not relevant and as such, were removed from the table below:

BCBC should become a private company	2
Scrap or reduce bus passes	3
Change bus routes	6
Concern for elderly/disabled residents	14
Council building repairs are too costly/ complaints	13
Cut/reduce buses	6
Cut Councillors/senior staff	7
Cut Welsh Government	1
Late buses/ buses do not arrive on time	1
Increase public services rather than reduce or remove	2
Lower parking prices	1
Bridgend businesses will suffer	3
Service is essential to bus users	14
Provide smaller buses	3
Taxes are already too high	7
Keep route 62	3
Keep route 63B	5
Keep route 68/69	1
Keep route 81	1
Keep route 52	2
Reduce route 63	2
Reduce route 64	1
Reduce route 68/69	2

The most significant comments were concern for elderly or disabled residents and statements that the service was essential followed by comments about the building repairs to the council and budget for this.

### 7.4.4 Emails and letter comments

Additional responses received by letter (one) and email (32) during the live period have also been themed. These are detailed in the table below:

Accessibility/ access to essential services	9
Alternative service/routes	2
Combine routes/ review frequency	6
Demand/smaller size buses	1
Concern for elderly/disabled residents	8
Environmental issues	1
Inconvenience of removing buses	9
Individual needs	3
Isolation/ lack of alternative transport issues	10
No cuts to services at all	9
Pay for bus passes	1
Expense of alternative travel (too high)	2
Requested further information	9
Complaint about equalities monitoring	1

The most significant comments were isolation and access to transport issues, accessibility and inconvenience.

#### 7.4.5 Other themes

As mentioned in section four two councillor-led public events took place to raise awareness of the consultation. Attendees were encouraged to complete the survey to ensure their views were formally recorded as part of the consultation process. Councillors fed back from these events, and noted that in general, attendees at these events did not agree with the proposals and believed that buses should not be reduced or removed.

As referenced in section four a petition entitled 'Save our Buses' from the Porthcawl area was received with 180 signatures during the live period of the consultation. The petition made reference to the 61 and 63B services which cover the Nottage, Rest Bay and Suffolk Place areas of Porthcawl. The general themes of the petition were that residents did not agree with the proposals within the consultation and did not want services to be removed. There was concern for elderly residents living in the areas serviced by these buses, who could become housebound by the removal of services. There was also concern in relation to the cost of taxis for access to essential services.

#### 7.5 Communications regarding the consultation

Would you like to be emailed once the consultation report is available?

Yes	429	47%
No	485	53%

47% of responders told us that they would like to receive information on the consultation once the report is available.

## 8. Conclusion

A response rate of 974 to the survey questions is robust and is subject to a maximum standard error of  $\pm 3.13$  per cent at the 95 per cent confidence level on an observed statistic of 50 per cent. Thus, we can be 95 per cent confident that responses are representative of those that would be given by the total adult population, if a census had been conducted, to within  $\pm 3.13$  per cent of the percentages reported. This means that if the total adult population of Bridgend County Borough had taken part in the survey and a statistic of 50 per cent was observed, we can be 95 per cent confident that the actual figure lies between 36 per cent and 46 per cent.

### 8.1 Equality Impact Assessment

The EIA screening informed the consultation that the potential groups that could be disproportionately affected by the removal of the subsidised bus routes would be the elderly and disabled residents.

This document outlines the responses from residents aged 55 and over and those who described themselves as disabled. Including their reasons for using the bus and frequency of use.

### 8.2 Subsidised bus proposed saving

The majority of residents who responded to the consultation (89%) did not support the reduction in subsidised bus services in order to meet the budget reduction of £188,000 in 2018/19, as part of the Council's Medium Term Financial Strategy.

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## Equality Impact Full Assessment

<b>Name of project, policy, function, service or proposal being assessed:</b>	Reduction of Supported Bus Services
<b>Date EIA Screening assessment completed:</b>	19 April 2018
<b>Full assessment date for completion (from EIA screening):</b>	

*At this stage you will need to re-visit your initial screening template to inform your consultation and refer to [guidance notes on completing a full EIA](#)*

### Consultation

	<b>Method</b>	<b>Action Points</b>
<b>Who do you need to consult with (which equality groups)?</b>	Public consultation. All residents, including local community, equality and diversity Groups	Consultation went live between January 2018 and March 2018. Online, paper and accessible versions in Welsh and English were available throughout the consultation period.
<b>How will you ensure your consultation is inclusive?</b>	Consultation survey forms were available online and at 12 local libraries across the county of Bridgend and at Bridgend Bus Station. Citizens' Panel were informed of consultation. Articles in Gem and Wales on line. Social media posts on twitter and Facebook.	Paper copies of the survey (English & Welsh) were delivered to the libraries and Bridgend Bus Station. Advertising posters were also delivered. In addition, promotion of the consultation through Twitter and Facebook, Radio (Bridge FM) and Seaside News.
<b>What consultation was carried out? Consider any consultation activity already carried out, which may not have been specifically about equality but may have information you can use</b>	Survey form, which accompanied the October 2017 cabinet report, highlighting the proposed bus routes for withdrawal.	Letters, e-mails and petitions were received. In addition, Councillor-led meetings with members of the public were also undertaken.

### Record of consultation with people from equality groups

Group or persons consulted	Date/venue and number of people	Feedback/areas of concern raised	Action Points
Bridgend Coalition for Disabled People	13 February 2018 at St John's on Minerva Street. 15 group members in attendance.	The group raised concerns about isolation, if bus services/routes were withdrawn. 14 group members completed the consultation surveys.	A powerpoint presentation was shown to the group. Paper copies were also available for the group.
Bus Users Cymru Event	13 March 2018 at Bridgend Bus Station. Open to everyone.	Isolation for residents and access to hospital and appointments, as well as for work and social activities.	Attendees were advised to complete the survey form online. Papers copies were available, as well as the cabinet report from October 2017.
Councillor-led meeting	02 February 2018 at Westward Community Centre in Cefn Glas. 50 residents in attendance.	Views expressed weren't documented. Residents were instead advised to complete the consultation survey.	Attendees were advised to complete the survey form online. Papers copies were available, as well as the cabinet report

			from October 2017.
Councillor-led meeting	22 March 2018 at the Grand Pavilion in Porthcawl. 82 residents in attendance.	Views expressed weren't documented. Residents were instead advised to complete the consultation survey.	Attendees were advised to complete the survey form online. Papers copies were available, as well as the cabinet report from October 2017.

### Assessment of Impact

Based on the data you have analysed, and the results of consultation or research, consider what the potential impact will be upon people with protected characteristics (negative or positive). Include any examples of how the policy helps to promote equality. If you do identify any adverse impact you **must seek legal advice as to whether, based on the evidence provided, an adverse impact is or is potentially discriminatory, and identify steps to mitigate any adverse impact – these actions will need to be included in your action plan.**

	Impact or potential impact	Actions to mitigate
Gender	<p>61% of responses were received from females, 37% from males. 1% stated that they preferred to not give their gender and 1% did not respond.</p> <p>Two people stated their gender as transgender.</p> <p>Males and females used the bus for social activities, followed by healthcare followed by leisure. The removal of services could therefore impact upon</p>	<p>Retain bus services.</p> <p>Review routes / services.</p>

	access to social activities, healthcare and leisure.	
Disability	<p>33% of all respondents (249) described themselves as having a disability, with the high proportion having a long standing illness and physical disability. Of these 249 respondents, 176 or 71% use the bus every day &amp; more than twice a week.</p> <p>A total of 66 people told us that they used community transport. 32 people who described themselves as disabled used Bridgend Community Transport. Therefore 48% of community transport users had described themselves as having one or more disability.</p>	<p>Retain bus services.</p> <p>Review routes / services.</p> <p>Promotion of community transport.</p>
Race	Removal of services would have a potentially negative impact on any members of the community. However, the consultation report does not give evidence to suggest that this group would be any more disproportionately affected than others.	<p>Retain bus services.</p> <p>Review routes / services.</p>
Religion and belief	Removal of services would have a potentially negative impact on any members of the community. However, the consultation report does not give	<p>Retain bus services.</p> <p>Review routes / services.</p>

	evidence to suggest that this group would be any more disproportionately affected than others.	
Sexual Orientation	Removal of services would have a potentially negative impact on any members of the community. However, the consultation report does not give evidence to suggest that this group would be any more disproportionately affected than others.	Retain bus services.  Review routes / services.
Age	<p>71% of responses came from those aged over 55 or over. With 27% of responses coming from the age range 65-74. 24% of responses from 75+ and 20% aged 55-64.</p> <p>654 respondents aged 55 and over told us that they believed that subsidised bus routes should continue. There were in total 695 people in this age category (55+). Therefore 94% of this group felt that the subsidised bus routes should continue.</p> <p>When looking at age and how often the bus was used, 43% of respondents were aged over 55 and used the bus more than twice a week or every day. 13% of respondents aged over 55 used the bus daily.</p>	Retain bus services.  Review routes / services.

	<p>The age group 55-65 used the bus for social activities, followed by leisure then healthcare.</p> <p>The age group 65-74 used the bus for social activities, followed by healthcare then leisure.</p> <p>The age group 75+ used the bus for healthcare, followed by social activities then leisure.</p> <p>Removal of services for the age group aged 55 or over could impact on access to social activities, healthcare and leisure.</p>	
Pregnancy & Maternity	Removal of services would have a potentially negative impact on any members of the community. However, the consultation report does not give evidence to suggest that this group would be any more disproportionately affected than others.	<p>Retain bus services.</p> <p>Review routes / services.</p>
Transgender	Removal of services would have a potentially negative impact on any members of the community. However, the consultation report does not give evidence to suggest that this group would be any more disproportionately affected than others.	<p>Retain bus services.</p> <p>Review routes / services.</p>
Marriage and Civil partnership	Removal of services would have a	Retain bus services.

	potentially negative impact on any members of the community. However, the consultation report does not give evidence to suggest that this group would be any more disproportionately affected than others.	Review routes / services.
Welsh language	Removal of services would have a potentially negative impact on any members of the community. However, the consultation report does not give evidence to suggest that this group would be any more disproportionately affected than others.	Retain bus services.  Review routes / services.

### Equality Impact assessment Action Plan

It is essential that you now complete the action plan. Once your action plan is complete, please ensure that the actions are mainstreamed into the relevant Service Development Plan.

Action	Lead Person	Target for completion	Resources needed	Service Development plan for this action
<i>E.G. Information about the service to be available in BSL video on the website</i>	<i>Service manager</i>	<i>End of financial year</i>	<i>£XX Staff time/resource</i>	<i>X Service Plan</i>
Retain existing bus services	Service Manager			

Review existing services based on consultation evidence	Service Manager			
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Please detail the name of the independent person (someone other than the person undertaking the EIA) countersigning this EIA below:

Countersigned:	Role:	Date:

Please outline how and when this EIA will be monitored in future and when a review will take place (max. three years):

Monitoring arrangements:	Date of Review:

Details of person completing the Full EIA:

Name:	Role:	Date:

### Publication of a Full EIA and feedback to consultation groups

It is important that the results of this impact assessment are published in a user friendly accessible format.

It is also important that you feedback to your consultation groups with the actions that you are taking to address their concerns and to mitigate against any potential adverse impact.

**When complete, this form must be signed off and retained by the service area. The Full EIA should be recorded as complete on share point (your business manager has access to share point). Where a full EIA is needed this should be included as an appendix with the relevant cabinet report and therefore available publically on the website.**

If you have queries in relation to the use of this toolkit please contact the Equalities Team on 01656 643664 or [equalities@bridgend.gov.uk](mailto:equalities@bridgend.gov.uk)





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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO CABINET

15 MAY 2018

#### REPORT OF THE CORPORATE DIRECTOR COMMUNITIES

##### CAPITA GLAMORGAN CONSULTANCY LIMITED

#### 1. Purpose of Report

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

1.1.1 appoint the post holder of Head of Service for Adult Social Care to replace the Corporate Director of Communities as Director of the Company, to be confirmed at the next Board meeting of the Company.

1.1.2 delegate to the Chief Executive Officer the powers to agree and execute the proposed amendments to the Articles of Association of the Company in consultation with the Head of Finance on behalf of the Council and to enter into the Variation Agreement to amend the Joint Venture Agreement and Services Agreement.

1.1.3 delegates to the Chief Executive Officer the powers to agree and execute any future amendments to the Articles of Association of the Company in consultation with the Head of Finance on behalf of the Council and to enter into any future Variation Agreements to amend the provisions of the legal documentation entered into by the Council regarding the establishment of the Joint Venture Company and where the Chief Executive Officer deems it necessary, the Chief Executive Officer shall report to Cabinet on such amendments to the Articles of Association or such Variation Agreements.

1.1.4 delegate any shareholder rights (including voting rights) of the Council and other powers of control available to the Council as a shareholder in the Company as specified in the Joint Venture Agreement and (Articles of Association) where they are not specified in the agreement as being exercisable by the Council's appointed Director, to the Chief Executive Officer in consultation with the Head of Finance, including those shareholder rights referred to as Shareholder Protection rights in the Joint Venture Agreement.

1.1.5 delegate authority to the Chief Executive Officer in consultation with the Head of Finance where any such consents will have any financial ramifications for the Council to give any consents required from the Council to ensure any statutory compliance by the Company.

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

2.1 The report links to the Council's priority of making better use of resources by utilising a joint venture company to provide services that the Council can no longer provide wholly on its own. The Capita Joint Venture (JV) demonstrates collaborative partnership working between local authorities and the private sector in developing and delivering services. It also supports the Council's priority of supporting a

successful economy by retaining quality jobs in the area and having the expertise available locally to tackle highway, transportation and regeneration projects in the region.

### **3. Background**

- 3.1 Capita Glamorgan Consultancy is a Joint Venture Company between Capita Symonds Ltd (who changed its name to Capita Property and Infrastructure Limited by a change of name registered on 1<sup>st</sup> October 2013), Rhondda Cynon Taf, Merthyr Tydfil and Bridgend County Borough Councils. Cabinet previously approved the formation of the Joint Venture Company following a European compliant procurement exercise. The purpose of setting up the Joint Venture Company was to establish, operate and enable the three Local Authorities to purchase services from the Joint Venture Company. Its business (unless otherwise agreed in accordance with the terms of the Joint Venture Agreement) is the provision of engineering design and consultancy services, including in the fields of highways and transportation engineering, project management and construction management. Capita Glamorgan Consultancy Limited commenced trading with effect from 1<sup>st</sup> September 2008 and was appointed on a 15 year contract that ends on 31<sup>st</sup> August 2023. The Joint Venture Company now trades under the brand name 'Redstart' following changes made in 2017.
- 3.2 A significant number of staff transferred from each local authority to the new Joint Venture Company in 2008 through TUPE arrangements. A suite of legal documentation was entered into which set out the basis for how the Joint Venture Company would operate including a Joint Venture Agreement, Asset Transfer Agreement, Service Agreement and a Pensions Admissions Agreement all dated or took effect on 1<sup>st</sup> September 2008. In addition, there were also Articles of Association which set out the shareholdings in the Joint Venture Company. Cabinet gave authority to the Corporate Director of Operational and Partnership Services to enter into the above Agreements, along with the Memorandum and Articles, Memorandum of Agreement and any other related agreements to enable the Company to be established.
- 3.3 Its ownership structure is: 51% of shares are owned by Capita, 28% by Rhondda Cynon Taf, 15% by Bridgend and 6% by Merthyr, based on the relative sizes of the three authorities. The key outputs of the Joint Venture Company were proposed to be:
- Creation of an imaginative, innovative and dynamic new organisation
  - Positive and productive collaboration between the parties and the introduction of recognised industry best practice
  - Shared vision and design to achieve the aims and objectives of the participating authorities
  - Retention of high quality technical jobs and the associated skills and experience within the area and available to authorities
  - Potential for subsequent expansion of the organisation
- 3.4 The Board of the Company is made up of up to seven Directors. Capita are entitled to appoint four persons as Directors. Any person appointed by Capita is designated as an 'A' Director. Each Local Authority is entitled to appoint a Director each and

any person appointed by the Local authorities is designated as a 'B' Director. An operational service delivery group sits below the Board dealing with project and operational business matters. Again each local authority is represented on the operational service delivery group. At elected member level a Joint Committee was established known as the Capita Glamorgan Limited Joint Committee to review the progress of the JV Company. This consists of 6 elected members from RCT, 5 from Bridgend and 4 from Merthyr and is scheduled to meet twice per municipal year.

- 3.5 Under legislation, Directors have a number of duties which include: a duty to exercise reasonable care, skill and diligence, duty to avoid conflicts of interests and duty to act within powers.
- 3.6 Historically the role of the Council's Director on the Joint Venture Board for Bridgend has been held by either the Director of Communities or the Head of Street Scene/ Neighbourhood Services. The role is currently held by the Corporate Director of Communities. However, over recent years both Rhondda Cynon Taf and Merthyr Councils have taken the view that the Director should be someone divorced from the day to day operation and procurement of highway, property and engineering type services, and therefore appointed officers with no direct connection with those services.

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

- 4.1 In February 2016, it was agreed that the Articles of Association need to be amended. The amendments to the Articles of Association have now been negotiated and agreed which has also led to amendments to the Joint Venture Agreement and Services Agreement. A Variation Agreement has been agreed and now needs to be entered into by all parties which deals with the amendments to the aforementioned documentation. It is proposed that Cabinet delegates to the Chief Executive Officer the power to enter into this Variation Agreement.
- 4.2 The Corporate Director of Communities has been the Council's nominated Director on the Joint Venture Board for the last 4 to 5 years. The Communities Directorate is primarily the one that would commission highways, engineering and property type consultancy services. In view of this potential conflict of interest (as discussed in Paragraph 3.6 of this report), it is proposed that an appropriate senior officer with less direct involvement in these services should be nominated as the Council's Director on the Joint Venture Board moving forward. It is proposed that the Head of Adult Social Care is approved by Cabinet as the nominated Director and replaces the Corporate Director of Communities, subject to ratification at the next Joint Venture Board meeting.
- 4.3 Capita has proposed various amendments to the legal documentation which established the Joint Venture Company. As that documentation was approved by Cabinet then in order to agree the necessary amendments, Cabinet approval is required. It would seem more sensible moving forward that if any further changes were required that authority was delegated to the Chief Executive Officer, in consultation with the Head of Finance, to approve them. This is justified because generally the type of changes likely to be proposed to the agreement are minor and small in impact and relate to changes in procedures or circumstances. If however there was anything more fundamental or significant impacting on the Council, or the

future of the JV Company, the Chief Executive would as a matter of course report that matter separately to Cabinet for approval.

- 4.4 Similarly it is proposed that the Council's shareholder rights (including voting rights) and other powers of control available to the Council as shareholder in the company are delegated to the Chief Executive Officer in consultation with the Head of Finance, where they are not specified in the Joint Venture Agreement and Articles of Association as being exercisable by the Council's nominated Director.
- 4.5 Finally, any consents required from the Council to ensure statutory compliance by the company be delegated to the Chief Executive Officer, in consultation with the Head of Finance where there may be any financial ramifications for the Council.

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

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

## **6. Equality Impact Assessment**

- 6.1 There are no EIA implications as a result of this report.

## **7. Financial Implications**

- 7.1 There are no direct financial implications as a result of this report

## **8. Recommendations**

- 8.1 It is recommended that Cabinet:
  - 8.1.1 approves the appointment of the post holder of Head of Service for Adult Social Care to replace the Corporate Director of Communities as Director of the Company, to be confirmed at the next Board meeting of the Company.
  - 8.1.2 delegates to the Chief Executive Officer the powers to agree and execute the proposed amendments to the Articles of Association of the Company in consultation with the Head of Finance on behalf of the Council and to enter into the Variation Agreement to amend the Joint Venture Agreement and Services Agreement.
  - 8.1.3 delegates to the Chief Executive Officer the powers to agree and execute any future amendments to the Articles of Association of the Company in consultation with the Head of Finance on behalf of the Council and to enter into any future Variation Agreements to amend the provisions of the legal documentation entered into by the Council regarding the establishment of the Joint Venture Company and where the Chief Executive Officer deems it necessary, the Chief Executive Officer shall report to Cabinet on such amendments to the Articles of Association or such Variation Agreements.
  - 8.1.4 delegates any shareholder rights (including voting rights) of the Council and other powers of control available to the Council as a shareholder in the Company as specified in the Joint Venture Agreement and (Articles of Association) where they are not specified in the agreement as being exercisable by the Council's appointed Director, to the Chief Executive Officer in consultation with the Head of Finance,

including those shareholder rights referred to as Shareholder Protection rights in the Joint Venture Agreement.

8.1.5 delegate authority to the Chief Executive Officer in consultation with the Head of Finance where any such consents will have any financial ramifications for the Council to give any consents required from the Council to ensure any statutory compliance by the Company.

**Mark Shephard**  
**CORPORATE DIRECTOR COMMUNITIES**  
**May 2018**

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**Background documents:** None

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT OF THE CORPORATE DIRECTOR – COMMUNITIES

#### CABINET

15 MAY 2018

#### CAR PARKING REVIEW

##### 1. Purpose of Report.

- 1.1 The purpose of the report is to consider management of parking within the Bridgend County Borough and options and strategies going forward.

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

- 2.1 The effective management of parking contributes to the Council's priority theme of 'Supporting a Successful Economy' as it plays a major contributing role in our towns and businesses generating wealth, providing jobs, attracting investment, improving skills, creating successful town centres and encouraging visitors.
- 2.2 Effective policies and strategies can contribute to the Priority Two Strategy Theme of "Helping people to be more self-reliant" as efficient parking management helps disadvantaged groups within communities and significantly promotes access for all, especially in relation to older people, disabled people and children.

##### 3. Background.

- 3.1 As of the date of this report the Council are responsible for 28 off-street car parks of which 10 are run as pay and display car parks with 3 of those being short stay, 2 short and long stay and 5 being long stay. The remaining car parks do not charge for parking due to either covenants or the nature of the car park within the community.
- 3.2 Over successive years Bridgend County Borough Council (BCBC) have received many requests for residential parking control but due to issues associated with enforcement and cost, BCBC have been unable to accede and implement such requests. However, on 1st April 2014 a report was presented to Cabinet by the Corporate Director – Communities with recommendations of a strategy for the introduction of residents permit parking within Bridgend County Borough.
- 3.3 As a result of that report it was considered that there was a need to undertake a review of parking management. In 2014 the council commissioned a review of public car parks as well as the council's staff/elected member car parking scheme, with the outcome being sought of appropriate management for all users. However, due to factors at that time including the Rhiw development, Ravens Court staff moves, and the closure of the Sunnyside office building, both the Residents Permit Strategy and parking review outcomes were deferred.
- 3.4 In terms of off-street parking management it is also the case that the current tariff structure of the Council's off street car parks has not been changed since 2007.

3.5 Given that the Rhiw car park has been returned to use following re-development of the site, it is considered appropriate to re-institute the parking management review with the inclusion of a number of other issues that have been brought to the Council's attention since that time.

3.6 The report therefore considers the following issues:

- Current tariffs for all the Council's Pay and Display Parking and Staff Parking
- Residents Parking in Bridgend Town
- Limited Waiting Parking for on Street Parking, Porthcawl
- Possibility of user payment in other car parks within the County Borough
- Provision of Electrical Charging points in the Rhiw Car park
- Methods of payment for existing pay and display machines
- Welsh Language Act compliance for Pay and Display machines
- Charging for dispensation permits for Contractors in Bridgend Town Centre
- Security- Opening and locking of car parks and callout
- Community Asset transfer of car parks
- Structural resilience of all Bridgend car parks

#### **4. Current situation / proposal.**

##### 4.1 Current tariffs for all the Council's Pay and Display Parking and Staff Parking

4.1.1 Redstart review of data first collated in 2014 has been undertaken and updated proposals have been derived for the following key objectives:-

- Identify suitable parking provision and parking capacity for forecast traffic growth up to 2024,
- Identify type and numbers of car parking spaces needed post Rhiw redevelopment,
- Recommendations on Tariffs to charge

4.1.2 From the analysis it has been identified that ticket sales and revenue generation have decreased between 2012 and 2017. Whilst fewer people seem to be using BCBC controlled car parks, evidence from footfall data reveals an increase in visitors to the town between 2012 and 2017. Consequently, it would appear that although people are still visiting Bridgend town centre, they appear not to be using BCBC controlled car parks as much as they have previously done so.

4.1.3 It is considered that the major cause of the reduction in ticket sales and revenue at the Council's car parks is linked to the closure of the Rhiw car park during re-development, as when the Rhiw car park is removed from calculations ticket sales and revenue generation between 2012 and 2017 are broadly similar.

4.1.4 It is considered that a well-balanced parking strategy can deliver the following benefits;

- Charges can control parking usage (i.e. availability) by charging rates which encourage drivers to only take the time they require in a parking spot, therefore causing spaces to become available more regularly;
- Well-considered parking charges provide an income to cover operational costs;

- 4.1.5 The cost of parking can significantly influence demand. Car park charging needs to strike a balance between controlling demand and encouraging visitors into the town centre. The charging regime in an area needs to reflect the offer, in terms of employment, retail, health and leisure facilities, available at that location.
- 4.1.6 If changes to parking charges in off street parking places is identified then the process is regulated by Section 35C of the Road Traffic Regulation Act 1984. At present there is no legal requirement to consult under the Act, however case law has established that any changes to services provided by the Council and the cost of the same has to be subject to consultation.
- 4.1.7 Also we need to be mindful that any charges imposed need to cover the costs for the provision. The account for Parking Services is showing a deficit of approximately £247k for the 2017 /18 financial year. The controllable revenue budget shows a surplus, however, when considering full cost recovery which includes depreciation and impairment the full costs for parking services must be included. See table below.

	<b>Revenue Budget Actual Costs 2017-18 £</b>	<b>Full Cost Recovery Actual Costs 2017-18 £</b>
Car Parking Expenditure Excluding Capital Charges (including 30% of CPE staff charges)	456,968.59	456,968.59
Depreciation & impairment	0.00	683,000.00
<b>TOTAL CAR PARKING EXPENDITURE</b>	<b>456,968.59</b>	<b>1,139,968.59</b>
Income	(841,802.00)	(841,802.00)
<b>TOTAL (SURPLUS)/DEFICIT ON CAR PARKING</b>	<b>(384,833.41)</b>	<b>384,833.41</b>

- 4.1.8 After taking into account all eligible costs it is evident that the Council is, in effect, still subsidising parking services, therefore greater review is required to reduce the deficit.
- 4.1.9 When considering car parking charges, income raised from parking services must be used to meet the costs of traffic management services only. Increase in fees cannot be used to raise general funds.
- 4.1.10 A 2015 report in the public interest under the Audit Commission Act 1998 on Car Parking Income has also helpfully explained the following “It is also clear from the case law that budgeting for a surplus is not necessarily always unlawful in that there are other purposes than just covering costs which may, in public law terms, be part of the decision making process. For example, it would be legitimate to take into account wider parking policy such as setting on-street parking charges higher than cost in order to encourage use of off-street parking (here the purpose would be adjusting the balance of on street as against off street parking and not raising revenue). In practical terms it is very likely to be impossible to budget for the exact level of costs, with some over or undershoot being accepted as reasonable. It may

also be prudent to budget for a surplus to allow for unforeseen expenses, shortfalls in other years, and payment of capital charges/debts”.

4.1.11 Any surplus income could be used only in accordance with the relevant legislation. At the current time it is planned that any surplus income would be used specifically to reduce the deficit on the budget and make general repairs to existing car parks where possible. The surplus would not be used to support the general fund.

**4.1.12 Recommendation 1: To consult on the proposal to simplify the parking tariffs on all short stay car parks and if appropriate implement**

Officers consider that as a result of parking charges having to strike a balance between controlling demand and encouraging people into the town centres it is recommended that parking charges (including quarterly tariffs) be regularised and simplified as follows.

The Tariffs in all short stay car parks in Porthcawl and Bridgend (The Rhiw, Brackla 3 (Behind Wilkinson) and John Street) be simplified to the following

Times	0 - 1/2hr	1/2 – 1hr	1 – 2hr	2 – 3hr	3 – 4hr	4hrs & over
Current Tariff	£0.30	£0.70	£1.50	£2.50	£4.00	£6.00
New Tariff	£0.50	£1.00	£1.50	£2.00	£2.50	£6.00

Although it is proposed that an increase is made to the short stay tariff which simplifies the tariff for users, it is proposed that the long stay tariff in these car parks is substantively reduced in order to encourage visitors to stay longer.

**4.1.13 Recommendation 2: To consult on the proposal to simplify the tariffs in all long stay car parks except Rest Bay and Brackla 1 multi-story (adjacent to Asda) and if appropriate implement**

The Tariffs in all long stay car parks except Brackla 1 (adjacent to Asda) in Porthcawl and Bridgend (Tondu Road, Tremains Road, Bowls Hall, Leisure Pool and Hillsborough Place) be regularised and simplified to the following

Times	0 - 1	1 - 3	3hrs & over
Current Tariff	£0.70	£1.50	£3.00
New Tariff	£1.00	£1.50	£3.00

**4.1.14 Recommendation 3: To consult on the proposal to standardise the times of Brackla 1(adjacent to Asda) to be the same as other long stay car parks and also simplify the tariffs to be the same as other long stay car parks and if appropriate implement**

The time periods for parking for Brackla 1 (adjacent to Asda) are currently different to all other long stay car parks, so it is proposed to standardise all long stay car parks to avoid any confusion when parking in either Porthcawl or Bridgend. It is

recommended that Brackla 1 changes to the following times and simplify the tariffs to match the other new tariffs in long stay car parks

Existing Times	0 - 1	1 - 2	2 - 3	3hrs & over
New Times	0 - 1		1 - 3	3hrs & over
Current Tariff	£0.70	£1.50	£2.50	£3.00
New Tariff	£1.00		£1.50	£3.00

**4.1.15 Recommendation 4: To consult on the proposal to change charging times in Rest Bay Car Park to offer users more choice and flexibility and also to simplify the tariffs and if appropriate implement**

In the case of Rest Bay it is considered that charges should be amended to offer users more choice and flexibility, as the current summertime charging strategy offers two types of tariff, £1 for an hour or £2.80 for all day. This proposal is to introduce new 2 hour (£2.00) and 3 hour (£3.00) charges, and an all-day tariff is increased from £2.80 to £4.00 in the summer months as shown below.

Times	0 - 1	1 - 2	2 - 3	all day
Current Tariff	£1.00			£2.80
New Tariff	£1.00	£2.00	£3.00	£4.00

There would be no change to the tariff in the winter months (beginning of October to end of March) and charges would remain at £1.00 per day.

Transferable tickets in Porthcawl for use at Rest Bay, John Street and Hillsborough Car park or in Bridgend car parks were considered by officers however due to the car parks having a different charging tariff it was not considered feasible at this stage.

**4.1.16 Recommendation 5: Staff/elected member parking permits be reviewed annually and those staff and elected members who have dedicated parking spaces/zones have a higher differential of £5 per month. All permits will also include Saturdays to encourage use of town centre car parks on the weekend.**

The current policy of increasing the cost of the staff parking permit by £1 per month on an annual basis is retained and reviewed annually. However, those staff and elected members who have dedicated parking spaces, in close proximity to their workplace (under-croft parking at the Civic Offices, Ravenscourt, & Sunnyside House), should have a higher differential of £5 per month than those staff who do not have dedicated parking spaces and have less convenient parking but the passes should be valid in all council run pay and display car parks.

In order to encourage staff to utilise the town centres during the weekend it is recommended that the permit also includes Saturdays.

**4.1.17 Recommendation 6: To consult on the proposal to convert all the Bowls Car Park [adjacent to Bridgend LIFE centre] and Tremains Car Park parking spaces to long stay spaces to simplify the parking experience**

The Bowls Car Park and Tremains Car Park currently have both short and long stay parking spaces within their car parks. It has been noted from the review that these short stay areas are underutilised whilst the long stay areas are full. It is therefore recommended that these short stay spaces are re-designated as long stay spaces, and that the associated long stay parking tariffs are introduced. If introduced this will require an amendment to the Off Street Order.

**4.2 Residents Parking in Bridgend Town**

4.2.1 On 1st April 2014 a report was presented to Cabinet by the Corporate Director – Communities with recommendations to introduce a strategy for the introduction of permit parking throughout the County Borough.

4.2.2 Cabinet approved the following:

- Adoption of the permit Parking Policy for Bridgend County Borough.
- Permit tariff charge of £20 per permit to cover the yearly administration costs.
- Noted the need for extra resource if required (both staff and financial).
- Noted the requirement to prioritise schemes taking into account any budget available.
- Approved that authority be delegated to the Corporate Director Communities to amend paragraph 3.1.2 of the policy to ensure that the parking implications for Health and Social Care staff were considered when on duty and supporting the needs of the local residents. This matter was resolved and the paragraph amended to reflect the views of the Cabinet member.

4.2.3 It was envisaged that this provided a mechanism for the Traffic and Transportation Section of the Authority to consider requests and, where appropriate, be financially supported to introduce such schemes.

4.2.4 In 2015 a consultation exercise was undertaken in Porthcawl and Bridgend to seek residents' views for introducing residents' parking in their streets and, as a result of the responses received, there was insufficient support from the majority of residents in Porthcawl to progress such a scheme to proceed to formal consultation. As a result final plans have only been progressed for Bridgend indicating the proposed location of the resident's parking bays and limited waiting bays in the streets where the majority of residents supported that they were happy for resident's parking to be introduced.

4.2.5 However, before public notice was given on these proposals, officers were advised by the Legal Department that, due to various issues related to the proposal, a review of the current main On-Street Order was needed. Additionally, it was identified that it was necessary to consult on certain amendments to existing parking restrictions contained within the On-Street Traffic Regulation Order, which are required to enable the introduction of the proposed Resident Parking schemes in certain streets.

- 4.2.6 The review has taken a considerable time to complete, due to the complexity of the issues involved and the fact that the main On-Street Traffic Regulation Order covers all of the parking restrictions in the County Borough (excluding moving traffic contraventions).
- 4.2.7 The review has now been completed and as a result of the time lapse since the initial consultation there is a requirement to re-consult on the proposal which is currently being progressed.
- 4.2.8 There is currently a Capital allocation of £128,000 in the Medium Term Financial Strategy Capital Programme 2017-28 reserved for the introduction of residents parking in Bridgend Town which will be utilised to introduce this proposed scheme.

#### 4.3 Possibility of charging in other Car parks within the County Borough

- 4.3.1 As with all our car park assets, from time to time the Council is expected to review their assets with a view to understanding their options. Maesteg Town Car Park, Maesteg Hospital Car park, Pencoed Park and Ride and Pencoed Car Park were reviewed as part of this process.
- 4.3.2 Having investigated the Maesteg Town Car Park it was concluded based on legal advice that under the terms of the lease to the Council, the Council was not able to charge Four Seasons Development (now Newport Holdings), the retail tenants of Four Seasons Development's retail site, or the general public for parking in the car park.
- 4.3.3 With regard to the Maesteg Hospital Par Park there is a covenant placed on it which restricts use of the land. It was also considered that if any charges were applied here then it is likely that vehicles would park on the highway within the vicinity of the hospital thereby introducing additional road safety hazards within the area.
- 4.3.4 Consideration was also given to charging at Pencoed Park and Ride Car Park however, it was felt that in order to encourage sustainable travel and the use of the train service then it would not be appropriate to charge at this car park at the current time.
- 4.3.5 Finally, consideration was also given to charging at the Penprysg Road Car park in Pencoed, however that car park is currently utilised as an overflow by parents bringing their children to the local primary school and it would be detrimental to road safety if charging was applied as parents would likely utilise the road outside the school rather than the car park, thus causing a hazard to the schoolchildren attending the school.

#### 4.4 Limited Waiting Parking for on Street Parking, Porthcawl

**Recommendation 7: Consultation to commence on the provision of limited waiting along Porthcawl Front (including Eastern Promenade) and if appropriate introduce new restrictions**

- 4.4.1 An earlier consultation exercise was undertaken in April 2007 with the Local Members for Porthcawl Wards, Porthcawl Town Council, the Porthcawl Chamber of

Trade and the Porthcawl & District Tourist Association exploring management of congestion along the sea front. This scheme received many objections and has not been progressed to date.

- 4.4.2 This does not remove the fact that the highway network in the vicinity of the seafront in Porthcawl is often heavily congested by visiting traffic. Parking areas are also often occupied by all day users reducing the opportunity for turnaround impacting on opportunity for local trade and visitors. It is therefore considered that Limited Waiting on-street parking would better manage vehicles in the vicinity of the seafront and encourage greater use of town's car parks.
- 4.4.3 If the proposed on street parking restrictions are introduced, it is possible that some of the users may migrate to the side streets within walking distance of the town and sea front which will not have such a parking regime. However, these side streets are already heavily parked at peak times which will limit migration.
- 4.4.4 There are also businesses along the front such as the coffee shops close to "Cosy Corner" who may benefit or dis-benefit from the uncontrolled parking outside their shops and it is possible that the introduction of a parking regime could have a positive impact in that the occupancy of the space could be turned over several times rather than being blocked. The suggested limited waiting would be 2 hours with no return within 2 hours which could help these businesses, however it is not proposed for these restrictions to apply to overnight parking.
- 4.4.5 The following is therefore recommended: that consultation commence on the introduction of limited waiting along Porthcawl Front (including Eastern Promenade) and if appropriate introduce as follows:-
- The extent of the scheme should be along the sea front between the entrance to the fair ground on Eastern Promenade, the Esplanade and West Drive to its junction with Mallard Way.
  - The scheme should operate 365 days/year between the hours 8am to 6pm.
  - The maximum permitted length of stay should be 2 hours (with a proviso that no overnight parking by camper vans be permitted).
- 4.5 Provision of Electrical Charging points in the Rhiw Car Park

**Recommendation 8: A pilot scheme is introduced in the Rhiw to introduce ULEV charging infrastructure charging machines**

- 4.5.1 To encourage the use of Ultra Low Emission Vehicles (ULEVs), and in line with Welsh Government Policy which supports sustainable development and the need to tackle the causes of climate change and airborne pollution as well as the number of electric cars in the UK that is increasing, there is a need to consider the introduction of ULEV charging infrastructure within our car parks to meet the future demand.
- 4.5.2 There are currently no electric car charging points within the Council's car parks, however there are a number of private companies that provide this service.
- 4.5.3 To understand the cost implications related to this provision an initial costing exercise has been undertaken with one of the suppliers to install 2 x 32A pedestals (which will charge 2 cars each) in the ground floor of the Rhiw Car park. A quote of approximately £20,000 has been received for the provision.



- 4.5.4 It is therefore recommended that a pilot scheme be introduced in the Rhiw at a cost of £20,000 where there is currently appropriate electrical provision to introduce the charging machines. There are potential opportunities to bid for grants to fund such infrastructure. This recommendation cannot be implemented without a successful grant application.
- 4.5.5 Should the pilot be successful then consideration could be given to extend these into other council owned property for the use by the public and further to examine the potential for on street charging points. As part of this consideration, it will need to be established whether there are any Government OLEV grant schemes for the installation of electric vehicle charging infrastructure on street.

#### 4.6 Welsh Language Act compliance of Pay and Display machines

##### **Recommendation 9: Progress upgrading of current pay and display machines.**

- 4.6.1 As Part of the Welsh Government guidance to comply with the Welsh Language Act there is a requirement to ensure that the Pay and display machines in our car parks are bi-lingual to comply with the Welsh Language (Wales) Measure 2011.
- 4.6.2 At present the council has 33 Pay & Display machines with 22 age expired machines, 11 under 7 years old which were defaulting to English but have recently been changed and 3 machines at the Rhiw car park which are compliant with the Welsh language Measure.
- 4.6.3 In order to bring the car parks in line with the Welsh Language Measure the Council needs to replace the remaining 22 machines, the council is at present negotiating with the welsh language commissioner as to the timescales for replacing all machines to become compliant with the Measure. The council has asked for a period of two years to complete this task.
- 4.6.4 Once the commissioner has agree the timescale for compliance with this standard, then failing to act within the timescale could leave the Authority liable to enforcement action from the office of the Welsh Language Commissioner.
- 4.6.5 As part of the introduction of the pay on foot system in the Rhiw Car Park, the payment machines have included a cashless payment system. The Rhiw car park is the only car park that BCBC operates which has a cashless payment system and from current figures it would appear that over 60% of payment is now undertaken by this method.
- 4.6.6 In some of BCBC's car parks like Rest Bay or Hillsborough (Porthcawl), it is likely that card payment could prove even as popular as the usage in The Rhiw car park particularly during the holiday season as visitors increasingly expect this service and it is one of the most asked for facilities from customers, as they often struggle to have loose change available. Rest Bay in particular has very limited facilities to obtain change from other retail premises.
- 4.6.7 It is the case that some local authorities are changing their Pay & Display machines to a card only service for security reasons as the Pay & Display cash machines

have been targeted by gangs and the machines destroyed and the cash contents stolen. Such instances have been less frequent in Bridgend but there is no doubt that the direction of travel is for a 'cashless system' to be an available option in public car parks.

4.6.8 It is therefore recommended that the replacement machines incorporate the cashless system rather than incur additional cost at a later stage and introduce machines that will need upgrading at a later date.

4.6.9 The Medium Term Financial Strategy Capital Programme 2017-28 includes £85,000 towards pay and display machines and will be utilised against this proposal.

#### 4.7 Charging for dispensation permits for Contractors in Bridgend Town Centre

**Recommendation 10: Explore and if appropriate introduce an administration charge for permits for vehicles to park on street which require dispensation**

4.7.1 Dispensation notices give permission to park whilst planned works are undertaken at premises which are next to parking restrictions, in restricted zones or in residential parking zones. Currently these permits are granted free of charge.

4.7.2 A dispensation notice allows extended parking in permit holder bays or limited waiting bays at or near the place of work. In extenuating circumstances if it is essential that the vehicle is left on-street close to a property to carry out a particular job, permission may be granted to wait on yellow lines, loading bays or in zonal areas, such as pedestrian zones. This would only be if no other parking or waiting alternatives nearby can be used, and it is safe to do so.

4.7.3 The system currently in use by the parking team is extremely time consuming for the team as officers have to manually enter each vehicle on their machines rather than carry out a visual check.

4.7.4 Therefore dispensation permit charging could be put in place at a cost of £10 per day to pay for the extra works associated with the issuing of the permit and as a result may encourage contractors to use car parks wherever possible as it would be a cheaper daily rate and thus free up that space on the kerbside.

#### 4.8 Security- Opening and locking of car parks and callout

**Recommendation 11: The Authority investigate and implement if appropriate, the recovery of out of hours release costs for council owned car parks.**

4.8.1 At present a number of BCBC car parks are locked at night. This creates an additional cost implication for the service with staff (Civil Enforcement Officers) having to attend morning and evening to carry out such duties, incurring salary costs and travel costs.

The car parks involved are:

- Rest Bay Car Park Porthcawl
- Pencoed Park and Ride Car Park
- Brackla 1 Multi Storey Car Park

- Rhiw Multi Storey Car Park
- Bowls Hall Car park

- 4.8.2 The reasons for locking the car parks are varied but all include issues of anti-social behaviour in the evening and complaints made from users and residents in the vicinity.
- 4.8.3 Rest Bay Car Park, Bowls Car Park and Pencoed Park and Ride Car Park are fitted with alligator teeth whereby vehicles locked in at closure are still able to exit the car park. The nature of the car parks allow pedestrian access 24 hours.
- 4.8.4 Both the multi storey car parks are completely locked in order to prevent access on foot as well as with vehicles to prevent anti-social behaviour during the evenings, however this causes issues with the fact vehicles may be locked in if the user has not returned in time, although all car parks have appropriate signage indicating the fact they are locked after a certain time.
- 4.8.5 The current situation is that if a user finds themselves locked into either of the multi storey car parks they phone the Council's 'on call' number and in turn a private security company are contacted who attend. The security company charges BCBC for such a call out but no charge is made to the user.
- 4.8.6 At present call outs are averaging 8 calls per month for the Rhiw Car Park and 1 per month for Brackla 1 Car Park, the cost being £40 per call out plus VAT, equating to approximately £4,320 per annum.
- 4.8.7 The proposed options are the following:-
- The Authority continues to attend call outs and absorb the costs
  - The Authority continue to attend call outs and charge the user to recover the costs
  - The Authority refuses to attend call outs and advises the user they need to return the following day during operational hours to recover their vehicle.
- 4.8.8 It is considered that the Authority continues to attend call outs but seeks to recover costs from the individuals concerned.
- 4.9 Community Asset Transfer (CAT) of car parks

**Recommendation 12: The CAT Officer explores Community Asset Transfers of non-chargeable car parks.**

- 4.9.1 BCBC repair, clean and fill potholes for all 18 non-chargeable car parks within the County Borough to fulfil its statutory health and safety responsibilities. Other than these responsibilities, there are minimal annual outgoings. BCBC do not pay rates on the car parks as they are classed as open ground. Pencoed car park has CCTV so there are outgoings for electricity and phone line rental only.
- 4.9.2 The BCBC CAT Officer has indicated that the Town and Community Councils are looking to build their portfolios and in many cases these car parks are often focal points for towns so there is potential to Community Asset Transfer them across to the Town and Community Councils.

4.9.3 It is therefore considered appropriate that the CAT Officer explore Community Asset Transfers of non-chargeable car parks.

#### 4.10 Structural resilience of all Bridgend car parks

4.10.1 An inspection is currently ongoing to undertake visual inspection of all BCBC owned car parks to understand the current condition of our car parks and if required, a further report will be presented to Cabinet with the findings.

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

5.1 There is no effect upon Policy Framework or Procedure Rules.

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

6.1 In developing these proposals, consideration has been given to their potential impact on protected groups within the community and on how to avoid a disproportionate impact on people within these groups.

6.2 An Equality Impact Assessment (EIA) screening form has been completed and a copy of the screening form has been included as a background document.

### **7. Financial Implications.**

7.1 The changes in parking tariffs identified within the report are not expected to result in a significant abstraction or migration of current users within the car parks although this remains a risk. However the simplification in the tariff structure is seen as supporting visitors to our town centre and may encourage a longer stay. It is currently forecast, although this cannot be guaranteed, that the changes proposed may create a surplus over the current charging regime in the region of £50,000. As previously mentioned, it is planned that any surplus income would be used specifically to reduce the deficit on the budget and make general repairs to existing car parks where possible.

7.2 The change in tariff at Rest Bay Car Park is estimated to create a surplus in the order of approximately £20,000 however any increase must be reinvested within Locks Common in accordance with Section 13 of the Locks Common – Scheme of Management and Regulations.

7.3 However it should be noted that until changes are introduced the eventual impact is unknown and whilst every effort has been made to model and consider the likely outcomes this is yet to be proven.

7.4 There is a likely increase of £7,500 in staff/elected member permits as a result of a differential increase for those officers having dedicated parking spaces. Again the income would be used specifically to reduce the deficit on the budget and make general repairs to existing car parks where possible.

7.5 There is currently a Capital allocation of £128,000 for the introduction of residents parking in Bridgend Town which will be utilised to introduce this proposed scheme.

- 7.6 There is a lost income opportunity for not charging in the Maesteg and Pencoed Car Parks but they are currently being covered by existing budgets.
- 7.7 There is a cost implication of £40,000 for the introduction of a Limited Waiting Traffic Order on the front in Porthcawl subject to consultation and securing of funding.
- 7.8 There is a cost implication of approximately £20,000 for the introduction of Electrical Charging points in the Rhiw Car park and this cannot be introduced until such time as monies become available/grant funding is secured.
- 7.9 There is a cost implication for making the pay and display machines Welsh compliant and this will be met from the Medium Term Financial Strategy Capital Programme 2017-28.
- 7.10 Provision of dispensation permits are intended to provide an offset in administration costs however a scheme is to be investigated.
- 7.12 It is intended to seek reimbursement of costs incurred for the release of vehicles from council run car parks out of operational hours. Any reimbursement would be proportional to the number of call outs received and as such would be cost neutral.
- 7.13 There is currently a £110,000 budget for remedial measures – car parks within the Capital programme for the possible works associated with the structural resilience of Brackla 1 car park which will be utilised to repair any minor works that may be required. A further report will be brought to Cabinet, if required, if additional remedial works are identified by the visual inspection that is currently being undertaken.
- 7.14 The following Table summarising all of the financial implications shown above

No	Recommendation	Revenue Income	Revenue Expenditure	Capital Expenditure	Funding Position
1	Simplification of parking tariffs on all short and long stay car parks	£50,000.00			
2	Simplify Parking Tariffs in Rest Bay Car Park	£20,000.00			
3	Staff / member permits	£7,500.00			
4	Residents parking			£128,000.00	Capital Allocation secured
5	Limited Waiting in Porthcawl			£40,000.00	Funding not secured
6	Electrical charging points			£20,000.00	Funding not secured
7	Upgrade pay and display machines			£85,000.00	Capital Allocation secured
8	Dispensation permits administration fee	TBA			
9	Release fee for Car Parks	TBA			
10	Structural Repair of Brackla 1			£110,000.00	Capital Allocation secured
		<b>£77,500.00</b>	<b>£0.00</b>	<b>£383,000.00</b>	

## 8. Recommendation.

8.1 It is recommended that Cabinet authorise the Corporate Director-Communities:

- Recommendation 1:** To consult on the proposal to simplify the parking tariffs on all short stay car parks and if appropriate implement
- Recommendation 2:** To consult on the proposal to simplify the tariffs in all long stay car parks except Rest Bay and Brackla 1 multi-storey (adjacent to Asda) and if appropriate implement
- Recommendation 3:** To consult on the proposal to standardise the times of Brackla 1 (adjacent to Asda) to be the same as other long stay car parks, and also simplify the tariffs to be the same as other long stay car parks and if appropriate implement
- Recommendation 4:** To consult on the proposal to change charging times in Rest Bay Car Park to offer users more choice and flexibility and also to simplify the tariffs and if appropriate implement
- Recommendation 6:** To consult on the proposal to convert all of the Bowls Car Park and Tremains Car Park parking spaces to long stay spaces to simplify the parking experience.
- Recommendation 7:** To consult on the provision of limited Waiting along Porthcawl Front (including Eastern Promenade) and if appropriate introduce new restrictions.

- Recommendation 8:** Implement the introduction of a pilot scheme in the Rhiw to introduce ULEV charging infrastructure charging machines subject to funding being secured.
- Recommendation 9:** Progress upgrading of current pay and display machines.
- Recommendation 10:** To explore and if appropriate introduce an administration charge for permits for vehicles to park on street which require dispensation.
- Recommendation 11:** The Authority investigate and implement if appropriate, the recovery of out of hours release costs for council owned car parks.

8.1.2 It is recommended that Cabinet note the following:

- Recommendation 5:** Staff/elected member parking permits be reviewed annually and those staff and elected members who have dedicated parking spaces/zones have a higher differential of £5 per month. All permits will also include Saturdays to encourage use of town centre car parks on the weekend.
- Recommendation 12:** The CAT Officer explores Community Asset Transfers of non-chargeable carparks.

**MARK SHEPHARD  
CORPORATE DIRECTOR - COMMUNITIES**

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**Background documents:** None

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO CABINET

15 MAY 2018

### REPORT OF THE INTERIM CORPORATE DIRECTOR - EDUCATION AND FAMILY SUPPORT

#### SCHOOL ATTENDANCE STRATEGY

##### 1. Purpose of report

1.1 The purpose of this report is to seek formal approval and adoption of the local authority's School Attendance Strategy for 2018-2021. The revised strategy is attached at Appendix 1.

##### 2. Connection to Corporate Improvement Objectives/other corporate priorities

2.1 The report relates to the following priorities:

- Supporting a successful economy
- Helping people to become more self-reliant
- Making smarter use of resources

##### 3. Background

3.1 There is a clear link between good educational attainment and high levels of attendance. Poor attendance and also late arrival at school has a detrimental effect on a child's learning and can have a significant impact on their wellbeing. Even a relatively small drop in attendance has been shown to impact negatively on end of key stage 4 outcomes.

3.2 The local authority's school attendance strategy was last approved and adopted by Cabinet in 2015 and has been reviewed and updated to take into account national guidance and good practice.

##### 4. Current situation/proposal

4.1 Over the academic years 2013-2016, school attendance rates have seen an overall improvement, however there has been a slight decline in 2016-2017. In 2016-2017, primary school attendance was 95.1%, and ranked 5<sup>th</sup> in Wales. Secondary school attendance for the same period was reported at 94.2%, ranking 7<sup>th</sup> in Wales. Whilst attendance has seen a slight decline during the 2016-2017 academic year it remains above the Wales and Central South Consortium averages.

4.2 Support and guidance is provided to all schools by the Education Welfare Service (EWS) and other supportive agencies within Bridgend County Borough Council (BCBC). Attendance panels continue to be implemented in order to share good practice in schools, however further work needs to be done to ensure consistency across all schools within the local authority.

4.3 Individual school attendance rates, school targets, and persistent absence are monitored by the EWS on a termly basis and this information is shared with schools, school improvement senior managers within the Council and the regional consortium.

## **5. Effect upon policy framework and procedure rules**

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

## **6. Equality Impact Assessment**

6.1 There are no equality implications directly arising from this report or strategy.

## **7. Financial implications**

7.1 The strategy has been developed and will be implemented within existing resources.

## **8. Recommendation**

8.1 It is recommended that Cabinet:

- formally approves and adopts the local authority's school attendance policy for 2018-2021.

**Lindsay Harvey**

**Interim Corporate Director – Education and Family Support**

**Contact Officer: Mark Lewis – Group Manager, Integrated Working and Family Support**

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## **Background documents**

Appendix 1 – School Attendance Strategy

**Bridgend County Borough Council**  
**Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr**

 [www.bridgend.gov.uk](http://www.bridgend.gov.uk)



# **Bridgend County Borough Council**

## **School Attendance Strategy 2018 - 2021**

**‘Success Starts at School’**

## **1. Vision and priorities**

- 1.1. Bridgend County Borough Council's Corporate Plan 2018-2022 identifies our vision of:

*'One Council working together to improve lives'*

- 1.2. The key priorities we want to achieve are:

- Supporting a successful economy
- Helping people to become more self-reliant
- Making smarter use of resources.

- 1.3. We see a future for people of all ages where they can fulfil their dreams and achieve their full potential. They will continue to learn and develop throughout their lives, becoming healthy, creative, responsible and caring adults.

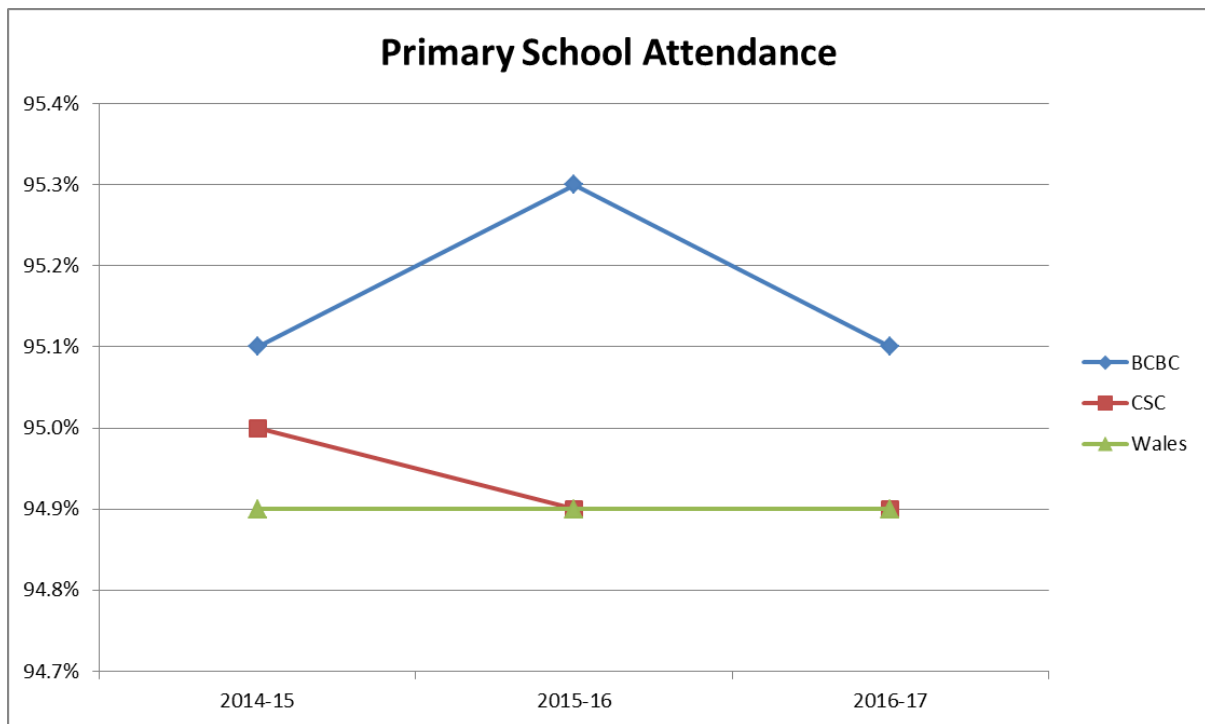
- 1.4. We believe that at the foundation of this is good education for all our children: and that regular attendance and punctuality at school are the key drivers in ensuring children of school age are properly engaged in education. The local authority and schools will take the necessary steps to improve school attendance and ensure that all welfare needs of school-aged children are addressed. Bridgend County Borough Council's education welfare officers work collaboratively with partner agencies to address barriers to learning and social inclusion, and also to promote school attendance.

## **2. Introduction**

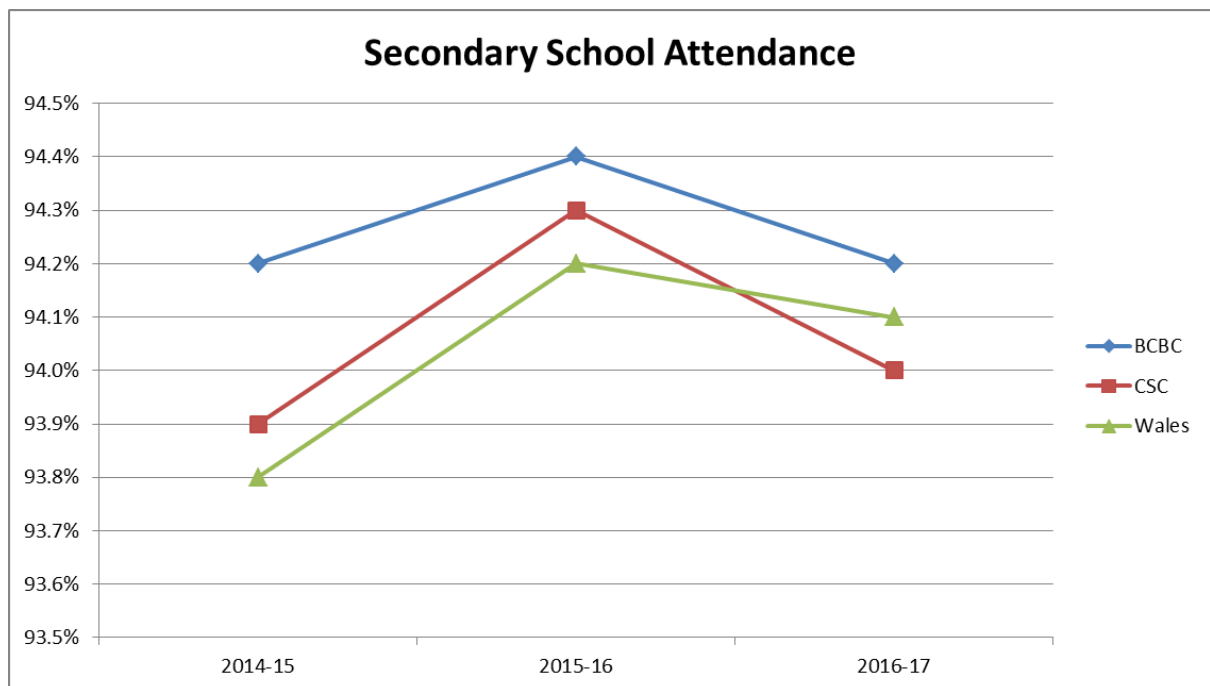
- 2.1. Bridgend County Borough Council (BCBC) as of spring term 2017, has 17,433 compulsory school age pupils on roll at schools across the County. At present, the standards being attained by our pupils are below the all-Wales average and the gap is widening. Where children are in formal education, a high level of school attendance is essential for children to ensure they thrive academically and socially. Children who miss school for unauthorised reasons often miss critical parts of the curriculum which then can also increase the risk of falling behind and disengagement with education by the child. Children can also become socially isolated when they miss out on shared learning and social experiences with their peers in school on a regular basis. Therefore, it is critically important that we ensure that all children in Bridgend schools are making the most of their learning opportunities through regular attendance. Accessing education is identified under the United Nations Convention on the Rights of the Child (UNCRC) in articles 28 and 29.

- 2.2. Over the past three academic years, school attendance rates have seen an overall improvement, however there has been a slight decline in 2016-2017 to 95.1% for primary schools, and 94.2% in secondary schools as shown in figures 1 and 2 below. Whilst attendance has seen a slight decline during the 2016-2017 academic year we must continue to strive to improve attendance levels, and to revert to the positive trends seen between 2013-2016.

**Figure 1 Primary school attendance in Bridgend schools 2014-2015 to 2016-2017**



**Figure 2 Secondary school attendance in Bridgend schools 2014-2015 to 2016-2017**



### **3. National context**

3.1. The policy document 'Every Child Matters' was introduced by national government in 2003 which was partly in response to the death of Victoria Climbié. This sets out the following outcomes for children and young people:

- stay safe
- be healthy
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing

3.2. Evidence suggests that there is a clear link between good educational attainment and high school attendance. Poor attendance at school has a detrimental effect on a child's learning and can have a huge impact on their wellbeing. We consider that positive attendance at school is the key to raising standards of achievement.

3.3. Wales has seen a decline in international Programme for International Student Assessment (PISA) results. This major study of educational performance is undertaken by 15-year-olds in 72 countries every three years. Wales was the lowest of the UK nations in science, reading and mathematics in 2016 test results. Welsh Government is committed to improving educational attainment and standards across the board.

*Source: Every Child Matters – ECM*

### **4. Local context**

4.1. Bridgend County Borough Council (BCBC) is committed to maintaining consistently high levels of pupil attendance at school and recognises that improving attendance is a crucial factor in maintaining standards of pupil performance and achievement. BCBC will strive to ensure equality of educational opportunity for all pupils.

4.2. Attendance rates still need to be in line with the Welsh Government and Central South Consortium's (CSC) targets of 95% and our good work needs to continue with schools and the the Early Help service to achieve this and to ensure continuous improvement.

4.3. It is not a legal requirement that pupils be educated at a school. The legal requirements on parents in relation to the education of their children are set out in section 7 of Education Act (EA) 1996. That section provides that every parent of every child of compulsory school age must ensure that he or she receives efficient full-time education at a school or otherwise.

4.4. Parents may satisfy their duty under this section by providing efficient full-time education, suitable to the child (within the meaning of section 7), otherwise than at a school. The term 'otherwise than at a school' is broad enough to encompass education at home.

4.5. Section 10 of EA 1996 places the Welsh Ministers under a general duty to promote the education of the people of Wales.

- 4.6. BCBC believes that for most children their educational needs will be best met within the school system, and that, where this is the route selected by parents, that this requires a commitment to regular school attendance.
- 4.7. Regular school attendance is vital for pupils. Failure of pupils, to attend school increases the risk of leaving school without qualifications and allows greater opportunity for young people to be drawn into crime and antisocial behaviour. It can also leave some young people vulnerable to harm by adults.

## **5. Key principles**

- 5.1. Our attendance strategy has been developed with the following key principles at its heart:
- Pupils' achievements and progress are directly influenced by attendance.
  - Poor attendance can lead to reduced motivation and involvement in education.
  - Schools play a critical role in attendance and the actions of school staff are significant factors in influencing pupil behaviour and attitudes, in particular those relating to attendance.
  - Pupils should feel supported and have their attendance valued and rewarded.
  - Our starting point is an assumption that most pupils want to attend school to learn and to achieve their full potential but may not always be able to do so for reasons beyond their control. The school plays a critical role in the early identification of the barriers to education for all pupils.
  - All pupils have the right of equal access to a good education and should not be deprived of opportunity by non-attendance at school.
  - Pupils, parents and carers have clear responsibilities to ensure good attendance. These should be made clear to them by the school through good communication.
  - Pupils are more likely to respond positively, to learn and to attend, where they are treated equally, rewarded and supported.
  - The start and end to the school day, and procedures for registration, have a substantial influence on pupils' attitudes and attendance. Good punctuality and robust systems for ensuring pupils are punctual are a significant factor in promoting attendance.
  - Pupils are less likely to be poor attendees when attendance is monitored and followed up swiftly.
  - Robust systems for identifying and responding to the needs of different pupils' reasons for absence are critical.
  - The engagement of pupils in ensuring good attendance is important. Pupils are likely to respond more positively when their views are sought, they are listened to and there is an appropriate response to their needs and opinions.

## **6. The legal context**

- 6.1 While the parent is primarily responsible for ensuring their child attends their registered school regularly, where school attendance problems occur, the key to resolving these problems is engaging the child through collaborative working between the parent, the school and the local authority. There is, however, a legal framework for the role of the school and of the local authority which sets out their responsibilities in this sphere.

6.2 The legal framework governing attendance is established in various Education Acts and their associated regulations.

The Education Act 1996 places a legal obligation on:

- the local authority to provide schools and enforce attendance; and
- schools to register attendance and notify the local authority of a child's absence from school.

Section 7 of the above Act states that:

6.3 'The parent of every child of compulsory school age shall cause him/her to receive efficient, full time education suitable to his/her age, aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise'.

Section 444 further states that:

6.4 'The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law'.

An offence is not committed if it can be demonstrated that:

- the pupil was absent with leave (authorised absence);
- the pupil was ill or prevented from attending by unavoidable cause;
- the absence occurred on a day set aside for religious observance by the religious body to which the pupil/parents belong;
- the pupil's catchment school is not within the prescribed walking distance of the child's home and no suitable transport arrangements have been made by the local authority; and
- a limited defence is available to the parents of Traveller children.

Section 437 of the Education Act 1996 states

6.5 2(1) If it appears to a local authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they shall serve a notice in writing on the parent requiring him to satisfy them within the period specified in the notice that the child is receiving such education."

Where a parent on whom a notice has been served fails to satisfy the local authority, within the period specified in the notice, that the child is receiving suitable education, and in the opinion of the local authority, it is expedient that the child should attend school, the authority shall serve on the parent a "school attendance order" in such form as may be prescribed, requiring him to cause the child to become a registered pupil at a school named in the order.



## **7. The role of the local authority**

- 7.1 The focus for the local authority is that of early intervention and prevention, working in a more targeted way with pupils and their families. Schools are supported to identify children where there are early signs of poor attendance. The local authority works with families through the Joint Assessment Family Framework approach (JAFF) and Team around the Family (TAF) process to address issues which will be multi agency led.
- 7.2 The local authority will support schools in taking a rigorous line in reducing absence. While the main focus is always to build strong positive relationships with parents and schools, the local authority will progress prosecutions where it considers this is appropriate and where it has a legal obligation to do so. For electively home educated pupils, if the local authority is not satisfied that the child is receiving a suitable education, the local authority can serve a school attendance order notice on the parent(s) requiring them to satisfy the local authority within the period specified in the notice that the child is receiving such education.
- 7.3 Parents and carers will be encouraged to work closely with education welfare officers (EWOs) and other services, however, where there is non-engagement and/or no improvement in attendance, the local authority will pursue prosecutions. In some situations, failure to meet a child's educational needs can become a cause for referral to other agencies by virtue of the duty to report under the Social Services and Wellbeing Act 2014 (SSWBA).

### **Multi-agency working**

- 7.4 EWOs regularly visit primary schools on a three-weekly basis. This is to ensure that schools and EWOs identify vulnerable pupils at the earliest stage. With EWOs working within early help teams in community hubs, in co-located areas of the County Borough they are able to provide a holistic approach in ensuring appropriate support is available for pupils and families. Multi-agency working is the key to ensuring families receive the support based on need. Community hubs consist of EWOs, family engagement officers (FEOs), behaviour support teachers, inclusion officers, social workers and youth workers.
- 7.5 Regular truancy patrols are undertaken and the EWO's work closely with the local Police. The Western Bay Youth Justice Service (WBYJES), health services, housing associations, and voluntary organisations are also actively involved in working with the EWOs in assisting in resolving non-school attendance of pupils and supporting families.

### **Targeted interventions**

- 7.6 The EWS can offer additional support to schools on a needs-led basis in order to improve attendance. This will form part of a 'team around the school approach' which entails the Lead EWO and schools discussing the individual need and arranging an appropriate plan for improving attendance. This is an intensive intervention approach and involves the community teams working together around the school and community to improve attendance levels. This could consist of a range of initiatives, for example attendance panels including governor involvement,

parents, pupils, EWS and school staff. Attendance is discussed in a formal setting and sets out the importance of regular school attendance and the consequences if attendance fails to improve. Homes are visited to those pupils not in school without good reason and targeting those with persistent absence.

### **Fixed penalty notices**

7.7 Fixed penalty notices (FPNs) will allow schools to issue FPNs to the parents of children and young people who have unauthorised absences from school. FPNs came into force in September 2014 as a result of new legislation (ie the Education (Penalty Notice) (Wales) Regulations 2013). A Code of Conduct has been devised by BCBC. The issuing of the FPNs will rest with the EWS in response to requests from headteachers, nominated representatives or police officers. FPNs have been widely used in England for several years. It is anticipated that FPNs will be used to improve attendance and prevent unnecessary absences from school in the following circumstances:

- Minimum of 10 unauthorised absences in the current term
- Minimum of 10 sessions of lateness after close of registration
- Unauthorised absence due to a term-time holiday
- Pupil regularly coming to the attention of the police during school hours with justified reason
- Parents/carers have failed to engage with schools/EWS but where court sanctions have not been instigated

7.8 The EWS and the school will take into account the following in considering whether a FPN can be issued:

- level of absence;
- any equalities considerations;
- statement of special educational needs;
- history of attendance;
- defences which may be available;
- level of parental engagement; and
- any adverse effect a fine will have on the welfare of the family.

7.9 The withdrawal of a FPN may only be revoked where it is proven that:

- the notice has been issued to the wrong person to an incorrect address;
- the notice did not conform to code of conduct;
- evidence demonstrates that the notice should not have been issued (eg medical evidence provided); and
- circumstances warrant its withdrawal.

7.10 The legislation governing the implementation of FPN is outlined in:

- Sections 444A and 444B of the Education Act 1996
- The Education and Inspections Act 2006
- The Education (Penalty Notices) (Wales) Regulations 2013
- Rights of Children and Young Persons Measure 2011

- United Nations Convention on the Rights of a Child (the right to an education)

7.11 A FPN is £60 if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days. If the penalty is not paid in full by the end of the 42 days, the local authority must either prosecute parents/carers for the offence or withdraw the notice.

### **Term-time holidays**

7.12 BCBC recognises the effect that absence from school has on educational attainment. Headteachers have the discretion of authorising up to 10 days under the Education (Pupil Registration) (Wales) Regulations 2010. Parents do not have an automatic right to withdraw pupils from school for a holiday, and in law, must apply for permission in advance.

## **8. The education welfare officer**

8.1 The education welfare officer (EWO) has the responsibility of implementing the statutory duties in relation to securing school attendance. The EWO has a key function in working with schools, families, pupils, agencies, statutory and voluntary in order to promote regular school attendance.

8.2 The EWO will continue to take the lead role for the local authority in supporting school attendance and meet with school staff on a weekly basis. The EWO works with children and families, other agencies and continue to support schools. The EWO is managed and funded centrally and EWO time is allocated on a needs-led basis.

8.3 The local authority consists of a Lead EWO and a team of EWOs. Each EWO is based within early help teams across community hubs in co-located areas, North, East and West. Each EWO has a designated secondary school and its associate feeder primary schools.

## **9. The role of parents**

9.1 Parents are responsible for ensuring their child attends school regularly. Parents are expected to report their child's absence from school on the first day of absence and on the return provide a written explanation. Parents are requested to avoid taking family holidays during term time, and work with schools and relevant agencies when pupils have attendance issues.

9.2 In addition to attendance, punctuality is equally important. If a pupil continually arrives to school five minutes late, this will amount to losing three days each year. If a pupil arrives after the closure of the register, then this will count as an unauthorised absence which if deemed appropriate may lead to a referral to the EWO.

9.3 Absence can also make children vulnerable to involvement with crime and anti-social behaviour.

- 9.4 The report 'Improving attendance at school' carried out by the Department of Education in England in 2010, explains there is a clear link between poor attendance at school and lower academic achievement of pupils who miss more than 50% of school, 3% manage to achieve 5 or more GCSE at Grade A\*-C including Mathematics and English. It highlights that 73% of pupils who have over 95% attendance achieve 5 or more GCSE at Grades A\*-C.
- 9.5 Not only is school attendance and attainment important, it also enables young people to maintain positive friendships, promotes wellbeing and provides them with good grounding for their future.
- 9.6 Parents/carers can support the regular and punctual attendance of their children by:
- ensuring that their child arrives at school on time each day
  - ensuring that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance
  - notifying the school as soon as possible of any absence and confirm this in writing when the child returns to school
  - not booking family holidays during term-time
  - talking to the school if they are concerned that their child may be reluctant to attend

## **10. The responsibility of schools**

- 10.1 Schools have a statutory duty of care to safeguard and promote the welfare of children. All schools within BCBC have a clear attendance policy which sets out how attendance is managed and monitored. All school staff should be trained on attendance and made aware of the school's attendance policy.
- 10.2 Schools should communicate all attendance and welfare concerns to their nominated EWO. A nominated governor should have the lead responsibility for attendance. All schools should adopt a first day absence procedures to ensure and safeguard pupils and to ensure all parents are made aware when their child is not in school.
- 10.3 All schools should adopt the Central South Consortium's 'Callio' attendance system (or equivalent).

## **11. Data collection, attendance targets and auditing**

- 11.1 Schools supply attendance data through their schools Management Information System (MIS). Data is reported to the Central South Consortium (CSC), acting on behalf of the local authority as a commissioned service with the responsibility for school improvement. Attendance data is also provided to Welsh Government and is used to inform national performance indicators. The local authority has access to data shared on a cluster basis. Attendance targets for schools are set by school governing bodies and CSC challenge advisers.
- 11.2 Attendance audits will be undertaken for all schools. Lead EWO distributes an Attendance Audit Toolkit for schools in order to identify strengths and weaknesses of attendance processes in each school, and also to devise an action plan for improvements from these. Key features will include:

- examining existing procedures;
- inspecting attendance information;
- related documentation and school policies;
- assessing the type and levels of communication with parents;
- interviewing staff and pupils;
- analysing attendance data;
- considering school strategies used to promote attendance and sharing good practice; and
- evaluating the effectiveness of early intervention and support services.

## **12. Training and support**

12.1 All staff with responsibility for attendance in schools should receive appropriate training including the correct use of codes, appropriate challenge to parents, accurate input of data, exporting data and also full usage and knowledge of SIMS.

12.2 BCBC's EWOs will offer support to all schools covering such issues as:

- strategies for promoting regular attendance;
- strategies for addressing persistent absenteeism;
- improving communication with parents;
- good practice in monitoring punctuality;
- developing a whole-school attendance policy; and
- rewards and incentives.

## **13. Celebrating good and improved attendance**

13.1 Schools are encouraged to promote good attendance using a range of initiatives at a whole school, year group, class or individual pupil level.

13.2 This can include certificates, pens or prizes such as books. Achievements that are congratulated in assemblies are considered to be particularly effective. All schools should display their attendance marketing materials appropriately in foyers, school websites, classrooms, walls and banners can be used on the periphery of the school estate. This helps raise awareness and the importance of good attendance for pupils, teachers, parents and visitors to schools.

## **14. Traveller children**

14.1 We will work closely with the families of Traveller children to ensure they are attending school. The local authority equalities and engagement officer will be able to provide advice and guidance to schools to ensure the regular attendance of children from Traveller communities. Schools are particularly encouraged to:

- create an inclusive culture which promotes equality and recognises cultural diversity and difference;
- show high expectations of attendance with all registered pupils;
- respond promptly to absences through immediate telephone or other enquiries;
- refer any continuing or repeated absence to the EWS;

- develop strategies to support pupils with literacy or learning difficulties;
- support educational continuity while children are travelling;
- give additional support if needed on entry to school for traveller children;
- ensure adequate support during transition (eg from key stage 2 to key stage 3; and
- seek appropriate advice from the local authority if necessary.

## **15. Supporting the attendance of pupils with additional learning needs (ALN)**

15.1 BCBC recognises that children with ALN or SEN (special educational needs), regardless of whether this has been formally diagnosed, may prevent some children from attending school. The EWO and educational psychology service, will work with headteachers, the school additional learning needs coordinator (ALNCO) and other school staff to address pupil's poor attendance which may be related to unidentified or unmet SEN.

## **16. Supporting the attendance of pupils who may have been bullied**

16.1 BCBC recognises that bullying is an issue which prevents some children from attending school or from achieving their full potential when they do attend.

16.2 BCBC will, in partnership with schools, continue to offer support to pupils where attendance is being affected by actual or perceived bullying.

## **17. Supporting the attendance of vulnerable groups**

17.1 BCBC will respond appropriately to support school attendance of pupils considered vulnerable. The Inclusion Service will play a key role in supporting such pupils. Such groups might include:

- pregnant school girls and teenage mothers;
- children transferring school;
- children entering school outside the normal year of entry;
- young offenders;
- children from families under stress;
- young carers;
- school phobics;
- looked after children;
- those eligible for free school meals;
- children with special educational needs; and
- pupils whose parents are actively considering deregistration from school to become EHE (electively home educated).

The EWS will work closely with the BCBC Vulnerable Groups Team to support these groups identified by Estyn as potentially vulnerable.

## **18. Action planning**

18.1 The EWO will work with schools to develop action plans to improve attendance at whole school level. This will rely on individual schools' analysis of data and of its

attendance profile. Schools should work closely with the EWO to develop action plans for school level action as well as developing individual pupil level action plans.

18.2 Schools with concerning levels of absence will be encouraged to develop an agreed school action plan to improve attendance and reduce persistent absenteeism.

18.3 The main areas that should be covered in the whole school action plan are as follows:

- improved senior leadership response to attendance;
- robust recording and monitoring systems;
- improved tracking and monitoring arrangements;
- targeted additional support;
- Improve support and challenge for parents
- targeted support to vulnerable groups;
- working with partners to support parents to reduce illness related absence;
- target specific work with parents of children in early years settings to ensure good attendance habits are developed early and parents understand their responsibilities; and
- workforce development.

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