

# Public Document Pack

## Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

### Bridgend County Borough Council



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

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Rhowch wybod i ni os mai Cymraeg yw eich  
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#### **Gwasanaethau Gweithredol a Phartneriaethol / Operational and Partnership Services**

Deialu uniongyrchol / Direct line /: (01656)  
643147/643148/643696

Gofynnwch am / Ask for: Andrew Rees

Ein cyf / Our ref:

Eich cyf / Your ref:

**Dyddiad/Date:** Wednesday, 9 May 2018

Dear Councillor,

#### **CABINET**

A meeting of the Cabinet will be held in the Committee Rooms 1/2/3 - Civic Offices Angel Street Bridgend CF31 4WB on **Tuesday, 15 May 2018 at 14:30.**

#### **AGENDA**

1. Apologies for Absence  
To receive apologies for absence from Members.
2. Declarations of Interest  
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008.
3. Approval of Minutes 3 - 16  
To receive for approval the Minutes of 24/04/18
4. Empty Properties Officer 17 - 18
5. Rationalisation of Supported Bus Services 2018/2019 19 - 58
6. Capita Glamorgan Consultancy Limited 59 - 64
7. Car Parking Review 65 - 80
8. School Attendance Strategy 81 - 96
9. Urgent Items  
To consider any items of business that by reason of special circumstances the chairperson is of the opinion should be considered at the meeting as a matter of urgency in accordance with paragraph 2.4 (e) of the Cabinet Procedure Rules within the Constitution.

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Yours faithfully

**P A Jolley**

Corporate Director Operational and Partnership Services

Councillors:

HJ David

CE Smith

Councillors

PJ White

HM Williams

Councillors

D Patel

RE Young

CABINET - TUESDAY, 24 APRIL 2018

MINUTES OF A MEETING OF THE CABINET HELD IN COMMITTEE ROOMS 1/2/3 - CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON TUESDAY, 24 APRIL 2018 AT 14:30

Present

Councillor HJ David – Chairperson

CE Smith  
RE Young

PJ White

HM Williams

D Patel

Apologies for Absence

Officers:

Gill Lewis	Interim Head of Finance and Section 151 Officer
Kelly Watson	Group Manager Legal & Democratic Services
Mark Shephard	Corporate Director - Communities
Susan Cooper	Corporate Director - Social Services & Wellbeing
Mark Galvin	Senior Democratic Services Officer - Committees
Lindsay Harvey	Corporate Director Education and Family Support
John Fabes	Specialist Officer Post 16 Education & Training

188. DECLARATIONS OF INTEREST

Councillor HM Williams declared a prejudicial interest in Agenda item 8, as it was proposed in the report that he was appointed as a Local Authority Governor to Abercerdin Primary School. Councillor Williams left the meeting whilst this item was being discussed.

189. APPROVAL OF MINUTES

RESOLVED: That the Minutes of a meeting of Cabinet dated 27 March 2018, were approved a true and accurate record.

190. BRIDGEND TOWN HEAT NETWORK (CIVIC CENTRE) PROJECT

The Corporate Director – Communities submitted a report, the purpose of which was to seek approval in principle of the financial case of the Outline Business Case (OBC) for the Bridgend Town Heat Network (Civic Centre) Project (Appendix 1); to recommend to Council the inclusion of £794,000 of borrowing in the Capital Programme, outlining the revenue implications of borrowing and confirming they will be covered by the scheme once all funding sources have been approved, and finally, give permission for the Corporate Director – Communities to submit a grant funding bid to the HNIP capital fund in Autumn 2018 and subject to the approval of the Section 151 Officer accept the funding if successful.

He advised that BCBC had for the last 5 or 6 years, undertaken a considerable amount of work, in order to explore opportunities within the County Borough for alternative and more cost effective energy projects as part of a scheduled programme. The programme offered some significant benefits and opportunities for the Authority and these were detailed in paragraph 3.2 of the report.

The Corporate Director – Communities then advised that three options for a Phase 1 development of a Heat Network Project within the town of Bridgend were recommended

following the carrying out of a Feasibility Study and these were shown in table format in paragraph 4.1 of the report, where Option B was decided upon, as this was considered more deliverable than the other two.

Following the completion of the Feasibility Study, the next step was the creation of an Outline Business Case (OBC), which was attached at Appendix 1 to the report, for the project, based upon the UK Treasury Five Case Model.

The Project was not yet finalised as this was awaiting the conclusion of the undertaking of a Business Case, though the Corporate Director – Communities added that this could be delivered through a Special Purpose Vehicle (SPV) created by BCBC. Subject to successful Cabinet approvals, the timeline for the project (to be carried out in phases), were as was proposed in Table 2 at paragraph 4.8 of the report.

The Corporate Director – Communities referred to the report's financial implications and including some risks that came with the project, and confirmed that the funding for the project would come from a number of different sources, as was reflected in paragraphs 7 of the report. It was considered however he concluded, that the benefits of the project would ultimately outweigh these risks.

The Cabinet Member – Communities commended both the work that had been undertaken and the potential of the project, which was a complex yet prestigious programme. He was conscious that the Business Case attached to the project would take 12 months to complete, but he was confident that the benefits of the project would be considerable, and he felt that we owed it to partners involved in the project to take this forward.

Other Cabinet Members also commended the project, whilst the Leader likened it to the Caerau Minewater project, where BCBC had been the first Authority in the UK to develop this. He added that it was important for BCBC to plan for the future in its aim to reduce energy costs, and to look at ways to reduce the energy we consume, through looking at more energy renewable sources, as there was funding available to support this both through the Welsh and UK governments.

**RESOLVED:**

That Cabinet:

- (i) Approved in principle the financial case of the OBC for the delivery of the Bridgend Town Heat Network Project recognising that the approval of the delivery of the project is subject to:
  - a. A successful HNIP grant application;
  - b. A full business case that demonstrates the market can deliver the project for the costings contained within the OBC.
  - c. Approval from Council for any additional capital funding required in the event that the TRIP grant bid is not successful.
  - d. Confirmation that borrowing costs and the full cost of the SPV will be covered from revenues generated from the scheme.
- (ii) Recommended to Council the inclusion of £794,000 of prudential borrowing in the Capital Programme, either provided by Welsh Government or an application for such borrowing will be made by BCBC, outlining the revenue implications of borrowing and confirming they will be covered by the scheme and for the scheme to be included within the

capital programme for delivery once all funding sources have been approved.

- (iii) Gave permission for the Corporate Director – Communities to submit a grant funding bid to the HNIP capital fund in Autumn 2018 and subject to the approval of the Section 151 Officer accept the funding if successful.

191. **BRIDGEND COUNTY BOROUGH COUNCIL BIODIVERSITY AND ECOSYSTEMS RESILIENCE FORWARD PLAN, 2018-2022**

The Corporate Director – Communities submitted a report that sought approval of Cabinet for the BCBC Ecosystems Resilience Forward Plan 2018-2022, and the implementation of resulting actions.

By way of background information, he advised that the Environment (Wales) Act 2016 places a new duty on public authorities, including local Councils to: enhance biodiversity; increase resilience of ecosystems; move from reactive approaches to preserve biodiversity towards proactive intervention to enhance biodiversity; and to publish and review a Biodiversity Plan which is to be reviewed every three years.

The approach required by the legislation is for public bodies to approach this plan using a set of core principles, called sustainable management of natural resources (SMNR).

The Corporate Director – Communities referred to paragraphs 3.3 and 3.4 of the report, which confirmed of the work to date that had been committed towards the Plan.

He then advised that under the Act of 2016, public authorities are required to maintain and enhance biodiversity so far as is consistent with the proper exercise of their functions, and in doing so, promote the resilience of ecosystems.

Paragraph 4.2 of the report then outlined what the BCBC would be tasked to do in order to comply with its duty as expressed above, whilst Appendix 1 to the report included a Biodiversity and Ecosystems Resilience Forward Plan 2018-2022, which accomplished this.

The Corporate Director – Communities added that part of the wider delivery system includes the Local Biodiversity Action Plan (2014) produced in conjunction with Bridgend Biodiversity Partnership and Environment Systems Ltd. This provided a detailed overview and assessment of Bridgend's biodiversity and ecosystems services.

He then referred to paragraph 4.5 of the report which outlined the work progressed so far in respect of the development of the Plan.

Paragraph 4.6 of the report then outlined in bullet point format, what the development of the Biodiversity and Ecosystems Resilience Forward Plan 2018-2022 had involved, while paragraph 4.7 contained a range of actions which sought to deliver an enhanced approach to BER in the categories confirmed in this section of the report.

The Corporate Director – Communities then referred to paragraph 4.8 of the report which stated the framework that would support the Plan.

In terms of the report's financial implications, the Corporate Director – Communities stated that in the main, the Plan would be supported by core funding and external funding, as was set out in it within the Appendix to the report.

The Cabinet Member – Education and Regeneration advised that the main focus of the Plan was on the five Nature Reserves the Council own or manage, together with a considerable number of other ‘pockets’ of areas of ecological and biodiversity areas in the County Borough. A major asset he added was the Kenfig Nature Reserve, where there would be in the future a change in management arrangements, and this would be the subject of a further report to Cabinet, together with an update on the ecology of the dunes. He added that school children were also excelling in biodiversity and ecological issues

The Leader added that effective levels of biodiversity in the County Borough were dependent upon support from a number of key partners, and the Corporate Director – Communities agreed with this, adding that the section of his Department that dealt with Natural Resources issues, now only consisted of two members of staff, but the Act applied also to all partner organisations also, that included both the private and voluntary sector.

The Leader concluded debate on this item, by concurring with this, adding that most schools in the County Borough had now received Green and Platinum Flag awards in part for their contribution in helping improve biodiversity.

RESOLVED: That Cabinet:

- (1) Approved the Biodiversity and Ecosystems Resilience Plan 2018-2022
- (2) Authorised the Corporate Director Communities to implement the Biodiversity and Ecosystems Resilience Business Plan 2018-2022 attached at Appendix 1 to the report.
- (3) A further report be awaited on outcomes of the work with partners in Bridgend relating to improving and protecting biodiversity, etc. in the various special ecological areas situate within the County Borough.

192. ENTERPRISE HUBS DEVELOPMENT PROGRAMME

The Corporate Director Communities submitted a report, the purpose of which, was to seek approval to take forward the development of the Enterprise Hub Development Programme which in total would cover the refurbishment and creation of new business premises in response to identified need at three key locations in the County Borough at Bridgend Science Park, Village Farm Industrial Estate and Brocastle.

The report updates on work undertaken since a previous Cabinet report on 31 January 2017 that related to the development of the Enterprise Hubs Development Project (Bridgend Science Park and Village Farm Industrial Estate) and seeks authorisation to move to the final stage of negotiations with the Welsh European Funding Office (WEFO) in relation to a funding package.

The Corporate Director Communities explained that there was very tangible evidence that if the aims of the report were achieved, then this would support the corporate priority of ‘Supporting a successful local economy.’

The report gave some background information, and emphasised of the importance of there being small enterprises in the County Borough, where BCBC were making as good progress realising this ambition, as any County Borough in Wales, when the opportunity arose, though finding adequate space and premises for such small businesses was sometimes problematic.

As stated above, he reminded Members that on 31 January 2017, Cabinet approved a report entitled European Regional Development Fund (ERDF) Regional Scheme for Enterprise Hub Development. The report highlighted that in 2016 an Operation Logic Table (OLT) was prepared and submitted to WEFO by Blaenau Gwent County Borough Council in relation to the development of a regional Enterprise Hub Development Project as an 'expression of interest'. This set out the initial principles and objectives for the Project, but it did not commit the Authorities to Project delivery at that stage. Following initial consideration, WEFO then invited a full business plan for the Project. He added that though initially Blaenau Gwent had initially led on this, Bridgend were now the lead Investor.

The report progressed by confirming that in parallel to works ongoing in respect of the above, Welsh Government had secured ERDF agreement to take forward developments of site infrastructure and enablement works at three of their key strategic sites, namely, Ty Du (Caerphilly), Cross Hands (Carmarthen), and Brocastle (Bridgend).

The Corporate Director Communities advised that there were no 'start up' units currently available from BCBC or Business in Focus, and both had waiting lists. The Sony Incubation units at Pencoed were all occupied and there was also a waiting list there.

It was considered that the current market climate made speculative private sector development in response to this unlikely, therefore an injection of public pump prime funding was needed he added.

He continued by advising that the Enterprise Hub Development Programme proposed to support the refurbishment and creation of business premises at Bridgend Science Park, Village Farm Industrial Estate and Brocastle, and as a programme to deliver that which was detailed in bullet point format in paragraph 4.3 of the report.

This Programme would result in the amount of jobs, SMEs and area of floor space in these facilities, as was outlined in paragraph 4.6 of the report, whilst 4.7 gave details of the total funding package for the Programme.

Paragraph 4.9 of the report onward, contained the nature and details of various grants being allocated toward the funding of the Programme, including their terms and conditions.

The Programme will take into account other strategic work taking place across the region and in doing so will also link with relevant regional and national strategies and the report by the Cardiff Capital Region City Deal Growth and Competitiveness Commission. Alignment with City Deal and Valleys Task Force and as they develop opportunities will be explored to further develop the Enterprise Hubs Development Programme with additional opportunities for investment being advocated.

The Corporate Director Communities then advised Cabinet of the report's financial implications as were referred to in paragraphs 7 of the report, including advising of a Business Case that would need to be developed in order to fully progress the Scheme that would include certain viable options.

The Cabinet Member – Education and Regeneration advised that this was a good news report, in that it was confirming the attempts that were being made to fill the gaps of Starter Units for smaller enterprises. He added that European funding was also available to support this programme, which was an added bonus.

The Leader added that the programme would also allow for the opportunity for 58 small businesses to be created, which would be an investment that would pay off, and in turn, benefit the taxpayer and entrepreneurs in the County Borough.

**RESOLVED:** That Cabinet:

- (1) Noted that further to the Cabinet report of 31st January 2017, entitled European Regional Development Fund (ERDF) Regional Scheme for Enterprise Hub Development, and in response to advice from WEFO, an OLT was prepared by BCBC in May 2017 with business plan being submitted in December 2017 for the delivery of the Enterprise Hubs Development Project (Bridgend Science Park and Village Farm Industrial Estate). The OLT and business plan propose the delivery of a County specific project with BCBC as Project Sponsor, rather than the regional project with BCBC as a joint sponsor as outlined in the report of 31st January 2017.
- (2) Authorised the Corporate Director, Communities, to finalise details with WEFO in relation to the Enterprise Hub Development Project (Bridgend Science Park and Village Farm Industrial Estate) and, subject to the approval of the Section 151 Officer, enter into a funding agreement to deliver the project as outlined above. In doing so, seek approval from Council for a sum of £544,182 to be met from prudential borrowing in addition to the already secured match funding, and for the scheme to be included within the capital programme for delivery once all funding sources have been approved.
- (3) Authorised the Corporate Director, Communities, to finalise discussions with Welsh Government in relation to a proposed Joint Venture for the development of the Enterprise Hub Development Project (Brocastle) and, in consultation with the Corporate Director, Operational and Partnership Services, enter into a satisfactory legal agreement/Solicitor to the Council and Monitoring Officer.
- (4) Authorised the Corporate Director, Communities, to submit and, subject to the approval of the Section 151 Officer, accept a funding offer from WEFO for the Enterprise Hub Development project (Brocastle) to deliver the project as outlined above and in doing so seek approval from Council for a sum of £344,775 to be met from prudential borrowing, and for the scheme to be included within the capital programme for delivery once all funding sources have been approved.

193. **REVIEW OF POST-16 EDUCATION (PHASE 2)**

The Interim Corporate Director – Education and Family Support submitted a report, the purpose of which was to provide detailed feedback to Cabinet on the feasibility analysis of the concepts described in the report of the Post-16 Operational Board and subsequent submission by the Strategic Review Board (SRB) to Cabinet on 31 October 2017. In addition, the report sought Cabinet approval to go to public consultation on the six concepts set out at paragraph 3.6. Finally, it confirmed of the further work



undertaken that has been presented in a report to the Post-16 Education (Phase Two) Board. The key objectives for this phase of work are set out at paragraph 3 of the report.

After briefly giving a resume of the report, the Interim Corporate Director – Education and Family Support then handed over to the Specialist Officer Post-16 Education and Training to expand upon more of the detail of the report.

He advised that after the report had been presented to the above meeting of Cabinet, work was undertaken to define the Phase 2 programme, with the key objectives for the Phase 2 Post-16 work stream defined in paragraph 3.1 of the report.

The Specialist Officer Post-16 Education and Training stated that with the other strategic work streams now concluded, it was agreed to merge the Post-16 Operational Board with the Strategic Review Board (SRB) into a single Post-16 Phase Two Board. The collective membership was agreed along with a Terms of Reference which was detailed at Appendix 2 to the report.

In setting out to review the provision of post-16 education across Bridgend County Borough Council (BCBC), the Post-16 Operational Board established a set of key ambitions upon which any new system would need to deliver. To this end, a number of these were proposed by learners in our schools, and they were detailed in Appendix 3 (of the report).

Paragraph 3.4 of the report outlined, that in order to make the assessment programme more manageable, the Post-16 Operational Board identified the 16 most critical ambitions, and each of the concepts was assessed against its ability to deliver on these as contained in this part of the report.

The Specialist Officer Post 16 Education and Training, then referred Cabinet to paragraph 3.5 of the report that summarised the original list of concepts under consideration (ie Concepts 1 – 6) and these were explained in turn, in paragraph 3.7 of the report. Appendix 5 of the report outlined the key issues associated with each of these concepts.

In addition, the SRB proposed three other elements to be considered, and these were shown in paragraph 3.9 of the report, while the Specialist Officer Post-16 Education and Training also confirmed, that since the SRB report was presented to Cabinet last October, additional detailed work had been undertaken in order to gain further insights into Post-16 provision, and details of these along with a number of other recent significant updates were shown in paragraphs 3.10 and 3.11 of the report.

The Specialist Officer Post 16 Education and Training reaffirmed that it was generally recognised by the local authority, schools and Bridgend College, that the current partnership arrangements were not fit for purpose, and therefore due to this, the next sections of the report expanded upon future viable options to consider, in order to improve the situation going forward. He then expanded upon these for the benefit of Members. This part of the report also gave reasons for the concerns associated with the current arrangements in place.

He added that the local authority would commence work with schools in summer term 2018, in order to inform the planning and preparation work ahead of implementation in September 2019, and some proposals that required addressing here were itemised in paragraph 4.9 of the report. Also considered he further added were the following:-

- Blended and e-learning;

- Movement of staff between schools (as this was cheaper and more efficient than moving staff);
- Future methods to cater for Welsh-medium provision;
- Schools with a religious character (faith schools); and
- Additional learning needs and special school provision

The Interim Corporate Director – Education and Family Support then concluded Officers submissions by advising Cabinet of the report's very important financial implications.

The Cabinet Member – Education and Regeneration advised that he was happy to support the recommendations of the report, and move to the next stage of consultation. He felt that common timetabling of educational options possibly needed to be examined, including improved methods for initiatives such as blended e-learning. A high level of improved collaboration was also required he felt, between schools, colleges and other Post-16 providers, including the further use of apprentices through the vocational route.

The Leader added that consultation with the public and learners was very important with regards to ascertaining which of the Concepts to follow and subsequently adopt, moving forward, which would result in improved outcomes in the future.

RESOLVED: That Cabinet:

- (1) Gave approval for a public consultation on the six concepts and preferred options for post-16 provision across BCBC (the consultation will be undertaken between June and December 2018);
- (2) Noted the proposed changes to the model of collaboration for post-16 provision across BCBC for implementation from September 2019;
- (3) Noted the feedback on e-learning and the intention to develop blended learning approaches in the delivery of post-16 education;
- (4) Noted the continued collaboration and partnership arrangements for Welsh-medium post-16 provision;
- (5) Noted the support from the faith schools sector for improved collaboration and to maintain dialogue between Archbishop McGrath Catholic High School and St. Joseph's Catholic High School in Neath Port Talbot;
- (6) Noted the feedback from schools to the movement of staff between educational settings;
- (7) Noted that a further report on post-16 progression for learners with additional learning needs will be prepared during the summer term 2018; and
- (8) Noted the ongoing developments in relation to the Penybont Sixth Form College.

194. APPOINTMENT OF LOCAL AUTHORITY GOVERNORS

The Interim Corporate Director – Education and Family Support submitted a report, the purpose of which was to seek approval from Cabinet for the appointment of local authority governors to the school governing bodies listed at paragraphs 4.1 and 4.2 of the report.

Paragraph 4.1 of the report showed that appointments had been made to the governing bodies of the schools detailed therein, as these candidates were considered suitable for the role and there were no competition for any of the vacancies.

Paragraph 4.2 of the report highlighted that there had been competition for one vacancy at three schools, namely Brackla Primary, Litchard Primary and Pen y Fai Church Church in Wales Primary, and details of the successful candidates were also detailed in this section of the report.

Subject to the approval of these appointments, the Interim Corporate Director – Education and Family Support advised that there were still 16 vacancies that needed to be filled in 13 schools, as was confirmed in Appendix A to the report.

RESOLVED: That Cabinet approved the appointments listed at paragraphs 4.1 and 4.2 of the report.

195. PROVISION FOR PUPILS WITH ADDITIONAL LEARNING NEEDS - ESTABLISHING A LEARNING RESOURCE CENTRE (LRC) FOR PUPILS WITH AUTISTIC SPECTRUM DISORDERS AT PENCOED PRIMARY SCHOOL

The Interim Corporate Director – Education and Family Support submitted a report, in order to inform Cabinet of the outcome of the consultation on the proposals to establish a learning resource centre (LRC) for a maximum of eight pupils with autism spectrum disorders (ASD) at Pencoed Primary School.

He advised that the report was part of further work being undertaken to continue the support of individuals with ALN across the County Borough.

He added that the Council supported the principle, that, when possible, children should be educated within a mainstream school environment, and as near to their home as possible. The proposal to open an ASD LRC at Pencoed Primary School, would afford those children with ASD living in the east locality of the Bridgend County Borough to be educated locally.

The Interim Corporate Director – Education and Family Support further added, that in order to look to progress the above, a consultation exercise had been carried out during February/March with staff, governors', parents and pupils of the school, as well as the wider community, in accordance with the Statutory School Organisation Code.

The Interim Corporate Director - Education and Family Support then advised of the next process to be followed as detailed in paragraphs 4.3 to 4.6 of the report, following which he confirmed that as part of the MTFS budget setting process for 2017-18, a total of £263k was allocated under budget pressures to establish additional LRCs for pupils with ASD in two welsh medium schools and two English medium schools. These allocations would be used to fund the LRC at Pencoed Primary School, if the proposal goes ahead.

The Cabinet Member – Education and Regeneration advised that the above was an extremely important provision.

The Leader concluded debate on this item, by advising that Subject Overview and Scrutiny Committee 1 were fully in support of this proposal, and personally, he felt that it was very important that education for autistic pupils was wherever possible available in mainstream schools, with any additional support being given to their specialist needs, as and when required.

RESOLVED: That Cabinet:-

- (1) Noted the outcome of the consultation with interested parties as detailed in the Consultation Report attached to the covering report at Appendix 1.
- (2) Approved the Consultation Report for publication, and
- (3) Authorised the publication of a Statutory Public Notice on the proposal.

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

The Interim Corporate Director – Education and Family Support submitted a report, seeking approval for the continuation of the service level agreement between Bridgend County Borough Council (BCBC) and GS4 Care and Justice Service (UK) Limited (G4S) Invisible Walls Wales Service.

He confirmed that the local authority had worked in partnership with G4S and the Invisible Walls Wales (IWW) service since 2012, at a time when the project was funded via a significant Big Lottery grant for 5 years. This grant was secured to work with offenders and their families around three core aims, details of which were contained in paragraph 3.1 of the report.

The Interim Corporate Director – Education and Family Support added that an evaluation of the service was carried out during the above period, and highlighted positive outcomes linked to the work undertaken by IWW, examples of which were given in paragraph 3.3 of the report.

He proceeded by stating that due to the success of the IWW service during the five-year Big Lottery funding, G4S has secured additional monies to ensure the service continues. This included the ongoing employment of the IWW Social Worker within the service. The service level agreement attached to the report at Appendix 1 set out the ongoing partnership arrangements that had predominately been in existence since 2012.

Referring to the financial implications of the report, the extension of the service level agreement (SLA) until December 2018 may result in increased redundancy liabilities for the Council, if and when the SLA comes to an end. These potential costs will need to be met by the Education and Family Support Directorate budget in the event that the SLA is discontinued, however, all redeployment opportunities would be explored at this point in time.

The Cabinet Member – Wellbeing and Future Generations sought clarification that the service level agreement proposed would be the same (with regard to its terms) as the one that currently existed.

The Interim Corporate Director – Education and Family Support confirmed that this was the case.

The Leader concluded debate on the item, by advising that the Council were looking to continue pioneering an award winning project, and the service level agreement underpinned this.

RESOLVED: That Cabinet agreed the ongoing partnership as referred to in the report, and authorised the Interim Corporate Director Education and Family Support, in consultation with the Corporate Director Operational and Partnership

Services/Solicitor to the Council and Monitoring Officer, to enter into the SLA as referenced in Appendix 1 to the report.

197. GENERAL DATA PROTECTION REGULATION AND DATA PROTECTION BILL

The Group Manager – Legal submitted a report, the purpose of which, was to inform Cabinet of the provisions under the General Data Protection Regulation (GDPR) which is due to be enforced on 25 May 2018, and the Data Protection Bill which was announced in the Queen’s speech in June 2017.

She advised Members, that GDPR would require all data controllers and processors that handle the personal information of EU residents to implement appropriate and technical and organisational measures to ensure the ongoing confidentiality of that data. The GDPR introduces also, stricter requirements than now, i.e. under the current Data Protection Act 1998.

The Data Protection Bill updates data protection laws in the UK, supplementing the GDPR as well as extending data protection laws to areas which are not covered by the GDPR.

The Group Manager – Legal, advised that the bulk of the report expanded upon the new obligations of the GDPR when compared to the Data Protection Act provisions, including for schools, and training that was required for staff, though she highlighted paragraph 4.6.2 to Members, namely that it was incumbent upon the Council under the GDPR to appoint a Data Protection Officer (DPO) and the previous post of Information Officer in the Legal Department had recently been appointed to this new post.

In terms of the next steps, she added that in readiness for GDPR an Implementation Group had been established with appropriate representation from each Directorate.

Finally, the Group Manager – Legal referred Members to the report’s appendices, i.e. Appendix 1 – Code of Practice for Data Breaches and Appendix 2 – the Data Protection Policy.

The Cabinet Member – Wellbeing and Future Generations wished to place on record her thanks to Officers who had contributed a lot of hard work in readiness for the transition to GDPR some of which was fairly difficult and complex. She added that there would also be mandatory training for Members under GDPR.

The Leader concluded the debate by stating that he was pleased that schools were also receiving support for GDPR.

RESOLVED:

That Cabinet:

- (1) Noted the report and the enforcement of the GDPR and Data Protection Bill.
- (2) Approved the updated Data Protection Policy attached at Appendix 2 to the report, to take effect from 25 May 2018.
- (3) Noted the updated Code of Practice for data breaches attached as Appendix 1 to the report, to take effect from 25 May 2018.

198. AMENDMENT TO THE SCHEME OF DELEGATION - GLYN CYNFFIG

The Monitoring Officer presented a report, the purpose of which was to seek approval for a series of amendments which have been made to the Scheme of Delegation of Functions.

The Group Manager – Legal advised that the reason for the amendments, was due to the fact that currently there were no short term tenancy agreements in place for service users staying in the Glyn Cynffig accommodation and rehabilitation facility which provides support to individuals over the age of 18 with mental health issues, mild to moderate learning disabilities vulnerable individuals who are at risk or experiencing self-neglect, homelessness and significant exploitation; and individuals who have experienced alcohol and substance misuse, and require support with rehabilitation.

There were therefore, currently no short term tenancy agreements in place for service users staying in the provision for up to 2 years. It was recommended due to this, that the Corporate Director – Social Services and Wellbeing be given the delegations under Scheme B2, i.e. reference numbers 5.14 and 5.15, in order to satisfy the requirements of the report.

RESOLVED: That Cabinet approved the amendment to the Scheme of Delegations as set out in paragraph 4.2 of the report.

199. CABINET, CABINET COMMITTEE CORPORATE PARENTING AND CABINET COMMITTEE EQUALITIES

The Corporate Director – Operational and Partnership Services submitted a report, the purpose of which was to:

- a. seek approval for the schedule of meetings of Cabinet, Cabinet Committee Corporate Parenting and the Cabinet Committee Equalities for the period May 2018 – April 2019;
- b. propose Children’s and Equalities Champions who will chair the Cabinet Committee Corporate Parenting and the Cabinet Committee Equalities;
- c. confirm the process for nomination of Champions from each of the Overview and Scrutiny Committees to the Corporate Parenting Cabinet Committee;
- d. seek approval of the invitees to attend meetings of the Cabinet Committee Equalities as nominated by each of the political groups represented on Council

The Group Manager – Legal gave a resume of the report, the provisions of which were supported by the Cabinet Member – Wellbeing and Future Generations.

RESOLVED: That Cabinet:

- (1) Approved the schedule of meeting dates for Cabinet, Cabinet Committee Corporate Parenting and the Cabinet Committee Equalities meetings for the period May 2018 – April 2019 as outlined in Paragraphs 4.1.2, 4.2.1 and 4.3.1 of the report.

**CABINET - TUESDAY, 24 APRIL 2018**

- (2) That the Cabinet Member for Social Services and Early Help be appointed as Lead Member for Children and Young People, Children and Young People Champion and Chairperson of the Cabinet Committee Corporate Parenting.
- (3) That the process for determining the invitees for the Cabinet Committee Corporate Parenting as outlined in paragraph 4.2.3 be approved.
- (4) That the Cabinet Member Wellbeing and Future Generations was appointed as the Equalities Champion and as Chairperson of the Cabinet Committee Equalities.
- (5) That Cabinet approved nominations of the invitees to the Cabinet Committee Equalities on the basis of 4 Labour Group Members, 2 Conservative Group Members, 2 Independent Alliance Group Members and 1 each from the Llynfi Independents and Plaid Cymru Groups, as outlined in paragraph 4.3.3 of the report.

200. URGENT ITEMS

None.

The meeting closed at 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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**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 MTFs.

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 MTFs 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 Penyfaï 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.

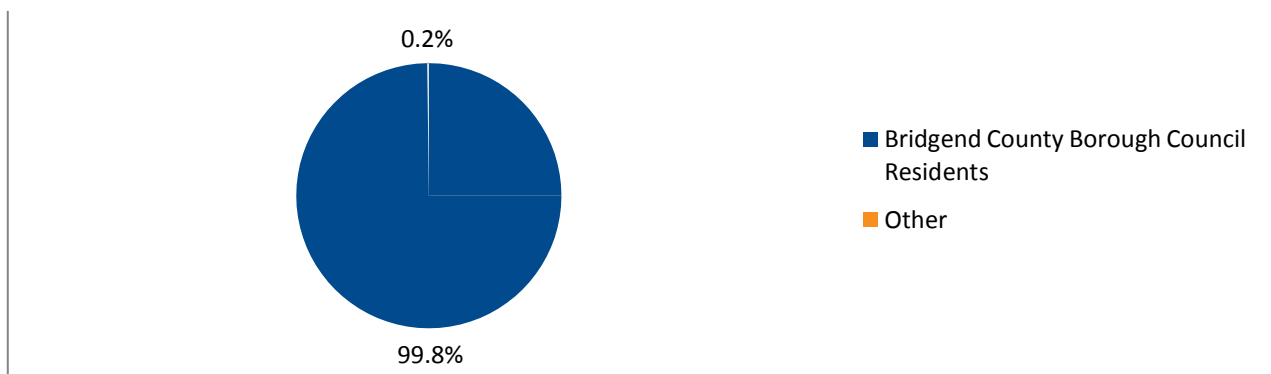
### 7.1 Please select a language to begin the survey.

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>

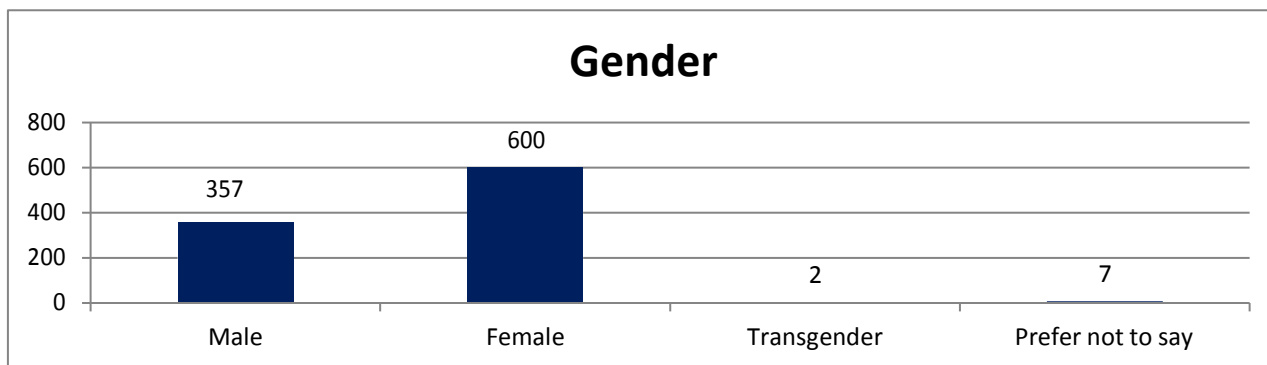
### 7.2 About you

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



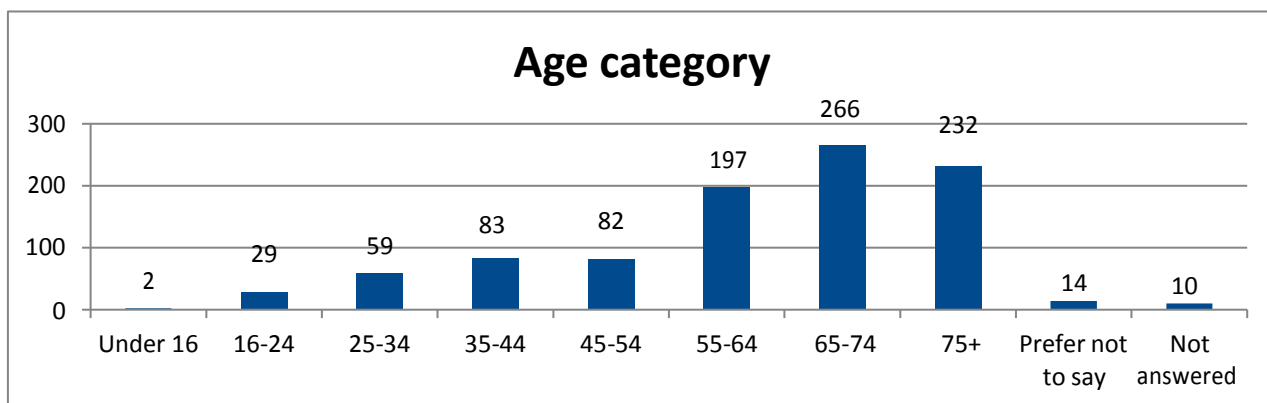
The social demographic data reflects a good cross section of the county borough’s population, all respondents with the exception of two responders lived in the county borough.

### 7.2.2 What is your gender?



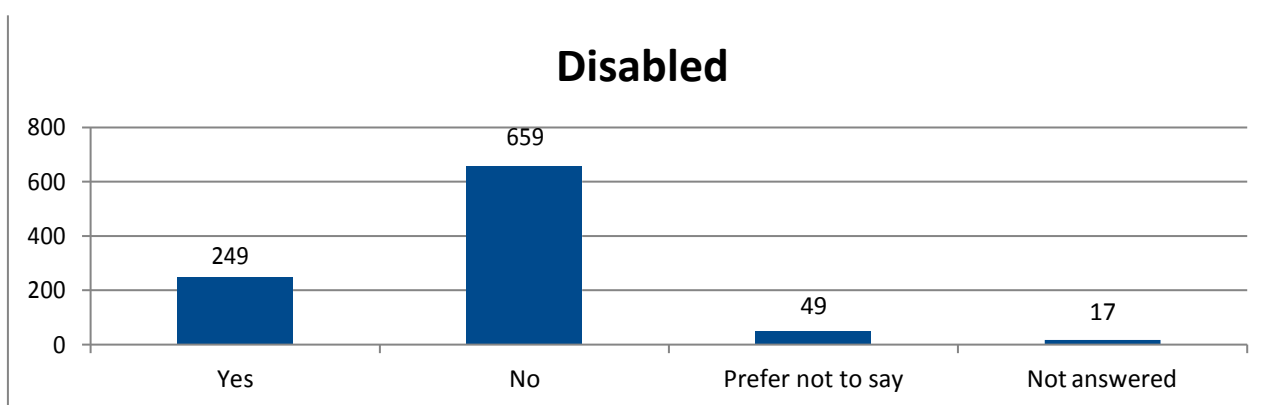
61% of responses were received from females, 37% from males. 1% stated that they preferred to not give their gender and 1% did not respond to this question. Two people stated their gender as transgender.

### 7.2.3 Please select your age category

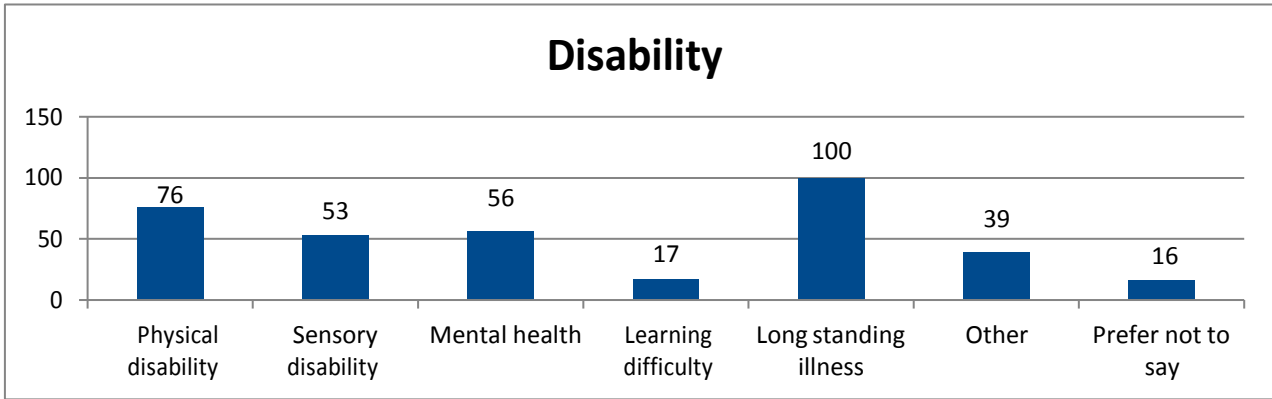


In total 71% of responses came from those aged over 55 or over. With 27% of responses coming from the age range 65-74. 24% of responses from 75+ and 20% aged 55-64.

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



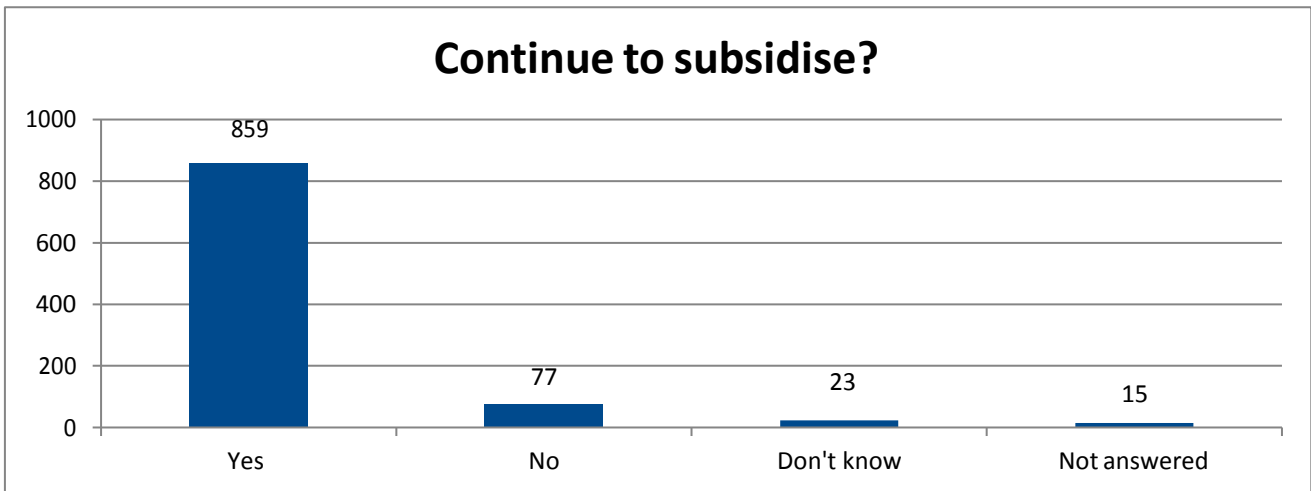
Of those who responded to this question, 26% of respondents described themselves as having a disability.



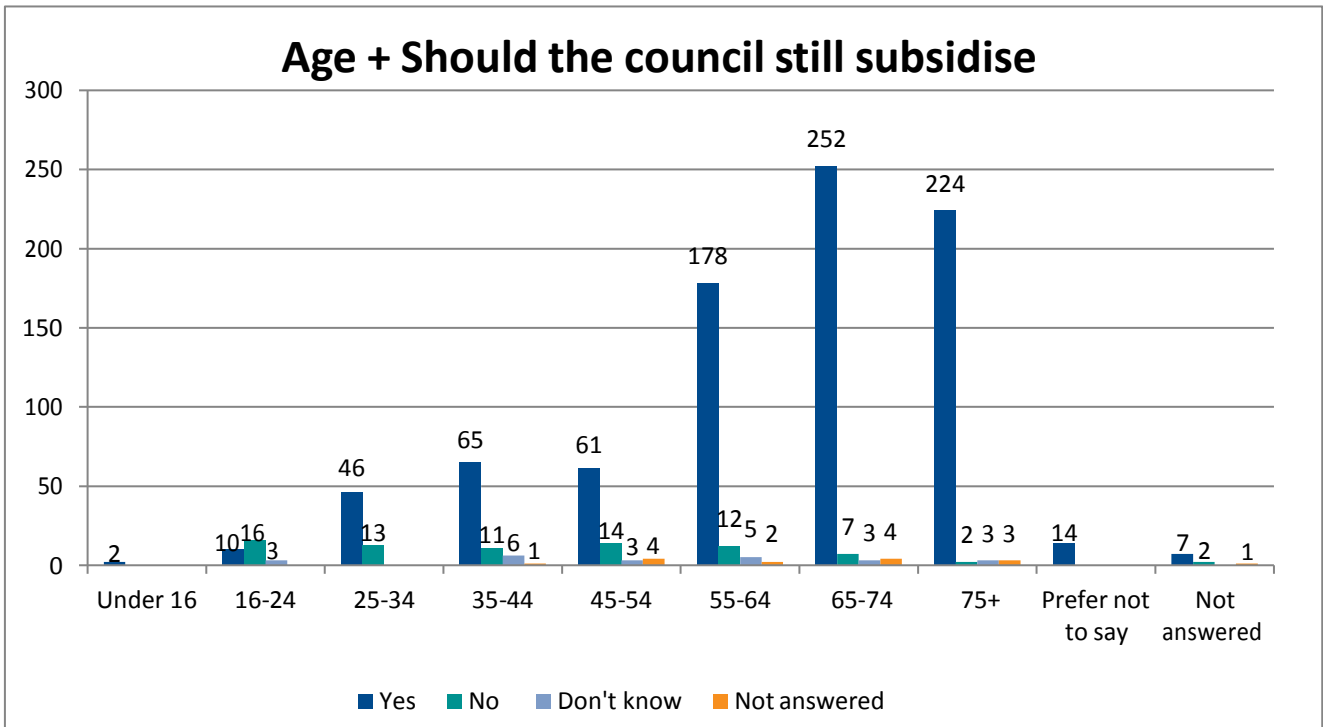
This question allowed responders to select multiple disability types. Long standing illness represented the majority of responses followed by physical disability and mental health.

### 7.3 Supported bus service survey

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

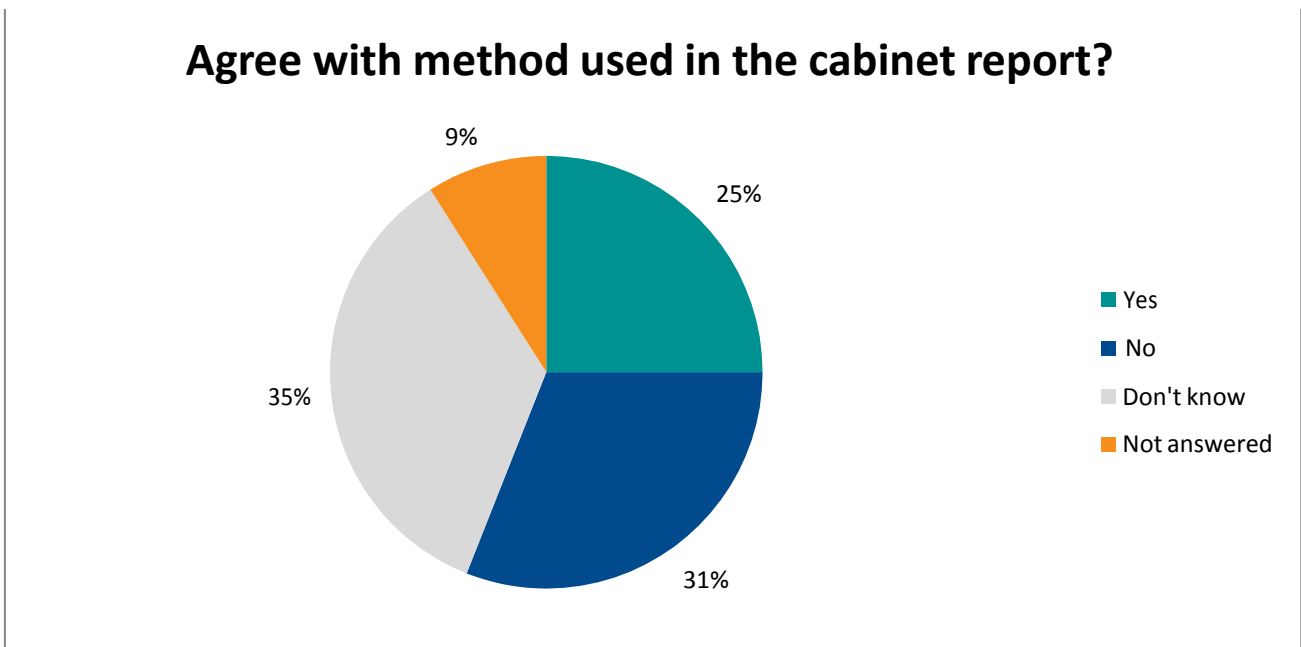


Of those who responded 89% of respondents felt that the subsidised bus routes should continue. 8% felt that the subsidy should not continue and only 2% responded 'don't know', 1% did not respond to this question.



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?



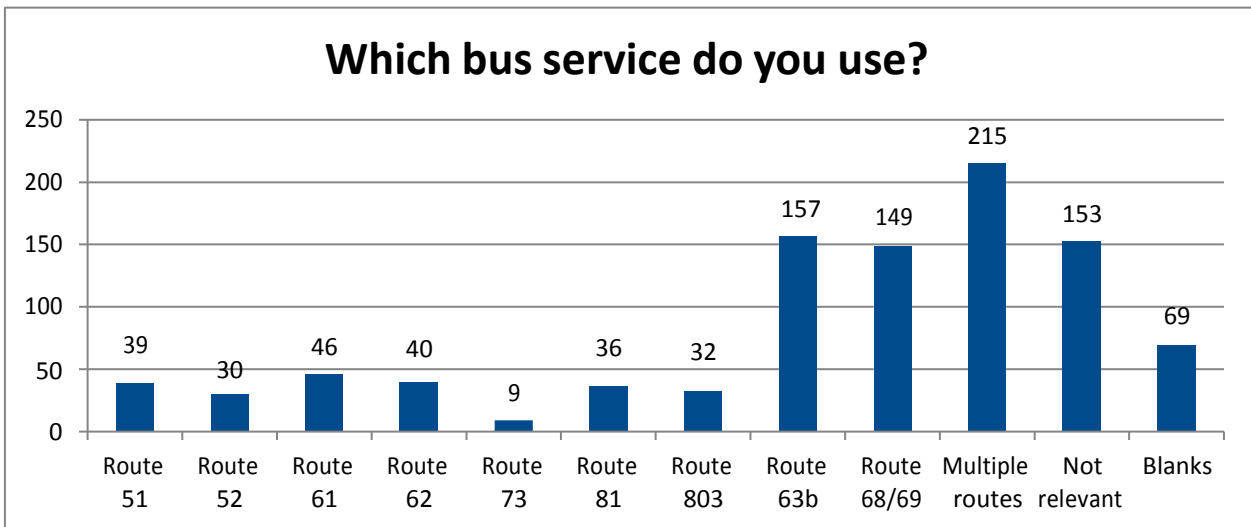
When asked whether respondents agreed with the methods used to identify the routes under consideration 31 % responded 'no' and 35% stated 'don't know'. 25% responded 'yes' to this question.

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.

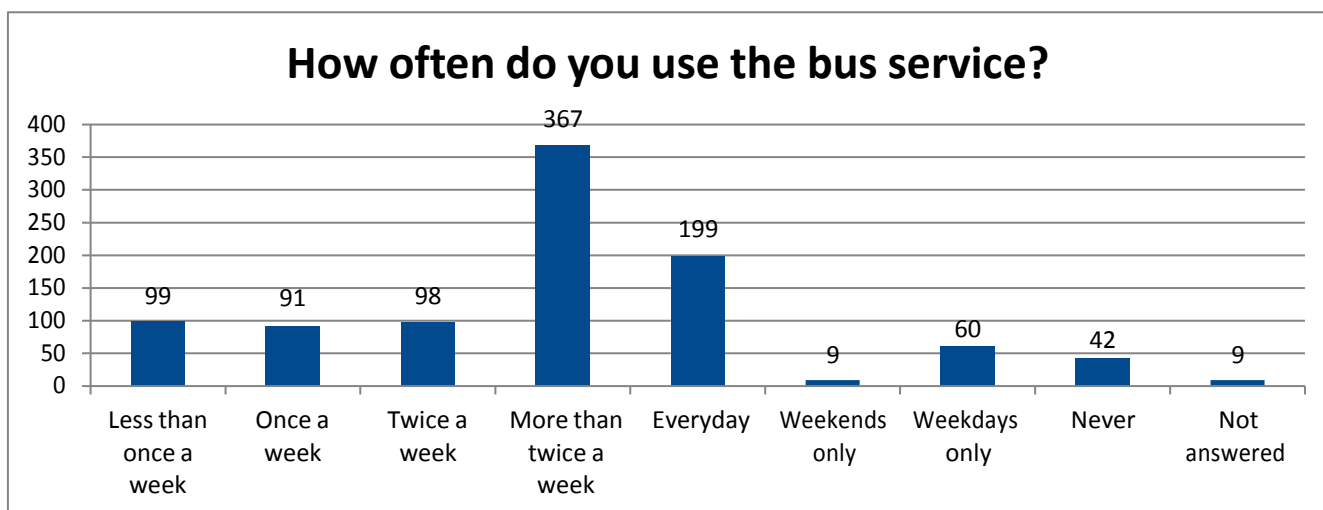
### 7.3.3 Which bus service do you use?



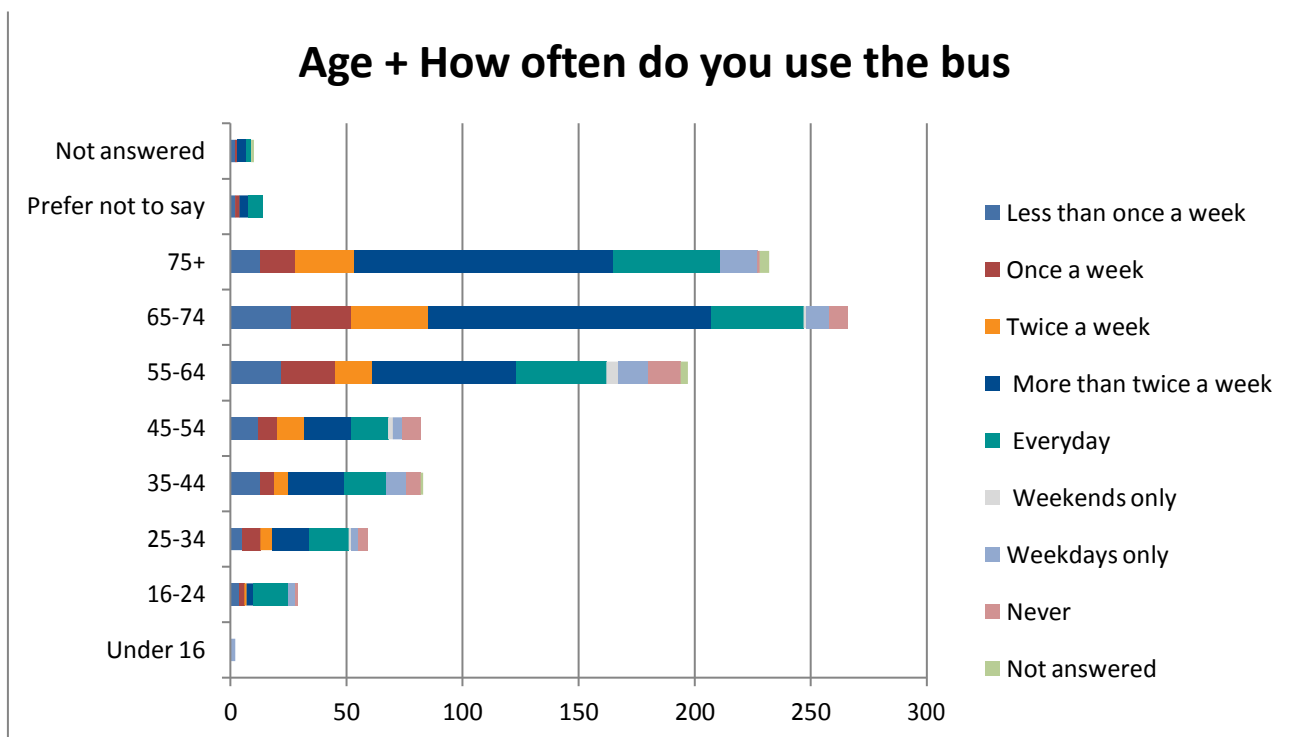
Respondents were asked which services were used, including use of multiple routes. Some responses included routes not currently part of the subsidised bus consultation so these are listed as not relevant.

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

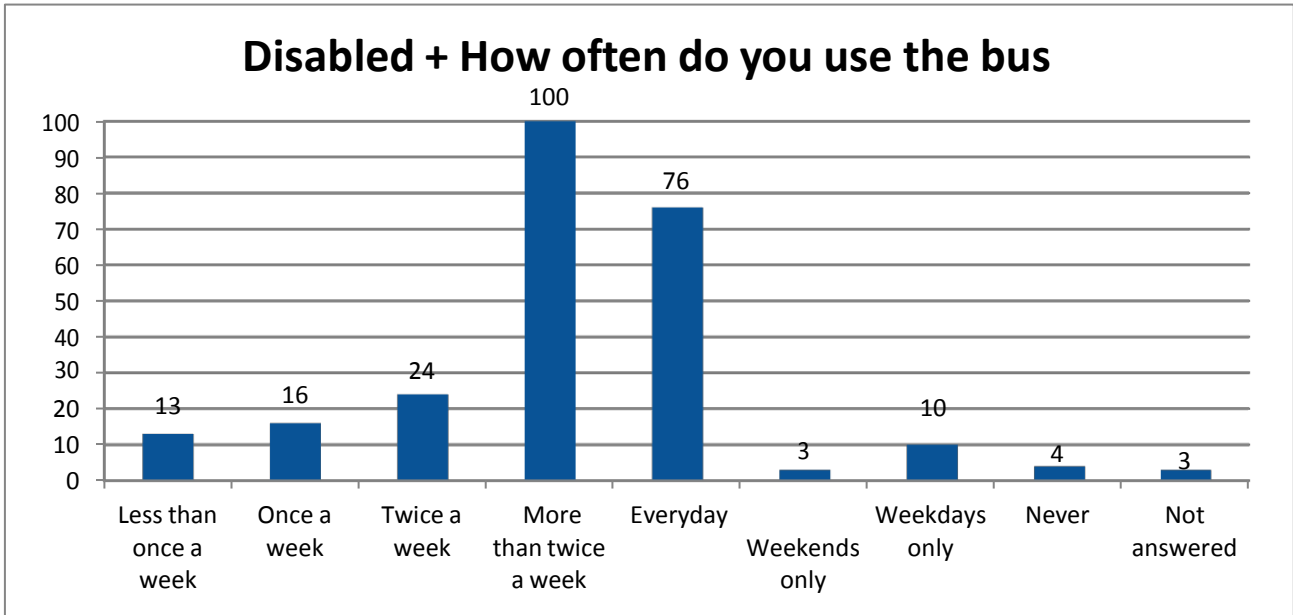
### 7.3.4 How often do you use the bus service(s)



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

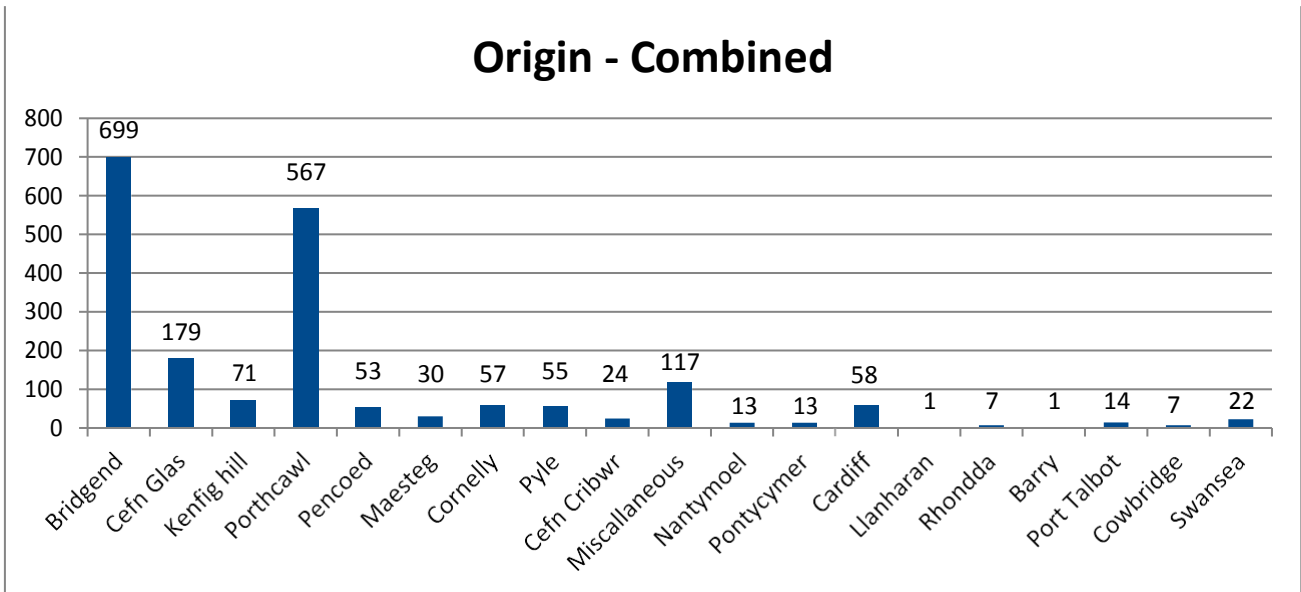


When looking at age and how often the bus was used, 43% of respondents were aged over 55 and used the bus more than twice a week or every day. 13% of respondents aged over 55 used the bus daily.



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.

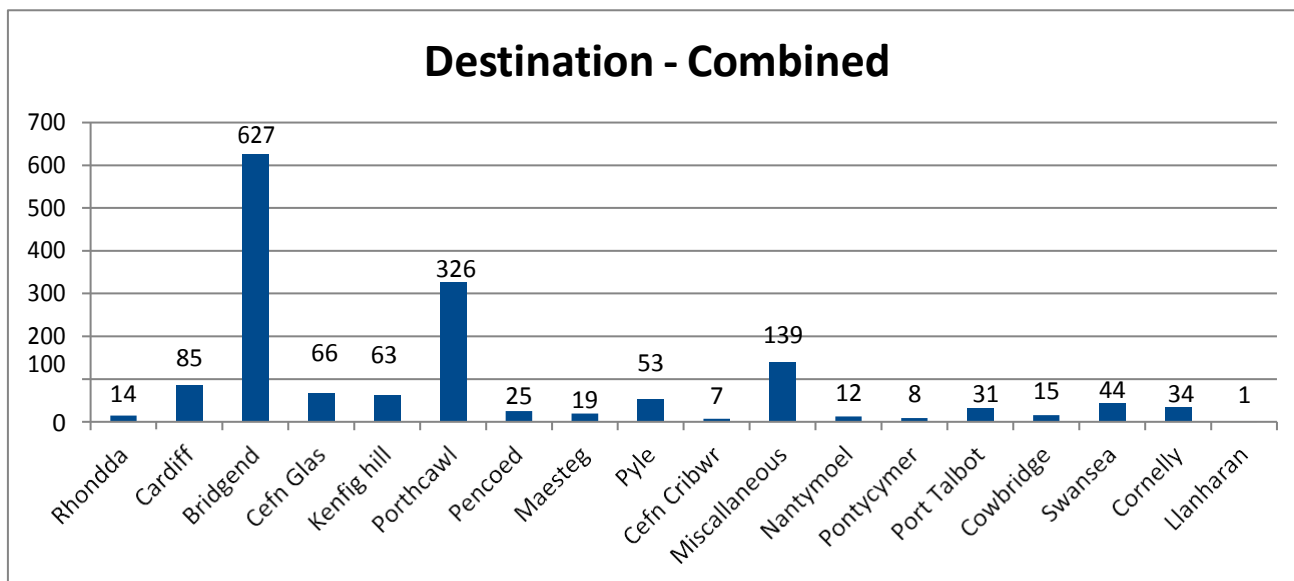
#### 7.3.5 Where do you travel from:



The most common routes to travel from were:

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

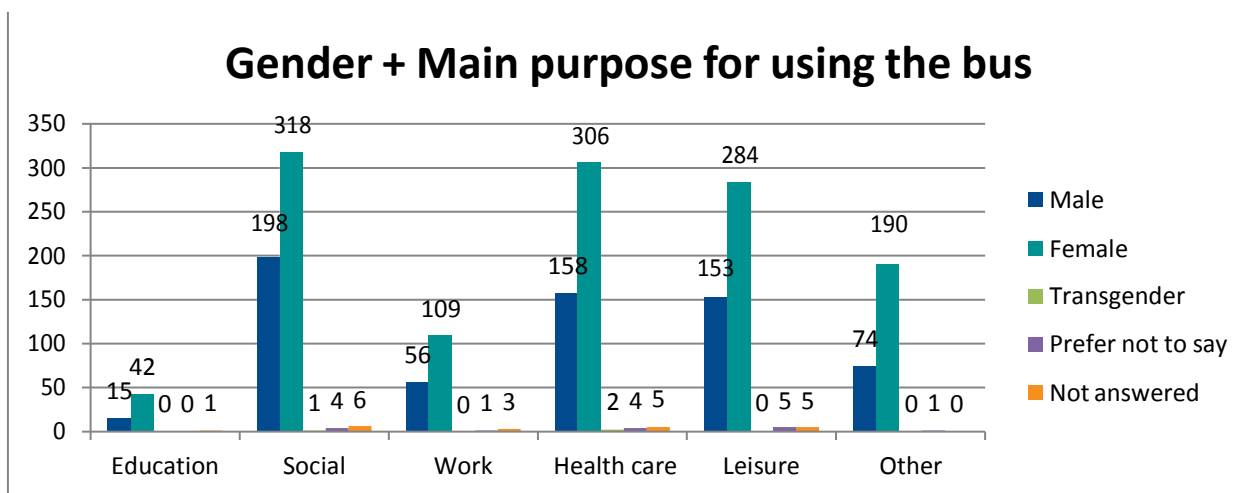
### 7.3.6 Where do you travel to:



The most common routes to travel to were:

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

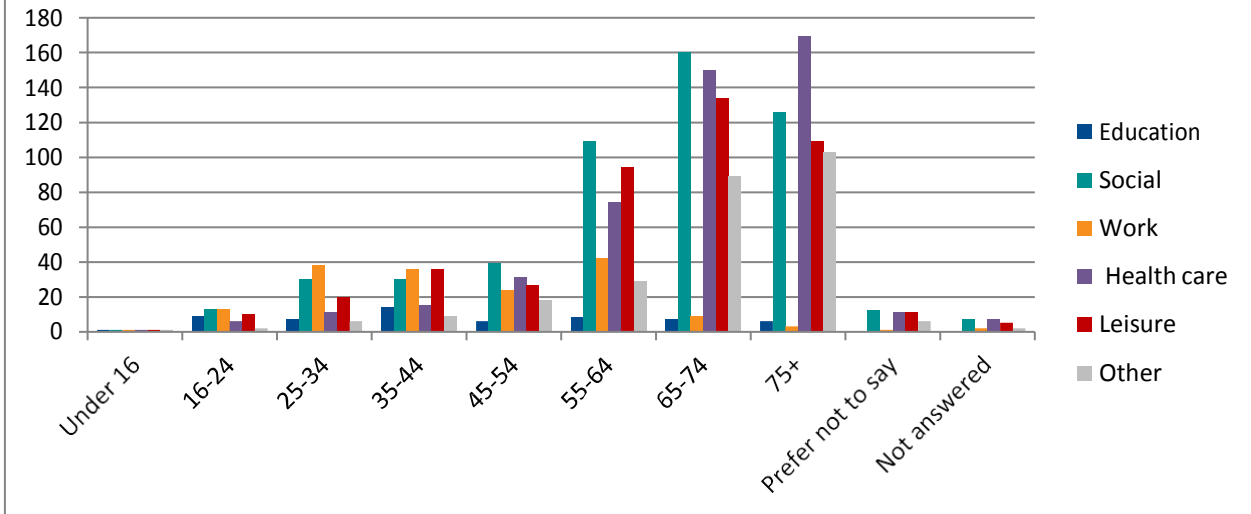
### 7.3.7 Reasons for travel using the bus



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.



## Age + Main purpose for using the bus



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.

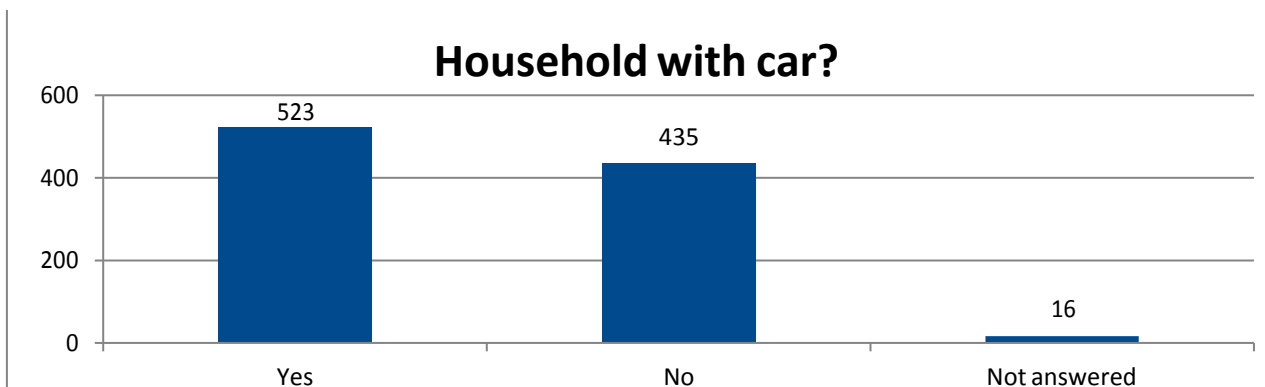
The age group 45-54 used the bus for social activities followed by healthcare then leisure.

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.

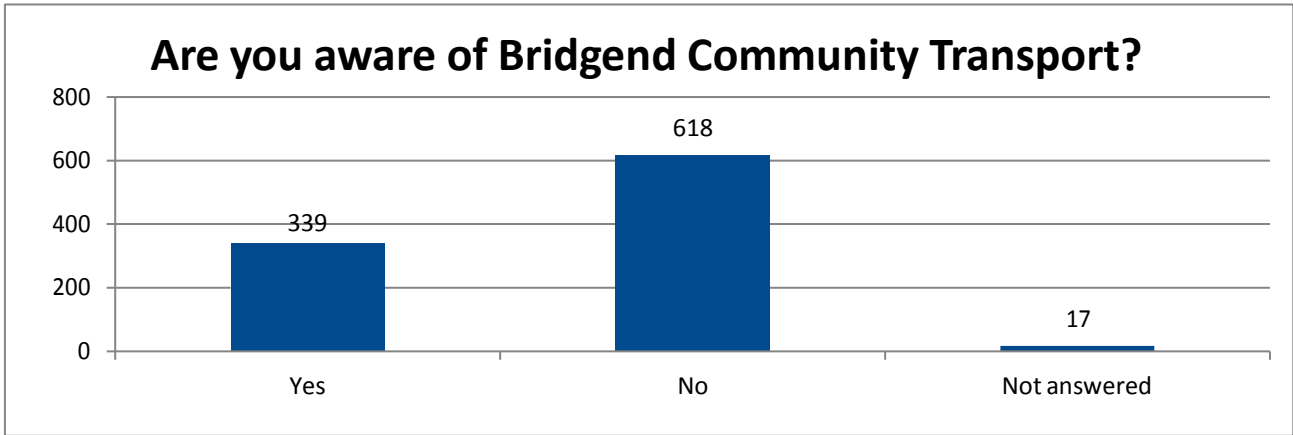
The age group 75+ used the bus for healthcare, followed by social activities then leisure.

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



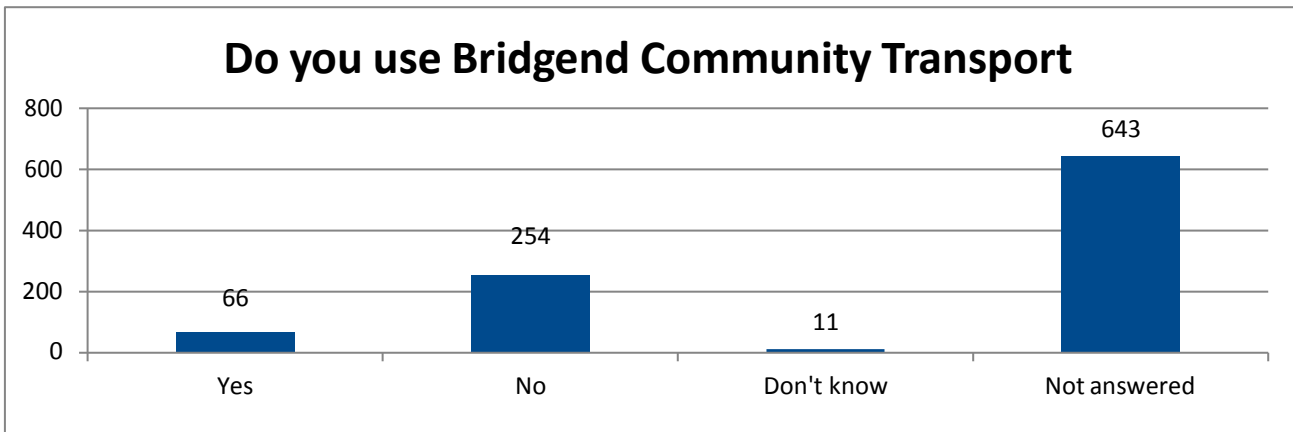
54% of respondents informed us that they lived in a household with a car, 45% told us that they lived in a household without a car, and 1% did not respond to this question.

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

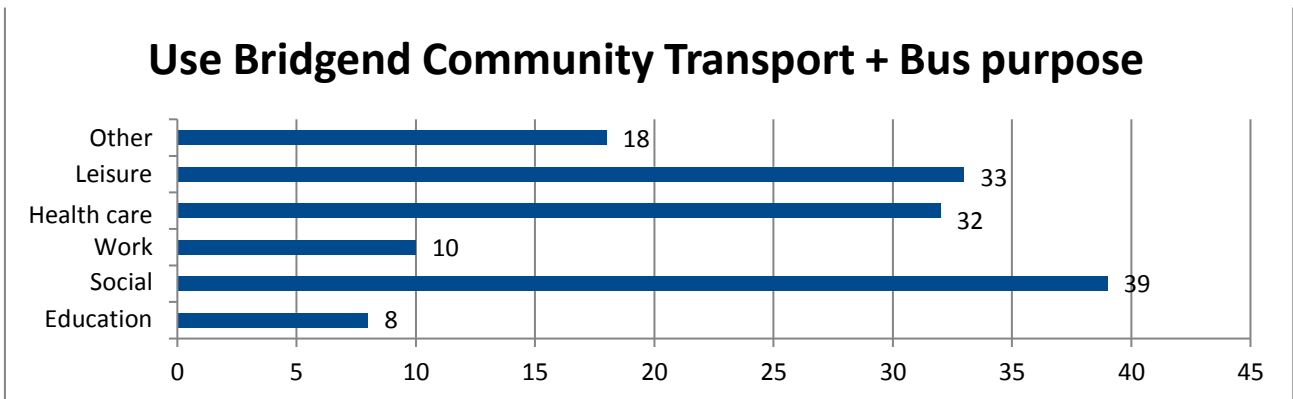


35% of respondents told us that they were aware of Bridgend Community Transport services.

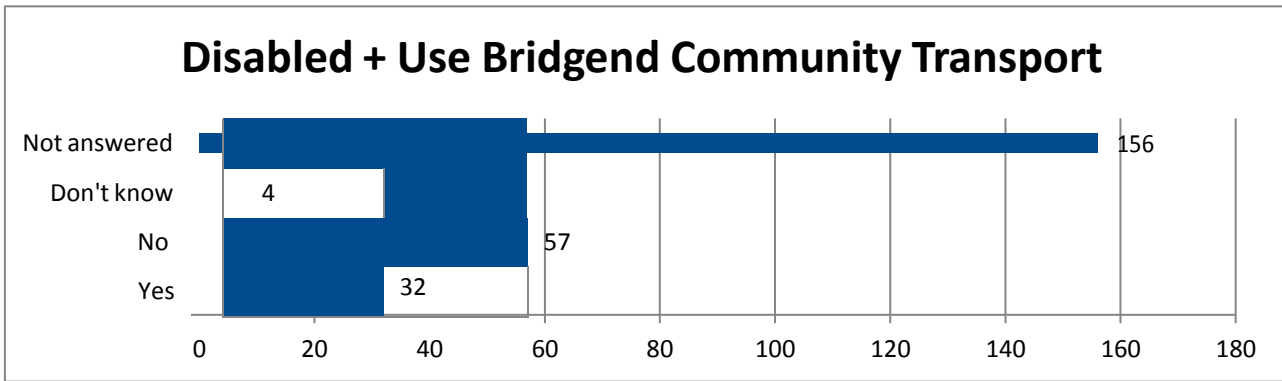
#### 7.3.10 If you answered 'yes' do you use Bridgend Community Transport services



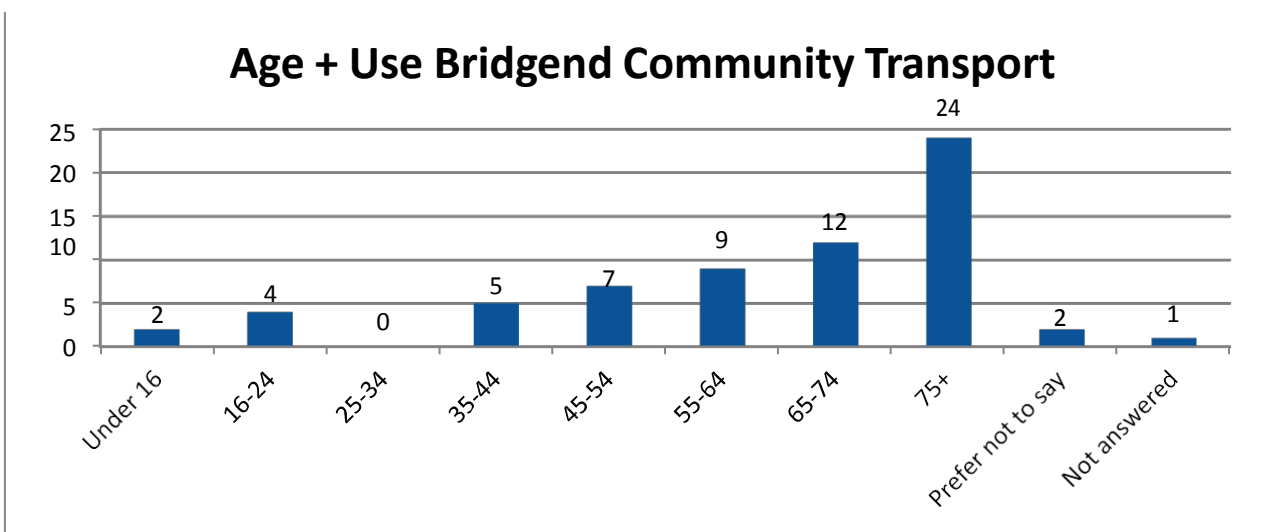
Of those who responded that they were aware of Bridgend Community Transport only 19% used the transport. Reasons for why people did not use community transport was not requested as part of the consultation.



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?

20

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**

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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.

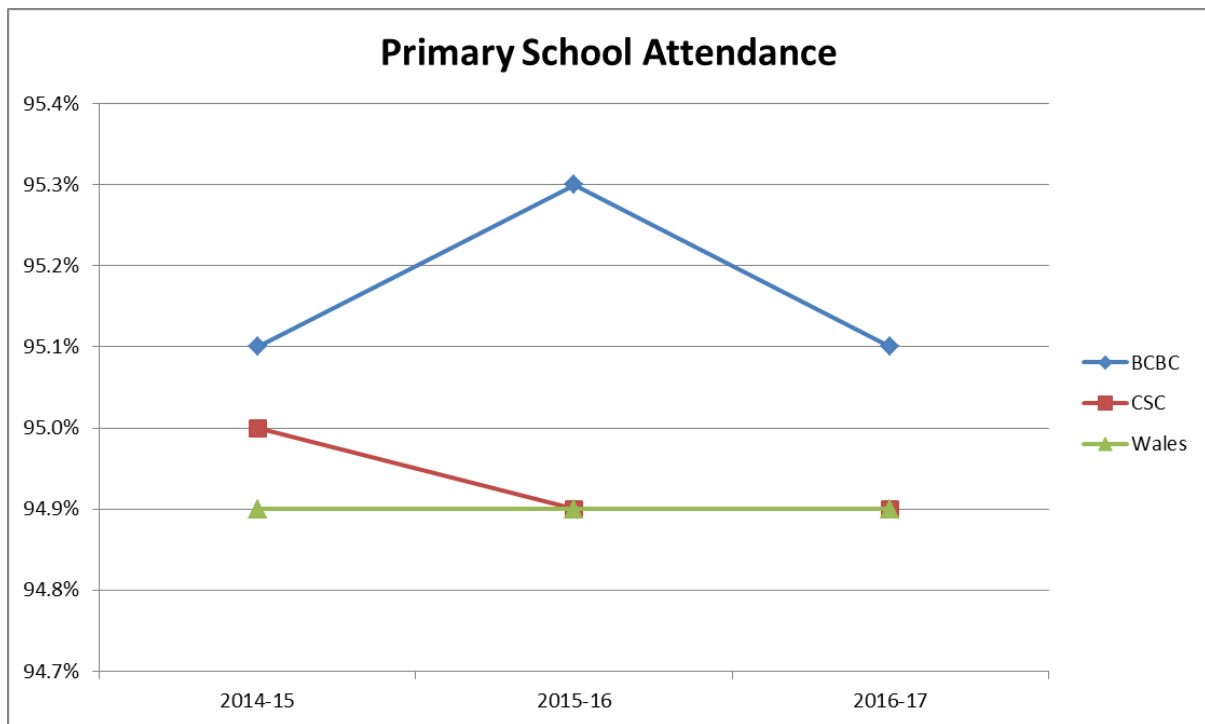
1.4. We believe that at the foundation of this is good education for all our children: and that regular attendance and punctuality at school are the key drivers in ensuring children of school age are properly engaged in education. The local authority and schools will take the necessary steps to improve 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**

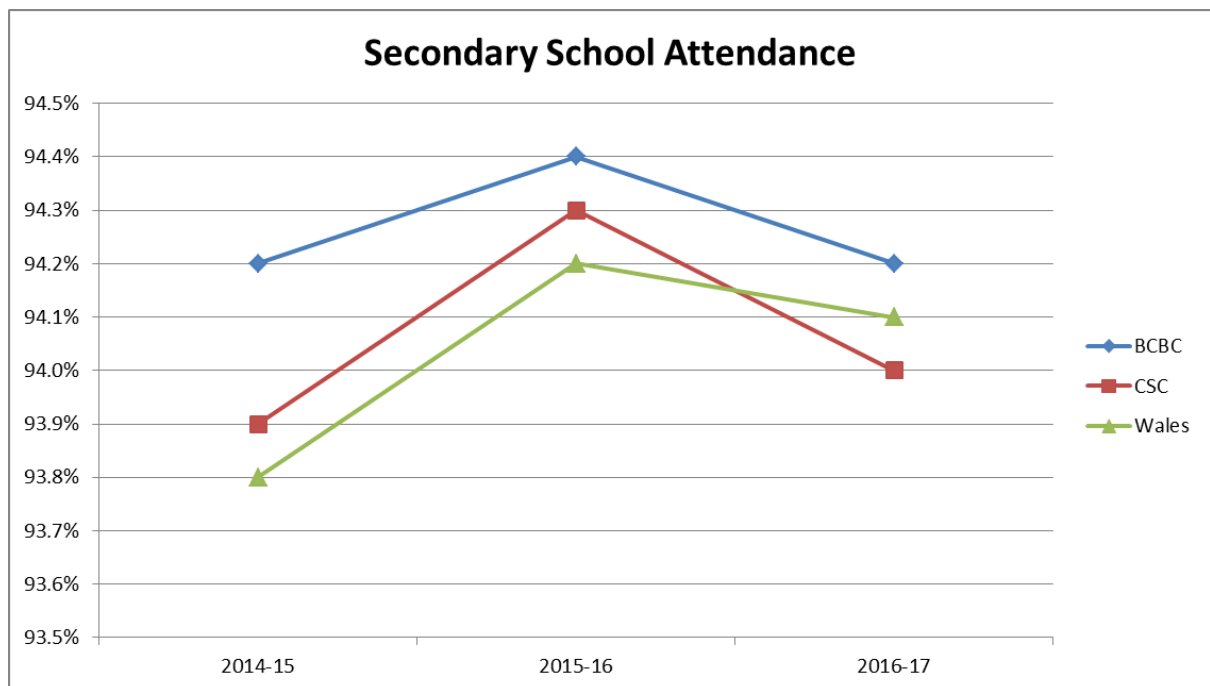
2.1. Bridgend County Borough Council (BCBC) as of spring term 2017, has 17,433 compulsory school age pupils on roll at schools across the County. At present, the standards being attained by our pupils are below the all-Wales average and the gap is widening. Where children are in formal education, a high 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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