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Bridgend County Borough Council



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Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate

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Gofynnwch am / Ask for:

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Wednesday, 4 March 2020

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, 10 March 2020 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 - 6
To receive for approval the Minutes of 11 02 20
4. Care Inspectorate Wales (CIW) National Inspection 7 - 44
5. Care Home Contracts and Pooled Fund Requirements 45 - 56
6. Development of Strategic Equality Plan 2020-2024 57 - 94
7. Schools Admissions Policy 2021-2022 95 - 138
8. Renewal of Insurance Cover 139 - 144
9. Information Report for Noting 145 - 150
10. 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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11. Exclusion of the Public
The following item is not for publication as it contains exempt information as defined in Paragraph 14 of Part 4 and Paragraph 21 of Part 5, Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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

12. Establishment of a Framework Agreement for the Provision of Supported Living Services 151 - 158

Yours faithfully

K Watson

Chief Officer, Legal, HR & Regulatory Services

Councillors:

HJ David

CE Smith

Councillors

PJ White

HM Williams

Councillors

D Patel

RE Young

CABINET - TUESDAY, 11 FEBRUARY 2020

MINUTES OF A MEETING OF THE CABINET HELD IN COMMITTEE ROOMS 1/2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND, CF31 4WB ON TUESDAY, 11 FEBRUARY 2020 AT 14:30

Present

Councillor HJ David – Chairperson

PJ White

HM Williams

D Patel

Apologies for Absence

CE Smith and RE Young

Officers:

Gill Lewis	Interim Head of Finance and Section 151 Officer
Kelly Watson	Head of Legal & Regulatory Services
Mark Shephard	Chief Executive
Susan Cooper	Corporate Director - Social Services & Wellbeing
Mark Galvin	Senior Democratic Services Officer - Committees
Lindsay Harvey	Corporate Director Education and Family Support

15. DECLARATIONS OF INTEREST

None.

16. MEDIUM TERM FINANCIAL STRATEGY 2020-21 TO 2023-24 AND DRAFT BUDGET CONSULTATION PROCESS

The Chairperson of the Council's Budget Research and Evaluation Panel (BREP), presented a report on behalf of the Corporate Overview and Scrutiny Committee. The purpose of the report was to present Cabinet with the findings and recommendations of the Corporate Overview and Scrutiny Committee, in relation to:

- The findings of BREP attached at Appendix A and Appendix B to the report.
- The responses from all the Subject Overview and Scrutiny Committees in relation to Cabinet's draft budget proposals, attached at Appendix C.

By way of background information, he explained that in considering the challenges associated with continued budget reductions, BREP Members recognised the need for a 'whole Council' response to be adopted in managing anticipated cuts to services, against a backdrop of increasing demand and the challenging financial outlook.

The next section of the report confirmed the role of both the Corporate Overview and Scrutiny Committee (COSC) and BREP in terms of both these bodies having the overall responsibility for budget monitoring throughout the year.

The terms of reference of BREP were outlined in paragraph 3.4 of the report.

He proceeded, by advising that the COSC considered the findings of the BREP and all Subject Overview and Scrutiny Committees on 4 February 2020, in order to determine whether the recommendations should be forwarded to Cabinet as part of the budget consultation process. These were split into the above mentioned Appendices that supported the covering report.

The Chairperson of BREP then gave a resume of some of the key information contained in the report's Appendices, following which, the Leader invited any comments or questions from Cabinet Members.

The Deputy Leader extended his thanks to BREP, all Overview and Scrutiny Committee Members and the Scrutiny section for their hard work in ensuring that proposal's relating to the Council's Medium Term Financial Strategy (MTFS) had been both shared and subjected to consideration and examination. He recognised the fact that Scrutiny in the Authority was cross party and therefore, any views fed back to the Cabinet on the budget, formed a 'One Council approach.' The recommendations of Scrutiny would be examined by Cabinet with support from the Corporate Management Board (CMB) and formally responded to as part of the main MTFS report that would be considered by Cabinet then determined by full Council. He also applauded the thorough way the Council's budget proposals were scrutinised, which had been positively acknowledged as 'best practice' by the Council regulators.

The Cabinet Member – Social Services and Early Help referred to Recommendation 2 at Appendix A to the report, where reference was made to 'there needing to be further work done to break the silo approach to budgeting.' He felt that in recent years the Council had broken away from this 'silo' approach.

The Chairperson of BREP acknowledged this and the fact that the Council had in recent years improved in this area as the workforce had become leaner in response to cuts in settlements. He added however, that BREP and some other Members of Overview and Scrutiny Committees, felt that more work could be carried out through partnerships and organisations tackling issues together, including through pooling their resources. An example of this was that such further work was required he felt, between the Authority and Town/Community Councils, in order to overcome issues and problems at a community level, including through Town/Community Councils increasing their precepts for this purpose, so as to continue supporting BCBC financially on certain smaller initiatives.

The Leader advised that with a £270m net budget that supported approximately 800 services served by 6,000 employees, meant that there could be a risk of some employees working in silo, but largely this was due to the fact that a considerable number of these workers focused on specialist areas. He added though that this approach had improved within the Council in recent years through the introduction of cultural changes and Management shrinking, resulting in Managers being responsible for wider work areas, since the inception of austerity. He did acknowledge however that there was some room for further improvement in this area.

These comments were echoed by the Interim Head of Finance and S151 Officer, who also added that the Council were adopting a more strategic approach in recent years, than it had previous to this period.

The Cabinet Member – Future Generations and Wellbeing added that there were examples where the Council were breaking away from a 'silo approach,' for example through combining work areas, such as Wellbeing and Social Services.

She then referred to Recommendation 1 at Appendix A, 'in terms of Legal and Procurement's obligations to the MTFS, the recommendation that funding is increased to address, for example, specific support to new initiatives, e.g. Community Asset Transfer Scheme (CATS). She sought clarification whether this request for increased funding was in respect of Legal and Procurement or CAT.

The Chairperson of BREP advised that this Recommendation was requesting whether there was enough financial support available to put in place any further administrative staff that in all probability will be required, to process the extra work envisaged in the future to support the CAT process, when Clubs and Organisations proceed to take over the management of sports pavilions and playing fields.

The Cabinet Member – Future Generations and Wellbeing, then referred to Recommendation 4, ‘that Cabinet be requested to review the Authority’s financial relationship with partners, especially within the Community Safety Partnership.’ She asked if this meant seeking to obtain increased financial support, for collaborative working to support, for example, improvements within communities. She further asked if this request solely related to the Police or other key stakeholders also.

The Chairperson of BREP advised that one of the roles of Overview and Scrutiny was to try and save the Authority money in areas where it could do so. This Recommendation related to the expense for the provision of CCTV across the County Borough and though the main centralised system for this was based in the Council at the Bryncethin Depot and supported by BCBC staff, BREP felt that the provision of this could be financially assisted by the Police and Crime Commissioner, in particular, as well as other organisations that comprise the Community Safety Partnership Board.

The Cabinet Member – Future Generations and Wellbeing, referred then to Recommendation 6, ie ‘BREP considers the outcome of the scrutiny process with regards to CAT in the financial year 2020-21 and that Cabinet endorses this recommendation.’ She sought further clarification on this Recommendation.

The Chairperson of BREP, explained that this just related to the fact that BREP wished to be regularly updated on the future of CAT moving forward. This included the progress that was being made with regards to Sports Clubs taking over assets through the CAT process, and Scrutiny also being kept up to speed on the future levels of funding that will be set aside for this purpose. He added that this linked to Recommendation 1 discussed earlier in debate and that BREP Members were seeking assurance that there was sufficient capacity to deliver upon both Recommendations.

In respect of Recommendation 5 of Appendix A, the Cabinet Member – Future Generations and Wellbeing, asked if BREP had discussed the “value” of the Council’s Town and Community Council Forum.

The Chairperson of BREP not dislike other Members, felt that a lot of the items considered by the Forum did not achieve measurable outcomes. A considerable amount of debate was generated by Members as a result of reports being submitted to its quarterly meetings, as well as it being a meeting that shared information on key topics relating to both the Authority and outside organisations, including the likes of the third sector. But the Committee had no powers and therefore were unable to make firm decisions on items. BREP considered that the Forum should be given extra support also through looking at updating the Town and Community Council Charter and accompanying Memorandum of Understanding. The Forum should offer more in the way of direction and lead upon collaborative working more proactively, including joint working between Town/Community Councils, particularly those that adjoined Wards, and for Town/Community Councils to also support more some of the work undertaken by the local authority, where this was possible.

The Leader thanked the Chairperson of BREP for attending the meeting and presenting the report and asked him if he had any concluding observations for Cabinet.

CABINET - TUESDAY, 11 FEBRUARY 2020

The Chairperson of BREP thanked Cabinet and CMB for allowing him the opportunity to present the report. He confirmed that BREP would need to consolidate and revisit the recommendations in due course if necessary, in order to ensure their validity and deliverability, and to monitor as time progresses into the next financial year and the budget setting process, including areas where the Council's Revenue and Capital budget was being spent.

The Leader concluded debate on the report by stating that BREP was a cross-party Panel and therefore, in order for them to reach a balanced view on all elements comprising the MTFS proposals as it monitored the budget throughout the year, attendance levels of BREP Members at meetings needed to be improved and such improvement maintained. He would remind Group Leaders of this at the next Group Leaders meeting. He added that Cabinet's responses to the recommendations would be sent to all BREP Members in advance of the budget meetings of both Cabinet and Council. He and Cabinet colleagues welcomed any feedback from BREP Members on these upon receiving them.

RESOLVED: That Cabinet agreed to give consideration to the recommendations of the Corporate Overview and Scrutiny Committee, in response to the Medium Term Financial Strategy (MTFS) 2020-21 to 2023-24 and the Draft Budget Consultation Process and respond to these in the report to be considered by Cabinet at its next meeting dated 25 February 2020.

17. URGENT ITEMS

None.

The meeting closed at 15.07 pm

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

10 MARCH 2020

REPORT OF THE CORPORATE DIRECTOR OF SOCIAL SERVICES AND WELLBEING CARE INSPECTORATE WALES (CIW) NATIONAL INSPECTION

1. Purpose of Report

1.1 The purpose of this report is to

- provide Cabinet with an update in respect of the Care Inspectorate Wales (CIW) National Inspection of Bridgend County Borough Council's (BCBC) Older Adults' services

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 The report assists in the achievement of the following corporate priorities:-

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

2.2 The report also supports the following local strategic priorities:-

- Adult Social Care Commissioning Plan 2010-20: Living Independently in Bridgend in the 21st Century;
- The Remodeling Adult Social Care programme;
- The Council's Medium Term Financial Strategy (MTFS)

3. Background

3.1 The Social Services and Well-being (Wales) Act 2014 (SSWBA) has been in force for almost four years. The Act is the legal framework that brings together and modernises social services law in Wales. The Act imposes duties on local authorities, Health boards and Welsh Ministers that requires them to work to promote the well-being of those who need care and support, and carers who need support.

3.2 In August 2019, BCBC were notified that an inspection of BCBC's Older Adults' services was to be carried out in September 2019. The inspection, carried out by Care Inspectorate Wales (CIW) in collaboration with Healthcare Inspectorate Wales (HIW), was to evaluate how BCBC is promoting independence and preventing escalating needs for older adults, in line with requirements of the SSWBA.

- 3.3 The purpose of the national inspection was to explore how well the Authority, with its partners, is promoting independence and preventing escalating needs for older adults. The inspection identified where progress has been made in the implementation of the Act and where improvements are required.
- 3.4 The scope of the inspection was to focus upon the experience of older adults as they come into contact with and move through social care services up until the time they may enter residential or nursing care.
- 3.5 The method by which the inspection was undertaken is shown below, which focused on four main activities:
- Journeys through care and support: Most inspection evidence was gathered by looking at the experiences of individuals in receipt of services, which was carried out through case-file audit and case tracking;
 - Presentation - The Head of Adult Social Care presented BCBC's evaluation of how well the Council support prevention and promotion of independence for older adults;
 - Staff Survey - an electronic survey was submitted to all staff working with older people, designed to capture general information about their work and experiences;
 - Meetings with key individuals/groups - the Inspectors also spoke to key partners and stakeholders about their understanding and knowledge of the inspection area(s), either as part of a group or as individuals.
- 3.6 The key questions the inspection explored were framed within the four underpinning principles of the SSWBA:
- Well-being – supporting people to achieve their own well-being and measuring the success of care and support;
 - People – voice and control: putting the individual and their needs at the centre of their care, an equal say in the support they receive;
 - Partnerships and Integration – partnership, integration and co-operation drives service delivery;
 - Prevention – increasing preventative services within the community to minimise the escalation of critical need. Services will promote the prevention of escalating need, the right help is available at the right time.
- 3.7 CIW and HIW evaluated the quality of the service within the parameters of the four underpinning principles of the SSWBA (as listed above) and considered their application in practice at three levels:
- Individual level
 - Operational level
 - Strategic level

4. Current situation / proposal

- 4.1 In January 2020, a final version of the national inspection report (**Appendix A**) was submitted to BCBC from CIW, along with a CIW press release (**Appendix B**).

4.2 The report provided key findings against each of the four underpinning principles of the SSWBA as per paragraph 3.6:

The key inspection findings were:

- Well-being – the Inspectorates found the vision for adult social care is very well embedded in BCBC and partner agencies. Significant and successful efforts have been made to ensure individual practice is person-centred and outcome focused;
- People – voice and choice – BCBC engages well with people to inform and shape service developments and individually people felt their voice and choices had been heard. Staff were positive and committed to their roles;
- Partnerships, integration and co-production – the Inspectorates found good integrated health and social care services within BCBC adult services that benefits people through quick decision-making and a joined-up approach;
- Prevention and early intervention – the Inspectorates found there is a good range of community groups within BCBC of particular interest to older people. The Inspectorates found good early intervention to prevent escalation of need.

4.3 The key areas for improvement against each of the four underpinning principles of the SSWBA as per paragraph 3.6:

- Well-being – the Inspectorates identified that support provided to assist people back into their homes following admission to hospital is not always available when people need it. BCBC should review its practice of sending people information to self-fund care when reablement and enablement services are not available to ensure this is in line with legislation. BCBC should ensure its system for arranging domiciliary care is as efficient as possible;
- People voice and choice – the Inspectorates identified that delays for people accessing certain services impacts on meeting their identified needs at the earliest opportunity. The active offer for people to receive support through the Welsh language is not fully in place;
- Partnerships integration and co-production – the Inspectorates recommend discharge arrangements at the Princess of Wales hospital require improvement to ensure older people’s health and well-being does not deteriorate due to unnecessarily extended periods of hospital admission. Some processes within Social Services could be simplified to increase timely help to people;
- Prevention and early intervention – BCBC should improve on consistent signposting of people to services and its quality assurance. BCBC must ensure all 15 minute calls in domiciliary care meet legislative requirements. BCBC must ensure sufficient support to carers who need a short break from caring responsibilities.

4.4 Within the inspection report, the Inspectorates stated that:

“We expect strengths to be acknowledged, celebrated and used as opportunities upon which to build. We expect priorities for improvement to result in specific

actions by the Local Authority and Local Health Board to deliver improved outcomes for people living in the Local Authority area in line with requirements of legislation and good practice guidance”.

It was also stated that CIW will monitor progress through its on-going performance evaluation activity with BCBC.

- 4.5 CIW advised that individual inspection reports for each Local Authority will be published on the CIW website, in-line with CIW practice guidance, and a national overview report is to be produced once all inspections have been completed, which CIW have advised is scheduled for early 2020.
- 4.6 BCBC have developed an action plan in response to the CIW’s key areas for improvement which includes how each element will be monitored by, in addition the Head of Adult Social Care will oversee the action plan with a CIW response working group. This in turn will report into the Remodeling Adult Social Care (RASC) Board, chaired by the Corporate Director Social Services and Wellbeing.
- 4.7 A full copy of the action plan is shown in **Appendix C** – showing priority area for improvement, the task, how it will be monitored and the lead officers.

5. Effect upon Policy Framework & Procedure Rules

- 5.1 There is no impact on the policy framework and procedure rules. Any future services requiring commissioning as a result of this proposal will be undertaken in-line with Contract Procedure Rules requirements.

6. Equalities Impact Assessment

- 6.1 In implementing the action plan, it is not currently anticipated that there will be any equality impacts on staff and/or individuals. If this view changes at any time, an EIA screening (and a full EIA if necessary) will be undertaken, to assess the potential impact on individuals and staff.

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

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

8. Financial Implications

- 8.1 The majority of actions identified in the action plan in **Appendix C** will be met from within existing BCBC staff and resources and regional grants e.g. the Transformation Grant and the Intermediate Care Fund (ICF) that are available to

BCBC. Resulting business cases will be developed pending resources being identified and progress will be reported to the RASC Board as appropriate.

9. Recommendation

9.1 Cabinet is recommended to note the report.

Susan Cooper
Corporate Director – Social Services and Wellbeing
February 2020

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Background documents:
None

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Inspection of Older Adults Services Bridgend County Borough Council

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Background

The Social Services and Well-being (Wales) Act 2014 (SSWBA) has been in force for almost three years. The Act is the legal framework that brings together and modernises social services law in Wales.

The Act, while being a huge challenge, has been widely welcomed across the sector as a force for good, bringing substantial and considered opportunities for change at a time of increasing demand, changing expectations and reduced resources.

The Act imposes duties on local authorities, health boards and Welsh Ministers that requires them to work to promote the well-being of those who need care and support, and carers who need support.

The principles of the Act are:

- Support for people who have care and support needs to achieve **well-being**.
- **People** are at the heart of the new system by giving them an equal say in the support they receive.
- **Partnership and co-operation** drives service delivery.
- Services will promote the **prevention** of escalating need and the right help is available at the right time.

Welsh Government has followed up the SSWBA with 'A Healthier Wales'. A strategic plan developed in response to a Parliamentary Review of the Long Term Future of Health and Social Care.

A Healthier Wales explains the ambition of bringing health and social care services together, so they are designed and delivered around the needs and preferences of individuals, with a much greater emphasis on keeping people healthy and promoting well-being. A Healthier Wales describes how a seamless whole system approach to health and social care should be seamlessly co-ordinated.

Ministers have recorded the importance of having confidence and ambition in the sector to deliver results. In response, we have developed our approach to inspection with a focus on collaboration and strengths with the intention of supporting innovation and driving improvement.

This inspection is led by Care Inspectorate Wales (CIW) and is delivered in collaboration with Healthcare Inspectorate Wales (HIW).

Prevention and promotion of independence for older adults (over 65) living in the community

The purpose of this inspection was to explore how well the local authority, with its partners, is promoting independence and preventing escalating needs for older adults. The inspection identified where progress has been made in the implementation of the Act and where improvements are required.

We (CIW and HIW) focused upon the experiences of older adults as they come into contact with, and move through, social care services up until the time they may need to enter a care home or receive personalised services, for example in the person's own home.

We also considered the times when older adults experienced, or would have benefited from, joint working between Local Authority services and Health Board services.

We evaluated the quality of the service within the parameters of the four underpinning principles of the SSWBA (as listed above) and considered their application in practice at three levels:

- Individual
- Operational
- Strategic

We are always mindful of expectations as outlined in the SSWBA codes of practice:

- 'What matters' – outcome focused
- Impact – focus on outcome not process
- Rights based approach – MCA
- Control – relationships
- Timely
- Accessible
- Proportionate – sustainability
- Strengths based
- Preventative
- Well planned and managed
- Well led
- Efficient and effective / Prudent healthcare
- Positive risk and defensible practice
- The combination of evidence-based practice grounded in knowledge, with finely balanced professional judgement

Strengths and priorities for improvement

CIW and HIW draw the local authority and local health board's attention to strengths and areas for improvement. We expect strengths to be acknowledged, celebrated and used as opportunities upon which to build. We expect priorities for improvement to result in specific actions by the local authority and local health board to deliver improved outcomes for people living in the local authority area in line with requirements of legislation and good practice guidance.

Well-being	
Strengths	<p>There is a clear vision for adult social care that is well articulated across social care, Bridgend County Borough Council (BCBC) and partner agencies.</p> <p>There are examples of pro-active good practice, for example the Transformation and Review Team</p> <p>Individual practice is person-centred and outcome focussed. Assessments and care and support plans were good, evidencing the views and wishes of people.</p>
Priorities for improvement	<p>Reablement and enablement is not always available when people need it, which delays the achievement of people's outcomes.</p> <p>BCBC should review its practice for sending people information to self-fund care where reablement/ enablement services are not available to ensure this is in line with legislation.</p> <p>BCBC should ensure arrangements in extra care are responsive to the wishes of tenants and allow them to meet their personal outcomes.</p> <p>BCBC should continue to look at how it organises domiciliary care and any other steps to achieve more capacity to respond to people's individual needs and wishes for care they receive.</p>
People – voice and choice	
Strengths	<p>BCBC engages well with people to inform and shape service developments.</p> <p>The positivity and commitment of staff individually and within teams to facilitate improvements in people's lives was a noteworthy feature of BCBC adult social care. Staff feel supported by managers.</p> <p>The voice and choice of people is heard and responded to.</p>

	Practice to establish whether people have mental capacity to make specific decisions and where necessary to make best interest decisions on their behalf is robust.
Priorities for improvement	<p>Delays for people accessing certain services impacts on meeting their identified needs at the earliest opportunity.</p> <p>BCBC should ensure the active offer to provide services in Welsh is operational.</p> <p>Improvements are required in consistency and recording of staff supervision.</p> <p>BCBC will wish to ensure there is sufficiency of individual managers to supervise and oversee those for whom they are responsible.</p>
Partnerships, integration and co-production drives service delivery	
Strengths	<p>There is good integrated health and social care delivery within BCBC adult services that benefits people through quick decision-making and a joined up approach.</p> <p>There are early positive indications of new regional working with local authorities and under the new health board arrangements. BCBC adult services are improvement focussed and has a range of plans to further develop integrated services.</p>
Priorities for Improvement	<p>Ensure structure and transfer processes within short term teams maximises timely help available to people. Case holding practice must be subject to appropriate management oversight and expedites 'flow' through the system to allow more people to receive help at the right time.</p> <p>Improved commonality of approach with mental health and hospital ward staff to improve joined up services for people. Discharge arrangements at the Princess of Wales hospital require improvement to ensure older people's health and well-being does not deteriorate due to unnecessarily extended periods of hospital admission.</p> <p>Production of revised BCBC medication policy to ensure care workers help people to take medication safely and practice is consistent.</p>
Prevention and early intervention	
Strengths	<p>There is strong support for the vision in adult social care understanding of financial challenges by the chief executive and cabinet member, which aids strategic planning.</p> <p>There is a good range of community groups within BCBC of particular interest to older people. Health and social services</p>

	<p>have invested in posts to connect people to these resources. We found good early intervention to prevent escalation of need. There are robust safeguarding procedures and good preventative work undertaken with specific groups of vulnerable people.</p> <p>There are indications of creative use of direct payments. The mobile response service for people using the alarm system is an example of good practice.</p> <p>BCBC take a proactive approach by ensuring people have anticipatory or contingency planning in place.</p>
<p>Priorities for improvement</p>	<p>Ensure practitioners are confident they have access to current and comprehensive information on community activities. BCBC should improve on consistent signposting, quality assurance and ensuring sufficiency of ongoing staffing in the Common Access Point (CAP).</p> <p>BCBC must ensure all 15 minute calls in domiciliary care meet legislative requirements and address any concerns of provider agencies.</p> <p>BCBC should seek to involve people subject to safeguarding processes or their families as much as possible.</p> <p>BCBC must ensure sufficient support to carers who need a short break from caring responsibilities.</p>

1. Well-being

Findings:

Overall, assessments and care and support plans were good, evidencing the views and wishes of people and their self-identified personal well-being outcomes.

The vision for adult social care is very well embedded in Bridgend County Borough Council (BCBC) and is consistent with SSWBA. Significant and successful efforts have been made to ensure individual practice is person-centred and outcome focussed.

The Transformation and Review Team is pro-active and responsive.

Reablement and enablement is not always available when people need it, which delays the achievement of people's outcomes.

BCBC should review its practice for sending people information to self-fund care when reablement/enablement services are not available to ensure this is in line with legislation.

Domiciliary care is under pressure of demand.

BCBC has established Extra Care facilities to promote greater independence for those requiring care and support. We expect BCBC to ensure arrangements meet the wishes of tenants.

Evidence at the individual level:

- 1.1. Overall, we found the quality of assessments and care and support planning for people was good. Practitioners were fully aware of the requirements to produce assessment and care and support plans based on outcomes identified by the individual. The care and support plan began with the assumption the individual is best placed to know what was required for their own well-being. We saw instances where the social care practitioner co-ordinated a complex multi-agency response to support a person's wishes to return home. Sometimes, detail on assessments did not reflect the consideration of options that informed people's wishes; although we were reassured, these discussions had taken place.
- 1.2. Assessments and care and support plans showed variation in completeness between individual workers. We found instances where a person's religion or cultural identity was not recorded or considered in the overall assessment. Some practitioners did not obtain current health information when reviewing care and support plans and we could not be confident packages of care accurately reflected people's care needs due to the potential for changing health conditions. In some instances, we saw

opportunity for more rigorous review by line managers, which supported improvement.

- 1.3. Some people were receiving more care and support than was outlined in their care and support plan. The providers of domiciliary care told us care and support plans did not always match what people said they wanted. Providers had raised this with managers in BCBC, who will wish to continue to monitor concerns and ensure the service meets the needs and wishes of individuals.

Evidence at operational level:

- 1.4. Team managers and deputies hold budgetary responsibilities, which allowed changes to people's packages of care to be agreed swiftly at team level. This meant people could quickly receive an extra domiciliary call, for example, when this was required to meet an increase in need.
- 1.5. Senior managers were clear they expect social work staff to directly engage with people to help them facilitate change and not simply co-ordinate the provision of services. This reflects the culture change outlined in the SSWBA.
- 1.6. There were significant waiting lists for some people in the short-term teams within the Community Response Team (CRT): specifically Bridgestart and reablement. There was also a waiting list for some therapies in the Community Independence and Well-being Team (CIWT). Frontline staff were very positive as to the quality of these services but were mindful of the impact on people when services were not available at the time they were most needed.
- 1.7. When enablement or reablement services were not immediately available, we were told by staff and saw evidence in files, that people were sent details of self-funded domiciliary care. Short-term enablement/reablement services are free. Expecting people to self-fund while waiting for these services, and prior to a financial assessment of their ability to pay, was not part of the charging policy of the authority. The local authority should review this practice to ensure it is in line with legislation.
- 1.8. BCBC had added value to the traditional model of a review team. The Transformation and Review team had a proactive approach appreciated by all those to whom we spoke. Initial reviews of people receiving care packages were undertaken at the earliest opportunity to ensure people were satisfied and receiving the most appropriate care. People needing urgent reviews received a very timely response and practitioners embodied the outcome-focused approach. The team also contributed good practice examples to inform the improvement agenda across adult services, and provided support to colleagues in other teams.

- 1.9. BCBC was increasing its number of occupational therapists to review people whose domiciliary care was delivered by two care workers. We saw good examples of people being introduced at their own pace to new equipment and care practices to allow for just a single care worker. This may be less intrusive for the individual and represent the best use of limited resources.
- 1.10. BCBC has legal responsibility for arranging social work and provider services to people held in Her Majesty's Prison (HMP) Parc and at the time of inspection, there were 40 older people in receipt of care and support. Some people had dementia and there was a clear challenge in responding to individual needs that is being considered across the secure estate.

Evidence at strategic level:

- 1.11. The vision for adult social care was particularly well developed in BCBC and articulated consistently in an easily accessible way. The vision was appropriately person-centred; outcome focussed and drew heavily on the value of preventative community resources. We found it was well understood throughout the social care workforce, with frontline staff particularly focused and astute to the vision of BCBC. An internal board and work streams promoted and monitored culture change from the SSWBA (although established prior to the Act).
- 1.12. The director is supported by strong corporate relationships within BCBC. The director has had to find considerable budget savings in recent years and this was clearly a pressure across all aspects of service. We were told councillors understand savings made are in the context of rising demand for services for older people. We have seen senior managers use digital stories and traditional strategic documents to ensure accessible communication to a wide audience, including elected members.
- 1.13. As in the majority of Welsh local authorities, there were substantial pressures on capacity within domiciliary care in BCBC that resulted in delays in some people receiving services. BCBC operate a traditional 'time and task' commissioning model of domiciliary care. 'Call banding' had recently been introduced and senior managers should evaluate the impact of this on people receiving services. BCBC was in the early stages of considering a more substantial change to commissioning practice that would increase flexibility and choice for people.
- 1.14. Due to falling demand for residential care, BCBC had reduced its care home provision and established three Extra Care facilities. We spoke to a tenant who was very positive about their level of independence they could maintain in Extra Care, while receiving the support needed. This facility was in the same building as a care home and there was an inclusive approach involving all people in activities and communal living areas. We

expect BCBC to ensure this approach maximises levels of independence achieved for tenants, meets their wishes and expectations and that tenants are specifically consulted on activities they would like.

- 1.15. The Housing department managed applications for disabled facilities grants (DFG). Systemic barriers had resulted in substantial delays for people and a streamlined approach was being established. An occupational therapist had been employed and cleared the backlog of applications. Housing officials we spoke with were confident the process was now improved and delays would not increase again.

2. People – voice and choice

Findings:

People felt they had been asked ‘what matters’ to them and that their voice and choices had been heard. Practice to establish if people have the mental capacity to make decisions and to make decisions on their behalf is robust.

The positivity and commitment of staff individually and within teams to facilitate improvements in people’s lives was a noteworthy feature of BCBC adult social care. Staff feel supported by managers.

Delays for people accessing certain services impacts on meeting their identified needs at the earliest opportunity.

BCBC should ensure the active offer to provide services in Welsh is operational.

Improvements are required in consistency and recording of staff supervision.

BCBC will wish to ensure there is sufficiency of individual managers to supervise and oversee those for whom they are responsible.

BCBC engages well with people to inform and shape service developments and there is commitment to this approach at the most senior levels.

Evidence at individual level:

- 2.1. People who responded to our survey and with whom we spoke were generally positive about their contact with individual social care practitioners. People felt they had been treated with respect and believed practitioners wanted to hear their views and wishes. Responses were more divergent as to how useful people found services or support provided. Delays in receiving services impacted on people’s sense of choice and self-determination.
- 2.2. Case files evidenced people had been asked ‘what matters’ to them and most assessments reflected good practice, were written in the first person or gave detailed information on what the person wished to achieve.
- 2.3. Despite evidence of co-production, people were not routinely offered a copy of their assessment. We expect managers to reinforce people’s rights to the outcome of their assessments. We found the format of the assessment could be more accessible to people and less repetitive and BCBC should consider this with partners.
- 2.4. The local authority had commissioned new arrangements for advocacy on a regional basis. Staff were clear formal advocacy was offered when appropriate, but this was not always well recorded in case files. Consequently, we remain unclear whether advocacy was considered at the earliest opportunity to enable the person to participate in their assessment.

- 2.5. The sample of mental capacity assessments we reviewed were good or excellent. Two social workers in the older people's mental health team were trained as approved mental health professionals (AMHPs). We saw thorough and robust processes to ensure decisions were taken in people's best interests when people lacked capacity to make the decision themselves. Greater clarification would be provided by reinforcing processes within safeguarding in managing referrals for people who may not have capacity to consent to the referral.
- 2.6. Overwhelmingly, staff who responded to our survey felt supported by colleagues and managers and 80% of staff regarded their workload as manageable. Managers should continue to oversee workloads, as there were indications this was variable across teams. Staff identified a number of areas for improvements, but this was within the context of a strong sense of teamwork, enthusiasm and pride in the job they were doing. Many areas identified aligned with our findings.
- 2.7. Most staff were complimentary about the guidance and strategic direction of senior managers. The positivity and commitment of staff individually and within teams to facilitate improvements in people's lives was a noteworthy feature of BCBC adult social care.

Evidence at operational level:

- 2.8. There were difficulties in recruiting staff in some professions; limited resource of occupational therapists was contributing to long waiting time for people in some circumstances. Vacancies in key roles in the Common Access point (CAP) were being addressed, but there had been opportunity to do so at an earlier stage to minimise the negative impact on service.
- 2.9. Senior managers had worked hard to produce budget savings without reducing the front line workforce. A lean senior management structure meant a substantial span of control for some managers. BCBC should assure the structure provides sufficient managerial oversight, challenge and quality assurance.
- 2.10. While the majority of frontline staff were content with the frequency of case supervision, there were significant gaps and poor recording in the sample we reviewed. Compliance with BCBC's policy on regularity of supervision was variable across teams. We did not find evidence of the policy requirement to enter case management decisions onto people's files, important to ensure transparency and accountability. Consistent and well-recorded staff supervision should be a priority for improvement.
- 2.11. At the time of inspection, there were no Welsh speakers in the CAP and arrangements to provide a service in Welsh were not completely clear.

BCBC should review their delivery of the active offer to ensure compliance with legislation.

- 2.12. BCBC responds in a positive and timely manner when people make complaints about adult social services. Most complaints were resolved at the first level of the complaints process. Learning from complaints was embedded within the local authority.

Evidence at strategic level:

- 2.13. BCBC had recently completed an extensive consultation with carers and other stakeholders to establish a new service. At the time of inspection, a council wide public consultation was open on people's priorities in the context of restricted budgets. There were plans for further consultation and BCBC had made arrangements for people to be supported in expressing their views. We found the director and chief executive were committed to public engagement exercises to inform and shape service developments and the chief executive outlined steps they were going to take to improve the public engagement strategy in the next 12 months.
- 2.14. Senior managers were concerned about a high level of staff sickness, which had endured and was reflected in some other directorates across the council. Managers were developing an increased emphasis on staff well-being, in conjunction with the operation of the corporate sickness policy, aimed at reducing absences. Several staff described receiving personal support from managers, which they clearly appreciated.

3. Partnership and integration - co-operation drives service delivery

Findings:

There is good integrated health and social care delivery within BCBC adult services that benefits people through quick decision-making and a joined up approach.

There is good practice in improving links with GP practices and/or hubs that can be developed further.

Improved commonality of approach with mental health and ward staff would be of further benefit to people.

The range of short terms teams is complex and does not maximise help available to people. Case holding practice and transfer arrangements between teams requires more consistency. Improvements are needed to ensure clarity in roles and responsibilities of practitioners, including transfer arrangements between teams to increase the flow of people through the system as intended.

BCBC works well with commissioned domiciliary care agencies. BCBC should expedite its revised medication policy.

BCBC adult services are improvement focussed and plans to introduce seven-day services for people requiring care and leaving hospital.

Discharge arrangements at the Princess of Wales hospital is an area for improvement.

BCBC has worked hard to minimise the impact of changed health board boundaries and continues to do so. There are early positive indications of new regional working with local authorities.

An area for improvement is the extension of the shared electronic case management system to all health staff.

BCBC should continue to consider sustainability of services funded through short-term grants.

Evidence at individual level:

- 3.1. Overall, we could identify the benefit to the person of integrated health and social care arrangements. Immediate opportunities for multi-disciplinary communication, particularly with specialist health professionals, largely resulted in people receiving the right help at the right time.

- 3.2. We were told communication between adult services, primary mental health and the 'drugs for dementia' team required improvement. Practitioners in adult services were not up to date on the person's involvement with mental health and the joined up approach was not fully developed in this part of the health service.

Evidence at operational level:

- 3.3. Many teams were integrated and senior manager posts were funded by the health board and BCBC. Post holders managed health and BCBC budgets, which allowed for quicker decision-making. Staff from health disciplines in integrated teams fully embraced the SSWBA. Practitioners sought early advice from colleagues across professional disciplines, and were looking forward to physiotherapists, speech and language therapists and more occupational therapists joining integrated network teams. Where staff in teams remained separately employed by the health board and BCBC, they were co-located and evidence was that they functioned similarly to integrated teams.
- 3.4. We attended several multi-disciplinary meetings with the integrated network teams and the older people's mental health team. We saw arrangements to deliver well-co-ordinated help and support, particularly across social work, district nursing and occupational therapy. District nurses were trained in assessing people's wider needs, so a social worker was not always required. Professionals across disciplines provided a good sharing of expertise. Senior managers were considering the composition of teams to ensure the right balance of professional disciplines.
- 3.5. Hospital ward staff, particularly on specialist wards, did not share the common approach of social care and health in the integrated teams. This is an area for further improvement. BCBC was working to develop a clearer pathway with community mental health services for those with dementia/complex needs. Senior managers in health recognised these issues.
- 3.6. There were weekly meetings to discuss people ready for discharge from hospital, or due to be. The meetings were well attended by multi-disciplinary professionals. The director recognised discharge arrangements at the Princess of Wales hospital could be improved and saw an impact of the change in health board boundaries this year. We were assured refreshed discharge guidance for ward staff was to be issued.
- 3.7. The Acute Clinical Team (ACT) could evidence it was reducing hospital admissions by providing medical care for people at home. At the time of inspection, ACT was providing care to over 30 people. Perhaps because of increased referrals, the service was not always able to respond as rapidly as intended.
- 3.8. We found the range of short-term teams unclear. We were not assured this structure maximises capacity of the workforce due to the specificity of

staff roles. Staff in the CAP were spending time negotiating the appropriate team to which to transfer a referral. Practitioners told us there was a lack of clarity in the eligibility criteria of teams that acted as a barrier to referral.

- 3.9. Transfer points between one team and others were blurred in practice. Practitioners were retaining people on their caseloads for considerable periods when the person's needs no longer fitted the criteria for that team. Staff told us this was to minimise the number of changes in practitioner for people and/or to alleviate the workload for other teams. While informed by good intentions, this practice impeded management oversight and created blockages as it worked against the flow of people through teams. Transfer arrangements should be improved, defined and supported by transfer summaries and/or meetings. Senior managers plan to review and streamline the CRT structure, delayed due to changes of health board boundaries. This is a priority area for improvement.
- 3.10. Managers of domiciliary care agencies were less confident about medication practices because BCBC's policy had not been reviewed for several years. Senior managers were drafting a new policy and timely publication of this will confirm expectations of safe practice. Generally, BCBC maintained good communication with commissioned domiciliary care providers via regular meetings and regular contract monitoring visits.
- 3.11. There were improved connections between social care and primary care in some areas of BCBC; social workers were attached to some GP surgeries and some GPs participated in multi-disciplinary meetings. A preventative service had linked with GP surgeries and hubs to provide floating tenancy support and general support as part of the Supporting People programme.

Evidence at strategic level:

- 3.12. Changes in health board boundaries in April 2019 required substantial strategic planning for senior managers in BCBC over the last 12-18 months and new strategic relationships had been negotiated. All those we spoke with acknowledged a setback to 'seamless' pathways for older people. However, leaders were confident matters would be resolved and we could see joint efforts to do so. We saw no evidence of systemic failure. Health managers valued the positive engagement by BCBC and noted an open and 'can do' attitude. They welcomed the integrated social care teams and the focus on prevention.
- 3.13. BCBC had gained additional funding to employ more staff within its Better at Home service, which supports people on discharge from hospital. At the time of inspection, there were no services in place to allow for weekend discharges for people needing care at home. BCBC wants to progress to a seven day model to allow people to leave hospital earlier.
- 3.14. The change in health board boundaries also resulted in new regional arrangements between local authorities. BCBC became part of the Cwm Taf Morgannwg region with Rhondda Cynon Taf and Merthyr Tydfil. New

regional partners were positive about the contribution of BCBC. Senior managers in BCBC were clear they would continue to progress on their priority areas but welcomed collaboration with regional partners and new opportunities for shared learning.

- 3.15. Staff in integrated teams used a common electronic case file management system (WCCIS). The intention had been for the health board to move over to this system entirely, but this was delayed due to the health board changes. At the time of inspection, there was restricted access to health information. The lack of a shared system did not support readily accessible oversight of professional involvement in individual cases or support BCBC's clear commitment to integrated working.
- 3.16. Leaders in health and social care were aware of the challenge to ensure the sustainability of service developments established with time-limited funding. This is a national issue.
- 3.17. There were plans to improve joint commissioning between social services and housing to streamline systems and improve efficiencies. Housing managers described recent improvements in support to homeless people, including an example of innovative practice.

4. Prevention and early intervention

Findings:

BCBC take a proactive approach by ensuring people have anticipatory or contingency planning in place.

There is a range of community groups within BCBC of particular interest to older people. BCBC is relatively advanced in its focus on early intervention and community services to prevent escalation of need. The chief executive and cabinet member are well sighted on the vision and challenges of adult social care and the importance of community preventative services within this.

BCBC and the health board have invested in posts to connect people to community resources.

Practitioners are not confident of access to current information on resources. Practitioners do not always include or sufficiently consider the uptake of community groups as part of people's care and support plans.

The CAP is a priority area for improvement, including consistent signposting, quality assurance and ensuring sufficiency of ongoing staffing.

BCBC maintains constructive relationships with domiciliary care providers. BCBC must ensure compliance with legislation in relation to each 15 minute call undertaken.

There are robust safeguarding procedures in BCBC, although improvements could be made in the involvement of people and their families in the process. There is good preventative work undertaken with specific groups of vulnerable people. There are indications of creative use of direct payments.

The mobile response service for people using the alarm system is an example of good practice.

Carers are concerned about the lack of resource for planned breaks from caring responsibilities. BCBC must ensure sufficient support to carers and where this involves development of additional options, it should ensure these become available in as short a timescale as possible.

Evidence at individual level:

- 4.1. BCBC had invested in contingency and anticipatory care planning. We recognised this as an example of good practice as it allowed individuals and families to be reassured as to what would happen if their current care arrangements broke down or their health and well-being deteriorated. This planning is designed to alleviate crises.

- 4.2. We visited a number of groups providing prevention and well-being activities, including a community hub that was open seven days a week and hosted a range of community groups and a day service for older people. People using services told us that they could continue to take part in activities that mattered to them most as individuals. This included attending the hairdresser and the betting shop. We attended a music session, an 'olympage' group (where older people take part in physical activities), tai chi for older people and a dementia cafe. We heard of an inter-generational experience involving children from a play scheme joining in olympage activities with older people.
- 4.3. All groups were well-attended and provided opportunities for socialising in addition to the activity itself. As an example of the impact of such activities, we noted a person who was assessed at reduced risk of falling because of the strengthening exercises undertaken in classes. Community connectors worked with individuals to identify appropriate local activities and supported initial attendance.
- 4.4. From our review of people's files, we saw evidence of people engaging in groups and receiving services that provided social opportunities, supported recovery and enabled people to continue living in their own homes. Practitioners did not always include community activities in people's care and support plans as a means of meeting well-being outcomes, which they should.

Evidence at operational level:

- 4.5. The local association for voluntary organisations was positive about the constructive partnership it had with BCBC.
- 4.6. BCBC provides information, advice and assistance from the CAP. Senior managers were aware of the need to improve the functionality and quality of this service. We regard this as a priority area for improvement. For several months, staff deficits meant people phoning received an answer machine message and had to wait to be phoned back within the day. Referrals passed to case management teams were not always of good quality and secondary screening was taking place in these teams. People were not always signposted to community services at the earliest opportunity. Professionals making referrals often did not receive further information from the CAP. Blockages and complicated eligibility criteria practices between teams added to pressure on the CAP. There was room to improve management oversight and quality assurance within this service.
- 4.7. BCBC and the health board had invested in community connector and community navigator posts. These were viewed as key posts to connect people to activities to reduce isolation and decrease future need for health and social services. These posts also had a role to identify gaps in community services, which would be considered by BCBC and partner

agencies. We saw good practice with the development of links made with GPs.

- 4.8. Social care practitioners in CAP and across teams were not confident in the national Dewis website as they believed it was not up to date. Teams had developed their own files. This practice could minimise the use of current, accurate information and is not an effective use of staff's time. Managers should review this practice. Practitioners require access to accurate information on community resources.
- 4.9. Domiciliary care providers told us they were sometimes asked to assist people to undertake specific tasks within a 15 minute call, which they did not consider achievable. We discussed this with BCBC senior managers and viewed evidence of calls commissioned. This largely supported the BCBC view that short calls were predominantly used to prompt people to take their medication within the context of a larger care package or was the choice of the individual. There are exceptions allowed to legal restrictions on the use of 15 minute calls. Given the discrepancy in views, BCBC should speak with providers and assure itself each 15 minute call is within legislation and meets the need of the person.
- 4.10. BCBC leads on multi-agency safeguarding arrangements (MASH) whereby police, health, social services and other agencies are co-located to speed up and streamline processes for adults at risk. All professionals were positive about the benefits of this arrangement for efficiencies of process and easier information sharing. Adult safeguarding referrals from within social services and the new health board have increased in the last six months. Analysis of the reasons for this had not been explored in any depth. BCBC continued to perform well on national performance indicators in relation to timely safeguarding enquiries and strategy meetings and the police are confident in the robustness of procedures. Professionals outside the MASH were positive about the responsiveness of adult safeguarding.
- 4.11. New national protection procedures are due to be introduced and this will present an opportunity for BCBC to refresh its internal processes. We found BCBC could do more to actively involve the person subject to the safeguarding referral or a family member in the process. Senior managers should refresh their expectations in this regard, to promote the voice and choice of people at the centre of safeguarding.
- 4.12. We noted good practice in a multi-agency group that considers support options for people at risk of self-neglect who are rejecting services. While respecting people's rights to refuse services, BCBC ensured continued attempts were made to engage individuals to offer care and support. There were also daily multi-agency meetings to discuss people at high risk due to domestic abuse. Staff believed co-location in the MASH was a significant benefit to the speed of communication. We also heard of preventative work by the police who have pro-actively recruited older police officers to engage with older people vulnerable to fraud.

- 4.13. Practitioners told us about difficulties for carers wishing to make advance arrangements for a short stay in a care home for their loved one to allow them to book holidays or attend hospital. Senior managers confirmed there were few reserved beds in care homes for short-term stays and 'block booking' was too expensive. BCBC was planning to develop improved choice and flexibility for carers and their loved ones but in the meantime, it should ensure it is providing sufficient support to carers.
- 4.14. BCBC used short-term funding to establish carer link worker posts in each of the network teams. These posts have raised awareness of carers by other professionals, including making links with GP surgeries. Link workers informed care and support plans and contingency planning.
- 4.15. BCBC had refreshed its approach to direct payments and engaged a new provider to support people wishing to arrange their own care. We heard of some good and creative use of direct payments, including the potential for the pooling of individual's direct payments to purchase a service. BCBC were working closely with the new provider and providing training for practitioners. Finance staff were supporting practitioners by basing themselves in care management teams on regular days. Senior managers had identified a particular goal to increase uptake of direct payments by older people. As with commissioned packages of care, direct payments were agreed at team level, avoiding delays.
- 4.16. BCBC was enthusiastic about the expansion in assistive technology to support people in their home. BCBC had a mobile response service where people could receive direct assistance within 30 minutes and this is good practice.
- 4.17. BCBC had undertaken a lot of work on falls prevention and were about to increase physiotherapist resource to identify those people subject to frequent falls to offer interventions to reduce risk. It was anticipated this would meet individual need and release savings for health and social care.

Evidence at strategic level:

- 4.18. Nursing staff had recently been added to the MASH. It was envisaged they would have an educative role on hospital wards around the duty to report adults at risk. The nurses would also improve speed of access to health information relevant to safeguarding.
- 4.19. We met with the cabinet member with the lead for social services and early help and the chair of two of BCBC's scrutiny committees. Members were well informed and promoted the vision for adult social care. The cabinet member described frequent contact with senior managers and an open relationship. We attended a scrutiny committee, where members considered a paper on community well-being and prevention approaches. There was informed challenge, in line with the role of scrutiny, which

focused on sustainability, equity of service provision and efficacy of services.

- 4.20. The chief executive was committed to the well-being and preventive agenda and ensuring this was developed across all council departments and was well sighted on the plans for service development in adult services. The chief executive was focussed on budget management and was conscious prevention and well-being services are core business for BCBC but are largely dependent on Welsh Government short term funding arrangements.
- 4.21. BCBC commissioned, financially assisted and self-funded a substantial range of diverse activities. Senior managers understood the importance of sustainability, and were considering support options for social enterprises and other groups. Some groups required only small sums of money to continue to operate which could have a significant impact on reducing risk of falls, combating isolation and maintaining physical and mental activity. Some community groups were being established to increase skills and employability.
- 4.22. There was good collaborative working with the sport and cultural provider organisations who supported groups and initiatives under the prevention and well-being agenda. The council has ambition to progress at pace over the next two years, strengthening the relationship with the third sector to increase the range and geographical spread of community opportunities. Senior managers wanted to make improvements to some people's care and support plans by encouraging greater take up of community activities wherever possible. While senior managers were assured community activities were used by people not in receipt of packages of care, they felt more could be done to ensure people continued to participate in the community when other need increased to be eligible for care services.
- 4.23. The 'Super Agers' programme is a partnership between local authorities in the region and the health board and monies were available from a 'healthy and active fund' to facilitate older people to run activities and organise events. There is an ambition to establish 15 hubs across the region where group activities are delivered. A local university is researching the effectiveness of such activities in reducing the need for formal health and social care services, and thereby making financial savings.
- 4.24. BCBC has a traditional commissioning model for private domiciliary care based on care tasks to be undertaken and how long this should take. BCBC was beginning to consider other models intended to be more flexible for the person and the agency. Senior managers were aware this was an area for improvement but explained other service review work needed to be completed first.

Method

We selected case files for tracking and review from a sample of cases. In total we reviewed 58 case files and followed up on 15 of these with interviews with social workers and family members. We spoke with some people who used the services.

We spoke to approximately 30 older people attending community activities and received 23 responses to a survey for older people or their carers.

We reviewed 10 mental capacity assessments.

We interviewed a range of local authority employees, elected members, senior officers, director of social services, the chief executive and other relevant professionals.

We administered a survey of frontline social care staff and received 122 returns.

We reviewed nine staff supervision files and records of supervision.

We looked at a sample of three complaints and related information.

We reviewed performance information and a range of relevant local authority documentation.

We interviewed a range of senior officers from the local health board and spoke with operational staff from the local health board.

We interviewed a range of senior officers from statutory organisations and partner agencies from the third sector.

We read relevant policies and procedures.

We observed several team meetings and multi-disciplinary meetings.

Welsh language

The inspection was conducted with the active offer of interviews and discussions in Welsh as wished.

Acknowledgements

CIW would like to thank all those who gave their time and contributed to this inspection: individuals and carers, staff, managers, members, partner organisations and other relevant professionals.

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**PRESS RELEASE
BY
CARE INSPECTORATE WALES**

TITLE **Inspection of Bridgend County Borough Council social services looked at the capability for independence for older adults**

DATE **EMBARGOED 9TH January 2020 12:00**

The inspection, carried out by Care Inspectorate Wales (CIW) in collaboration with Healthcare Inspectorate Wales (HIW), evaluated how Bridgend County Borough Council is promoting independence and preventing escalating needs for older adults.

The inspection focused on the experience of older adults as they initially come into contact with, and move through, social care services up until the time they may need to enter a care home.

The report highlights the local authority and local health board's strengths, and priorities for improvements to take forward, including:

Key findings

- **Well-being** - the inspectorates found the vision for adult social care is very well embedded in Bridgend County Borough Council (BCBC) and partner agencies. Significant and successful efforts have been made to ensure individual practice is person-centred and outcome focussed.
- **People – voice and choice** – BCBC engages well with people to inform and shape service developments and individually people felt their voice and choices had been heard. Staff were positive and committed to their roles.
- **Partnerships, integration and co-production**– the inspectorates found good integrated health and social care services within BCBC adult services that benefits people through quick decision-making and a joined-up approach.
- **Prevention and early intervention** – the inspectorates found there is a good range of community groups within BCBC of particular interest to older people. We found good early intervention to prevent escalation of need.

Areas for improvement

- **Well-being** – the inspectorates identified that support provided to assist people back into their homes following admission to hospital is not always available when people need it. BCBC should review its practice of sending people information to self-fund care when reablement and enablement services are not available to ensure this is in line with legislation. BCBC should ensure its system for arranging domiciliary care is as efficient as possible.

- **People voice and choice** – the inspectorates identified that delays for people accessing certain services impacts on meeting their identified needs at the earliest opportunity. The active offer for people to receive support through the Welsh language is not fully in place.
- **Partnerships integration and co-production** – the inspectorates recommend discharge arrangements at the Princess of Wales hospital require improvement to ensure older people’s health and well-being does not deteriorate due to unnecessarily extended periods of hospital admission. Some processes within social services could be simplified to increase timely help to people.
- **Prevention and early intervention** –BCBC should improve on consistent signposting of people to services and its quality assurance. BCBC must ensure all 15 minute calls in domiciliary care meet legislative requirements. BCBC must ensure sufficient support to carers who need a short break from caring responsibilities.

Next steps

CIW and HIW have drawn the local authority and health board’s attention to strengths and areas for improvement. CIW will monitor progress through its on-going performance evaluation activity with Bridgend County Borough Council.

ENDS

Notes to the editor

Key findings are in line with principles of the Social Services and Well-being (Wales) Act 2014, which has been in force for almost three years.

The Act imposes duties on local authorities, health boards and Welsh Ministers that require them to work to promote the well-being of those who need care and support, or carers who need support.

The principles of the Social Services and Well-being (Wales) Act 2014 act are:

- Support for people who have care and support needs to achieve **well-being**.
- **People** are at the heart of the new system by giving them an equal say in the support they receive.
- **Partnership and co-operation** drives service delivery.
- Services will promote the **prevention** of escalating need and the right help is available at the right time.

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Priority	Tasks	Date	Monitored By	Lead Officers
CIW Inspection of Older Adults' Services September 2019 - Priorities for Improvement				
WELLBEING				
Reablement and enablement is not always available when people need it, which delays the achievement of people's outcomes.	<ul style="list-style-type: none"> Develop a new operational model for the support at home service. Consider options afforded by the transformation funds e.g. establish clear process to ensure right service, right time. Develop and implement a new staffing structure following a staff consultation process. Implement the electronic scheduling system for the support at home service. 	July 2020	Remodelling Programme - Support at Home work stream. Service Delivery Plan.	Group Manager Integrated Community Resource Team and Provider Service Manager.
BCBC should review its practice for sending people information to self-fund care in such circumstances to ensure this is in line with legislation.	Practice has been reviewed and it has been adjusted accordingly.	January 2020	Remodelling Programme - Support at Home work stream.	Group Manager Integrated Community Resource Team.
BCBC should ensure arrangements in extra care are responsive to the wishes of tenants and allow them to meet their personal outcomes.	<ul style="list-style-type: none"> Continue with the Ethos in Extra Care initiative. Hold a workshop on "What is Extra in Extra Care" to determine a shared vision with shared expectations in the delivery of care. Quality Care reports. Collation of feedback from tenants, families and other professionals. 	March 2020	Remodelling Programme. Responsible Individual regularity requirements.	Head of Adult Social Care and Integrated Community Services Manager and Provider Service Manager.
BCBC should continue to look at how it organises domiciliary care and any other steps to achieve more capacity to respond to people's individual needs and wishes for care they receive.	<ul style="list-style-type: none"> Develop a new operational model for the support at home service to increase capacity. Work with colleagues across the Council to develop new ways of recruitment and retention of direct care staff. Implement the electronic scheduling system for the support at home service. Management of the domiciliary market. Develop a self-directed care model for people with requirements for support at home. 	July 2020	Remodelling Programme - Support at Home work stream. Service Delivery Plan.	Group Manager Integrated Community Resource Team and Integrated Community Cluster Network, and Provider Service Manager and Group Manager Commissioning.
PEOPLE – VOICE AND CHOICE				
Delays for people accessing certain services impacts on meeting their identified needs at the earliest opportunity.	Consider options afforded by the transformation programme to determine how people are managed through our assessment services to ensure that those pathways are seamless. Develop a multidisciplinary triage that ensures that people have the right type of assessment service	July 2020	Remodelling Programme - Support at Home work stream. Changing the Culture board. Sustaining Social Work programme.	Integrated Community Service Managers.
BCBC should ensure the active offer to provide services in Welsh is operational.	<ul style="list-style-type: none"> Review of current practice. Working within the Council to recruit more Welsh speaking staff. 	April 2020	Changing the Culture Board and Extended Managers.	All Managers.
Improvements are required in consistency and recording of staff supervision.	<ul style="list-style-type: none"> Reinvigorate the Supervision Policy. Review and amend the recording tool for staff supervision. Benchmark activity in children's services to establish how they recording advice on cases from supervision within WCCIS and monitoring supervision compliance. 	April 2020	Monitored by the Remodelling Programme - Changing the Culture Board work stream.	Head of Adult Social Care.

BCBC will wish to ensure there is sufficiency of individual managers to supervise and oversee those for whom they are responsible.	<ul style="list-style-type: none"> Review of structures and management arrangements to determine the social work model across adult services. Review where social work is provided from and how it is supported. 	June 2020	Transformation programme Ambition 1 Ambition 2	Head of Adult Social Care and Group Managers.
PARTNERSHIPS, INTEGRATION, AND CO-PRODUCTION DRIVES SERVICE DELIVERY				
Ensure structure and transfer processes within short term teams maximises timely help available to people. Case holding practice must be subject to appropriate management oversight and expedites 'flow' through the system to allow more people to receive help at the right time.	Review of structures and management arrangements to determine the social work model across adult services need to review where social work is provided from and how it is supported.	June 2020	Transformation programme Ambition 1 Ambition 2	Group Managers.
Improved commonality of approach with mental health and hospital ward staff to improve joined up services for people.	Develop a consistent approach to best interest decision-making for people in hospital and the community. Review the business support function with the discharge team	June 2020	Changing the Culture and Sustaining Social Work Programme.	Group Managers.
Discharge arrangements at the Princess of Wales hospital require improvement to ensure older people's health and wellbeing does not deteriorate due to unnecessarily extended periods of hospital admission.	<ul style="list-style-type: none"> Continue to support and engage with the Health Board's improvement agenda. Take all opportunities to discuss with the Health Board the opportunities to increase the range of community beds as alternatives to an acute hospital bed. Review current pathways for people going home who are new to health and social care services and require an assessment and intervention service for up to 6 weeks. Review current pathways for people already known and in core services to return them home. Explore options to develop a service that supports families in identifying placements. 	July 2020	Transformation programme Ambition 1 Ambition 2	Group Managers Integrated Community.
Production of revised BCBC medication policy to ensure care workers help people to take medication safely and practices is consistent.	<ul style="list-style-type: none"> Review the NICE guidelines and identify current gaps Review the Cwm Taf Morgannwg policy. Discuss current regional arrangements between health and social care with partners. Set up Advisory Group to revise current medication policy and plan implementation and roll out including a cost benefit analysis. 	May 2020	Local Task and Finish group establish to ensure compliance with national guidelines for medication for domiciliary care services.	Head of Adult Social Care.
PREVENTION AND EARLY INTERVENTION				
Ensure practitioners are confident they have access to current and comprehensive information on community activities.	<ul style="list-style-type: none"> Overlay and align all third sector navigators with the cluster networks making them accessible to all members of our community. Access to Dewis on all desktops for professional staff. 	May 2020	Transformation Programme – Ambition 1 Ambition 3	Group Managers Integrated Community.
BCBC should improve on consistent signposting, quality assurance and ensuring sufficiency of ongoing staffing in the Common Access Point (CAP).	<ul style="list-style-type: none"> Deliver on the CAP aspect of Ambition 1 including learning and development. Review and evaluate the current Business Continuity plan with decisions that are informed of the maximum/minimum productivity to resource ratio. Procure specialist knowledge and best practice for managing contact/ call centres to determine the most appropriate model for access, advice and assistance. 	July 2020	Transformation Programme – Ambition 1	Group Manager Integrated Community Resource team
BCBC must ensure all 15 minute calls in domiciliary care meet legislative requirements and address any concerns of provider agencies.	<ul style="list-style-type: none"> Accelerate the implementation of Outcomes Focussed commissioning. Monitor the use of 15 minute calls to ensure their use is 	April 2020	Remodelling Programme	Group Manager Commissioning.

	appropriate.			
BCBC should seek to involve people subject to safeguarding processes or their families as much as possible.	<ul style="list-style-type: none"> Review of current processes in line with national safeguarding procedures. Develop and implement any changes required. 	May 2020	Safeguarding Board.	Head of Adult Social Care and Safeguarding Manager
BCBC must ensure sufficient support to carers who need a short break from caring responsibilities.	<ul style="list-style-type: none"> Ensure the effective delivery of the current short term contract. Explore opportunities for respite in 24 hour settings. Maintain Carer engagement/ communication. 	June 2020	Changing the Culture.	Group Manager Commissioning.

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

10 MARCH 2020

REPORT OF THE CORPORATE DIRECTOR – SOCIAL SERVICES AND WELLBEING

CARE HOME CONTRACTS AND POOLED FUND REQUIREMENTS

1.0 Purpose of Report

- 1.1 To update Cabinet on Local Authority responsibilities in respect of the commissioning of residential and nursing care home services, following the implementation of the Social Services and Wellbeing (Wales) Act 2014.
- 1.2 To seek approval to continue the waiver under Contract Procedure Rule 3.2.3, from the requirement to competitively tender the provision of residential and nursing care home services for a further one year period.
- 1.3 To seek approval to enter into new contracts with existing residential and nursing care providers, and enter into contracts with any new providers identified by the Local Authority, for a contract period of one year.
- 1.4 Note that during that one year period Officers will monitor the effectiveness of the regional contractual terms and conditions, liaise with our existing accredited service providers and consider the viability of establishing an openly procured flexible and open framework of care home providers based on the terms and conditions of the regional contract and specification for a longer term duration.
- 1.5 To seek approval to implement and make payments to care homes against a revised Care Home Standard Price Schedule for 2020/21.
- 1.6 To seek approval to enter into a Pooled Fund Agreement and arrangements for older people's care home accommodation functions with Cwm Taf Morgannwg partners.

2.0 Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate priorities:-
 - **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services;
 - **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.
- 2.2 This report also assists in the achievement of the following local strategic priorities:
 - Adult Social Care Commissioning Plan 2010-20;
 - The Remodelling Adult Social Care programme;
 - The Council's Medium Term Financial Strategy (MTFS)

3.0 Background

- 3.1 In March 2016, a report was presented to Cabinet to update on the financial assessment framework introduced by the Social Services and Well-being (Wales) Act 2014 (“the Act”). The Act provides the legislative basis for social services in Wales from 6th April 2016. The report also set out the key requirements of the Act, and the on-going work to bring the applicable regulations and codes of practice into working practice both at a regional and local level.
- 3.2 Part 9 of the Act requires local authorities to make arrangements to promote co-operation with their relevant partners and others, in relation to adults with needs for care and support, carers and children. Part 9 of the Act also provides for partnership arrangements between local authorities and Local Health Boards for the discharge of specified functions.
- 3.3 Not all of the requirements set out within the Act, and the subsequent regulations and codes of practice required immediate implementation from April 2016 – with some requirements allowing for a longer lead-in time – two of which are the development of a “common contract and specification” in relation to care homes and the implementation of pooled fund arrangements for older people’s care home accommodation functions on a regional basis, which were to be implemented from April 2018.
- 3.4 During 2017/18, Welsh Government carried out a consultation exercise in respect of a proposed health boundary change, which would see Bridgend County Borough Council (“BCBC”) being part of a new region, namely the region containing Rhondda Cynon Taf and Merthyr Tydfil County Borough Councils and Cwm Taf University Health Board, which up until April 2019 was known as the Cwm Taf region.
- 3.5 The consultation on the health board boundary change closed in March 2018, and a decision was made to implement the proposed health boundary change, thereby creating the new Cwm Taf Morgannwg region from April 2019.
- 3.6 The health board boundary change meant that BCBC was unable to meet the April 2018 implementation date for the care home regional requirements. Since the original announcement was made by Welsh Government, officers from BCBC and the (previous) Western Bay and Cwm Taf regions were in regular dialogue and correspondence with Welsh Government in respect of the implications the proposal had on how each organisation and region would be able to meet the impending care home service requirements.
- 3.7 In preparation for any potential future changes, officers from BCBC also attended Cwm Taf regional Pooled Fund care home operational board meetings, in order to ensure that arrangements that might be entered into in a new region were known and understood, prior to the potential integration of BCBC.
- 3.8 In February 2014 and subsequently in September 2016, Cabinet approved waivers under Contract Procedure Rule 3.2.3, from the requirement to competitively tender the provision of residential and nursing care home services.
- 3.9 The waivers were approved on the basis that the existing providers were the only tenderers who could technically provide such a service, due to statutory restrictions

in respect of the Council's obligation to set appropriate fees, which means that there is no competitive market place available for these services, which continues to be the case under existing legislation.

- 3.10 In September 2016, Cabinet also gave approval to enter into new contracts with existing residential and nursing care providers, and enter into contracts with any new providers identified by the Local Authority, for a contract period of up to four years.

4.0 Current situation

Care home contracts

- 4.1 In keeping with the waiver from the requirement to competitively tender the provision of residential and nursing care home services, the Social Services and Wellbeing Directorate presently operates a list of accredited providers for residential and nursing care.
- 4.2 The Social Services and Wellbeing Directorate currently has contracting arrangements with 20 residential and nursing care providers in the county borough, and on average there are approximately 420 weekly funded placements across the residential and nursing care home sector.
- 4.3 Contracting arrangements in place with residential and nursing care home providers are in the form of:
- Pre-placement Agreement – which is the overarching contract in place with the care home provider setting out contractual and service requirements and expectations;
 - Individual Care Contracts (ICC's) – which are the individual spot-purchasing contracts when specific placements are made at a care home.
- 4.4 Spot-purchasing is a process which allows the Local Authority to place an individual based on their level of need as and when they are required, rather than committing to block purchasing arrangements, which can tie the Local Authority to a certain number of placements at a fixed cost.
- 4.5 This practice is in keeping with all other Local Authority's social care arrangements for care homes across Wales, and has enabled the directorate to provide timely and flexible responses to a range of needs, as and when they are required.
- 4.6 There are also mechanisms in place to ensure the services that are commissioned meet the Local Authority's requirements, and there are also strong contracting, monitoring and safeguarding procedures in place, in order to ensure that good quality care is provided and people are safeguarded.
- 4.7 Since 2017/18, when BCBC were first made aware of the potential changes to health boundaries and regions, Local Authority officers have been working with colleagues from the Cwm Taf Morgannwg region, in order to review existing contractual arrangements with a view to reviewing and developing a 'common contract and specification', in line with the requirements of Part 9 of the Act.

- 4.8 While the form of contract and specification that has been developed is common across the region the care home services and contracting arrangements differ, and those local differences will be reflected in the documents where appropriate, based on local market pressures and service requirements.
- 4.9 These differences have been recognised within the new care home contract and specification that have been developed with regional partners and colleagues, and include: the rates that are paid to care homes within each locality, specific payment arrangements, the contract duration, the performance monitoring provisions, and the individual contracts that sit beneath the overarching regional common contract.
- 4.10 As part of the proposed contractual changes, notice period payments are now more balanced and fair between commissioner and provider, and are also now aligned to the contracting arrangements of our regional partners.
- 4.11 To ensure existing providers also had an opportunity to contribute towards the development of the new contract and specification, officers discussed the revised model at the Care Home Provider Forum in January 2020, highlighting the main differences between the revised model, and the current model in place. This initial engagement is being followed up with a final draft being circulated in February 2020.
- 4.12 In light of the above, officers wish to seek approval to enter into new contracts with the 20 existing providers (as listed in Appendix A), as whilst the service provision has not been competitively tendered, there would be considerable risks to both the Council and the residents if the Council does not enter into new contracts with the current care home providers. Therefore, it is imperative that the Council has a contract in place with each provider, to enable the authority to continue to place residents in these homes.
- 4.13 It is recognised that the needs of individuals are continually changing, and it is also recognised that the shape of the care home market can change at very short-notice. Even though officers feel there is already a robust and responsive market in place across the county borough, officers also wish to seek approval to enter into new contracts with any new residential and nursing care providers that may be required during this one year period, to be able to continue to have a robust market that meets need and demand.
- 4.14 During the one year continuation of the waiver from the requirement to openly advertise the opportunity for the provision of residential and nursing care home services Officers will monitor the effectiveness of the new regional contractual terms and conditions, liaise with our existing accredited service providers and consider the viability of establishing an openly procured flexible and open framework of care home providers based on the terms and conditions of the regional contract and specification for a longer term duration.

Care Home Price Schedule – 2020/21

- 4.15 Alongside the review of the contract and specification, BCBC officers have taken the opportunity to review the care home price schedule – which details the rates paid to care homes for BCBC commissioned placements.

- 4.16 The review is also timely as BCBC has seen an increase in the amount of third party top-up additional costs charges (“Third Party Top-Up”) that are applied across homes within the County Borough. These charges are directly applied to families/representatives of individuals residing in the care homes, and are payments that are made in addition to the cost of care and support that is linked to the price schedule funded by BCBC.
- 4.17 The below provides a summary (at this moment in time) of the Third Party Top-Up position across the care homes within the County Borough that BCBC commissions:
- Of the 421 placements funded by BCBC, 168 (40%) have a Third Party Top-Up in place
 - 14 of 21 commissioned care homes (66%) now apply a Third Party Top-Up – to enable a comparison, this figure was 25% of homes less than 10 years ago
 - All nursing homes (with the exception of Ty Nant, which is jointly commissioned with Neath Port Talbot County Borough Council) apply a Third Party Top-Up
 - The average weekly Third Party Top-Up is just over £40, but the maximum is £100
- 4.18 There are also specific pressures and challenges in the nursing care home market, in particular for nursing EMI placements. As noted above, there is no longer a nursing care home within the county borough other than Ty Nant that does not apply a Third Party Top-Up, and with the increasing complexities of care needs alongside increasing dementia rates, there is likely to be an increase in demand on nursing home services in the future.
- 4.19 The table below details how BCBC’s 2019-20 rates compare with national averages (based on 14 LA’s who responded to an information request), which are figures provided via commissioning colleagues throughout Wales:

2019/20 Rates	Residential	Residential EMI	Nursing	Nursing EMI
BCBC	£583	£622	£583	£622
Wales maximum	£638	£699	£667	£710
Wales minimum	£530	£551	£579	£610
Wales average	£575	£620	£611	£652
BCBC vs Wales	+£8	+£2	-£28	-£30

- 4.20 In keeping with the fee-setting methodology agreed with care home providers operating in BCBC, cost pressures analysis has been undertaken in January 2020 in order to determine an uplift amount that existing rates will need be increased by in order for care home providers to “stand still”, which considers financial pressures for care homes linked to legislative changes (such as National Living Wages increases) and other inflationary factors. These calculations have determined a 4.84% increase linked to this cost pressures analysis.
- 4.21 In light of these cost pressures, and recognising the differential between BCBC’s current rates paid to care homes compared to national averages, it is recommended for BCBC apply a supplementary £20 payment (service identified increase to offset Third Party Top-Ups) for nursing and nursing EMI placements and round the cost pressure of 4.84% up to 5%, to provide headroom for changes in the Consumer Price

Index over the financial year. These changes are intended to support the care home market at a time of increasing challenge.

- 4.22 Factoring in these proposals, it is recommended for BCBC to apply the Price Schedule for 2020/21 as shown below:

	Category	19/20	Uplifts		20/21
			5%	£20	
Residential Placements					
Older People	Standard	£583	£29	-	£612
Learning Disability	Enhanced	£622	£31	-	£653
Physical Disability					
Mental Health					
Older People Mental Health (EMI)	Specialist	£660	£33	-	£693
Older People Mental Health (EMI Specialist)					
Nursing Placements					
Older People	Standard	£583	£29	£20	£632
Learning Disability	Enhanced	£622	£31	£20	£673
Physical Disability					
Mental Health					
Older People Mental Health (EMI)	Specialist	£715	£36	-	£751
Older People Mental Health (EMI Specialist)					

- 4.23 The 'nursing' categories and rates shown above exclude the Funded Nursing Care (FNC) component of the nursing home rates, which is set by health and applied nationally. The FNC rate for each nursing placement is predominantly paid by health (£172.96 per week in 2019/20), although following a review of FNC rates by Welsh Government, a small proportion of the total FNC rate is now payable by Local Authorities – and this amount was £7.01 per week in 2019/20. When FNC rates are confirmed for 2020/21, they will be added to the Price Schedule.

Pooled Funds

- 4.24 Part 9 of the Act and the regulations and codes of practice made under the Act provides for partnership arrangements between local authorities and Local Health Boards for the discharge of specified functions and contain a requirement to establish and maintain a regional pooled fund in relation to the exercise of their care home accommodation functions for older people.
- 4.25 Pooled funds are a mechanism for achieving integrated systems of care that are more person-centred and improve outcomes for people. Integration through pooled funds is intended to create better quality and more efficient services and encourage partners to collaborate in a way that maximises their capacity to shape the market.
- 4.26 Pooled funds are seen as an opportunity for partners to work together to understand issues affecting quality and stability of services. Shared understanding and common goals can help to develop more strategic, collaborative solutions for improving care and providing more relevant, sustainable services.
- 4.27 The pooled fund will initially include in-county older persons residential and nursing care only at this stage, but Welsh Government has indicated that pooled fund arrangements should eventually apply to all adult care homes (including mental

health and learning disability care homes), but Welsh Government has not specified timescales for achieving this to date.

4.28 Pooled Fund arrangements will apply to commissioned services only, and not Local Authority owned and managed homes.

4.29 A draft pooled fund agreement based on the terms of the existing Cwm Taf arrangement has been prepared and is currently subject to review and agreement.

5.0 Effects on the Policy Framework and Procedure Rules

5.1 This report has no effect on Policy Framework and Procedural Rules.

6.0 Equalities Impact Assessment

6.1 There are no equalities implications arising from this report, therefore an Equalities Impact Assessment is not required.

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

7.1 The implementation of the duties and responsibilities under the Social Services and Wellbeing Act (Wales) 2014 supports the promotion of two of the seven goals of the Well-Being of Future Generations (Wales) Act 2015 within the County Borough of Bridgend.

7.2 Implementing new care home contracts based on a regionally agreed common contract and specification and entering into pooled fund arrangements for older people's care home accommodation functions supports the five ways of working under the Well-being of Future Generations (Wales) Act 2015, as follows:

Long Term – during the next 12 months, officers will monitor the effectiveness of the new regional contractual terms and conditions and consider the viability of establishing and entering into a longer term regional contract and specification.

Prevention – having effective residential and nursing care home services in place with access to supplementary supporting services is intended to prevent admission to hospital, which are costly for public services and can have a negative impact on individuals.

Integration – the new contract and pooled fund arrangements that will be entered into are integrated with Cwm Taf Morgannwg (regional) partners.

Collaboration – the common contract & specification and pooled fund arrangements have been developed in collaboration with Cwm Taf Morgannwg (regional) partners.

Involvement – officers discussed the revised model at the Care Home Provider Forum in January 2020, to ensure existing providers had an opportunity to contribute towards the development of the new contract and specification.

8.0 Financial Implications

8.1 During the 2018/19 financial year, the Local Authority commissioned 20 in-county providers to provide 420 residential and nursing placements (on average) per week, and BCBC have spent approximately £8.5 million on the delivery of residential and nursing care in the borough. This is a 'net' total amount, which also factors-in income received from individuals as determined by charging assessments and regulations that are set by Welsh Government.

8.2 In order to implement the new contract and the revised Price Schedule from 2020/21, there is a financial implication forecast to be in the region of £800k per annum. The table below provides a breakdown of these additional costs, and also shows where it is intended for the additional cost to be met from.

Cost implication	£ Amount	Met by
4.2% cost pressure linked to NLW increase	£547k	BCBC NLW budget pressure agreed in MTFS
0.8% cost pressure linked to other costs	£98k	BCBC price inflation funding
£20 nursing placements supplement	£157k	WG Social Care Workforce & Sustainability Pressures Grant 2020-21
TOTAL	£802k	

8.3 Recognising the fact that the Welsh Government Social Care Workforce & Sustainability Pressures Grant 2020-21 (SSG) is allocated annually, there is a risk that this funding may not be available in part or in full after 2020/21. If BCBC's grant allocation does reduce from 2021/22, then BCBC have the option to either renegotiate rates with care home providers (as rates are set and agreed annually), or to meet the £157k cost pressure through existing resources and/or by making efficiencies elsewhere within the directorate. Consequently the revised fees will only be agreed on the basis of a one year increase.

8.4 There is no cost implication to the recommendation of entering into the pooled fund arrangements, as there is no payment made to RCT County Borough Council to host and manage the fund, and all payments that BCBC make into the fund are fully offset by payments made from the fund to BCBC in order to make payments to care home providers.

9.0 Recommendations

9.1 It is recommended that Cabinet:

- Give approval to continue the waiver under Contract Procedure Rule 3.2.3, from the requirement to competitively tender the provision of residential and nursing care home services for a further one year period.
- Give approval to enter into new contracts based on the agreed common contract and specification with existing residential and nursing care providers (Appendix 1), and enter into contracts with any new providers identified by the Local Authority, for a contract period of one year.
- Note that during that one year period Officers will monitor the effectiveness of the new regional contractual terms and conditions, liaise with our existing accredited service providers and consider the viability of establishing an openly procured flexible

framework of care home providers based on the terms and conditions of the regional contract and specification for a longer term duration.

- Give approval to implement and make payments to care homes against a revised Care Home Standard Price Schedule for the 2020/21 financial year – paragraph 4.21.
- Delegate authority to the Corporate Director for Social Services and Wellbeing, in consultation with the Section 151 Officer and Head of Legal and Regulatory Services, to negotiate and enter into a Pooled Fund Agreement and arrangements for older people's care home accommodation functions with regional (Cwm Taf Morgannwg) partners.

Susan Cooper

Corporate Director – Social Services and Wellbeing
March 2020

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Background documents:

Cabinet report dated 4th February 2014
Cabinet report dated 6th September 2016

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List of existing residential and nursing care providers

- Albert Edward Residential Home
- Anwen Care Home
- Breaksea House Residential Home
- Brocastle Manor Care Home
- Bryn Celyn Care Home
- Canola House Residential Home
- Claremont
- Danygraig House
- Foxtroy House
- Glanffrwd Nursing Home
- Heathfields Residential Home
- Llys Gwyn Residential Home
- Monkstone Residential Home
- Morgana Court And Lodge
- Newton Care Home
- Picton Court
- Pinehurst Residential Home Limited
- The Oaklands Residential Home
- Treetops Residential Home
- Ty Nant Nursing Home

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

10 MARCH 2020

REPORT OF THE CHIEF EXECUTIVE

DEVELOPMENT OF STRATEGIC EQUALITY PLAN 2020 - 2024

1. Purpose of Report

The purpose of this report is to seek Cabinet approval for Bridgend County Borough Council's Strategic Equality Plan 2020-2024.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 The Equality Act 2010 sets out general and specific duties for local authorities in Wales. One such specific duty is to produce a Strategic Equality Plan.

2.2 This report also assists in the achievement of the following Corporate Priorities:

- **Priority 2:** Helping people to be more self-reliant; enabling people to use the language of their choice by ensuring our systems and front line services are delivered bilingually. Ensuring that bilingual systems enable people to better equipped to manage situations themselves and the council services can concentrate on those in greatest need.
- **Priority 3:** Smarter use of resources; ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the council's priorities.

3. Background

3.1 The Equality Act introduced a General Duty for public bodies to:

- Eliminate discrimination, harassment and victimisation;
- Advance equality of opportunity and;
- Foster good relations between people who share a protected characteristic and those who do not.

3.2 The Equality Act also introduced specific duties which include:

- Setting Equality Objectives and publishing a Strategic Equality Plan;
- Ensuring it engages with people who have an interest in how the Council's decisions affect them and;

- Carrying out Equality Impact Assessments and publishing the results if there is a substantial impact on the Council's identified.

3.3 Within the Strategic Equality Plan the council must publish equality objectives that describe how the most pressing issues for people in Bridgend will be addressed for the next 4 years.

3.4 Annual progress reports describing the work involved in implementing the current Strategic Equality Plan 2016 – 2020 have been presented to Cabinet Equalities Committee since 2016.

4. Current situation / proposal.

4.1 The equality objectives have now been reviewed in order to develop the Strategic Equality Plan for 2020 – 2024 (appendix one). A consultation and engagement exercise has been followed on the proposal to reduce the previous 7 equality objectives to 6. In order to develop the equalities objectives we have:

- Reviewed our Strategic Equality Plan 2016 – 2020 and our action plan for this period
- Given further consideration to each of the nine [protected characteristics](#) covered by the three main aims of the general duty and the requirement to eliminate discrimination, harassment and other actions prohibited in the Equality Act 2010.
- Considered national and local issues.
- Assessed what we have learnt from regional networks and partnerships such as regional approaches to meeting the needs of Gypsy Roma and Traveller families, domestic abuse, violence against women, and sexual violence and hate crime;
- Looked at a number of the council's existing plans and strategies as well as the [consultations](#) which took place to inform their development, e.g. we have recently consulted on proposals to review our public toilets, subsidised buses and the council's budget (Shaping Bridgend's Future);
- Used feedback that we regularly get from local equality and diversity groups and via the Bridgend Community Cohesion and Equality Forum such as how accessible our services are and how we can help support, promote and raise awareness of issues such as hate crime and LGBTQ History Month.

4.2 In addition we have engaged with residents, staff and stakeholders and use relevant information, including Equality and Human Rights Commission (EHRC) reports, Welsh Government reports, internal strategies and the results of staff engagement exercises as well as community groups' engagement exercises.

4.3 We have set our objectives in line with the findings of the EHRC 'Is Wales Fairer?' report and the public consultation. The following overarching objectives have been

developed to reflect the views of residents and stakeholders from across the county borough:

- **Education**
Everyone who accesses education should be free from discrimination, bullying and abuse in educational settings.
- **Work**
Promote a more inclusive workforce and improve the participation, wellbeing and opportunities for development for those with protected characteristics.
- **Living standards**
Tackle poverty and support independent living by considering the impact of any policy changes or decisions under the socio-economic duty
- **Health and wellbeing**
Support and promote good mental and physical health within our communities and our workforce and provide opportunities to participate in leisure and cultural activities.
- **Safety and respect**
Ensure that people within our communities have access to services that support them to live without fear of violence or abuse, and to be treated with respect.
- **Participation**
Encourage people and communities to participate and engage in issues that are important to them, and influence the decisions that affect their lives.

4.4 The above strategic equality objectives formed the basis for the council's consultation exercise (appendix two) which began on 23 December 2019 and ended on 9 February 2020. During the consultation period the Consultation and Engagement Team attended community groups, conducted public engagement sessions in libraries and carried out the survey with members of the Bridgend Community Cohesion and Equality Forum. They hosted a Citizens' Panel event in the Council Chamber and the survey was sent to all members of the Citizens' Panel in the format of their choice. The survey was made available in hard copy and on line in Welsh and English. In total the council engaged with 220 residents across the county borough in face to face events during the consultation period, and received 424 responses to the consultation survey. Three comments were also received via social media.

4.5 Details of the consultation and the public engagement sessions were shared on social media using the council's corporate Facebook and Twitter accounts.

4.6 The survey responses received and the feedback gained was used to support the final development of the equality objectives.

4.7 A detailed action plan will now be developed during May and June 2020. The action plan will outline the specific tasks and actions to be undertaken over the next 4 years and will be outcome focused. The final action plan will be presented to Cabinet Equalities Committee for approval in July 2020.

5. Effect upon Policy Framework & Procedure Rules

5.1 The report has no direct effect upon the policy framework or procedure rules but is required to effectively implement the council's statutory duties in relation to equalities and human rights.

6. Equality Impact Assessment

6.1 The actions set out in the Strategic Equality Plan will positively assist the council in delivering its equality objectives. A Full Equality Impact Assessment will be undertaken during the development of the action plan in May and June 2020.

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

7.1 The actions set out in the Strategic Equality Plan will positively assist the council in the delivery of the well-being goals identified in the Act. A Full Well-being of Future Generations Assessment will be undertaken during the development of the action plan in May and June 2020.

8. Financial Implications.

8.1 The implementation of the plan will be managed within existing resources.

9. Recommendation.

9.1 That Cabinet approves and adopts the authority's Strategic Equality Plan 2020 – 2024.

10. Contact officers:

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Telephone: 01656 643643

Background documents: None

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Strategic Equality Plan 2020 - 2024



This document is also available in Welsh. Should you require this document in an alternative format such as large print or braille please contact us via:

Email: talktous@bridgend.gov.uk

Tel: 01656 643643

By fax: 01656 668126

Introduction and background

Welcome to Bridgend County Borough Council's third Strategic Equality Plan covering the period 2020 – 2024.

Like its predecessors, it ensures that equality and fairness remain firmly at the heart of how the council plans, provides and delivers important services to the people of Bridgend County Borough.

Building on our previous equalities work, the plan details how Bridgend County Borough Council intends to deliver on its equalities commitments while continuing to be an inclusive and effective organisation.

Our Strategic Equality Plan demonstrates not only the council's responsibility towards meeting the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, but sets out our vision to promote equal opportunities as we set about making a real difference to the lives of the people we serve. We want to ensure that Bridgend is a place where no one experiences disadvantage or discrimination because of their background or identity, ensuring that every resident has access to a range of high quality services that meet their individual needs.

During 2016-2020, some of the key achievements in terms of delivering our equality objectives included:

- Running regular Hate Crime awareness sessions across the county borough with South Wales Police;
- Offering monthly health check to employees, including cholesterol monitoring and bodimetrics measurements;
- Working with Stonewall and Show Racism the Red Card to support the prevention of LGBTQ and racist bullying in schools;
- Delivering a successful programme of dementia supportive activities with partners BAVO, Halo and Awen;
- Developing a Vulnerable Groups Team by Education and Family Support that provides integrated support for a range of pupils identified by Estyn as vulnerable or potentially vulnerable;
- Developing an LGBTQ school network with the inclusion and school and vulnerable groups team.

This new plan seeks to build upon these achievements. We want to be fully representative of our community, and effectively demonstrate that we will not tolerate discrimination of any kind, irrespective of whether it concerns race, sex, disability, age, religion or belief, transgender status, pregnancy and maternity, marriage or civil partnership, or sexual orientation.

As a responsible employer, our commitment towards equality includes our staff, and we recognise and welcome the duty set upon us by Government and the [Equality and Human Rights Commission](#) to ensure that our equality objectives include our internal functions as much as our external ones.

As such, our policies, practices, procedures and training activities are all designed to eliminate institutional discrimination, reflecting our core values at all times while ensuring that equality remains a guiding principle in all that we do.

We hope that you will find the Strategic Equality Plan interesting and informative. It reflects our belief that discrimination and prejudice have no place in Bridgend County Borough, and that people should be respected and treated equally at all times.

Council Leader Huw David

Chief Executive Mark Shephard

1. About us

Bridgend County Borough is a diverse and vibrant area with 144,876 residents and over three million annual visitors. As one of the county borough's largest employers and service providers we recognise our unique role and influential position within the area and the contribution we can make to the development of inclusive and confident communities.

We are committed to the principles of equality and diversity and we work to ensure that this is demonstrated in our service delivery and in our employment practices.

We have three well-being objectives/corporate priorities:

- Priority one: Supporting a successful sustainable economy
- Priority two: Helping people and communities to be more healthy and resilient
- Priority three: Smarter use of resources

Within priority one our key aims are:

- To support local people develop skills and take advantage of opportunities to succeed
- To create conditions for growth and enterprise
- To create town centres and communities that improve the quality of life for citizens

Within priority two our key aims are:

- To give people more choice and control over what support they receive by providing early access to advice and information
- To reduce demand through targeted early help and intervention programmes
- To develop more active, healthy and resilient communities by working in partnership with the third sector, town and community councils and community groups

Within priority three our keys aims are:

- To ensure that the council is financially sustainable over the longer term
- To improve the efficiency of, and access to, services by redesigning our systems and processes
- To work collaboratively to make the most of natural and physical assets

- To develop the culture and skills required to meet the needs of a changing organisation

We provide a wide range of services in a variety of ways. Some are provided centrally from our main civic offices whilst others are provided from the front-line in our communities, e.g. highway maintenance and care/support at home. Others, such as refuse collection, leisure, libraries and cultural activities are provided by outside agencies or by contractors.

The council is governed by 54 elected Members with 39 wards and operates a Cabinet system. It has a Senior Management Team headed by the Chief Executive, and employs over 6,000 employees in a variety of service areas and roles based within the following directorates:

- Chief Executives
- Education and Family Support
- Social Services and Wellbeing
- Communities

2. The Purpose of the Strategic Equality Plan

The Strategic Equality Plan 2020-2024 has been developed to demonstrate the Council's commitment to meeting the [Equality Act 2010](#) (Statutory Duties) (Wales) Regulations 2011, which came into force on 6 April 2011.

Building on our previous equalities work the Plan will explain to residents, our workforce, elected members and stakeholders how Bridgend County Borough Council will deliver its equalities commitments whilst continuing to be an inclusive and effective organisation that is representative of our community and does not tolerate discrimination of any kind. We will deliver high quality services to our residents, taking into account their different needs while ensuring that no one experiences disadvantage or discrimination due to their background or identity.

Within the Equality Act 2010, public bodies have an additional responsibility to meet the Public Sector Equality Duty. These are outlined below:

Public Sector Equality Duty

The General Duty

When making decisions and delivering services we must have due regard to:

- Eliminating discrimination, harassment, victimisation and any other conduct that is prohibited under the Act.
- Advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it (protected characteristics are explained later in this report).
- Fostering good relations between persons who share a relevant protected characteristic and persons who do not share it.

When thinking about how to advance equality of opportunity between persons who share a relevant protected characteristic and those who don't, we also need to:

- Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic and are connected to that characteristic.
- Meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it.
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- We also have to particularly think about how it will tackle prejudice and promote understanding.

The Specific Duties

The Equality Act provides a power to make regulations imposing duties on public bodies to support better performance of the general duty; these are known as the Specific Public Sector Equality Duties and are different in England, Scotland and Wales.

The Specific Duties underpin the General Duty and have been developed around four main principles:

- 1. Use of evidence**
- 2. Consultation and Involvement**
- 3. Transparency**
- 4. Leadership**

The Welsh Government published regulations that introduced the Specific Duties for Wales in March 2011, these set out the actions the Council must take in order to comply and include the following areas:

- Setting Equality Objectives and publishing a Strategic Equality Plan
- Ensuring it engages with people who have an interest in how the Council's decisions affect them
- Collecting and publishing information relevant to compliance with the General Duty
- Carrying out Equality Impact Assessments and publishing the results if there is a substantial impact on the Council's identified
- Publish employment monitoring information annually
- Promote knowledge and understanding of the General Duty amongst its employees and use its performance assessment procedures to identify and address the training needs of its employees in relation to the General Duties
- Set a gender pay equality objective where a gender pay difference is identified
- Think about including conditions relevant to the General Duty in its procurement processes.

Who is protected under the Equality Act 2010?

It is against the law to discriminate against someone because of their protected characteristic.

This is the term used in the Equality Act 2010 to identify the types of things that affect how people are treated and can mean people may experience discrimination. The law is designed to protect them, they are:

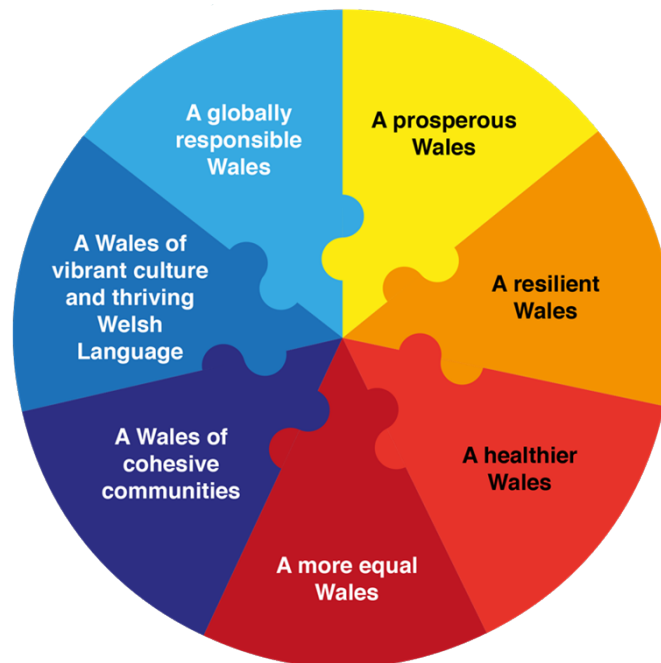
- **age**
- **disability**
- **gender reassignment**
- **marriage and civil partnership**
- **pregnancy and maternity**
- **race**
- **religion or belief**
- **sex**
- **sexual orientation**

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

The Council is committed to embedding the [Well-being of Future Generations Act \(Wales\) 2015](#) into all its service delivery and activities making sure that when we make decisions we take into account the impact they could have on people living their lives in Wales in the future. The act aims to create a more equal Wales, where everyone has the opportunity to participate, reach their full potential and is able to contribute fully to the economy, will enable Wales to be more prosperous and innovative. The Act has been put in place to make sure that public bodies are doing all they can to contribute to the improvement of the social, economic, environmental and cultural well-being of Wales.

The Act puts in place a sustainable development principle which means that we must 'act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs'.

The Act introduces seven long-term well-being goals, puts in place a sustainable development principle. The Act puts in place a duty on the Council as a public body to maximise its contribution to the seven national wellbeing goals a shown below:



The wellbeing of Future Generations Act asks individual public bodies to apply five ways of working:

Long term

The importance of balancing short term needs with the need to safeguard the ability to also meet long term needs.

Prevention

How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.

Integration

Considering how the public body's wellbeing objectives may impact upon each of the well-being goals, on their other objectives and on the objectives of other public bodies.

Collaboration

Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.

Involvement

The importance of involving people with an interest in achieving the well-being goals and ensuring that those people reflect the diversity of the areas in which the body serves.



The five ways of working have been used to shape the Council's equality objectives.

3. The information we used to develop our Equality objectives

As well as listening to our residents, communities and our staff we have also used a range of equality information to support us in identifying equality objectives.

We have looked at regional priorities for Bridgend, Council Priorities, Service Delivery plans and their Self Assessments and have reviewed the progress that the Council's services have already made in relation to the Public Sector Equality Duties.

We have also reviewed national and external sources such as reports by the Equality and Human Rights Commission, Welsh Government policy and priorities, research reports and other relevant statistics.

Whilst a number of external reports and EHRC inquiries have contributed to the development of the Equality Objectives, outlined below is the key report that assisted in shaping the objectives:

[Is Wales Fairer? 2018](#) – Equality and Human Rights Commission (EHRC)

This report addresses seven key challenges that need to be addressed in Wales. The EHRC states there are major, entrenched inequalities and human rights abuses that will require substantial efforts of public, private and third sector organisations and of individuals to reduce them.

The 7 challenges are:

- Close attainment gaps in education
- Encourage fair recruitment, development and reward in employment
- Improve living conditions in cohesive communities
- Increase access to justice and encourage democratic participation
- Improve access to mental health services and support people experiencing poor mental health
- Prevent abuse, neglect and ill treatment in care and detention
- Eliminate violence, abuse and harassment in the community

This report has acted as a key driver for the development of the Council's Equality Objectives.

4. Our Equality objectives

To develop the equality objectives we have engaged with our residents, stakeholders and our workforce and used relevant information, including EHRC reports, Welsh Government reports and internal strategies.

In addition to this we have:

- Reviewed our Strategic Equality Plan 2016 – 2020 and our action plan for this period and considered our achievements to date;

- Used the council's corporate objectives of supporting a successful sustainable economy; helping people and communities to be more healthy and resilient and smarter use of resources to help provide a structure and approach to reviewing our objectives, e.g. we have developed a consultation toolkit to support a more consistent and effective approach to consulting and engaging with our communities;
- Given further consideration to each of the nine [protected characteristics](#) covered by the three main aims of the general duty and the requirement to eliminate discrimination, harassment and other actions prohibited in the Equality Act 2010;
- Considered national and local issues such as immigration;
- Assessed what we have learnt from regional networks and partnerships such as regional approaches to meeting the needs of Gypsy and Traveller families, domestic abuse, violence against women, and sexual violence and hate crime;
- Looked at a number of the council's existing plans and strategies as well as the [consultations](#) which took place to inform their development, e.g. in 2018/19 we consulted on proposals to review our public toilets, subsidised buses and the council's budget (Shaping Bridgend's Future);
- Used feedback that we regularly get from local equality and diversity groups and via the Bridgend Community Cohesion and Equality Forum such as how accessible our services are and how we can help support, promote and raise awareness of issues such as hate crime and LGBTQ History Month;
- Carried out a consultation and engagement exercise with the public, partners and equality and diversity groups. We asked them for their views on the draft objectives for 2020-2024 and asked them to make comments to help us develop our action plan. Throughout the consultation we engaged with 647 people who shared their views with us and we have used these views to help shape our final equalities objectives.

We have set our objectives in line with the findings of the EHRC Is Wales Fairer report and the public consultation. The following overarching objectives have been developed following the consultation to reflect the views of residents and stakeholders from across the county borough:

Education

Everyone who accesses education should be free from discrimination, bullying and abuse in educational settings.

95% of those who responded to the consultation agreed that this should be an equality objective for the Council. Respondents told us that they thought we should educate people about the impact of bullying, promote the services that are available and should include staff as well as learners.

Work

Promote a more inclusive workforce and improve the participation, wellbeing and opportunities for development for those with protected characteristics.

83% of those who responded to the consultation agreed that this should be an equality objective for the Council. Respondents told us that there should be equal pay for equal work and more needed to be done with managers and businesses to understand pay gaps.

Living standards

Tackle poverty and support independent living by considering the impact of any policy changes or decisions under the socio-economic duty

87% of those who responded to the consultation agreed that this should be an equality objective for the Council. Respondents told us that while they thought this objective could be difficult to achieve, they agreed that we should promote and provide access to services and promote resources for independent living.

Health and wellbeing

Support and promote good mental and physical health within our communities and our workforce and provide opportunities to participate in leisure and cultural activities.

92% of those who responded to the consultation agreed that this should be an equality objective for the Council. Respondents told us that we should support mental health awareness and services. That more facilities were needed for older people and we should improve access to services as well as promotion of services.

Safety and respect

Ensure that people within our communities have access to services that support them to live without fear of violence or abuse, and to be treated with respect.

94% of those who responded to the consultation agreed that this should be an equality objective for the Council. Respondents told us that we should work to promote safety and respect in schools and the council should look at funding for youth and community projects as well as intergenerational projects.

Participation

Encourage people and communities to participate and engage in issues that are important to them, and influence the decisions that affect their lives.

91% of those who responded to the consultation agreed that this should be an equality objective for the Council. Respondents told us that we should provide more opportunities for face to face engagement and act on opinions from the public not just listen to them. Respondents told us that participation should be a two way process as only communities know what is important to them.

We will develop an outcome focussed **Strategic Equality Plan Action Plan** to support this plan which will outline:

- The actions we are seeking to progress under each of our objectives which will make a positive difference to residents and employees' lives;
- When we expect to achieve these actions;
- Who is responsible for taking the actions forward; and
- How we will measure our success.

Building on the work we have carried out in our previous Strategic Equality Plan, in 2020-2024 we will:

- Continue to work with our partners to provide a range of services for people within our communities;
- Work with the police to identify and tackle hate crime within our communities;
- Strengthen collection and analysis of data for bullying incidents in schools;
- Undertake workplace equality monitoring;
- Ensure our residents can participate in consultations through a variety of formats, including face to face interactions;
- Develop the work of the Citizens' Panel;
- Review our Equality Impact Assessment processes to include the socio-economic duty.

We will use information that has come from the consultation to support the development of our actions. The action plan will be finalised in the summer of 2020 and added to this plan as appendix one.

5. How we will deliver and monitor the Strategic Equality Plan

Successful delivery of our objectives requires strong leadership which is driven primarily by the Future Generations and Well-being Cabinet Member, our Chief Executive and council Leader.

Responsibility for operational delivery rests with all service areas and teams within the authority. Each Corporate Director and Head of Service ensures their employees have the appropriate skills and knowledge of equality that are required. Our Cabinet Equalities Committee monitors delivery against the objectives and scrutinises information available to ensure we identify and implement new strategies and objectives appropriately.

Reports summarising progress against each of the objectives will also be presented to the Cabinet Equalities Committee for consideration.

Our main area of focus in monitoring progress is to undertake further, regular consultation and engagement with all protected characteristic groups. We are mindful that our most reliable measure of success of our equality objectives is via our residents, service users and employees as they use our services and be able to tell us where we have made progress and where we need to continue to improve.

To demonstrate our commitment to meeting our equalities objectives we will:

- **Collect and publish relevant equality information**

We are committed to collecting data where it is useful and to use that data in an effective manner to identify where some protected characteristic groups may be experiencing a disproportionate impact or where there may be opportunities to deliver services in a different way. We will collect data on customers and residents via our consultation and engagement activities and on our employees via our own internal systems.

We will collect and use the following equality data:

- Employment profile data in respect of all protected characteristics;
- Service user data so that we understand the characteristics of the people who use our services;
- Job applicants in respect of all protected characteristics.

This data will be published annually as part of our Strategic Equality Plan annual reporting process. In addition we will publish annually:

- The Full Equality Impact Assessments undertaken;
- The Strategic Equality Plan action plan review;
- The Strategic Equality Plan annual report.

- **Assess the impact or potential impact on protected groups?**

We are committed to assessing the impact of new and existing policies, practices and procedures on all equality groups by conducting appropriate equality impact assessments. Our Equality Impact Assessment page is available [here](#) on the council's website. When conducting equality impact assessments we will:

- collect and analyse relevant data;
- engage appropriately, through involvement and consultation, with people who are likely to be affected by policies and programmes from the start of the development and planning processes;
- provide our staff with training and support to ensure they carry out robust and meaningful equality impact assessments with confidence and knowledge.

We have also produced an Equality Impact Assessment toolkit which is a practical guide for service managers to use to assess the likely impact of their functions, policies and procedures on different groups of people. In addition to publishing our Equality Impact Assessments we have also published this [guide](#) on our website.

- **Promote knowledge and understanding of the general and specific duties amongst employees?**

Our objectives will include the commitment to continue developing and implementing a comprehensive training and awareness programme for staff in respect of the general and specific duties. We will develop a rolling training programme for the period of this plan.

- **Continue to engage throughout the lifetime of this plan**

Equality is diverse and we need to include people and their representative groups in our planning and decision making processes to help them unlock their potential. We also need to engage appropriately with people to help us meet our duties in the Public Sector Equality Duty in order to:

- Set future equality objectives;
- Review our Strategic Equality Plan;
- Identify how our work and activities may contribute to meeting the general duty;
- Assess the likely impact on protected groups of our policies and practices being proposed or reviewed.

We recognise that we need specific processes in place to ensure that the needs of people are taken into account. We will continue to use a range of approaches to engage with people, from formal consultation and engagement activities to informal meetings with local groups and individuals.

Draft Strategic Equality Objectives 2020-2024

Consultation report

Contents

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1. Overview

The Strategic Equality Plan 2020-2024 is being developed to demonstrate the Council's commitment to meeting the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, which came into force on 6 April 2011.

Building on our previous equalities work the Plan will explain to residents, our workforce, elected members and stakeholders how Bridgend County Borough Council will deliver its equalities commitments whilst continuing to be an inclusive and effective organisation that is representative of our community and does not tolerate discrimination of any kind.

Within the Equality Act 2010, public bodies have an additional responsibility to meet the Public Sector Equality Duty. These are outlined below:

Public Sector Equality Duty

The General Duty

When making decisions and delivering services we must have due regard to:

- Eliminating discrimination, harassment, victimisation and any other conduct that is prohibited under the Act.
- Advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it (protected characteristics are explained later in this report).
- Fostering good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Specific Duties

The Equality Act provides a power to make regulations imposing duties on public bodies to support better performance of the general duty; these are known as the Specific Public Sector Equality Duties and are different in England, Scotland and Wales.

The Welsh Government published regulations that introduced the Specific Duties for Wales in March 2011, these set out the actions the Council must take in order to comply and include the following areas:

- Setting Equality Objectives and publishing a **Strategic Equality Plan**;
- Ensuring it engages with people who have an interest in how the Council's decisions affect them;
- Collecting and publishing information relevant to compliance with the General Duty;
- Carrying out Equality Impact Assessments and publishing the results if there is a substantial impact on the Council's identified;
- Publish employment monitoring information annually;

- Promote knowledge and understanding of the General Duty amongst its employees and use its performance assessment procedures to identify and address the training needs of its employees in relation to the General Duties;
- Set a gender pay equality objective where a gender pay difference is identified;
- Think about including conditions relevant to the General Duty in its procurement processes.

The purpose of this consultation was to outline the overarching objectives which will then enable BCBC to develop an action plan to support these objectives. A public consultation was undertaken over a six week period from 23 December 2019 to 9 February 2020.

The consultation received 647 responses from a combination of the consultation survey (424 survey responses), four public engagement events in libraries, one Citizens' Panel event and attendance at nine equality group meetings which included a total of 220 attendees and 3 social media comments. This paper details the analysis associated with the consultation.

2. Introduction

A public survey based on Bridgend County Borough Council's Draft Strategic Equality Objectives 2020-2024 was completed over a six week period between 23 December 2019 and the 9 February 2020. The survey was available to complete online on the consultation page of the council's website and paper copies were made available upon request. The survey was available in English and Welsh and an accessible and easy read version was available in both languages. Residents could request a paper copy or another alternative format by telephone or email via the Consultation and Engagement Team.

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

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

Comments regarding the consultation were also invited via social media, 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 been widely 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 12,110 followers on its corporate Twitter accounts. During the period, the authority 'tweeted' 21 times and the information was seen by 18,928 people.

Information was also posted to the council's corporate Facebook page during the consultation period to raise awareness of the consultation and to encourage citizens to share their views on the proposals. The council currently has 12,426 followers. During the period, the authority posted once on Facebook and the post was seen by 4,196 people.

3.2 Local press

Details of the consultation were sent as part of press releases emailed to local and national press in advance of the consultation (19 December 2019) and supported with social media messages throughout the live period.

3.3 Community engagement/meetings/events

Local community, equality and diversity groups were given details of the consultation proposals and told how to share their views.

3.3.1 Bridgend Community Cohesion and Equality Forum

The Consultation and Engagement Team presented the consultation to the Bridgend Community Cohesion and Equality Forum on 20 January 2020. Members of the forum were able to complete the consultation using clicker pads. Details of the consultation were shared with all members via email.

3.3.2 Citizens' Panel event

All Citizens' Panel members were given the opportunity to attend an event in Civic Offices, Bridgend. 23 Citizens' Panel members attended the event where they were able to complete the consultation using clicker pads in the council Chamber on 17 January 2020.

3.3.3 Public engagement sessions

Four public engagement sessions were held in partnership with our partners Awen in local libraries across the county borough. Sessions took place in:

- Pencoed Library
- Porthcawl Library
- Maesteg Library
- Bridgend Life Centre

3.3.4 Equality groups

The Consultation and Engagement Team attended community events and provided paper surveys to groups across the county borough including:

- Bridgend Coalition of Disabled People
- SHOUT Bridgend
- SHOUT Porthcawl
- OAP club
- Young carer group
- Bridgend carers café
- Youth LGBTQ group
- BridgeVis

Attendees were supported by the Consultation and Engagement Team to complete the consultation at these events.

3.4 The draft strategic equality objectives 2020-2024 survey

The online and paper surveys contained seven questions which required a reply from respondents.

The survey was available on the council's website and was sent to all 1387 Citizens' Panel members in the format of their choice.

Surveys were readily available in English and Welsh as well as large print and easy read versions in both languages. Alternative formats were available on request.

4. Response rate

In total, there were 647 interactions, representing 0.5 per cent of the Bridgend County Borough population. The response rate has been divided into several areas including: consultation survey responses, face to face interactions and social media interactions:

- We received 424 survey responses in total (275 online submissions and 149 paper versions);
- During the consultation period, there were three comments on our social media channels;
- The Consultation and Engagement team engaged with 220 residents from across the county borough in a series of community engagement events.

5. How effective was the consultation?

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

The data collection methods, which include the online survey, a paper survey and an easy read and large print 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 Overall 95% of respondents agreed with the objective for education. 75% of respondents strongly agreed with the objective and a further 20% agreed;
- 6.2 Overall 83% of respondents agreed with the objective for work. 51% of respondents strongly agreed with the objective and a further 32% agreed;
- 6.3 Overall 87% of respondents agreed with the objective for living standards. 51% of respondents strongly agreed with the objective and a further 36% agreed;
- 6.4 Overall 92% of respondents agreed with the objective for health and wellbeing. 62% of respondents strongly agreed with the objective and a further 30% agreed;
- 6.5 Overall 94% of respondents agreed with the objective for safety and respect. 70% of respondents strongly agreed with the objective and a further 24% agreed;
- 6.6 Overall 91% of respondents agreed with the objective for participation. 55% of respondents strongly agreed with the objective and a further 36% agreed.

7. Question and analysis - consultation survey

Section seven of the report looks at the questions asked in the consultation survey – with 424 respondents in total.

7.1 Language to complete the survey.

Respondents to the consultation survey were initially asked in which language they would like to complete the survey. Overall, 99.3% of respondents selected English with 0.7% selecting Welsh.

Language	#	%
English	421	99.3
Welsh	03	0.7
Total	424	100.0

7.2 Draft Strategic Equality objectives 2020-2024 survey

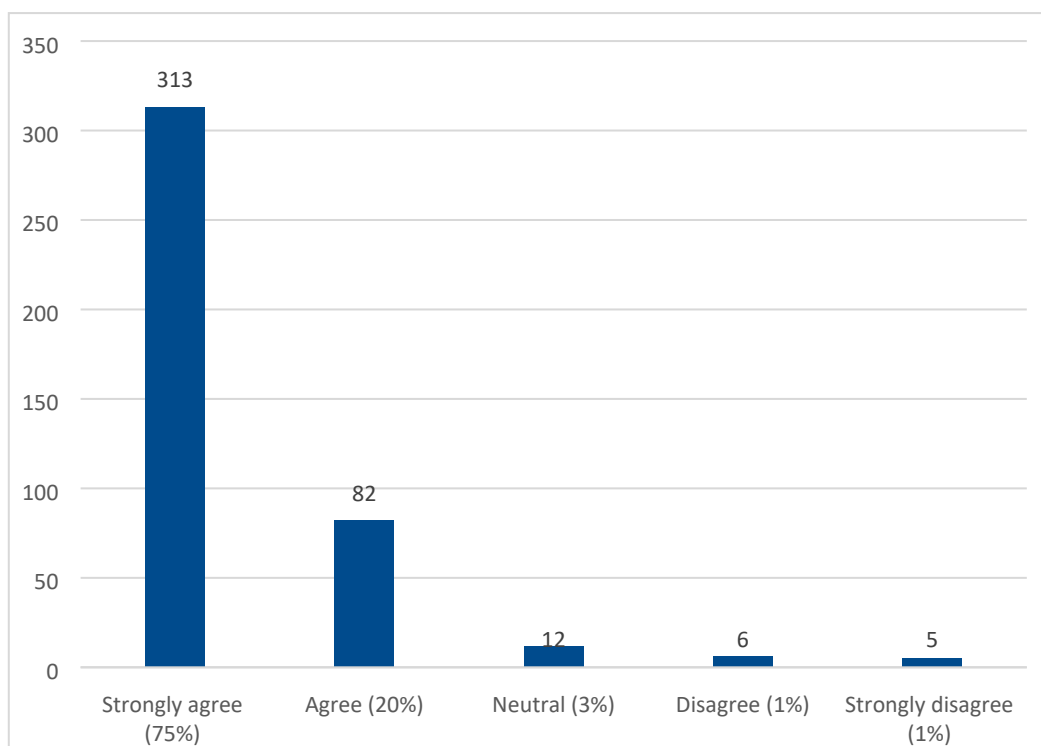
Respondent were given an overview of the draft Equality Objectives for the council based on the following overarching themes:

- Education;
- Work;
- Living Standards;
- Health and wellbeing;
- Safety and respect;
- Participation.

They were asked to tell us if they agreed with the objective and given the opportunity to comment on each objective.

7.2.1 Education

Everyone who accesses education should be free from discrimination, bullying and abuse in educational settings, in order to narrow the attainment gap and reach their full potential.



There were 418 responses to this question.

75% of respondents agreed with this objective and a further 20% agreed with this objective. 3% gave a neutral response and overall 2% of respondents either disagreed or strongly disagreed with this objective.

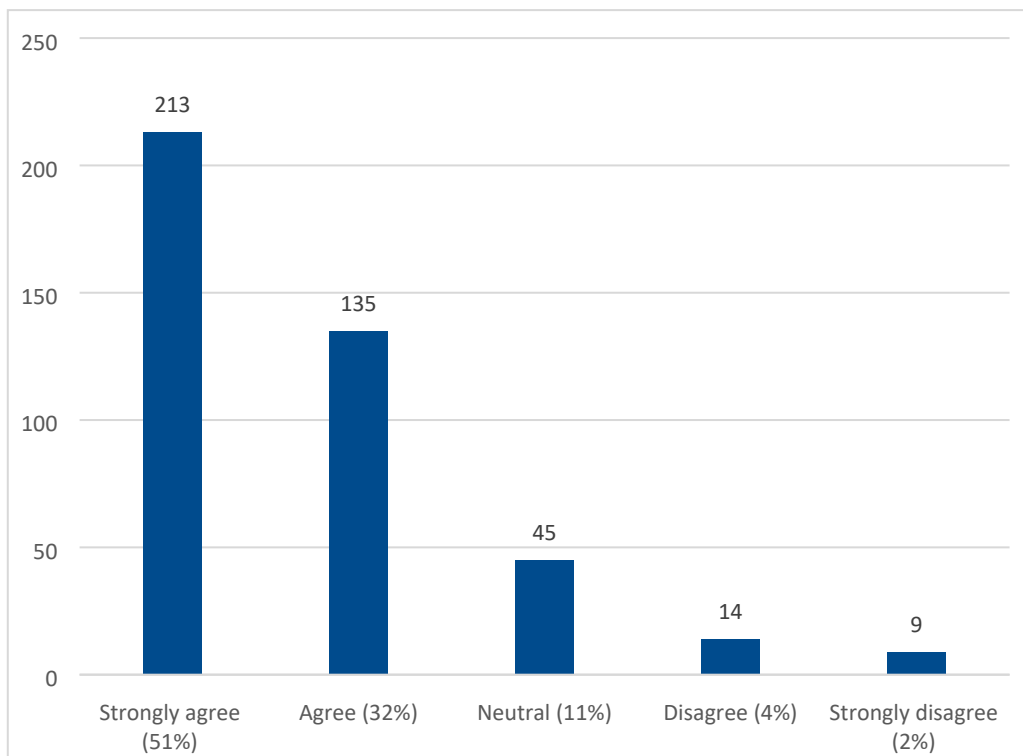
Where respondents provided comments on this objective these have been themed and are detailed in the table below:

Themed comment:	Number of responses:
Agree with this proposal	16
Need to educate people about and impact of bullying	11
Schools should be held accountable for incidents of bullying	8
Make support available for victims	7
No one should suffer bullying or abuse	7
Not council responsibility	6
Promote what services are available	5
Difficult to achieve	4
Less community learning opportunities in Maesteg	4
Should include staff as well as learners	3
Unaware this was needed	3
Discrimination should be extended to include poverty	2
Should not be linked to attainment	2
Include off-school sites	2
Need to include different forms of bullying	1
Waste of time and effort	1

The most common themes were agree with this proposal, followed by need to educate people about the impact of bullying and then schools should be held accountable for incidents of bullying.

7.2.2 Work

Address pay gaps to promote a more inclusive workforce and improve the participation and progression for those with protected characteristics.



There were 416 responses to this question.

51% of respondents strongly agreed with this objective and a further 32% agreed with the objective. 11% gave a neutral response and overall 6% of respondents either disagreed or strongly disagreed with this objective.

Where respondents provided comments on this objective these have been themed and are detailed in the table below:

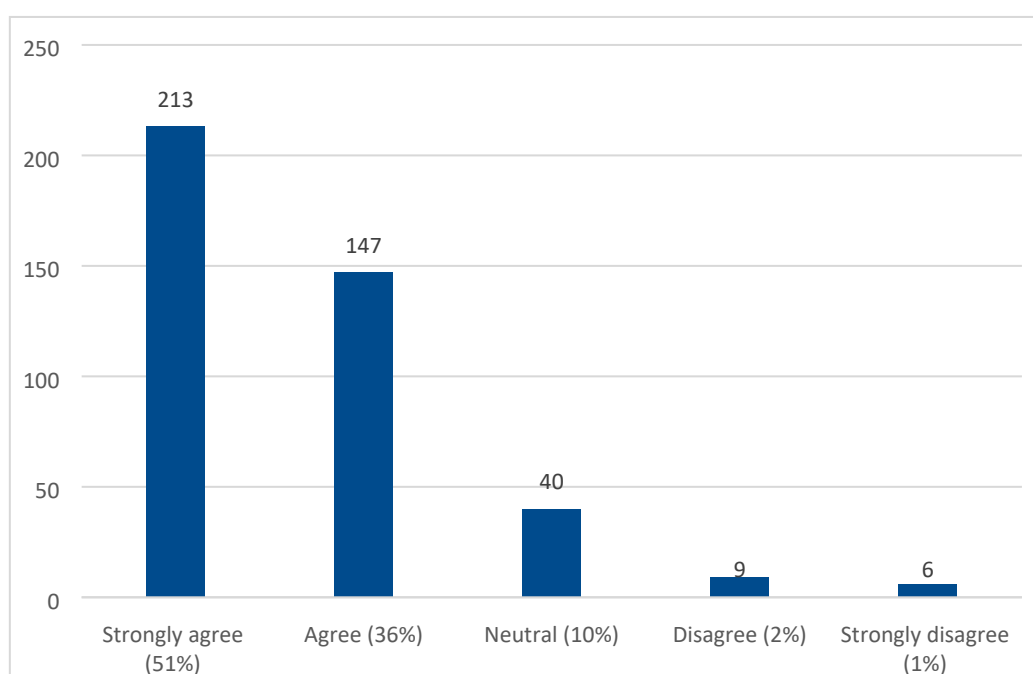
Themed comment:	Number of responses:
There should be equal pay for equal work	28
Employ best person for the job (regardless of protected characteristics)	8
Pay should be based on ability/work	7
Need more information on this to comment	6
Need to work with managers and businesses to understand pay gaps	5
Employers should be responsible for this	3

Agree with proposal	2
Should include more than protected characteristics i.e. those in poverty	2
This is already covered in employment law	1
Does everyone need the same income?	1
Waste of time and effort	1
What about those who are unemployed?	1

The most common themes were there should be equal pay for equal work, followed employ best person for the job regardless of protected characteristics and then pay should be based on ability/work.

7.2.3 Living standards

Tackle poverty and support independent living by considering the impact of any policy changes or decisions under the socio economic duty.



There were 415 responses to this question.

51% of respondents strongly agreed with this proposal and a further 36% agreed with the proposal. 10% gave a neutral response and overall 3% of respondents either disagreed or strongly disagreed with this objective.

Where respondents provided comments on this objective these have been themed and are detailed in the table below:

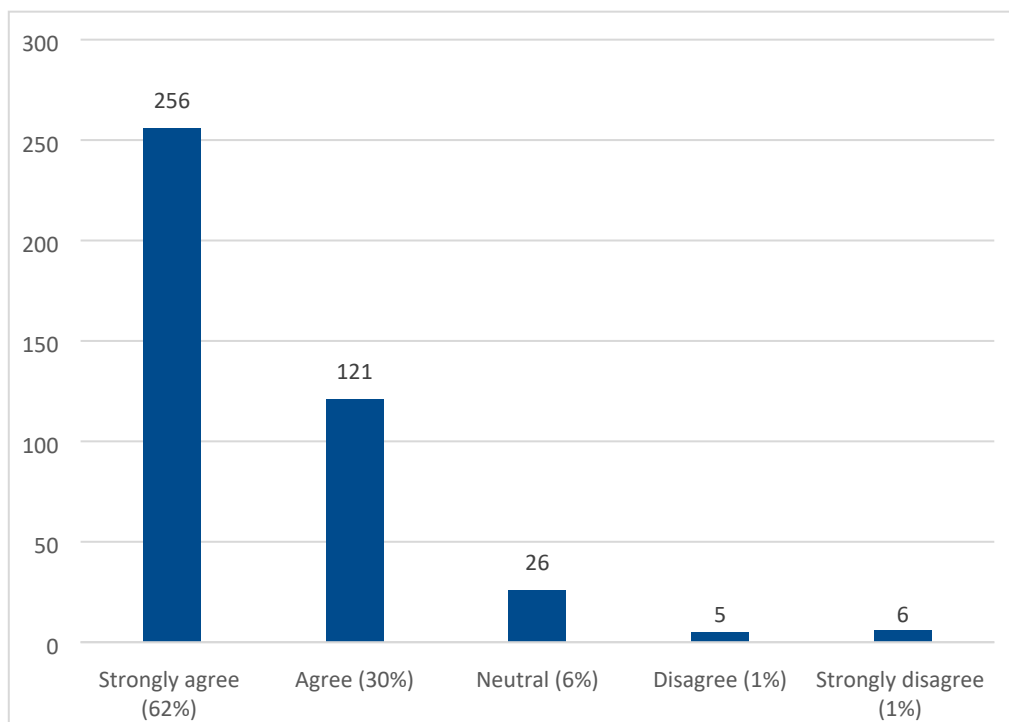
Themed comment:	Number of responses:
This objective could be difficult to achieve	7
People should help themselves	7

Themed comment:	Number of responses:
Agree with this proposal	6
Promote and provide access to services	6
Not enough promotion/resources for independent living	4
Not the responsibility of the council	2
Keep open and maintain public toilets	2
Help those who are homeless	2
Need good transport	2
Need more council housing	1
Need more information	1
Online services are not always accessible	1
Poverty is self-inflicted	1
Why did you close sports pitches	1
Stop wasting council tax payers money/ City Deal2	1
Need to define poverty	1
Need to include other groups	1

The most common themes were this objective could be difficult to achieve and people should help themselves followed by agree with this proposal and promote and provide access to services.

7.2.4 Health and wellbeing

Support and promote good mental and physical health within our communities and our workforce and provide opportunities to participate in leisure and cultural activities.



There were 414 responses to this question.

62% of respondents strongly agreed with this objective and a further 30% agreed with the objective. 6% gave a neutral response and overall 2% of respondents either disagreed or strongly disagreed with this objective.

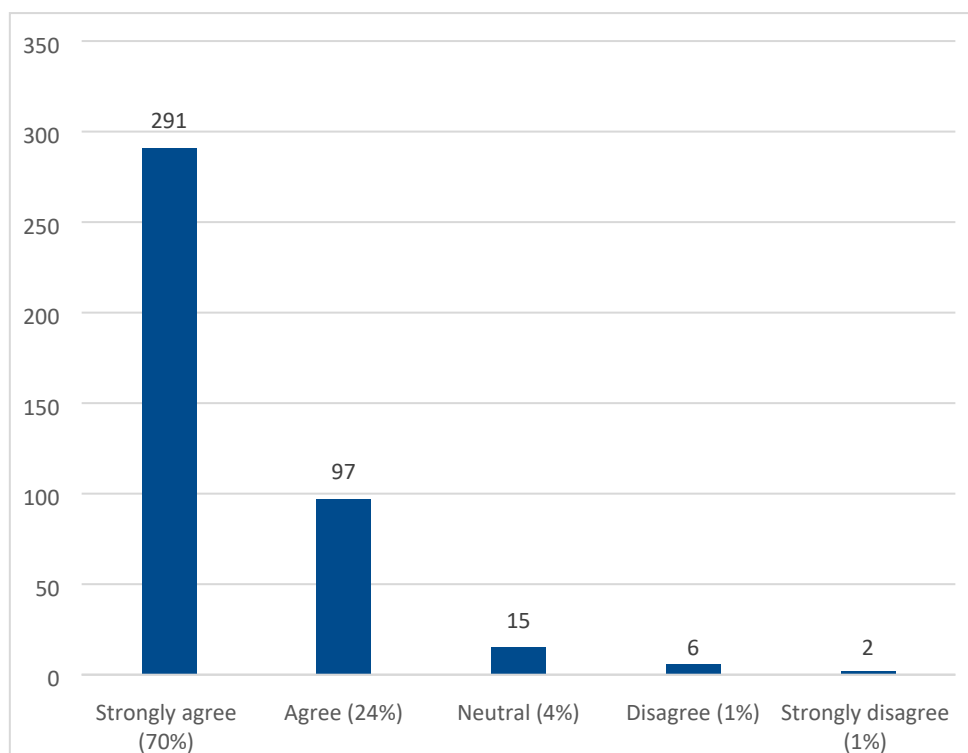
Where respondents provided comments on this objective these have been themed and are detailed in the table below:

Themed comment:	Number of responses:
This contradicts the removal of funding for sports pitches	11
Stop cutting these services and put resources into them	11
Improve access to and promote services	11
Support mental health awareness and services	9
agree with proposal	8
Need more facilities for older people (including free swimming sessions)	7
Not responsibility of council	4
This should start at school	4
Porthcawl has no leisure facilities	2
Promote healthy environment (litter picking, less graffiti)	2
I do not see this as a big issue	1
Why get rid of Kenfig nature reserve?	1
need more information	1
This should include those living in poverty	1
Need facilities for younger people	1
Better transport links are needed	1
Reduce gym membership fees	1

The most common themes were this contradicts the removal of funding for sports pitches, stop cutting these services and put resources into them and improve access to and promote service.

7.2.5 Safety and respect

Ensure that people within our communities have access to services that support them to live without fear of violence or abuse, and are treated with respect.



There were 411 responses to this question.

70% of respondents strongly agreed with this objective and a further 24% agreed with the objective. 4% gave a neutral response and overall 2% of respondents either disagreed or strongly disagreed with this objective.

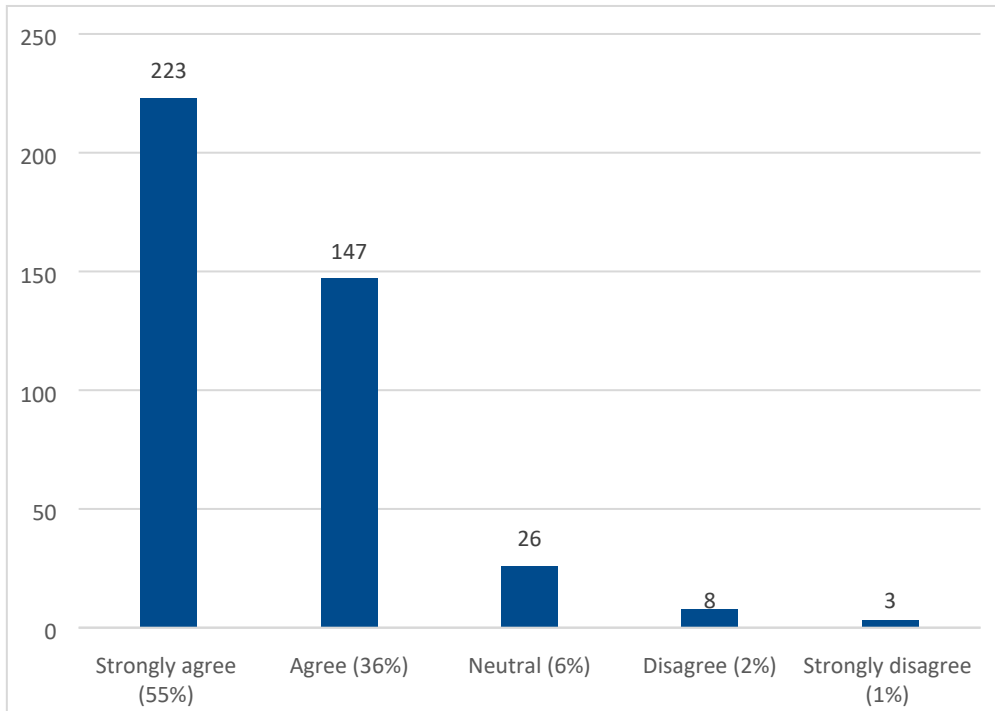
Where respondents provided comments on this objective these have been themed and are detailed in the table below:

Themed comment:	Number of responses:
Agree with this proposal	15
Need better/more policing	8
Should work with and promote safety and respect in schools	7
Not council responsibility	5
Promote services available	4
BCBC cutting buses contradicts this	3
Improve CCTV	3
More support for older people	3
Workers should be respected by service users too	2
Pavements and lighting to improve community safety	2
More intergenerational projects	1
More drug improvement projects	1
Fund youth and community projects	1
There should be respect for all	1

The most common themes were agree with this proposal, followed by need better/more policing and then should work with and promote safety and respect within schools.

7.2.6 Participation

Encourage people and communities to participate and engage in issues that are important to them, and influence the decisions that we make.



There were 407 responses to this question.

55% of respondents strongly agreed with this objective and a further 36% agreed with the objective. 6% gave a neutral response and overall 3% of respondents either disagreed or strongly disagreed with this objective.

Where respondents provided comments on this objective these have been themed and are detailed in the table below:

Themed comment:	Number of responses:
Provide more opportunities to participate, that is accessible including face-to-face	17
This could be difficult to achieve due to the demographics of the county borough	7
Agree with this proposal	4
People feel excluded from decision making/not being listened to	4
Difficult to encourage participation from individuals/communities	4
Act on opinions not just listen to them.	3
Publish council information and improve public scrutiny i.e. allow questions at council meetings	3
Must be a two-way process	2

Need to provide feedback	2
Only communities know what is important to them	2
Provide up to date and accessible information	3
Build on Citizens' panel	1
Agree with proposal - but people should not be forced	1
Must be cost effective	1
Not council responsibility	1
This should also be a duty of town and community councils	1

The most common themes were provide more opportunities to participate, that is accessible including face-to-face, followed by this could be difficult to achieve due to the demographics of the county borough and then improve access to and promote services, people feel excluded from decision making/not being listened to and difficult to encourage participation from individuals/communities.

7.3 Qualitative responses

Finally respondents were asked if they had any other comments about these objectives. Where respondents provided comments on this objective these have been themed and are detailed in the table below:

Themed comment:	Number of responses:
There should be practical implementation of these objectives in communities (toilets, buses, youth services, supported living)	18
These are good objectives	12
Interested in action plan and implementation of this	9
There should be equality for all	7
Objectives could be difficult to achieve	5
How will the costs of this be met?	4
Not council responsibility	3
Objectives could have been 'bigger'	3
This contradicts the removal of buses	2
Do not like positive discrimination	2
Should be able to hold council to account at scrutiny meetings	1
Disabled people are not specifically mentioned	1
Discrimination needs to be broadened to include poverty, not just the protected characteristics	1
Need to educate people about equalities	1
Ensure there is no detrimental environmental impact from any policies.	1
Need to provide more feedback	1

The most common themes were there should be practical implementation of these objectives in communities (toilets, buses, youth services, supported living) followed by these are good objectives and then interested in action plan and implementation of this.

7.3.1 Social media comments

Additional responses from social media comments (3) received during the survey's live period were also themed.

Themed comment:	Number of responses:
Query about venues for public engagement sessions	1
Request for face to face engagement rather than online	1
Council should stick to highways and waste issues	1

7.4 Communications regarding the consultation

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

Yes	174	42%
No	250	58%

42% of respondents told us that they would like to receive information on the consultation once the report is available.

8. Conclusion

A sample of 424 survey completions is robust and is subject to a maximum standard error of ± 4.752 at the 95% confidence level. Therefore, we can be 95% confident that responses are representative of those that would be given by the total adult population, to within $\pm 4.752\%$ of the percentages reported. This means that if the total adult population of Bridgend had taken part in the survey and a statistic of 50% was observed, we can be 95% confident that the actual figure lies between 45.248% and 55.752%.

8.1 Equality Impact Assessment

The Full Equality Impact Assessment will be completed alongside the SEP action plan which will be made available to Cabinet Equalities Committee in July 2020.

8.2 Strategic Equality Plan – action plan

The feedback from this consultation will be used to work with service areas within the council to develop the SEP action plan which will be taken to Cabinet Equalities Committee in July 2020 before publication in August 2020.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

10 MARCH 2020

REPORT BY THE CORPORATE DIRECTOR - EDUCATION AND FAMILY SUPPORT

SCHOOL ADMISSIONS POLICY 2021-2022

1. Purpose of report

- 1.1 The purpose of the report is to seek Cabinet approval of the School Admissions Policy 2021-2022.
- 1.2 The School Admissions Policy 2021-2022 is attached at **Appendix A**.

2. Connection to corporate improvement objectives/other corporate priorities

- 2.1 The admission of pupils is a statutory responsibility which supports the raising of educational standards and the well-being of children, young people and their local communities. In particular, it contributes to the corporate priority:

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

3. Background

- 3.1 Welsh Government's School Admissions Code 2013 (the Code) requires admission authorities to act in accordance with the Code. The Code includes practical guidance and imposes requirements on local authorities and admission authorities regarding the discharge of duties in respect of school admissions. The Council must act in accordance with the Code, as determined by the School Standards and Framework Act 1998.
- 3.2. The local authority has a statutory duty to consult with the governing bodies of schools who have delegated admission powers, all neighbouring local authorities, the admission authorities for all other maintained schools in the county borough and the governing bodies of all other schools (ie community and voluntary controlled schools that do not have delegated admission powers) in Bridgend County Borough.
- 3.3. The local authority is required to annually publish an admission policy and guidance on the admission arrangements for its schools.

4. Current situation/proposal

- 4.1 On 6 January 2020, the Bridgend Admissions Forum agreed a draft School Admissions Policy for 2021-2022, as per the requirements under the Code.

- 4.2 The consultation period for the 2021-2022 policy was 20 January 2020 to 17 February 2020.
- 4.3. Following consultation, no representations were received from stakeholders.

5. Effect upon policy framework and procedure rules

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

6. Equality Impact Assessment

- 6.1 It is a statutory duty that admission authorities are mindful of their duties with regards to equalities legislation. The School Admissions Policy 2021-2022 adheres to these requirements.

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

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

Long-term

The school admissions policy sets out how the local authority will balance the discharge of its statutory duty in relation to parental preference, the need to safeguard the delivery of effective education and the safety of pupils, and the need to support pupils in particular circumstances (for example, learners with specific vulnerabilities), in circumstances where the applications for places at a school exceed the number of available places.

Prevention

Consultation on the school admissions policy allows stakeholders to raise issues or make comments on proposals, for consideration of appropriate actions.

Integration

The school admissions policy supports the provision of education in the communities in which pupils live.

Collaboration

Each year, the local authority works in conjunction with key stakeholders to develop proposed school admission arrangements, for those schools for which it is the admissions authority.

Involvement

In accordance with the specified requirements of the Education (Determination of Admission Arrangements) (Wales) Regulations 2006 and the School Admissions Code 2013, the local authority consults each year on the proposed admission

arrangements for those schools for which it is the admissions authority.
Consultation for an academic year takes place two years in advance.

8. Financial implications

8.1 There are no financial implications regarding this report.

9. Recommendations

9.1 Cabinet is recommended to approve the Schools Admission Policy 2021-2022.

Mr Lindsay Harvey

Corporate Director - Education and Family Support

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Background Documents: None

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Appendix A

Mae'r ddogfen hon ar gael yn Gymraeg. / This document is available in Welsh.



School Admissions Policy 2021-2022

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1. The admission authority

The entry of children to schools is controlled and administered by an 'admission authority'. In the case of community schools in Bridgend, the admission authority is Bridgend County Borough Council (also referred to in this document as 'the local authority').

In accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999, the relevant area for the admission authority is the geographical area of the County Borough of Bridgend.

Where the local authority is the admission authority, the school's governing body is under a duty to implement the local authority's decisions on applications, and to act in accordance with the local authority's admission arrangements.

The local authority continuously reviews and reserves the right to amend its admissions procedures for statutory and non-statutory education.

The local authority has no arrangements for the provision of education at schools not maintained by the local authority.

1.1 Admission to voluntary controlled schools

The one voluntary controlled school in the Bridgend County Borough is Pen y Fai Church in Wales Primary School, which is financed by the local authority. The admissions criteria are consistent with that of the local authority, as detailed in this policy, and with the Trust Deed of the school. Appeal arrangements are managed by the local authority and are consistent with the provision of the Trust Deed.

1.2 Admission to voluntary aided schools

There are five voluntary aided schools in the Bridgend County Borough, which are financed largely by the local authority. These are:

1. St Mary's Catholic Primary School
2. St Mary's and St Patrick's Catholic Primary School
3. St Roberts Catholic Primary School
4. Archdeacon John Lewis Church in Wales Primary School
5. Archbishop McGrath Catholic High School

The governing body of each voluntary aided school is the admission authority with responsibility for all admission arrangements. Parents/carers who wish to seek admission/s to these schools will need to contact the school/s directly for further information.

1.3 Admissions to sixth forms

The local authority is the admitting authority for post-16 admissions to sixth forms in the community schools within the Bridgend County Borough. However, the individual schools administer the admission arrangements on behalf of the local authority. Therefore, applications in this category should be made directly to the school.

While the local authority has a policy of open access to schools' sixth forms, the individual schools are responsible for determining and issuing entry criteria on sixth-form admissions.

Admission arrangements for other post-16 further education institutions are determined by those institutions and applications should be made directly to the institution/s concerned.

1.4 Admissions to special schools

The two special schools in the Bridgend County Borough are regional centres with pupils admitted from neighbouring local authorities. Admissions to these schools are not included within, or subject to the provisions of this policy.

2. Parental preference

The local authority has a statutory duty to have regard to the general principle that pupils are to be educated in accordance with the wishes of their parents/carers, so far as that would be compatible with the provision of efficient education and the avoidance of unreasonable public expenditure (section 9, Education Act 1996).

Within the Bridgend County Borough, each school has an area it serves (its catchment); however, the local authority must allow all parents/carers the opportunity to express a positive preference for the school they wish their child to attend. While most parents/carers are happy to choose their catchment school, it is necessary for that school to be selected by parents/carers on a school admission or in-year school admission/transfer application. The application allows parents/carers to list more than one school in order of preference. The local authority will offer a place at the highest available preferred school.

The local authority is committed to the principle of providing local schools for local children and will make every effort to ensure that parents/carers are able to secure a place for their child/ren at the catchment school, where parents/carers have expressed a positive preference for that school. However, parents/carers must not automatically assume that a place will be available for their child at their catchment school, or any particular school.

The local authority has a duty to meet the preferences for admission expressed by parents/carers ahead of those who have expressed no preference. Consequently, for the normal admissions rounds, parents/carers must ensure they record their preference/s on the school admission application and that the application is submitted to the local authority by the stated deadline.

2.1 Circumstances in which the duty to comply with parental preference does not apply

The duty of the local authority to comply with parental preference does not apply where:

1. To admit would be incompatible with the statutory duty to meet infant class size regulations.
2. To admit the child would prejudice the provision of efficient education or efficient use of resources.
3. Where arrangements for entry to a school's sixth form are based wholly on selection by reference to ability or aptitude and compliance with the preference would be incompatible with selection under those arrangements.
4. The child has been permanently excluded from two or more schools. Where this is the case, the local authority is not required to comply with parental preference for a school place for a period of two years from the first school day of the second exclusion.

This disapplication from the requirement to comply with parental preference does not apply to:

- pupils who were below compulsory school age when they were excluded;
- pupils who were reinstated after permanent exclusion or pupils who would have been reinstated following a permanent exclusion had it been practicable to do so;
- pupils with statements of special educational need;
- pupils who are looked after (the application for admission must be made by the corporate parent), or previously looked after children (the application for admission must be accompanied by evidence of the previously looked after status).

3. School catchment areas

School catchment area maps are published on the local authority's website:

www.bridgend.gov.uk/schooladmissions

Catchment areas are subject to change, with any changes being subject to consultation prior to implementation.

There is no right to, or guarantee of, an offer of a place at a child's catchment area school.

4. School capacity and published admission number

The capacity of a school is the number of pupil places it contains.

Welsh Government has published a capacity calculation methodology for all schools. This aims to provide a robust and consistent method of assessing the pupil capacity of all community, voluntary aided, voluntary controlled and foundation schools in Wales.

A school's calculated capacity is based on existing accommodation at a school and its usage. For statutory-age year groups (reception to Year 11) the calculated capacity informs the published admissions number for a school.

The local authority must admit pupils up to the published admission number in each statutory-age year group in a school (with the exception of twice-excluded pupils – see section 2).

As the published admission number reflects the school's ability to accommodate pupils, the local authority will only exceed the published admission number in exceptional circumstances.

5. Infant class size limit

In order to improve educational standards in schools, The School Admission (Infant Class Size) (Wales) Regulations 2013 limit the number of children in reception, Year 1 and Year 2 classes to 30 when a single qualified teacher is present.

The local authority will refuse admission to classes in these year groups if an admission would result in the infant class size limit being breached (ie it would result in infant class size prejudice), unless the situation is such that an exception to the infant class size limit is permitted by the legislation (eg the admission of children who are looked after or previously looked after).

In relation to the reception year, infant class size prejudice does not arise if the number of pupils in the reception year has not reached the school's published admission number.

Decisions on the structure of classes at a school is reserved to the headteacher. If a headteacher decides to operate a mixed-age class where some of the pupils in the class

are reception, Year 1 or Year 2 pupils, the infant class size limit will only apply if the majority of the pupils in the class are reception, Year 1 or Year 2 pupils.

6. Welsh-medium education

In accordance with statutory requirements, the local authority policy is that every child should have the opportunity to learn and use the Welsh language.

With regard to school admissions, provision is made for this in the following ways:

1. The teaching of Welsh as a second language in English-medium schools.
2. Welsh-medium education at four Welsh-medium primary schools and one Welsh-medium secondary school located within the Bridgend County Borough.

Parents/carers residing in the catchment area of Ysgol Gymraeg Bro Ogwr may wish for their child/ren to attend Ysgol Gynradd Gymraeg Calon Y Cymoedd. In such a situation, the local authority will be responsible for any home-to-school transport costs for eligible pupils, but only if such pupils reside closer to Ysgol Gynradd Gymraeg Calon Y Cymoedd than to Ysgol Gymraeg Bro Ogwr.

Admission to the Welsh-medium schools in the Bridgend County Borough is controlled by the provisions and criteria specified within this policy.

7. Arrangements with other local authorities

The local authority has made the following arrangements with Rhondda Cynon Taf County Borough Council, where surplus admission places are available:

1. Pupils from Abercerdin Primary School may attend Tonyrefail Comprehensive School with Bridgend County Borough Council being responsible for transport costs.
2. Pupils from Dolau Primary School, Brynnau Primary School and Llanharan Primary School may attend Pencoed Comprehensive School with Rhondda Cynon Taf County Borough Council being responsible for transport costs.

8. Ensuring fair access

Particular considerations apply in respect of specific groups of children, as detailed below.

8.1 Children from overseas and UK children living abroad

The local authority will treat applications for such children on an individual basis and in accordance with all applicable Welsh Government legislation/requirements, UK legislation and Home Office rules. Also, any European Union law that may be applicable to the UK.

It should be expected that the local authority will seek information on a range of relevant factors, including but not necessarily limited to:

- when the child is expected to be resident in the UK; and
- whether the parents/carers' application for leave to enter the UK has been or will be successful, or if it has been, on what terms entry has been granted.

8.2 Children in receipt of a statement of special educational needs (SEN) or a local authority-maintained individual development plan (IDP)

Where a community school is the named placement in a statement of SEN or a local authority maintained IDP, the local authority will admit the child to that school.

8.3 Children with additional learning needs (but without a statement of SEN or a local authority-maintained IDP)

Applications in respect of such children will be considered in the same way as all applications on the basis of the procedures and admission criteria set out in this policy.

If a child is currently being assessed under the statutory process for a statement of SEN or a local authority-maintained IDP, and at a later date, the local authority concludes that the child should have a statement of SEN or a local authority-maintained IDP, the appropriate school placement will be addressed as part of that statutory process.

8.4 Children with disabilities

The local authority will comply with the reasonable adjustments duty owed to disabled pupils, as defined in the Equality Act 2010.

8.5 Children with challenging behaviours

The local authority will not refuse to admit a child on the basis of his/her behaviour. Such children will include those who are considered to be potentially disruptive, exhibiting challenging behaviours or those who may be considered as requiring assessment for special educational needs.

After admission, a school may consider such disciplinary action as appropriate, in response to challenging behaviour. However, children exhibiting challenging behaviours may be disabled as defined by the Equality Act 2010 and require reasonable adjustments to be made for them in school.

8.6 Looked after and previously looked after children

In respect of looked after children, the following provisions apply even if the corporate parent is Bridgend County Borough Council.

Admissions rounds

Applications in respect of looked after and previously looked after children are prioritised under the applicable oversubscription criteria, **subject to:**

1. The application for a looked after child is completed and submitted by the corporate parent (ie the local authority with responsibility for looking after the child) and supporting evidence is provided (a Care Order or Interim Care Order).
2. The application for a previously looked after children is accompanied by supporting evidence from the former corporate parent.

In-year admissions/transfers

In accordance with the statutory School Admissions Code 2013, where in-year admission/transfer of a looked after child is being sought, the corporate parent must consult with the local authority before making the application. This is to ensure the appropriateness of the preferred school in light of the child's background and circumstances. This consultation and completion of an application is also required in respect of looked after children who have been permanently excluded from two or more schools.

Additionally, in the case of a looked after child who has been permanently excluded from two or more schools, the corporate parent must also consult with the governing body of the identified school.

In both instances, the consultation need not be onerous.

For applications for in-year admission/transfers in respect of looked after children, a place will be offered at the agreed school and an exception to the infant class size limit (if relevant) will be applied, **subject to** the application having been completed and submitted by the corporate parent (ie the local authority with responsibility for the child) and supporting evidence having been provided (a Care Order or Interim Care Order).

For applications for in-year admission/transfers in respect of previously looked after children, a place will be offered at the preferred school and an exception to the infant class

size limit (if relevant) will be applied, **subject to** the application being accompanied by supporting evidence from the former corporate parent.

The relevant supporting evidence referred to above must be submitted with the application.

8.7 Gypsy and Traveller children

When considering admission applications relating to Gypsy and Traveller children, the local authority will take account of Welsh Government Circular No: 003/2008 (Moving Forward – Gypsy Traveller Education) and sections 3.25 and 3.26 of the statutory School Admissions Code for Wales, 2013.

8.8 Children of serving UK service personnel and other serving Crown Servants (including diplomats)

‘UK service personnel’ refers to persons serving in the military forces. ‘Crown Servants’ are officers of the UK government, including diplomats.

There is no automatic right to a place at a preferred school for children of serving UK service personnel and other serving Crown Servants.

The local authority will accept a ‘unit’ postal address for applications from serving service personnel in the absence of a new home postal address.

For normal admissions rounds, the local authority will treat children of serving UK service personnel and serving Crown Servants as if they are already resident at a future address **provided that** the application is accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date and confirmation of the new home. The local authority will allocate a school place in accordance with the applicable criteria for the relevant admission round.

In respect of in-year admission/transfer applications for children of serving UK service personnel and serving Crown Servants:

- such children will be given ‘excepted status’ for infant class size limit purposes (if relevant), if admitted to a preferred school; and
- if the application is unsuccessful and a place at the preferred school is refused, the parents/carers may appeal against the decision and any appeal hearing would be heard as a normal prejudice appeal.

Applications for children of former UK service personnel or former Crown Servants will be treated as all other applications.

8.9 All vulnerable or hard-to-place children

The provisions of this policy will apply. However, in accordance with the requirements of the statutory School Admissions Code 2013, the local authority is additionally required to maintain fair access protocols for such children. The local authority has a panel whose role is to recommend placements that can meet the needs of these children.

8.10 School 'managed moves'

The local authority has a separate policy for the managed moves (transfers) of pupils between schools.

Managed moves of pupils are treated differently to regular admissions. The pupil will remain on roll at the current school during the managed move period. At the end of the managed move period, if the managed move is deemed successful, the pupil will be placed on roll at the receiving school. If the managed move is deemed to have been unsuccessful, the pupil will return to the school at which they are on roll.

The Managed Move Policy does not apply in any instances where the parent/carer completes a school admission application; the School Admissions Policy applies in all such cases.

9. Requests for admission outside of the normal age group

Occasionally, a parent/carer or school may seek a place outside of the chronological age group for a child who they consider to be gifted/talented or experiencing problems, or who has missed part of a school year, for example, due to ill health.

The local authority will consider each request carefully and make decisions on the basis of the circumstances of each case. The local authority will consider what is most beneficial for the child and, in every case, will consider information from the parents/carers, the school and an educational psychologist to inform its decision.

If the local authority decides that an out-of-year group application is appropriate, but that application is refused due to no places being available in the requested year group at the school, the parents/carers have a statutory right of appeal. However, there is no right of appeal if the local authority has offered a place but not in the requested year group (ie where the place offered is in the correct year group for the child's chronological age).

10. Information or circumstances that the local authority does not consider when making admission decisions

The following is not an exhaustive list, but details the principle information and circumstances that have no bearing on admission decisions:

- Any school that the child has previously attended.
- Any particular school that the child might attend in the future.
- A parent/carer communicating to any school that there is an intention to apply for a place at the school.
- An invitation to, or attendance by a child, at a 'taster'/transition day at any school.
- Allowance by any school of a visit by the parents/carers and/or child.
- Any indication either explicitly given, or assumed by a parent/carer to have been given, by a school that there are places available at the school in any year group, with the exception of sixth form places.

11. Equalities

The local authority's admissions policy and arrangements seek to achieve full compliance with all relevant legislation and guidance, with regard to equal opportunities and human rights (Equality Act 2010, the Human Rights Act 1998 and the Welsh Language Act 1993).

The local authority wants its services to be accessible to the whole community and will challenge discrimination in our communities, whether it is based on a person's transgender status, race, sex, disability, age, sexual orientation, religion or belief, pregnancy and maternity marriage or civil partnership.

The local authority's Corporate Equality Scheme sets out how the local authority will comply with its Public Sector Equality Duty in the exercise of its functions, having due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the legislation;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- foster good relations between persons who share a relevant protected characteristic and persons who do not.

12. Data protection and information sharing

The local authority complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The full Data Protection guidance and principles of the local authority may be viewed on the website www.bridgend.gov.uk

Any information recorded by an applicant in a school admission application will be held electronically and used by the local authority for the purpose of processing the application.

The local authority will share the information provided in a school admission application with the relevant school/s in accordance with the Fair Processing Statement – Education and Family Support, which is available at <https://www.bridgend.gov.uk/my-council/freedom-of-information/data-protection/>

13. Admissions rounds

13.1 Submission of applications

The requirement to apply for a school place

For both admissions rounds and in-year admissions/transfers, a school admission application **must** be completed by a parent/carer.

A separate application is required for each child.

A child will not be permitted to start at a school until an application has been received and processed by the local authority, and a school place has been offered by the local authority.

The applicant

In respect of applications for nursery children and children of statutory school-age, the application must be made by a 'parent' of the child, as defined by Section 576 of the Education Act 1996. This states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child.

Therefore, for the purposes of education law, a 'parent' is deemed to include:

- all biological parents, whether they are married or not;
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative; and
- any person who has care of a child or young person but is not a biological parent and does not have parental responsibility.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The local authority uses the term 'parent/carer' throughout this policy to reflect the legal definition of 'parent', as detailed above.

The local authority will only accept an application from a person who is not a parent/carer if it is accompanied by an appropriate written authorisation from a parent/carer.

An applicant will be required to make a declaration of the relationship to the child and provide such information as the local authority requires, including documentation, evidencing that relationship, at the time the admission application is submitted.

The local authority expects that the parents/carers of a child reach agreement about the preferred school/s and who will submit the application, before a school admission application is submitted. The local authority will not intervene in disputes between parents/carers over school applications and will expect that these are resolved privately. If parents/carers cannot agree and a Court order stating who should be making the application and what the school preference/s should be has not been obtained, the local authority will proceed to accept the application from the parent/carer in receipt of Child Benefit for the child.

Applications in respect of post-16 admissions/transfers can be submitted by a parent/carer or the learner.

How to apply

Applications can be completed online through sign up to 'My Account' on the Bridgend County Borough Council website.

Any parents/carers who do not have access to their own computer/laptop or smart phone, may use the computers available within the libraries in the county borough to sign up to My Account and complete a school admission application. A parent/carer who remains unable to create a My Account and access the relevant online school admission application, may contact the local authority and request a hardcopy school admission application.

If parents/carers permit completion and submission of a school admission application for their child through the My Account of a third party, the My Account holder will be deemed to be submitting the application on behalf of, and with the full authority of, the parents/carers of the child. In these circumstances, the parents/carers will be considered as accepting responsibility for the consequence of any errors or deficiencies in the completion of the application and/or the submission of the application.

The local authority accepts no responsibility for the non-receipt of an application that is not submitted through the online facility.

Late applications

All applications should be submitted in time for receipt by the local authority by the relevant published closing dates.

The local authority will accept late applications that are received after the relevant published closing date **provided that** the application is received prior to the offers of places being made **and** the local authority is satisfied as to the parents'/carers' reasons for the late application.

All other late applications will not be accepted for inclusion in the allocation of places that will be notified to applicants on the relevant published offer dates. Such applications will be processed by the local authority after the relevant published offer date and in order of date received. Oversubscription criteria will not apply; if a place is available in the preferred school at the time the application is processed, it will be offered. Therefore, late applicants may find that their preferred school is already full, even if the school is their catchment school.

No applications for admissions rounds that are received by the local authority after 31 August 2021 will be processed. After this date, an in-year admission/transfer application is required and all considerations applicable to in-year admission/transfer applications will be relevant. The local authority does not accept in-year admission/transfer applications made more than one term in advance of the start date. Consequently, all applications for a part-time nursery class in April 2022 that are received after 31 August 2021 will not be processed until the spring term 2022.

Applications in respect of looked after children and previously looked after children or children with a statement of SEN or an IDP that names a specific school will not be treated as late applications regardless of when the application is received.

13.2 Nursery class admissions rounds

Nursery education is non-statutory; however, in Wales, children are entitled to a free, part-time, early-years education place from the start of the term following their third birthday. The place can either be at a local authority-maintained school ('LA-maintained'), or within the non-maintained sector with a registered early year's provider. **This policy applies only to admissions to nursery classes in LA-maintained schools.**

The local authority is the admissions authority for nursery classes in LA-maintained schools in Bridgend County Borough. Parents/carers who wish to apply for a nursery place at a voluntary aided school must approach that school directly.

Places at LA-maintained schools are part-time for three-year-olds (Nursery Year 1) and full-time for four-year-olds (Nursery Year 2). Although nursery education is non-statutory, the local authority expects all children who are offered a part-time place to attend for five half days per school week and all children who are offered a full-time place to attend for five full days per school week.

A school admission (nursery) application **must** be completed by the parents/carers of eligible children for admissions to nursery classes in LA-maintained schools.

A child will only be permitted to attend a nursery class at a LA-maintained school if the relevant application has been submitted **and** the local authority has formally offered a place at that school.

Children who are admitted to a part-time nursery class of a LA-maintained school **do not have an automatic right to a full-time nursery place at the same school.** All parents/carers of children attending a part-time nursery class, whether residing within or outside the defined catchment area, must complete a school admission application for a full-time nursery year place, at the appropriate time, indicating their school preference/s.

Children who are admitted to a full-time nursery class of a LA-maintained school **do not have an automatic right to a reception year place at the same school.** All parents/carers of children attending a full-time nursery class, whether residing within or outside the defined catchment area, must complete a school admission application for a reception year place, at the appropriate time, indicating their school preference/s.

As nursery education is non-statutory, parents/carers have **no right of appeal** in respect of decisions on nursery class admissions.

[Timetable for nursery admissions 2021-2022](#)

The timetable for nursery admissions is not governed by the School Admissions Code 2013. The local authority's expected timetable for processing applications for nursery admissions for 2021-2022 is as follows:

Full-time nursery class admissions - pupils born between 1 September 2017 and 31 August 2018, starting in a full-time nursery class in September 2021:

Action	Date
Opening date for submission of applications	09:00 hours, Monday, 11 January 2021
Closing date for receipt of applications by the local authority	16:30 hours, Friday, 26 March 2021
Notification to applicants of offer or refusal of places (the 'offer date')	Monday, 17 May 2021

Part-time nursery class admissions - pupils born between 1 September 2018 and 31 December 2018, starting in a part-time nursery class in January 2022:

Action	Date
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Opening date for submission of applications	10:00 hours, Monday, 11 January 2021
Closing date for receipt of applications by the local authority	16:00 hours, Friday, 26 March 2021
Notification to applicants of offer or refusal of places	By 29 October 2021

Part-time nursery class admissions - pupils born between 1 January 2019 and 31 March 2019, starting in a part-time nursery class in April 2022:

Action	Date
Opening date for submission of applications	10:00 hours, Monday, 11 January 2021
Closing date for receipt of applications by the local authority	16:00 hours, Friday, 26 March 2021
Notification to applicants of offer or refusal of places	By 29 October 2021

[Allocation of full-time nursery class places](#)

The local authority will normally only admit up to the school's published admission number when allocating full-time nursery places.

Where the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available:

1. Children who are looked after or previously looked after.
2. Children whose place of ordinary residence is within the school's defined catchment area.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from the reception year to Year 6 in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
3. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, by the published closing date for submission of the relevant school admission applications that the child will be ordinarily resident within the defined catchment area by the commencement of the school term to which the application relates.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from the reception year to Year 6 in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
4. Children recommended for placement for medical, psychological, or compelling social reasons.
5. Children living outside the school's defined catchment area will be considered for any remaining places in the order of priority set out below:

- a) Children who will have a sibling at the school in any age group from reception year to Year 6 in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the shortest available walking route from place of ordinary residence to the nearest openly accessible school gate.

Allocation of part-time nursery class places

In determining the number of part-time nursery places available for allocation in any school, the local authority will take into account the capacity of the accommodation used

for nursery pupils, the published admission number and the number of full-time nursery pupils already on roll at the school.

Where the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available:

1. Children who are looked after or previously looked after.

2. Children born between 1 September 2018 and 31 December 2018 who will attain the age of three in the academic year 2021-2022 and whose place of ordinary residence is within the school's defined catchment area. **These children will be eligible for a part-time nursery place from January 2022.**

Where a school is over-subscribed the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from the reception year to Year 6 in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

3. Children born between 1 January 2019 and 31 March 2019 who will attain the age of three in the academic year 2021-2022 and whose place of ordinary residence is within the school's defined catchment area. **These children will be eligible for a part-time nursery place in April 2022.**

Where a school is over-subscribed the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from the reception year to Year 6 in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

4. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, by the published closing date for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the school term to which the application relates.

Where a school is oversubscribed under this criteria, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from the reception year to Year 6 in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

5. Children recommended for placement for medical, psychological, or compelling social reasons.

6. Children living outside the school's defined catchment area will be considered for any remaining places in the order of priority set out below:

- a) Children who will have a sibling at the school in any age group from the reception year to Year 6 in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

13.3 Primary/infant school admission round (reception year)

The relevant age group for the reception year is 4-5 years.

Every child is required by law to receive full-time education from the beginning of the school term after his/her fifth birthday. In the Bridgend County Borough, children are normally admitted to the reception year in the September following their fourth birthday. However, parents/carers have the option of deferring their child's entry to the reception year until later in the same school year. The deferment cannot continue beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original admission application was accepted by the local authority. Where the

parent/carer wishes to defer the child's entry to the reception year as detailed, the local authority will hold a place for the child.

An application for a reception year place must be submitted. **There is no automatic admission to the reception year at any primary or infant school, regardless of the school at which the child may be attending a nursery class.**

Timetable for reception year admissions for September 2021

The expected timetable for children born between 1 September 2016 and 31 August 2017, entering a reception class in September 2021 is as follows:

Action	Date
Opening date for submission of applications	10:00 hours, Monday, 23 November 2020
Closing date for receipt of applications by the local authority	16:00 hours, Friday, 12 February 2021
Notification to applicants of offer or refusal of places (the 'offer date')	Friday, 16 April 2021
Closing date for parents/carers to submit an appeal	16:00 hours, Friday, 7 May 2021

Allocation of reception year places for September 2021

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

Where the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available:

1. Children who are looked after or previously looked after.
2. Children whose place of ordinary residence is within the school's defined catchment area.

Where a school is oversubscribed under this criteria, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from Year 1 to Year 6 in respect of primary schools, or Year 1 and Year 2 in respect of infants schools, attending the school in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

- 3. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, by the published closing date for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the school term to which the application relates.

Where a school is oversubscribed under this criteria, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from Year 1 to Year 6 in respect of primary schools, or Year 1 and Year 2 in respect of infants schools, attending the school in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

- 4. Children recommended for placement for medical, psychological, or compelling social reasons.

- 5. Children living outside the school's defined catchment area will be considered for any remaining places in the order of priority set out below:

- a) Children who will have a sibling at the school in any age group from Year 1 to Year 6 in respect of primary schools, or Year 1 and Year 2 in respect of infants schools, attending the school in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

13.4 Junior school admission round (Year 3)

In primary schools, the infant and junior sections are simply departments of the same school and children progress through the school from the infants to juniors without having to transfer elsewhere. Parents/carers are therefore **not** required to complete a school admission application, since the children are already regarded as registered pupils in the primary school.

Children attending Year 2 in an infant school do not automatically transfer to Year 3 at junior school. An application for a Year 3 place at junior school must be submitted. **There is no automatic admission to a junior school or any primary school regardless of the infant school or primary school that a child currently attends.**

Children normally enter Year 3 in junior school at the beginning of the academic year following their seventh birthday.

If parents/carers do not wish their child to attend Year 3 at junior school and instead wish for their child to attend Year 3 at a standard primary school, an in-year admission/transfer application must be submitted. Parents/carers should note that places in Year 3 in a standard primary school may be very limited or unavailable. Also, that the local authority will not make admission decisions in respect of in-year admission/transfer applications for a September 2021 start date until Easter 2021.

Timetable for Year 3 junior school admissions for September 2021

The expected timetable for children born between 1 September 2013 and 31 August 2014, moving from infants school (Year 2) to junior school (Year 3) in September 2021 is as follows:

Action	Date
Opening date for submission of applications	10:00 hours, Monday, 23 November 2020
Closing date for receipt of applications by the local authority	16:00 hours, Friday, 12 February 2021
Notification to applicants of offer or refusal of places (the 'offer date')	Friday, 16 April 2021
Closing date for parents/carers to submit an appeal	16:00 hours, Friday, 7 May 2021

Allocation of Year 3 junior school places for September 2021

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

Where the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available:

1. Children who are looked after or previously looked after.

2. Children whose place of ordinary residence is within the school's defined catchment area.

Where a school is oversubscribed under this criteria, the local authority will allocate the places in the following order of priority:

- c) Children who will have a sibling at the school in any age group from Year 4 to Year 6 attending the school in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- d) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

3. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, by the published closing date for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the school term to which the application relates.

Where a school is oversubscribed under this criteria, the local authority will allocate the places in the following order of priority:

- b) Children who will have a sibling at the school in any age group from Year 4 to Year 6 attending the school in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- c) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

4. Children recommended for placement for medical, psychological, or compelling social reasons.
5. Children living outside the school's defined catchment area will be considered for any remaining places in the order of priority set out below:
 - b) Children who will have a sibling at the school in any age group from Year 4 to Year 6 attending the school in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- c) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

13.5 Secondary school admission round (Year 7)

Children normally enter Year 7 in secondary school at the beginning of the academic year following their eleventh birthday.

An application for a Year 7 place must be submitted. **There is no automatic admission to any secondary school, regardless of the primary or junior school that a child currently attends.**

Timetable for Year 7 secondary school admissions for September 2021

The expected timetable for children born between 1 September 2010 and 31 August 2011, transferring from junior/primary school (Year 6) to secondary school (Year 7) in September 2021 is as follows:

Action	Date
Opening date for submission of applications	10:00 hours, Monday, 19 October 2020
Closing date for receipt of applications by the local authority	16:00 hours, Friday, 22 January 2021
Notification to applicants of offer or refusal of places (the 'offer date')	Monday, 1 March 2021
Closing date for parents/carers to submit an appeal	16:00 hours, Friday, 19 March 2021

Allocation of Year 7 secondary school places for September 2021

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

Where the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available:

1. Children who are looked after or previously looked after.

2. Children whose place of ordinary residence is within the school's defined catchment area.

Where a school is oversubscribed under this criteria, the local authority will allocate the places in the following order of priority:

- e) Children who will have a sibling at the school in any age group from Year 8 to Year 11 attending the school in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- f) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

3. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, by the published closing date for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the school term to which the application relates.

Where a school is oversubscribed under this criteria, the local authority will allocate the places in the following order of priority:

- c) Children who will have a sibling at the school in any age group from Year 8 to Year 11 attending the school in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- d) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

4. Children recommended for placement for medical, psychological, or compelling social reasons.
5. Children living outside the school's defined catchment area will be considered for any remaining places in the order of priority set out below:
 - c) Children who will have a sibling at the school in any age group from Year 8 to Year 11 attending the school in the academic year 2021-2022.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

- d) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

14. Explanations of oversubscription criteria

14.1 Looked after and previously looked after children

The local authority is under a duty to give looked after and previously looked after children the highest priority in the oversubscription criteria.

In the case of a looked after child, the school admission application must be completed and submitted by the corporate parent (ie the local authority with responsibility for the child) and supporting evidence must be provided (a Care Order or Interim Care Order).

In the case of previously looked after children, the school admission application must be accompanied by supporting evidence from the former corporate parent.

The relevant supporting evidence must be submitted with the application.

14.2 Child's address / place of ordinary residence

Applicants must record the current address at which the child is ordinarily resident on a school admission application.

When considering whether a child lives in a school's catchment area, it is the child's place of ordinary residence that the local authority considers to be the home address and satisfying the admissions criteria.

Where the child's parents/carers are not living together but have shared responsibility for the child, and the child lives with each parent/carer for part of the periods during which the child receives education, the child will be considered as being ordinarily resident at the places where **each** of the parents/carers is ordinarily resident. Accordingly, the local authority will accept the address of either parent/carer as being the child's place of ordinary residence.

Changes to the child's address / place of ordinary residence

If the child's place of ordinary residence changes after the school admission application has been submitted:

1. The local authority must be notified immediately in writing (email or letter).
2. If the change is notified to the local authority before the closing date for the admission round, the change will be taken into consideration in the application of oversubscription criteria and the allocation of places.
3. If the change is notified to the local authority after the closing date for the admission round, the place of ordinary residence recorded on the application will be used in the application of oversubscription criteria and the allocation of places. The applicant will have the option to complete and submit a late application if the allocated place is at a school that is no longer the preferred school, which would be subject to the provisions relevant to late applications (see section 13.1).
4. If the applicant does not inform the local authority of a change of ordinary residence prior to the child date on which the child would start school, the local authority will take the action detailed below under 'provision of false or misleading information'.

Applications made on the basis of a future change in the place of ordinary residence

The local authority will only accept such applications in the circumstances where the applicant is in the process of a house move at the time that the application is submitted and is expressing a preference for a school that is the catchment school for the future address, the following evidence **must** be provided to the local authority:

- written evidence from a solicitor that the house sale has been completed, contracts have been exchanged and that a moving date has been agreed such that the child will be resident at the new address by the commencement of the school term to which the application relates; or
- a written tenancy agreement evidencing that the child will be resident at the new address by the commencement of the school term to which the application relates.

All required evidence **must** be received by the local authority prior to the allocation and offer of places. If the required evidence is not received prior to the allocation and offer of places, the application will be treated as an out of catchment application for the preferred school/s.

If the evidence does not confirm that the child will be resident at the new address by the commencement of the school term to which the application relates, the application will be treated as an out of catchment application for the preferred school/s.

Provision of false or misleading information

Where a parent/carer provides fraudulent or intentionally misleading information relating to the child's place of ordinary residence (this includes the failure to notify the local authority of changes to the place of ordinary residence) in order to obtain the advantage of a particular school placement to which the child would otherwise not be entitled, the local authority reserves the right to withdraw the offer of a place.

Where a place is withdrawn, the application will be considered afresh based on the accurate place of ordinary residence, and a right of appeal will be offered if a place at the preferred school/s is refused.

Where there is doubt about the child's place of ordinary residence, the local authority reserves the right to seek further verification from the applicant in the form of documentary evidence, which may include, but not necessarily be limited to, a utility bill or council tax statement. If the local authority is not satisfied by the evidence provided and a place has already been offered, the local authority reserves the right to withdraw the offer.

14.3 Siblings

A sibling is classified as a half or full brother/sister, a step-brother/sister, an adopted brother/sister, or a child living in the same household.

An application will be considered under the sibling criterion if the following conditions are met:

1. the full sibling details are recorded on the application; and
2. the sibling and the child who is the subject of the application would be attending the same school at the same time and the sibling is of statutory school-age (ie for nursery and primary school applications, the sibling must be in the reception year to Year 6; for junior school applications, the sibling must be in Year 4 to Year 6; for secondary school applications, the sibling must be in Year 7 to Year 11.)

Provision of false or misleading information

Where a parent/carer provides fraudulent or intentionally misleading information relating to the sibling criterion in order to obtain the advantage of a particular school placement to which the child would otherwise not be entitled, the local authority reserves the right to withdraw the offer of a place.

Where a place is withdrawn, the application will be considered afresh based on the accurate information, and a right of appeal will be offered if a place at the preferred school/s is refused.

14.4 Multiple birth children

A multiple birth is defined as the birth of more than one baby from a single pregnancy (eg the birth of twins, triplets etc).

14.5 Proximity to school

The measurement will be from the child's place of ordinary residence to the nearest openly accessible school gate through which pupils may enter the school grounds.

In respect of residences that are within blocks of flats, the distance will be calculated from the front entrance of each flat.

The distances will be calculated to four decimal places.

The local authority uses software to measure all distances within the Bridgend County Borough that takes into account the available walking routes to the school/s.

For applications where the child's place of ordinary residence is outside the Bridgend County Borough, the distance will be measured using publicly-available web-based services.

14.6 Children recommended for placement for medical, psychological, or compelling social reasons

To satisfy this criterion, applicants must provide supporting evidence from a registered health professional or a social worker that states the reasons why the named school is the most suitable school and what difficulties would arise if the child had to attend another school. The evidence must be dated no more than three months prior to the application submission date.

Applications in respect of young carers will be considered under this criterion subject to provision of the necessary evidence, as set out above.

The local authority expects the applicant to provide the required evidence at the time the application is submitted. If this is not possible, the local authority must be advised of and satisfied as to the reasons and the required evidence must then be provided prior to the closing date of the admission round. If the required evidence is not provided to the local authority before the closing of the admission round, the application will not be prioritised under this criterion.

15. The offer process for admissions rounds

15.1 Offer dates

The School Admissions Code 2013 sets out how admission authorities in Wales must identify the offer date for primary school (reception), junior school and secondary school admissions rounds. The relevant offer dates for all admissions rounds for 2021-2022 are detailed in section 13.

15.2 Communication of the outcome

Parents/carers who submit an application by the published closing date of an admission round, or parents/carers whose late application has been accepted by the local authority for inclusion in the allocation of places, will be notified in writing of the outcome of their school admission or in-year school admission/transfer application.

Parents/carers may not expect that the outcome of their application will be communicated verbally.

If the application is refused, the notification will set out the reasons for the decision and will advise parents/carers on the appeal process. As nursery education is non-statutory, **parents/carers have no right of appeal in respect of unsuccessful nursery class applications.**

15.3 Waiting lists

The local authority maintains waiting lists for oversubscribed schools. If a place at the preferred school is not offered, the child will be automatically included in the waiting list for the school unless the parent/carer expressly advises the local authority that this action is not required.

For the admissions rounds, children will remain on the waiting list, for any school at which they have been refused a place, until 30 September 2020. Children will automatically be removed from the waiting list/s after this date.

If additional places become available at a school, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria (see sections 15 and 16) and **not** the length of time a child has been on the waiting list.

16. In-year admissions / transfers

16.1 Circumstances in which an in-year admission/transfer application is required

An in-year admission/transfer application **must** be completed in any of the following circumstances:

1. If a child moves into Bridgend County Borough during the course of an academic year and the parents/carers wish the child to attend a school for which the local authority is the admission authority.
2. If the parents/carers wish their child/ren to move to a different school within the Bridgend County Borough during the course of an academic year and the parents/carers wish the child to move to a school for which the local authority is the admission authority.
3. If an application for an admission round has not been completed and submitted to the local authority by 31 August 2021 (ie an application is being submitted on or after the official start date of the 2021-2022 academic year).

16.2 School transfers

Parents/carers who wish to apply for a place at a different school for reasons other than a change of ordinary residence are advised to carefully consider the information available on www.bridgend.gov.uk/schooladmissions.

Parents/carers should talk to the headteacher of the pupil's current school about the reasons for a change of school being considered. There is a significant amount of research evidencing that changing schools is disruptive and can have a negative impact on a pupil's attainment. There are many reasons for this. It is particularly important that careful consideration is given to the impacts of moving pupils in Year 10 and Year 11, who would have already begun to study for their chosen GCSE subjects, as those GCSE subjects may not be available at a different school.

16.3 'Advance' requests

It is not fair and equitable for the local authority to hold places open for children for undue periods of time. Accordingly, the local authority will only accept 'advance' in-year school admission/transfer applications, ie for a future admission date, where that requested admission date is in the period up to the end of the following half term and the local authority is satisfied as to the reasons for the advance request.

16.4 Availability of places

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

As the number of pupils on roll in any school can change on a frequent basis, the local authority will not provide information on the availability of places in any year group at any school in advance of an in-year school admission/transfer application being submitted.

16.5 Consideration of applications

In-year school admission/transfer applications are considered by the local authority in strict order of date received.

For in-year admissions/transfers, whether the child lives in or out of the catchment area of the requested school is of no relevance to the local authority's decision on whether a place at the requested school can be offered.

If there is no place available in the relevant year group at the requested school, the local authority child will refuse admission to that school unless the circumstances are such that the local authority considers an exception should be made.

Where there is a place in the relevant year group at the requested school but the in-year school admission/transfer application is not made in consequence of a change in the child's ordinary residence, or the circumstances are such that the local authority determines there is no need for an immediate move of school, **the local authority will defer the admission to the start of the following school term.** This is to minimise disruption to the education of both the child and the other children at the school.

16.6 Communication of the outcome

Applicants will be notified in writing of the outcome of their in-year school admission/transfer application within 15 school days or 28 calendar days of the date of the application being received, whichever is the sooner.

Parents/carers may not expect that the outcome of their application will be communicated verbally.

If the application is refused, the notification will set out the reasons for the decision and will advise parents/carers on the appeal process. As nursery education is non-statutory, **parents/carers have no right of appeal in respect of unsuccessful nursery class applications.**

16.7 Waiting lists

The local authority maintains waiting lists for oversubscribed schools. If a place at the preferred school is not offered, the child will be automatically included in the waiting list for the school unless the parent/carer expressly advises the local authority that this action is not required.

For all in-year admission/transfer applications, children will remain on the waiting list for any school at which they have been refused for a period of 3 months from the date of the

refusal. Children will automatically be removed from the waiting list/s after these periods have elapsed.

Submission of a new in-year admission/transfer application does not renew a child's place on a waiting list. If a new in-year admission/transfer application is submitted and is refused, the child will be recorded as a new entry to the waiting list from the date of the refusal.

Registration of an admission appeal does not extend a child's time on the waiting list, irrespective of the date for the admission appeal hearing.

If additional places become available at a school, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria (see sections 15 and 16) and **not** the length of time a child has been on the waiting list. A place cannot be allocated to a child who is not on the waiting list.

17. Admission appeals

17.1 General

School admission appeals are conducted in accordance with Welsh Government's School Admission Appeals Code 2013.

Any person who is considering an appeal is strongly recommended to read this School Admissions Policy 2021-2022, the School Admissions Code 2013 and the School Admission Appeals Code 2013 in full.

In the vast majority of cases, children are offered places in line with the expressed preference for a specific school. If, however, a child is unable to gain admission to the preferred school, parents/carers or post-16 learners may choose to appeal to an independent appeal panel.

Parents/carers/ or post-16 learners may accept a place offered at an alternative school while pursuing a place at the preferred school. The independent appeal panel will consider the grounds put forward by appellant/s and determine whether the merits of the case outweigh the case presented by the local authority.

As nursery education is non-statutory, parents/carers have **no right of appeal** in respect of decisions on nursery class admissions.

17.2 Registering an appeal

Persons who may register an appeal

In respect of appeal registrations for children of statutory school-age, the appeal must be registered by the parent/carer, as defined in section 13.

The local authority will only accept an appeal registration from a person who is not a parent/carer if it is accompanied by an appropriate written authorisation from a parent/carer.

The person registering the appeal will be required to make a declaration of the relationship to the child and provide such information as the local authority requires, including documentation, evidencing that relationship, at the time the appeal registration is submitted. The person registering the appeal will not be required to submit such if it has already been submitted in support of the admission application.

Appeals in respect of post-16 admissions/transfers can be registered by either a parent/carer or the learner.

Timescale for registering an appeal

In the case of appeals relating to the refusal of places in an admissions round, the appeal **must** be registered with the local authority by the closing date as detailed in section 13.

In the case of appeals relating to the refusal of a place following submission of an in-year admission/transfer application, the appeal **must** be registered with the local authority within 10 working days of the date of the written notification of the refusal.

How to register an appeal

An appeal must be registered in writing.

Persons registering an appeal are able to complete a school admission appeal registration online by signing up to My Account on the Bridgend County Borough Council website.

Guidance on completing the registration is available on:

www.bridgend.gov.uk/schooladmissions

Any person who does not have access to a computer/laptop or smart phone, may use the computers available within the libraries in the Bridgend County Borough to sign up to My Account and complete an online registration. A person who remains unable to access the online registration may contact Bridgend County Borough Council on telephone number 01656 643643 to request a hardcopy registration.

The local authority accepts no responsibility for the non-receipt of an appeal registration that is not submitted through the online facility.

17.3 Arrangements for the appeal hearing

The local authority will refer the appeal to an independent appeal panel. The clerk to the panel will arrange a time and place for the hearing.

Appellants will have the opportunity of attending the panel hearing and making their representations (oral and/or written).

Appellants are advised that:

1. They may elect not to attend the appeal meeting and, instead, allow the appeal to be considered on a written statement.
2. The appeal will be decided on the information available if parents/carers have indicated an intention to attend the appeal but do not do so, and fail to provide a reasonable explanation.
3. If appellants cannot attend on the scheduled date and it is not reasonably practicable to offer an adjourned hearing, the appeal will be decided on the information available.
4. Appellants will be given at least 14 days (10 working days) written notice of the meeting of the appeal panel, unless they agree to a shorter period. The appellant should confirm this in writing to the clerk to the panel.

Appellants may be accompanied at a panel hearing by a friend or adviser or an interpreter, however, local authority councillors are not permitted to attend. Appellants are requested to inform the clerk to the independent appeal panel of any representation at least seven days before the hearing.

Organisations such as ACE (The Advisory Centre for Education) may be able to provide assistance to parents/carers in relation to school admission appeals. Information is available from the organisation's website www.ace-ed.org.uk

17.4 Repeat appeals

Parents/carers and post-16 learners do not have a right to a second appeal in respect of the same school and the same academic year except where:

- there were faults in the first appeal process and there is a significant possibility that the outcome might have been affected by the faults (this may be on the recommendation of the Public Services Ombudsman for Wales); or
- a fresh application is accepted because there has been a significant and material change in the circumstances of the parent/carer or child and that application has also been refused. Common examples of where a fresh application is considered

are where a family has moved address or there are new medical reasons pertaining to the choice of school.

Parents/carers and post-16 learners who appeal unsuccessfully may re-apply for a place at the same school in respect of a later academic year (but subject to the timescales set out in section 13). Parents/carers and post-16 learners will have a right to appeal if that application is refused.

Any information provided by an appellant a school admission appeal registration will be held electronically and used by local authority for the purpose of processing the admission appeal request.

18. The Bridgend Admission Forum

The local authority is under a statutory duty to establish an admission forum.

The Bridgend Admission Forum is constituted in accordance with Annex D of the statutory School Admissions Code 2013.

The role of the forum is to help ensure that the school admissions system in Bridgend is fair, straightforward and easy for parents/carers to understand. The forum is responsible for monitoring the local authority's compliance with the statutory School Admissions Code 2013 and may advise the local authority on ways in which admission arrangements could be improved.

The terms of reference, meeting agendas, meeting minutes and annual reports of the Bridgend Admission Forum are published on the local authority's website at:

<https://www.bridgend.gov.uk/residents/schools-and-education/school-admissions/school-admissions-forum/>

19. Additional information

In addition to the sources of information already detailed, the local authority's Starting School Prospectus for 2021-2022 provides further and additional information on matters associated with school admissions and starting school.

20. Queries

Queries in relation to this policy and the admissions or appeal registration processes may be directed to the Learner Support Team as follows:

E-mail: pupilservices@bridgend.gov.uk

Tel No: 01656 642637

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

This policy is published on the Bridgend County Borough Council website:
www.bridgend.gov.uk/schooladmissions

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

10 MARCH 2020

REPORT OF THE INTERIM HEAD OF FINANCE AND SECTION 151 OFFICER

RENEWAL OF INSURANCE COVER

1. Purpose of Report

1.1. The purpose of this report is to inform Cabinet of the result of the retender exercise for the Motor, Fidelity Guarantee, Computer, Engineering Inspection, Personal Accident & Travel, and the School Journey policies and to seek Cabinet approval to authorise Marsh UK Limited, as the Council's appointed insurance broker, to accept cover for the full range of policies, on behalf of the Council.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

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

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

3. Background

3.1. Whilst the Council's insurance cover is subject to long term agreements with providers, the Council is required each year to agree annual premiums and associated claims handling costs for each policy in accordance with those agreements. This is carried out by Marsh UK Limited, who were reappointed as the Council's insurance broker in 2019.

3.2. The Motor, Fidelity Guarantee, Computer, Engineering Inspection, Personal Accident & Travel, and the School Journey policies are subject to long term agreements which expire on 30 March 2020. A retender exercise has therefore been carried out for these policies, via the National Procurement Service Insurance Services Dynamic Purchasing System.

4. Current situation / proposal

4.1 Policies with Long Term Agreements in place

Marsh UK Limited has undertaken the annual insurance renewal negotiations for the policies still subject to long term agreements, other than the Property policy which is placed direct with Zurich Municipal as Zurich Municipal do not deal with brokers. The net premiums, excluding insurance premium tax, are shown in Table 1 below.

Table 1 – Non-Tendered policies

Policy	2019-20	2020-21	Year on Year Change (£)	Year on Year Change (%)	Insurer
Material Damage	223,062.64	239,571.10	16,508.46	7%	Zurich Municipal
Property Owners	874.36	4,040.48	3,166.12	362%	Zurich Municipal
Contractors Plant	14,650.00	14,650.00	0.00	0%	Zurich Municipal
Medical Malpractice	5,311.26	5,311.26	0.00	0%	Beazley
Porthcawl Harbour lock gate mechanism	795.90	836.00	40.10	5%	Allianz
Terrorism	9,806.45	9,642.00	-164.45	-2%	Lloyds
Employers Liability	70,750.00	72,945.00	2,195.00	3%	QBE via RMP
Public Liability	98,750.00	135,000.00	36,250.00	37%	QBE via RMP
Officials Indemnity	30,370.00	30,370.00	0.00	0%	QBE via RMP
Professional Indemnity	7,060.00	7,060.00	0.00	0%	QBE via RMP
Liability Claims Handling	17,655.00	16,592.33	-1,062.67	-6%	Gallagher Bassett
Total	£479,085.61	£536,018.17	£56,932.56	12%	

The negotiations have resulted in an overall increase in premium of £56,932.56 from 2019-20 and the main points to note are:

Material Damage

Whilst there has been a slight rate increase, the majority of the premium increase comes from the fact that the property sums insured have increased by 12% from the 2019 renewal.

Property Owners

This covers premises that are owned by BCBC but occupied and managed by Third Parties. This premium has increased following the addition of the Rest Bay Watersports Centre.

Employers Liability

There has been a 3% rating increase applied to the existing payroll estimates.

Public Liability

QBE have re-evaluated their Liability policies for all policyholders due to increasing claims costs and the evaluation has resulted in premium increases for all policyholders, and an increase for BCBC in particular of £36,250.

Despite the overall increase of 17% across the Combined Liability policy (Public Liability and Employers Liability), the premium is still lower than the 2nd best tender last year and so the recommendation is to renew with QBE and not re-tender.

4.2 Policies Re-tendered

The Council confirmed to bidders that awards would be made to the 'most economically advantageous' tender, based on a weighting of 50% for price and 50% for quality. The specifications asked for tenders based on 2 long term agreement options, namely: three years, and three years with an option to extend for a further two years.

Tenders were received electronically by the deadline of 27 January 2020. One company submitted a tender after the deadline and they were deemed non-compliant and therefore excluded from further evaluation.

The companies who responded in accordance with the tender instructions have been identified as companies A – H in the first row of Table 2. Tenders have been evaluated, with the assistance of Marsh UK Limited, in accordance with the tender evaluation criteria. The responses to the tender, winning score, and recommended Insurer, are detailed in Table 2 below.

Table 2 – Tender Scores

Policy	Available Score	A	B	C	D	E	F	G	H	Winning Score	Recommended Insurer
Fidelity Guarantee	100	94.55	86.03							94.55	RMP
Motor Fleet	100	67.04	75.23	91.91			80.89			91.91	Edison
Personal accident & Travel	100	68.95	91.87		68.00					91.87	Zurich Municipal
Offsite & Onsite activities	100	61.19	77.80		85.71	84.08				85.71	Maven
Engineering Inspection	100	87.63	92.80					63.80	82.03	92.8	Zurich Municipal
Computer	100	71.82	74.23					69.90		74.23	ZM

4.3 Following consideration of the bids received, a 3 year long term agreement is recommended with an option to extend for a further 2 years. The current premium and the new tender premium are shown in Table 3 below. There is a reduction in total cost of £5,181.61.

Table 3 – Tendered policies

Policy	2019-20 £	2020-21 £	Year on Year Change £	Year on Year Change %	Recommended Insurer
Fidelity Guarantee	25,340.00	33,000.00	7,660.00	30%	QBE via RMP
Motor Fleet	105,850.00	96,350.00	-9,500.00	-9%	Edison
Motor Claims handling	3,728.00	0.00	-3,728.00	-100%	N/A

Personal Accident & Travel	7,635.00	13,149.60	5,514.60	72%	Zurich Municipal
School Offsite & Onsite activities	17,233.91	12,740.02	-4,493.89	-26%	Maven
Engineering Inspection	32,875.44	30,731.00	-2,144.44	-7%	Zurich Municipal
Engineering Insurance	5,772.19	4,500.00	-1,272.19	-22%	Zurich Municipal
Computer	9,217.69	12,000.00	2,782.31	30%	Zurich Municipal
Total	207,652.23	202,470.62	-5,181.61	-2%	

5. Effect upon Policy Framework & Procedural Rules

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

6. Equality Impact Assessment

6.1 There are no equality implications arising from this report.

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

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

8. Financial Implications.

8.1 UK Insurance Premium Tax (IPT) @ 12% applies to all classes of insurance. The premiums above exclude IPT. The total tax liability for Insurance Premium Tax is £82,939.86. Engineering Inspection and claims handling are service contracts not Insurance policies and attract VAT at 20%. The total tax liability for Insurance Premium Tax has increased by £5,062.86 compared to 2019-20.

8.2 The costs for 2020-21 are shown in Table 4 below, and reflect an increase of £51,750.95 (8%) on 2019-20 premiums, and £5,062.86 on Insurance Premium Tax. The additional costs will be met from the 2020-21 insurance revenue budget which has sufficient headroom to meet these costs.

Table 4 – Total Premiums

	2019-20 £	2020-2021 £	Year on Year £	Year on Year %
Non-tendered Policies	479,085.61	536,018.17	56,932.56	12%
Re-tendered policies	207,652.23	202,470.62	-5,181.61	-2%
Total Premium	686,737.84	738,488.79	51,750.95	8%

Insurance Premium Tax	77,877.00	82,939.86	5,062.86	6.5%

9. Recommendation.

- 9.1 It is recommended that Cabinet approves the acceptance of the quotations in paragraphs 4.1 and 4.3 and the renewal of the insurance programme through Marsh UK Limited as the Council's appointed Insurance Broker.

Gill Lewis
Interim Head of Finance and Section 151 Officer
28th February 2020

Contact Officer: **Karen Davies**
Insurance Officer

Telephone: (01656) 643318

E-mail: Karen.Davies@bridgend.gov.uk

Postal Address Bridgend County Borough Council
Ravens Court
Brewery Lane
Bridgend
CF31 4AP

Background documents

The Risk Management & Insurance Section holds the insurance renewal tender documents and renewal report from Marsh UK Limited.

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

10 MARCH 2020

REPORT OF THE CHIEF OFFICER – LEGAL, HR AND REGULATORY SERVICES

INFORMATION REPORT FOR NOTING

1. Purpose of Report

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

2. Connection to Corporate Improvement Objectives/Corporate Priorities

- 2.1 The report relates to the corporate priority/priorities:
- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

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

4. Current situation / proposal

4.1 Information Reports

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

<u>Title</u>	<u>Date published</u>
Estyn Inspection Outcomes For Tondu Primary School, Archbishop Mcgrath Catholic High School and Coety Primary School	4 March 2020

4.2 Availability of Documents

The document has been circulated to Elected Members electronically via Email and placed on the BCBC website, and is also available from the date of publication.

5. Effect upon Policy Framework and Procedure Rules

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

6. Equality Impact Assessment

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

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

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

8. Financial Implications.

8.1 There are no financial implications regarding this report.

9. Recommendation.

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

K Watson
Chief Officer – Legal, HR and Regulatory Services
4 March 2020

Contact Officer: Andrew Rees
Telephone: (01656) 643147
Email: cabinet_committee@bridgend.gov.uk

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

Background documents: None.

BRIDGEND COUNTY BOROUGH COUNCIL

INFORMATION REPORT TO CABINET

10 MARCH 2020

REPORT OF THE CORPORATE DIRECTOR OF EDUCATION AND FAMILY SUPPORT

**ESTYN INSPECTION OUTCOMES FOR TONDU PRIMARY SCHOOL, ARCHBISHOP
MCGRATH CATHOLIC HIGH SCHOOL AND COETY PRIMARY SCHOOL**

1. Purpose of report

1.1 This report informs Cabinet of the outcomes of the recent Estyn:

- inspection of Tondu Primary School;
- inspection of Archbishop McGrath Catholic High School; and
- review of progress at Coety Primary School.

2. Connection to corporate improvement objectives/other corporate priorities

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

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

3. Background

3.1 During autumn term 2019, Estyn inspected one primary school and one secondary school, and reviewed progress at one primary school in Bridgend. The full text of these reports is available on the Estyn website: www.estyn.gov.uk

3.2 In November 2019, Estyn inspected Tondu Primary School. Estyn published the report on 30 January 2020.

3.3 Also in November 2019, Estyn inspected Archbishop McGrath Catholic High School. Estyn published the report on 30 January 2020.

3.4 In March 2018, Estyn inspected Coety Primary School and placed the school into a follow-up category. Estyn revisited the school in December 2019.

4. Current situation

Tondu Primary School

4.1 At Tondu Primary School, inspectors reached the following judgements:

Inspection Area	Judgement
Standards	Good
Wellbeing and attitudes to learning	Good
Teaching and learning experiences	Good
Care, support and guidance	Good
Leadership and management	Good

4.2 The Tondu Primary School report included the following recommendations:

- R1 Analyse information from monitoring more carefully to identify the underlying causes of shortcomings in provision and standards
- R2 Secure consistent planning across the foundation phase to enable pupils to develop and apply their skills independently
- R3 Provide more able pupils with regular, high quality opportunities to extend their learning

4.3 Tondu Primary School will draw up an action plan to show how it is going to address the recommendations.

4.4 The local authority, with Central South Consortium (CSC) will support the school to address the recommendations.

Archbishop McGrath Catholic High School

4.5 At Archbishop McGrath Catholic High School, inspectors reached the following judgements:

Inspection Area	Judgement
Standards	Good
Wellbeing and attitudes to learning	Good
Teaching and learning experiences	Good
Care, support and guidance	Good
Leadership and management	Adequate and needs improvement

4.6 The Archbishop McGrath Catholic High School report included the following recommendations:

- R1 Improve consultation and communication, including around decision-making
- R2 Increase the precision of self-evaluation processes at all levels
- R3 Strengthen provision for the progressive development of pupils' skills
- R4 Address the safeguarding issue identified during the inspection

4.7 The local authority, with CSC will support the school to address the recommendations.

Coety Primary School

4.8 In December 2019, Estyn reviewed the progress of Coety Primary School and judged the school to have made sufficient progress in addressing the recommendations from the section 28 inspection. Estyn noted that since his appointment, the new headteacher together with staff and the wider school community have established a clear vision and set of strategic aims for the school

4.9 Estyn has removed the school from the list of schools requiring Estyn review.

4.10 There will be no further monitoring activity in relation to this inspection.

5. Effect upon policy framework and procedure rules

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

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

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

Long-term Supports the improvement of standards and outcomes in schools.

Prevention Development of post-inspection action plans or refinement of school improvement plans helps to ensure that the school acts upon and addresses the recommendations identified to secure school improvement, preventing standards from slipping.

Integration Monitoring and acting upon school inspection reports is key to ensuring that schools achieve the outcomes, thus helping to support a successful economy.

Collaboration The local authority works closely with schools, Estyn and with CSC to deliver the well-being objectives related to school improvement. The local authority receives the school inspection reports from Estyn and this informs the work conducted by CSC to deliver the support for school improvement services.

Involvement This area of work involves all stakeholders in school improvement. Schools work closely with challenge advisers from CSC to refine their improvement plans or post-inspection action plans and to identify strategic support from the local authority, CSC and elsewhere (as required) reflecting the diversity of stakeholders involved in aspects of school improvement.

7. Financial implications

7.1 There are no financial implications arising directly from this information report.

8. Recommendation

8.1 It is recommended that Cabinet note the content of this report.

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Background documents

Estyn inspection report – Tondu Primary School

Estyn inspection report - Archbishop McGrath Catholic High School

Estyn outcome letter – Coety Primary School

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

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