

Public Document Pack  
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr  
Bridgend County Borough Council



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

*Rydym yn croesawu gohebiaeth yn Gymraeg.  
Rhowch wybod i ni os mai Cymraeg yw eich  
dewis iaith.*

*We welcome correspondence in Welsh. Please  
let us know if your language choice is Welsh.*



**Cyfarwyddiaeth y Prif Weithredwr / Chief  
Executive's Directorate**

Deialu uniongyrchol / Direct line /: 01656 643148 /  
643147 / 643694

Gofynnwch am / Ask for: Democratic Services

Ein cyf / Our ref:

Eich cyf / Your ref:

**Dyddiad/Date:** Thursday, 3 February 2022

Dear Councillor,

**COUNCIL**

A meeting of the Council will be held remotely - via Microsoft Teams on **Wednesday, 9 February 2022 at 15:00.**

**AGENDA**

1. Apologies for absence  
To receive apologies for absence from Members.
2. Declarations of Interest  
To receive declarations of personal and prejudicial interest from Members/Officers in accordance with the Members' Code of Conduct adopted by Council from 1 September 2008.
3. To receive announcements from:
  - (i) Mayor (or person presiding)
  - (ii) Members of the Cabinet
  - (iii) Chief Executive
4. To receive announcements by the Leader
5. Advance Voting Pilot Scheme at Local Elections May 2022 3 - 6
6. Local Election Fees - County Borough and Town and Community Councils 7 - 14
7. Capital Programme Update 15 - 26
8. Information Reports for Noting 27 - 46
9. Urgent Items  
To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

**By receiving this Agenda Pack electronically you will save the Authority approx. £0.92 in printing costs**

Note: Please note: Due to the current requirement for social distancing this meeting will not be held at its usual location. This will be a virtual meeting and Members and Officers will be attending remotely. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you have any queries regarding this, please contact [cabinet\\_committee@bridgend.gov.uk](mailto:cabinet_committee@bridgend.gov.uk) or tel. 01656 643147 / 643148.

Yours faithfully

**K Watson**

Chief Officer, Legal and Regulatory Services, HR and Corporate Policy

Councillors:

S Aspey  
SE Baldwin  
TH Beedle  
JPD Blundell  
NA Burnett  
MC Clarke  
N Clarke  
RJ Collins  
HJ David  
P Davies  
PA Davies  
SK Dendy  
DK Edwards  
J Gebbie  
T Giffard  
RM Granville  
CA Green  
DG Howells

Councillors

M Hughes  
A Hussain  
RM James  
B Jones  
M Jones  
MJ Kearns  
DRW Lewis  
JE Lewis  
JR McCarthy  
D Patel  
RL Penhale-Thomas  
AA Pucella  
JC Radcliffe  
KL Rowlands  
B Sedgebeer  
RMI Shaw  
CE Smith  
SG Smith

Councillors

JC Spanswick  
RME Stirman  
G Thomas  
T Thomas  
JH Tildesley MBE  
E Venables  
SR Vidal  
MC Voisey  
LM Walters  
KJ Watts  
CA Webster  
DBF White  
A Williams  
AJ Williams  
HM Williams  
JE Williams  
RE Young  
C Davies

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO COUNCIL

9 FEBRUARY 2022

### REPORT OF THE CHIEF EXECUTIVE

#### ADVANCE VOTING PILOT SCHEME AT LOCAL ELECTIONS MAY 2022

#### 1. Purpose of report

- 1.1 The purpose of this report is to seek approval to participate in the Advanced Voting pilots allowing voting at the Local Elections in May 2022 in certain Polling Stations on the Tuesday and Wednesday before Polling Day on Thursday 5th May 2022.

#### 2. Connection to corporate well-being objectives / other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objective under the **Well-being of Future Generations (Wales) Act 2015**:-

- **Smarter use of resources** – ensuring that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives

#### 3. Background

- 3.1 A request for expressions of interest from Welsh Government was sent to all Welsh Local Authorities in July 2021 following the publication of a Statement by the Counsel General and Minister for the Constitution, which included the opportunity to develop advance voting pilots.
- 3.2 Following consultation with group leaders, the Returning Officer informed Welsh Government of Bridgend's interest in establishing an advance voting pilot to open polling stations in specific wards on the Tuesday and Wednesday before polling day including a separate pilot within a school solely for eligible pupils in that school.
- 3.3 Regular meetings have and continue to be held between officers, Welsh Government and software providers to ensure the pilots are both lawful and viable. There is a high degree of confidence that everything is or will be in place to deliver a successful pilot.
- 3.4 A decision is now required on whether Bridgend County Borough Council will now proceed with the advance voting pilot.

#### 4. Current situation/proposal

- 4.1 The wards chosen for the advance voting pilot are listed below, with their new names from May 2022, with the current wards shown in brackets: -

- Brackla East and Coychurch Lower [Brackla, Coychurch Lower]
- Brackla East Central [Brackla]
- Brackla West [Brackla]
- Brackla West Central [Brackla]
- Cornelly [Cornelly]
- Pyle, Kenfig Hill and Cefn Cribwr [Pyle, Cefn Cribwr]
- St Bride's Minor and Ynysawdre [Bryncethin, Bryncoch, Sarn and Ynysawdre]

4.2 The initial selection of the pilot wards was based on the turnout rates at the Local Elections in 2017 which identified 5 wards both ranked with the overall lowest turnout rates and the lowest turnout rates at polling stations. The table below shows the turnout and ranking: -

Electoral Division	Overall Turnout	Rank	Turnout at Polling Station	Rank
Bryncethin	30.65%	1	26.32%	3
Pyle	31.03%	2	25.24%	1
Bryncoch	31.84%	3	28.08%	5
Sarn	32.74%	4	25.89%	2
Brackla	34.02%	5	28.00%	4

4.3 There are three additional wards from the Local Elections in 2017 that have been added to the pilot due to the implementation of the Boundary Commission review which has combined them with existing wards identified for the pilot. These wards are Cefn Cribwr, Coychurch Lower and Ynysawdre.

4.4 Separately, because Cynffig Comprehensive school was a separate pilot within a school solely for eligible pupils in that school, the ward of Cornelly was added to the advanced voting pilot as the catchment area for Cynffig Comprehensive is almost entirely within the Pyle, Cefn Cribwr, and Cornelly boundaries and the majority of the pupils eligible to vote would be included.

4.5 There will be 20 polling stations open from 7am to 9pm across the seven advanced pilot wards on the Tuesday and Wednesday, giving the electorate a choice of 3 days to cast their votes. In Cynffig Comprehensive, there will be 2 polling stations open on the Tuesday from 8.30am to 4.30pm solely for the purpose of the 16+ registered students. This will allow them to vote in an environment they are comfortable with and to encourage forming the habit of voting, although they can choose to vote in one of the pilot ward polling stations if they wish.

4.6 These pilot wards represent approximately 27% of the Bridgend County Borough Council and provide a solid foundation to run the pilots and assess whether having polling stations open for the two days prior to polling day improves overall turnout rates when compared to the turnout rates in the other wards.

## 5. Effect upon policy framework and procedure rules

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

## **6. Equality Act 2010 implications**

- 6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. An Equality Impact screening assessment has been undertaken in the production of this report and identified that there are no significant or unacceptable equality impacts as a result of 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 All additional costs incurred in running the Advanced Voting Pilots will be funded in full via a Grant from the Welsh Government.

## **9. Recommendation**

- 9.1 It is recommended that Council approve participation in the Advance Voting pilot as set out in this report.

Mark Shephard  
**Chief Executive**  
February 2022

**Contact Officer:** Gary Ennis  
Group Manager Business Support

**Telephone:** (01656) 643609

**E-mail:** [gary.ennis@bridgend.gov.uk](mailto:gary.ennis@bridgend.gov.uk)

**Postal address:** Elections Office  
Civic Offices  
Angel Street  
Bridgend  
CF31 4WB

**Background documents:** None

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO COUNCIL

9 FEBRUARY 2022

### REPORT OF THE CHIEF EXECUTIVE

#### LOCAL ELECTION FEES – COUNTY BOROUGH AND TOWN & COMMUNITY COUNCILS

#### 1. Purpose of report

- 1.1 The purpose of this report is to seek Council's approval of the election fees proposed to be applied for the County Borough and the Town and Community Councils election from May 2022 as set out in **Appendix 1**.

#### 2. Connection to corporate well-being objectives / other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objective under the **Well-being of Future Generations (Wales) Act 2015**:-
- **Smarter use of resources** – ensuring that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

#### 3. Background

- 3.1 The Representation of the Peoples Act 1983 Section 36, provides that the County Borough Council shall pay all expenditure incurred by the Returning Officer in relation to County Borough and Town and Community Council elections and that expenditure incurred in relation to the Town and Community Council elections shall be recovered from the Town and Community Councils.
- 3.2 In accordance with established practice, funding has been set aside for the local elections, and an earmarked reserve is currently available to meet the costs of the County Borough elections in May 2022.

#### 4. Current situation/proposal

- 4.1 The level of fees proposed for the Returning Officer and staff to be applied to all local elections and by-elections from May 2022 are attached at **Appendix 1**. The fees for staff have been linked to a specific pay point on the Council's pay scales so that fees can be adjusted in line with any annual pay awards in the future.
- 4.2 Additional administration costs are difficult to assess until the extent of contested elections is known, as this significantly impacts on the workload of the Electoral Services team. Additional payments to Electoral Staff during recent major elections have ranged from £2,000 to £4,000 depending upon specific roles and responsibilities. It is therefore proposed that the Returning Officer be granted

specific powers to determine the level of payments for additional administrative work once the election is complete.

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

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

## **6. Equality Act 2010 implications**

6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. An Equality Impact screening assessment has been undertaken in the production of this report and identified that there are no significant or unacceptable equality impacts as a result of 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 As set out in paragraph 3.2, the costs associated with holding the forthcoming Borough Council elections in May 2022 will be met from an earmarked reserve.. The costs associated with the Town and Community Council elections will be recovered from those Town and Community Councils.

## **9. Recommendations**

9.1 Council approve the schedule of fees set out in **Appendix 1**; and

9.2 Delegate authority to the Returning Officer to determine the level of payments for additional administrative work in consultation with the Section 151 Officer.

Mark Shephard  
**Chief Executive Officer**  
February 2022

**Contact Officer:** Gary Ennis  
Group Manager Business Support

**Telephone:** (01656) 643609

**E-mail:** [gary.ennis@bridgend.gov.uk](mailto:gary.ennis@bridgend.gov.uk)



**Postal address:** Elections Office  
Civic Offices  
Angel Street  
Bridgend  
CF31 4WB

**Background documents:** None

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## Appendix 1

POST/Responsibility	Fee
<b>RETURNING OFFICER:</b>	
<b>County Borough</b>	
– uncontested electoral divisions	£85
– contested electoral divisions:	
· 1 seat	£170
· 2 or more seats	£250
– by–election	£170
<b>Town and Community Councils</b>	
– uncontested wards	£85
– contested wards	£170
– by- election	£170
<b>DEPUTY RETURNING OFFICER:</b>	
<b>County Borough</b>	
– uncontested electoral divisions	£65
– contested electoral divisions:	
· 1 seat	£125
· 2 or more seats	£180
– by–election	£125
<b>Town and Community Councils</b>	
– uncontested wards	£65
– contested wards	£125
– by- election	£125

POST/Responsibility	Fee	Link to Payscales
<b><u>POLL CARDS:</u></b>		
Delivery of Poll Cards	25p per card	
Additional delivery for change of Polling Station map	10p per leaflet	
<b><u>POLLING STATIONS:</u></b>		
<b>PRESIDING OFFICER</b>		
Single Election	£230	Grade 9 pt 25
Combined Election (+20%)	£276	
Any travelling to training, collection of Ballot boxes, travel to and from Polling Station , delivery of Ballot boxes to the count	£20	
Set up the night before (1 Hr)	£15	
<b>POLL CLERK</b>		
Single Election	£150	Grade 3 pt 4
Combined Election (+20%)	£180	
<b>PO &amp; PC TRAINING</b>		
Per session attended in Person	£20	
Per session on-line	£15	
<b>POLLING STATION INSPECTOR</b>		
Single Election	£230	Grade 9 pt 25
Combined Election (+20%)	£276	
mileage payable at HMRC rate	45p per mile	
Training and preparation work	£45	
<b><u>VERIFICATION AND COUNT</u></b>		
<b>BALLOT BOX RECEIVING (after close of Poll)</b>		
Supervisor	£30	Grade 9 pt 25
Runner	£20	Grade 3 pt 4
<b>COUNT ASSISTANTS (Incl Support Staff)</b>		
Count between 9.30pm - 8.30am	£150	Grade 3 pt 4
Count between 8.30am - 7.30pm	£130	
Count per additional hour	£13	
<b>COUNT SUPERVISORS</b>		
Count between 9.30pm - 8.30am	£230	Grade 9 pt 25
Count between 8.30am - 7.30pm	£200	
Count per additional hour	£21	
Training	£15	

POST/Responsibility	Fee	Link to Payscale
<b>CONTROL TABLE - SENIOR SUPERVISORS</b> Count between 9.30pm - 8.30am Count between 8.30am - 7.30pm Count per additional hour Training and preparation work	£260 £230 £23 £45	Grade 11 pt 30
<b>COUNT DEPUTY MANAGER</b> Count between 9.30pm - 8.30am Count between 8.30am - 7.30pm Count per additional hour	£350 £190 £31	Grade 14 pt 41
<b>COUNT MANAGER</b> Count between 9.30pm - 8.30am Count between 8.30am - 7.30pm Count per additional hour	£410 £350 £37	Grade 16 pt 49
<b><u>POSTAL VOTE OPENING (per session)</u></b>		
<b>OPENERS</b> Weekdays Weekends and Bank Holidays	£35 £50	Grade 5 pt 7
<b>SUPERVISORS</b> Weekdays Weekends and Bank Holidays	£55 £75	Grade 9 pt 25
<b>VERIFIERS</b> Weekdays Weekends and Bank Holidays	£80 £105	Grade 14 pt 41
<b>MANAGER</b> Weekdays Weekends and Bank Holidays	£125 £165	Grade 16 pt 49

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO COUNCIL

9 FEBRUARY 2022

#### REPORT OF THE CHIEF OFFICER – FINANCE, PERFORMANCE AND CHANGE

##### CAPITAL PROGRAMME UPDATE

#### 1. Purpose of report

- 1.1 The purpose of this report is to seek approval from Council for a revised capital programme for 2021-22 to 2030-31 (**Appendix A**).

#### 2. Connection to corporate well-being objectives/other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-

1. **Supporting a successful sustainable economy** – taking steps to make the county borough 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 borough.
2. **Helping people and communities to be more healthy and resilient** – taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
3. **Smarter use of resources** – ensuring that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

- 2.2 Capital investment in the Council's assets is a key factor in meeting the Council's well-being objectives as set out in the Council's Corporate Plan.

#### 3. Background

- 3.1 The Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003 as amended, contain detailed provisions for the capital finance and accounting controls, including the rules on the use of capital receipts and what is to be treated as capital expenditure. They modify accounting practice in various ways to prevent adverse impacts on authorities' revenue resources.

- 3.2 As well as the legislation, the Council manages its Treasury Management and Capital activities in accordance with the following associated guidance:-

- Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in the Public Services: Code of Practice
  - CIPFA's The Prudential Code for Capital Finance in Local Authorities
  - Welsh Government (WG) revised Guidance on Local Authority Investments
- 3.3 The Prudential Code for Capital Finance in Local Authorities requires Local Authorities to have in place a Capital Strategy which demonstrates that the Authority takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability. To demonstrate that the Council has fulfilled these objectives, the Prudential Code sets out a number of Indicators that must be set and monitored each year. The Council's Capital Strategy, incorporating the Prudential Indicators for 2021-22, was approved by Council on 24 February 2021.
- 3.4 On 24 February 2021, Council also approved a capital programme covering the period 2020-21 to 2030-31 as part of the Medium Term Financial Strategy (MTFS), and this has been updated during the year with new schemes, amendments to existing funding packages and changes to delivery profiles. Since the programme was last approved by Council on 19 January 2022 there have been new grant awards, outcomes of tender processes and updates on existing schemes which need including within the capital programme.
- 3.5 On 22 and 23 February 2022 a capital programme, covering the period 2021-22 to 2031-2032, will be presented to Cabinet and Council respectively, as part of the Medium Term Financial Strategy 2022-23 to 2025-26, alongside the proposed Capital Strategy for 2022-23 to 2031-32.
- 3.6 It is worth noting that there are a number of financial pressures arising as a result of current market conditions, which have been impacted by the pandemic and Brexit. These are being reflected in many of our capital schemes, both current and future schemes, in particular:
- Increased prices of materials, as a result of higher inflation rates and additional costs associated with Brexit, sometimes up to 25% higher than previously estimated;
  - Supply chain difficulties leading to higher prices and delays in schemes being completed;
  - Inability to recruit to key posts, both within the Council and companies we contract with, resulting in higher wages and overall contract costs;
  - Additional requirements on schemes to achieve Welsh Government's Net Zero commitments, which includes an aim of collectively achieving net zero across the Welsh public sector by 2030. This will lead to changes in the way we design and manage our assets, which will likely result in increased costs.
- 3.7 Examples of these issues include a recent tender for two pedestrian crossings, to six potential tenderers with an expected cost of £88,000 each. Only one



contractor tendered and the price was nearly 2.5 times the anticipated cost. The scheme did not progress. Similarly, we tendered on Sell to Wales for new play area equipment with an estimated value of £400,000 but did not receive any tenders. This has recently been re-tendered as part of a larger package of works, to try and make it more attractive to the market.

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

- 4.1 The capital programme approved by Council in January 2022 for the period 2021-22 to 2030-31 totalled £212.439 million, of which £118.094 million is to be met from Bridgend County Borough Council (BCBC) resources, including capital receipts and revenue contributions from earmarked reserves, with the remaining £94.345 million coming from external resources, including General Capital Grant.
- 4.2 As mentioned above, there are a number of new capital schemes that now need including in the capital programme, some of which are wholly or partly grant funded, along with others which need amending.
- 4.3 More detail on each of these schemes is set out below.

#### **Net Zero Carbon Fleet**

An additional £320,000 has been added to the programme from in year revenue under spends, to be utilised for the purchase of a pool (up to 10, depending on price) of additional electric powered vehicles which will be available for booking by staff for essential travel, in particular domiciliary care workers, in order to extend recruitment reach, as well as enable the general fleet transition to zero emission vehicles as part of the drive towards Net Zero Carbon 2030. Due to the delay in receiving the vehicles, an earmarked reserve has been established, equivalent to the value of the under spend, to fund the vehicles in the new financial year.

#### **Cardiff Capital Region Metro Plus**

The Cardiff Capital Region (CCR) Metro Plus programme was initially agreed in March 2019 where Cardiff Capital Region City Deal, in collaboration with Welsh Government and Transport for Wales, identified a proposed £50 million programme of local transport schemes to support the implementation of the South Wales Metro.

All local authorities within the Cardiff Capital Region were allocated £3 million for transport related projects (£1.5 million from CCR funding and £1.5 million from Welsh Government via the Local Transport Fund). There is an explicit expectation that councils fund anything further on top of this allocation up to the value of £1.5 million.

In Bridgend's case the Pyle Park and Ride was the principal project but Penprysg Road Bridge (feasibility and design) was added as a later Metro Plus project within the same funding envelope. The Porthcawl Metrolink project is a bus focussed facility that came about as a result of the early feasibility work

carried out into the Pyle Park and Ride Scheme and is intended to offer connection to the wider South Wales Metro network. Further work on the Metro Enhancement Framework (MEF) by CCR indicated that the Porthcawl to Bridgend to Cardiff transport corridor is of significant importance to the region and beyond.

The Porthcawl Metrolink facility originally started as a simple open structure concept costing circa £400,000 and featuring a canopy open on three sides supporting a four bay bus station. However following further discussion and wider consultation with Members it was considered that a fully enclosed building with a green roof and digital integration would be more appropriate in this location as a key regeneration site. This increased the build cost to almost £2 million. There is no opportunity to value engineer the structure as it stands without fundamentally changing its design and there may also be unknown additional costs during the tender and building phase that have not yet been identified, but these will be reported back to Cabinet and Council if and when they arise.

The total current projection for the Metro Plus scheme from the Council is £3.082 million (£367,000 to March 2021 and £2.715 million from April 2021 onwards), taking into account spend to date plus currently anticipated spend in this and the next financial year. Of this, approximately £800,000 relates to Pencoed Level Crossing and Penprysg Road Bridge. It is proposed to fund the shortfall of £82,000 over and above the £3 million external funding from unallocated capital receipts. It is vital that the scheme is progressed and completed on time otherwise there is a risk that any remaining Metro funding will be diverted elsewhere leaving the Council at financial risk.

### **Ewenny Road Industrial Estate**

In May 2021 Cabinet received a report relating to the proposed redevelopment of the former Ewenny Road Industrial Estate, and the proposal to seek Cardiff Capital Region (CCR) funding for necessary infrastructure and remediation works. The funding was to be met from CCR's Housing Viability Gap Fund which was established to unlock key strategic housing sites across South East Wales which would have no other means of coming forward due to financial viability. The funding requested was £3.5 million and this will be used to fund the remediation of the site, the diversion and provision of drainage and services, the provision of access infrastructure and offsite infrastructure improvement works to facilitate the future development of the site for residential and commercial uses.

On 29 November 2021 CCR Cabinet approved a final shortlist of schemes and funding requirements, which included a £3.5 million allocation of grant funding for the former Ewenny Road Industrial Estate. Officers are now in receipt of the draft funding contract from CCR which includes conditions attached to the grant which could require repayment should they not be met, including, for example, failure to commence house building on the site by a prescribed date, failure to meet other targets set out in the agreement. In order to safeguard the Council and minimise financial risk, the future disposal of the site and any obligations passed onto third parties involved in the development of site will be structured

in such a way that protects against any breach of the funding conditions that require repayment should they be breached. No expenditure will be incurred on this site until the final funding agreement is signed.

### **Porthcawl Regeneration**

A report was presented to Cabinet in January 2021 in relation to the marketing of the food store site in Porthcawl, with a recommendation for Cabinet to approve the disposal of the site to Aldi Stores Ltd. The report outlined that in November 2018 Council had resolved to use £2.553 million of the receipt towards infrastructure improvements within the Porthcawl Regeneration project. The actual receipt from the sale of the site is significantly more than was originally envisaged, and given recent increases in tender prices, as outlined in paragraph 3.6 it is recommended that the additional receipt of £957,000 is ringfenced to this programme and included in the capital programme to support the required infrastructure works, including improvements to the Portway, and additional improvements in terms of crossing points and creating pedestrian links with the town centre, resulting in a revised remaining budget for this scheme of £3.488 million.

### **Brynmenyn Children's Hub**

Following a procurement process, the contract for the required works at Brynmenyn was awarded in April 2021, but in July 2021 the Council terminated that contract due to provider insolvency. This meant that an alternative contractor was needed to carry out the works, which required another tender exercise.

As a result of this extra work and time delay, project costs have subsequently increased due to the extra fees associated with the work needed for the retender and also tendered rates submitted being higher than the amount originally approved by Council, reflecting current market conditions. The shortfall of £438,000 will be funded from unallocated capital funding in the capital programme.

BCBC will submit an application to fund as much of the £438,000 as is possible from Welsh Government Regional Integrated Fund Capital Funding in 2022-23. However, capital funding arrangements from April 2022 are yet to be finalised so there is no guarantee of any funding at this time. If alternative funding is approved at a later date any new grant funding will be used to replace the Council's capital fund contribution.

### **Community Energy Safety Programme (CESP) / Arbed Phase 1**

At the beginning of January 2022 the Welsh Government wrote to the Council following the Council's submission of a business case for a funding contribution from WG towards remedial work on 104 properties in Caerau. The letter confirmed that the Minister for Climate Change had agreed to award funding in principle, not exceeding £2.65 million over the current and next financial year to carry out the essential remedial work. The remainder of the costs of the work,

totalling in the region of £855,000, dependent on take-up and tender prices, are to be met from the Council. The total funding should cover the costs of remedial works to all eligible householders affected in Caerau, not just those in which the Council had involvement, and will cover cost of works, project management and quality assurance. The award, and therefore implementation of the remedial works, is subject to a final decision by WG, following an assessment of a satisfactory detailed business case, which is due for submission by the end of February 2022, and project proposal. The Council's match funding contribution will be met from an existing earmarked reserve.

### **ICT Equipment – Schools**

An additional £305,000 has been added to ICT equipment purchases for schools in relation to a range of planned ICT purchases in 2021-22. These will be funded from an existing earmarked reserve established for the purchase of ICT equipment by schools from their annual ICT SLA contributions.

### **Welsh Government Un-adopted Roads Pilot**

Welsh Government has previously awarded the Council £229,000 of Un-adopted Roads Pilot funding for Ynyslas (Newton Nottage Road), Porthcawl, to be reconstructed and also for it to be adopted as part of the public highway maintainable by the Council. Welsh Government has awarded the Council a further £110,000 to meet additional unforeseen costs to the scheme and to initiate design of further sections of the project.

### **Héronsbridge Special School Additional Accommodation**

Héronsbridge Special School urgently needs to deal with a shortfall in pupil accommodation. An interim measure is required until the proposed new school (which is part of Band B School Modernisation Programme), opens (currently projected to be September 2025). Bridgend College has agreed in principle to the temporary use of surplus areas of the college which, with elements of building works, could be repurposed for use by Heronsbridge learners. It has been proposed to the Headteacher that Heronsbridge Special School make a revenue contribution to the scheme from their projected under spend with the balance to be funded by the local authority for the necessary physical building works costs. The overall scheme cost is anticipated to be £320,000 and it is proposed that this is funded as follows: £140,000 from Heronsbridge Special School balances and £180,000 from the Council's capital budget, to be vired from the School Modernisation Retentions budget. The Headteacher will seek formal Governing Body approval to the school contribution at the governors meeting to be held on 9 March 2022. If approval is not given by the governing body alternative sources of funding will be sought and this will be reported back to Cabinet and Council. Works will not commence until all approvals, funding and leases are in place.

- 4.4 There are also a small number of other amendments and changes to grant approvals which are reflected in the updated capital programme.

4.5 A revised Capital Programme, incorporating the schemes outlined above, is included as **Appendix A**.

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

5.1 This report complies with paragraph 3.4 of the Financial Procedure Rules within the Council's Constitution in relation to the capital programme.

## **6. Equality Act 2010 implications**

6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. Projects within the capital programme will be subject to the preparation of Equality Impact Assessments before proceeding. However, it is considered that there will be no significant or unacceptable equality impacts as a result of 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 wellbeing goals/objectives as a result of this report. Specifically the development of a 10 year capital programme, which reflects the Council's affordability in terms of capital receipts and borrowing, supports the principle of sustainability over the long term.

## **8. Financial implications**

8.1 The financial implications are outlined in the body of the report.

## **9. Recommendation**

9.1 It is recommended that Council approves the revised Capital Programme at **Appendix A**.

Carys Lord

**Chief Officer – Finance, Performance and Change**

January 2022

**Contact Officer:**

Deborah Exton  
Deputy Head of Finance

**Telephone:**

01656 643604

**E-mail:**

[Deborah.Exton@bridgend.gov.uk](mailto:Deborah.Exton@bridgend.gov.uk)

**Postal Address:**

Bridgend County Borough Council

Chief Executive's - Finance  
Raven's Court  
Brewery Lane  
Bridgend  
CF31 4AP

**Background documents:** None







	Total 2021-2031			2021-2022					FUTURE YEARS										CUMULATIVE
	Total Cost £'000	BCBC Funding £'000	External Funding £'000	Council January 2022 £'000	New Approvals £'000	Vire £'000	Slippage £'000	Revised 2021-22 £'000	2022-2023 £'000	2023-2024 £'000	2024-2025 £'000	2025-2026 £'000	2026-2027 £'000	2027-2028 £'000	2028-2029 £'000	2029-2030 £'000	2030-2031 £'000	Total 2021 - 2031 £'000	
Economic Stimulus Grant	831	831	-	831				831										831	
Coastal Risk Management Programme	6,459	6,459		4,309				4,309	2,150									6,459	
Ewenny Road Industrial Estate	3,500	-	3,500					-	3,500									3,500	
CESP/Arbed Phase 1	3,505	855	2,650					-	3,505									3,505	
Llynfi Valley Development Programme	2,260	2,260	-	2,260				2,260										2,260	
Bridgend Heat Scheme	3,390	2,323	1,067	390				390	3,000									3,390	
Maesteg Town Hall Cultural Hub	5,671	2,717	2,954	2,695				2,695	2,976									5,671	
Town & Community Council Fund	674	674	-	74				74	200	50	50	50	50	50	50	50	50	674	
Caerau Heat Network	6,293	1,168	5,125					-	5,904	389								6,293	
Porthcawl Townscape Heritage Initiative	134	134	-	15				15	119									134	
Commercial Property Enhancement Fund	150	150		60				60	90									150	
<b>Corporate Landlord</b>																			
Capital Asset Management Fund	820	820	-					-	820									820	
Corporate Landlord - Energy Savings Strategy	1,279	1,279		1,279				1,279										1,279	
Enterprise Hub - Innovation Centre	1,937	589	1,348	100				100	1,837									1,937	
Raven's Court	447	447		447				447										447	
Bridgend Market	10	10	-	10				10										10	
DDA Works	408	408	-	408				408										408	
Minor Works	10,465	10,465	-	295				295	1,130	1,130	1,130	1,130	1,130	1,130	1,130	1,130	1,130	10,465	
Fire Precautions	249	249	-	249				249										249	
Bryncethin Depot Facilities	531	531	-	531				531										531	
Non-Operational Assets	480	480	-	480				480										480	
Waterton Upgrade	8,144	8,144	-					-	8,144									8,144	
Evergreen Hall	130	130	-	130				130										130	
Investing in Communities	47	47	-	47				47										47	
<b>Total Communities</b>	<b>101,530</b>	<b>73,513</b>	<b>28,017</b>	<b>30,144</b>	<b>160</b>	<b>-</b>	<b>-</b>	<b>30,304</b>	<b>48,924</b>	<b>7,010</b>	<b>2,273</b>	<b>2,170</b>	<b>2,170</b>	<b>2,170</b>	<b>2,170</b>	<b>2,170</b>	<b>2,170</b>	<b>101,530</b>	
<b>Chief Executive's</b>																			
<b>Housing / Homelessness</b>																			
Disabled Facilities Grants (DFG)	17,742	17,120	622	1,992				1,992	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	17,742	
Target Hardening Grants	19	19	-	19				19										19	
Discretionary Housing Grants	2,000	2,000		200				200	200	200	200	200	200	200	200	200	200	2,000	
Housing Renewal / Empty Properties	1,018	1,018	-	118				118	100	100	100	100	100	100	100	100	100	1,018	
Valleys Taskforce Empty Properties Grant	300	105	195	300				300										300	
Comfort Safe & Security Grants	4	4		4				4										4	
Western Valley Empty Homes Pilot	260	91	169	260				260										260	
Emergency Repair Lifetime Grant	78	78	-	78				78										78	
Enable Grant	1,008	-	1,008	198				198	270	270	270							1,008	
Health and Wellbeing Village	480	-	480	480				480										480	
<b>ICT</b>																			
Investment in ICT	4,050	4,050	-	450				450	400	400	400	400	400	400	400	400	400	4,050	
HWB Schools IT	305	305	-					305										305	
WCCIS Hardware Refresh	1,352		1,352	1,352				1,352										1,352	
Digital Transformation	200	200	-	200				200										200	
Replacement CCTV	667	667		667				667										667	
<b>Total Chief Executive's</b>	<b>29,483</b>	<b>25,657</b>	<b>3,826</b>	<b>6,318</b>	<b>305</b>	<b>-</b>	<b>-</b>	<b>6,623</b>	<b>2,720</b>	<b>2,720</b>	<b>2,720</b>	<b>2,450</b>	<b>2,450</b>	<b>2,450</b>	<b>2,450</b>	<b>2,450</b>	<b>2,450</b>	<b>29,483</b>	
<b>Council Wide Capital Budgets</b>																			
Corporate Capital Fund	1,973	1,973		173				173	200	200	200	200	200	200	200	200	200	1,973	
Unallocated	18,664	18,664	-	504				504	57	1,679	1,679	343	2,962	3,194	1,858	3,194	3,194	18,664	
<b>Total Council Wide Capital budgets</b>	<b>20,637</b>	<b>20,637</b>	<b>-</b>	<b>677</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>677</b>	<b>257</b>	<b>1,879</b>	<b>1,879</b>	<b>543</b>	<b>3,162</b>	<b>3,394</b>	<b>2,058</b>	<b>3,394</b>	<b>3,394</b>	<b>20,637</b>	
<b>Total Expenditure</b>	<b>223,725</b>	<b>152,511</b>	<b>71,214</b>	<b>49,603</b>	<b>479</b>	<b>-</b>	<b>-</b>	<b>50,082</b>	<b>64,864</b>	<b>17,660</b>	<b>36,400</b>	<b>15,465</b>	<b>8,535</b>	<b>8,014</b>	<b>6,678</b>	<b>8,014</b>	<b>8,014</b>	<b>223,725</b>	



## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO COUNCIL

9 FEBRUARY 2022

#### REPORT OF THE CHIEF OFFICER - LEGAL AND REGULATORY SERVICES, HR AND CORPORATE POLICY

#### INFORMATION REPORTS FOR NOTING

##### 1. Purpose of report

- 1.1 The purpose of this report is to inform Council of the Information Reports for noting which have been published since its last scheduled meeting.

##### 2. Connection to corporate well-being objectives / other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objective under the **Well-being of Future Generations (Wales) Act 2015**:-

- Smarter use of resources – ensuring that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

##### 3. Background

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

##### 4. Current situation/proposal

###### 4.1 Information Reports

The following Information Reports have been published since the last meeting of Council:-

<u>Title</u>	<u>Date Published</u>
Urgent Delegated Decision	3 February 2022
Member Induction Programme 2022/23	3 February 2022

###### 4.2 Availability of Documents

The documents have been circulated to Elected Members electronically via Email and placed on the Bridgend County Borough Council website. They are available from the above 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 Act 2010 implications**

6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an information report, therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of 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 There are no financial implications regarding this report.

## **9. Recommendation**

9.1 That Council acknowledges the publication of the documents listed in this report.

K Watson

**Chief Officer Legal and Regulatory Services, HR and Corporate Policy**

February 2022

**Contact Officer: Mark Galvin**  
**Interim Democratic Services Manager**  
**Telephone: (01656) 643148**

**Chief Executives Directorate,  
Bridgend County Borough Council,  
Civic Offices,  
Angel Street,  
Bridgend**

**Email: [cabinet\\_committee@bridgend.gov.uk](mailto:cabinet_committee@bridgend.gov.uk)**

**Background documents: None.**

# BRIDGEND COUNTY BOROUGH COUNCIL

## INFORMATION REPORT TO COUNCIL

9 FEBRUARY 2022

### REPORT OF THE CHIEF OFFICER LEGAL AND REGULATORY SERVICES, HR AND CORPORATE POLICY

#### URGENT DELEGATED DECISION

#### 1. Purpose of report

- 1.1 The purpose of this report is to report to Council a delegated decision executed as a matter of urgency under Scheme A 1.1 of the Scheme of Delegation of Functions.

#### 2. Connection to corporate well-being objectives / other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-
1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great place to do business, for people to live, work, study and visit, and to ensure that our schools are focussed on raising the skills, qualifications and ambitions for all people in the county borough.
  2. **Helping people and communities to be more healthy and resilient** - taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
  3. **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

#### 3. Background

- 3.1 Decisions taken as a matter of urgency must be reported to Council in accordance with Paragraph 18 of the Overview & Scrutiny Procedure Rules which are to be found at Part 4 of the Constitution.

#### 4. Current situation/proposal

- 4.1 The urgent decision taken and therefore by-passing the call-in procedure (as set out in paragraph 19 of Part 4 Rules of Procedure within the Constitution), is summarised below:-

## **Scheme A 1.1**

CMM-PRU-22-02 – To secure a funding agreement with Welsh Government for project delivery organisations under the Community Renewal Fund.

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

5.1 This report has no effect on the Council's policy framework and procedure rules.

### **6. Equality Act 2010 implications**

6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an information report, therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of 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 There are no financial implications relating to the report.

### **9. Recommendation**

9.1 It is recommended that Council notes the report.

K Watson

**Chief Officer Legal and Regulatory Services, HR and Corporate Policy & Monitoring Officer**

February 2022

**Contact officer:** **Mark Anthony Galvin**  
Interim Democratic Services Manager

**Telephone:** (01656) 643148

**Email:** [cabinet\\_committee@bridgend.gov.uk](mailto:cabinet_committee@bridgend.gov.uk)

**Postal address:** Democratic Services Section  
Bridgend County Borough Council  
Civic Offices  
Angel Street  
Bridgend

**Background documents:** The Council's Scheme of Delegation (of Functions)

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**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO COUNCIL**  
**9 FEBRUARY 2022**  
**REPORT OF THE MONITORING OFFICER**  
**MEMBER INDUCTION PROGRAMME 2022/23**

**1. Purpose of report**

1.1 The purpose of the report is to outline the Member Induction Programme for 2022/23.

**2. Connection to corporate well-being objectives / other corporate priorities**

2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-

1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great 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 for all people in the county borough.
2. **Helping people and communities to be more healthy and resilient** - taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
3. **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council’s well-being objectives.

**3. Background**

3.1 Member training and development is required by the Local Government Act 2000, Local Government (Wales) Measure 2011 and the Council’s Elected Member Learning and Development Strategy which was approved by Council in July 2021.

3.2 Following the Local Government Elections in May 2022, there will be a number of new and returning Elected Members. An Induction Programme is an important development opportunity as it enables Members to quickly become familiar with how the Council works, the rules and procedures under which it operates, the complexities of the Elected Member role, and helps them to integrate quickly into the Council following their election.

**4. Current situation/proposal**

- 4.1 The Democratic Services Committee considered the Member Induction Programme 2022/23 at its meeting of 21 October 2021 and noted the 3 phases of the Elected Member Learning and Development Strategy as outlined below:

### **Phase 1 – Administration**

(First three days after the election)

To establish the newly Elected Members within the Council and will include:

- Fulfilling their statutory requirements regarding their Acceptance of Office and completing their Declaration of Personal Interests,
- Creation of ICT accounts and provision of ICT equipment;
- The provision of personal information in order to set up remuneration payments, web pages and enable officers to carry out other necessary administrative functions;
- A briefing of the facilities available to Elected Members within the Authority;
- The taking of official photographs for use on the Bridgend County Borough Council (BCBC) website and ID cards.

### **Phase 2 – The Essentials**

(Prior to the Annual Meeting of Council in May 2022).

To provide Elected Members with sufficient knowledge to prepare them to undertake their initial role in the support of Council business. This phase may include briefings on the following topics from key officers:

- Chief Executive – to provide an overview of the Council, its services and structures.
- Monitoring Officer – Introduction to Local Government, Constitution and meeting procedures, Members Code of Conduct.
- Corporate Directors – Directorate Service provision – challenges and achievements.
- Democratic Services Manager – roles of, and appointment to, Committees. Systems used at Council and Committee meetings.

### **Phase 3 – The Core Functions**

(First 6 months after the Annual Meeting of Council)

To provide Elected Members with the knowledge and skills to enable them to undertake their core functions as Elected Members. It is intended to provide a sound basis for decision making which is required by councillors to carry out their role effectively, for example:

- Governance and Audit Committee
- Development Control Committee
- Overview and Scrutiny Committees
- Democratic Services Committee
- Licensing Committee
- Appeals Panel
- Chairing Skills
- Questioning Skills

- Corporate Parenting
- Safeguarding
- Member Referrals
- Ward and Casework
- Delegated Powers
- Constitution
- Chairing Skills
- Questioning Skills
- Social Media Policy
- Member Referrals

4.2 Attached as **Appendix 1** is the Member Induction Programme for 2022/23. It should be noted that the programme, by its very nature and timescale, contains some dates/times and draft content which are indicative and subject to change.

4.3 To support the Induction Programme an information pack will also be provided to Members when they sign the Acceptance of Office. This will include useful information such as core policies and procedures, timetable of meetings and useful contact numbers.

4.4 In addition to the ongoing Elected Members Learning and Development Programme, a Training Needs Analysis Questionnaire will be compiled and distributed during December 2022 – January 2023. All Members' responses will be analysed and, from this, the ongoing Programme will be developed and presented to the Democratic Services Committee.

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

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

## **6. Equality Act 2010 implications**

6.1 The protected characteristics identified within the Equality Act 2010, Socio-economic Duty and the impact on the use of the Welsh language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

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

7.1 The Induction Programme and Elected Member Learning and Development Strategy is consistent with the five ways of working as defined under the Act in that the Induction Programme will help prepare Members for their decision making responsibilities in which they will need to consider the positive and negative impacts on future generations, long term community resilience, economic, environmental and social capital.

## **8.1 Financial implications**

8.1 Elected Member learning and development is resourced from the allocated Member Development budget. Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Democratic Services Manager will monitor appropriate spend on the budget. In house training will be provided by Directorates if the topic relates to their service areas. The costs for this type of event will be met from within Directorate budgets and not from the Member Development budget.

## **9. Recommendation**

9.1 Council is recommended to note the Member Induction Programme for 2022/23.

**K Watson**  
**Monitoring Officer**  
**1 February 2022**

**Contact Officer:** L Griffiths  
Group Manager Legal and Democratic Services

**Telephone:** (01656) 643135

**E-mail:** [laura.griffiths@bridgend.gov.uk](mailto:laura.griffiths@bridgend.gov.uk)

**Address:** Level 4  
Civic Offices  
Angel Street  
Bridgend  
CF31 4WB

**Background documents:** None

## BRIDGEND COUNTY BOROUGH COUNCIL

### MEMBER INDUCTION AND DEVELOPMENT PROGRAMME 2022/23

Page 37

The development events in this programme have been arranged for Elected Members. It has been designed to reflect the skillset and requirements of members. Additional opportunities will arise throughout the year which will be publicised. Requests for specialist session will also be considered.

The Democratic Services Committee will provide direction for member development activities that need to be undertaken and to ensure that the development needs of members are met. The Committee will also receive updates regarding the Member Development Budget and any evaluation of the Elected Member Learning and Development Strategy that is undertaken.

#### **E-Learning**

The Council's e-learning system is available for members using the Learning and Development website. It provides an effective and innovative way to learn in the form of bite-sized units accessible either in the council offices, at work or at home; which members can revisit as needed at a time to suit them.

There are a range of courses available with more being developed and most modules can be completed in 30 minutes. There is a guide to e-learning for members available on the Council's intranet which will explain how to log on.

The following e-learning modules are mandatory for all Members:

UK General Data Protection Regulation

Corporate Induction

Display Screen Equipment (DSE)

ICT Code of Conduct

Safeguarding children and adults – raising awareness

Fire Safety

Violence against women, domestic abuse and sexual violence

### **Other development opportunities**

A range of other development opportunities are available throughout the year which are provided to staff. If space is available then places will be offered to members.

### **Keeping development records**

A record of attendance at all development sessions will be kept by the Democratic Services Team. Members who wish to add to their record of development with training from other sources for CPD purposes are more than welcome to do so. Please send details to the Democratic Services Team.

For help and advice about this programme please contact the Democratic Services Team.

Page 39

Date and Time	Delivery	Facilitator	Development Session
October 2021 onwards		WLGA Council	<b>Council Information and promotion activities</b> <ul style="list-style-type: none"> <li>• WLGA be a Councillor information;</li> <li>• Training for mentors from national organisations;</li> <li>• Open evenings, information sessions, mentoring and shadowing schemes for potential candidates;</li> <li>• Comms and media initiative encouraging understanding of the democratic process, voting, participation.</li> </ul>
February 2022 onwards			Issuing of Candidates' Information Pack
Thursday 5 <sup>th</sup> May 2022			<b>Local Government Elections</b>
<b>PHASE 1 &amp; 2 – ADMINISTRATION AND ESSENTIALS</b>			
Friday 6 <sup>th</sup> May	Elections Count	Democratic Services Team Payroll Team Chief Executive / Monitoring Officer	<b>Induction Sessions (Essential for all members)</b> <ul style="list-style-type: none"> <li>• On the ground officer meet and greet session;</li> <li>• Induction packs issued as part of introductory package;</li> <li>• Signing Acceptance of Office;</li> <li>• New starter HR/Payroll Forms/ID Cards;</li> <li>• Pension and Disclosure and Barring Service (DBS) information;</li> <li>• ICT equipment collection /induction arrangements;</li> <li>• Civic Office orientation (Council offices and County facilities, access and security, maps);</li> <li>• Briefing of the facilities available to Elected Members.</li> </ul>
Monday 9 <sup>th</sup> May Session 1: 9am – 12pm	Committee Rooms, Civic	Democratic Services Team Payroll Team	<b>Induction Sessions – continued from Friday 6<sup>th</sup> May (Essential for all members)</b> <ul style="list-style-type: none"> <li>• On the ground officer meet and greet session;</li> </ul>

<p>Session 2: 1pm – 4pm Tuesday 10<sup>th</sup> May</p> <p>Session 1: 9am - 12pm Session 2: 1pm – 4pm</p>		<p>ICT Team Chief Executive / Monitoring Officer</p>	<ul style="list-style-type: none"> <li>• Induction packs issued as part of introductory package;</li> <li>• Signing Acceptance of Office;</li> <li>• Declarations of Personal Interests;</li> <li>• Official photographs for council website and ID cards;</li> <li>• New starter HR/Payroll Forms/ID Cards;</li> <li>• Pension and Disclosure and Barring Service (DBS) information;</li> <li>• ICT equipment collection /induction arrangements;</li> <li>• ICT support - there will be an opportunity for members to ask questions/raise queries;</li> <li>• Civic Office orientation (Council offices and County facilities, access and security, maps);</li> <li>• Briefing of the facilities available to Elected Members</li> </ul>
<p>Wednesday 11<sup>th</sup> May 10am – 12pm</p>	<p>Microsoft Teams</p>	<p>Democratic Services</p>	<p><b>Microsoft Teams Training (Essential for new members)</b> This session is designed to get Members up and running with Teams.</p>
<p>Wednesday 11<sup>th</sup> May 2pm – 4pm</p>	<p>Microsoft Teams</p>	<p>Chief Executive Corporate Directors and key officers</p>	<p><b>Welcome Briefing (Essential for new members)</b> This session provides an essential overview for members newly elected to the council.</p>
<p>Thursday 12<sup>th</sup> May 10am – 12pm 2pm – 4pm</p>	<p>Council Chamber</p>	<p>Democratic Services</p>	<p><b>Hybrid Meetings Training (Essential for all members)</b> Members will gain an understanding of how to engage in blended meetings and experience the session in a hybrid setting to observe the learnings in practice.</p>



<p>Friday 13<sup>th</sup> May 2pm – 4pm</p> <p>Monday 16<sup>th</sup> May 2pm – 4pm</p>	Microsoft Teams	Monitoring Officer	<p><b>Standards in Public Life / Code of Conduct</b> <b>(Mandatory for all new members)</b></p> <p>This session will provide councillors with a greater depth of understanding of standards expected in public life and the council's Code of Conduct.</p>
<p>Friday 13<sup>th</sup> May 10am – 11am</p> <p>Monday 16<sup>th</sup> May 10am – 11am</p>	Microsoft Teams	External Facilitator	<p><b>Member Induction</b></p> <p>How to hit the ground running as a new member – what you need to know about the legal and governance issues.</p> <p><b>(Essential for new members)</b></p>
<p>Tuesday 17<sup>th</sup> May 10am – 12pm 2pm – 4pm</p>	Microsoft Teams	Democratic Services	<p><b>General Outline of Committees</b> <b>(Essential for new members)</b></p>
	E-learning modules	Learning and Development	<p><b>Corporate Induction</b> <b>Display Screen Equipment (DSE)</b> <b>ICT Code of Conduct</b> <b>Safeguarding children and adults – raising awareness</b> <b>Fire Safety</b> <b>Violence against women, domestic abuse and sexual violence</b> <b>UK General Data Protection Regulation</b></p> <p><b>(Mandatory for all Members)</b></p>
<p><b>Wednesday 18<sup>th</sup> May</b></p>	Microsoft Teams		<p><b>ANNUAL MEETING OF COUNCIL</b></p>

**PHASE 3 – THE CORE FUNCTIONS**  
**COMMITTEE MEETING CYCLE BEGINS**

Monday 23 <sup>rd</sup> May 10am – 12pm  2pm – 4pm	Microsoft Teams	Legal Officer Licensing Officers	<b>Licensing Committee</b> Responsibilities of the committee and licensing law. <b>(Members of the Committee are required to attend in order to be able to serve on the Committee)</b>
Tuesday 24 <sup>th</sup> May 10am – 4pm (with break for lunch)	Microsoft Teams	External Facilitator Legal Officer Planning Officers	<b>Development Control Committee</b> Responsibilities of the committee and planning law. <b>(Members of the Committee are required to attend in order to be able to serve on the Committee)</b>
Wednesday 1 <sup>st</sup> June 10am – 12pm	Microsoft Teams	WLGA	<b>Scrutiny Chairing Skills</b> This workshop is designed to enable Members who have been nominated Chairperson or Vice of committees to consider all aspects of the Chair's role and encourage them to devise practical ways of developing their performance in this area. It will cover different meetings and styles required. <b>(For members appointed as a Chairperson or Vice-Chairperson of a Scrutiny Committee)</b>
Wednesday 1 <sup>st</sup> June 2pm – 4pm	Microsoft Teams	Head of Internal Audit	<b>Governance &amp; Audit Committee</b>  <b>(Members of the Committee are required to attend in order to serve on the Committee)</b>
Monday 6 <sup>th</sup> June 2pm – 4pm	Microsoft Teams	WLGA	<b>Overview and Scrutiny</b> The session will also consider the development of the function, look at the importance of work programming and prioritisation including

			<p>promotion of its value to secure greater engagement from the Executive, different operating methods such as task and finish groups. There will be a focus on outcomes and drawing on best practice.</p> <p><b>(Members of Scrutiny Committees are required to attend in order to be able to serve on the Committee)</b></p>
Tuesday 7 <sup>th</sup> June 2pm – 4pm	Microsoft Teams	Chief Finance Officer / External Facilitator	<p><b>Introduction to Treasury Management</b></p> <p>This session will provide Members with an overview of legislation and how funds are invested at BCBC.</p> <p><b>(For all members of the Governance and Audit Committee)</b></p>
Wednesday 22 <sup>nd</sup> June 10am – 12pm  Thursday 23 <sup>rd</sup> June 2pm – 4pm	Microsoft Teams	Chief Finance Officer key officers	<p><b>Financial Awareness</b></p> <p>This session provides an understanding of how the Council's budget formulation process works and how to understand the Council's financial position.</p> <p><b>(For all members)</b></p>
Wednesday 29 <sup>th</sup> June 10am – 12pm 2pm – 4pm	Microsoft Teams	Chief Executive key officers	<p><b>Corporate Plan</b></p> <p><b>(For all members)</b></p> <ul style="list-style-type: none"> <li>• Annual Delivery Plan;</li> <li>• Transformation Programme</li> <li>• Wellbeing of Future Generations Act;</li> <li>• Five ways of working under the Act;</li> <li>• Performance Management &amp; Reporting;</li> <li>• Public Service Board</li> </ul>
Thursday 30 <sup>th</sup> June 10am – 12pm	Microsoft Teams	Corporate Director –	<p><b>Corporate Parenting &amp; Safeguarding / Social Services and Wellbeing (Wales) Act</b></p>

Friday 1 <sup>st</sup> July 2pm – 4pm		Social Services and Wellbeing key officers	<b>(For all members)</b>
Friday 1 <sup>st</sup> July 10am – 12pm	Microsoft Teams	External Facilitator	<b>General Chairing Skills</b> This workshop is designed to enable Members who have been nominated Chairperson or Vice of committees to consider all aspects of the Chair's role and encourage them to devise practical ways of developing their performance in this area. It will cover different meetings and styles required. <b>(For all members appointed as a Chairperson or Vice of a Committee)</b>
Tuesday 5 <sup>th</sup> July 10am – 12pm  Wednesday 6 <sup>th</sup> July 2pm – 4pm	Microsoft Teams	Consultation and Engagements Equalities Manager	<b>Equalities and Diversity</b> Equality Act Diversity Declaration Socio-economic duty Welsh Language <b>(For all members)</b>
TBC	Microsoft Teams	External Facilitator	<b>Planning - Local planning and development management</b>  <b>(For non-committee members)</b>
TBC	Microsoft Teams	TBC	<b>Member Referrals</b>  <b>(For all members)</b>
TBC	Microsoft Teams	External Facilitator	<b>New Cabinet Development</b>

			<b>(For Cabinet members)</b>
TBC	Microsoft Teams	External Facilitator	<b>Personal Safety &amp; Self-Care</b> Stress management; Personal resilience; Work-life balance; Bullying and harassment; Online abuse/using social media; Sources of help and support within and beyond the Council; and Public Speaking and working with the media.  <b>(For all members)</b>
TBC	Microsoft Teams	External Facilitator	<b>Questioning Skills</b>  <b>(For all members)</b>
TBC	Microsoft Teams	External Facilitator	<b>Appointments, appeals and interview skills</b>  <b>(For members of the Appointments Committee and Appeals Panel)</b>
<b>PHASE 4 AND 5 – IDENTIFYING THE NEEDS OF INDIVIDUAL COUNCILLORS AND CONTINUING DEVELOPMENT SIX MONTHS AFTER THE ELECTION</b>			
December 2022 – January 2023	Democratic Services	Democratic Services Manager	<b>Personal Development</b> All members will be afforded the opportunity of individual Personal Development Interview and Scrutiny Impact

			Questionnaire.
Ongoing		By experienced members	<b>Local Mentoring Schemes</b>

\*Please note that these sessions are subject to change.

\*Refresher training will be provided for all essential topics as appropriate.