

# 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, 9 June 2022

Dear Councillor,

#### **COUNCIL**

A meeting of the Council will be held remotely - via Microsoft Teams on **Wednesday, 15 June 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. Approval of Minutes 3 - 38  
To receive for approval the minutes of 9/3/22 and 18/5/22.
4. To receive announcements from:  
(i) Mayor (or person presiding)  
(ii) Members of the Cabinet  
(iii) Chief Executive
5. To receive announcements by the Leader
6. Revenue Budget Outturn 2021-22 39 - 78
7. Capital Programme Update 79 - 90
8. Multi-Location Meetings Policy 91 - 106
9. To receive the following Question from:  
Councillor Tim Thomas to the Cabinet Member – Resources:

'Will the Cabinet Member for Resources comment on what this Council is doing to tackle the cost-of-living crisis for County Borough residents?'

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10. 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.

Please note:

Due to health and safety reasons 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 live and available via the Council's internet site. If you have any queries, please contact 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  
H T Bennett  
A R Berrow  
F D Bletsoe  
S J Bletsoe  
JPD Blundell  
E L P Caparros  
N Clarke  
RJ Collins  
HJ David  
C Davies  
C L C Davies  
P Davies  
M J Evans  
N Farr  
P Ford  
J Gebbie

Councillors

W R Goode  
RM Granville  
H Griffiths  
S J Griffiths  
D T Harrison  
M L Hughes  
D M Hughes  
RM James  
P W Jenkins  
M R John  
M Jones  
MJ Kearns  
W J Kendall  
M Lewis  
J Llewellyn-Hopkins  
RL Penhale-Thomas  
J E Pratt

Councillors

E Richards  
R J Smith  
JC Spanswick  
I M Spiller  
T Thomas  
JH Tildesley MBE  
G Walter  
A Wathan  
A Williams  
AJ Williams  
HM Williams  
I Williams  
MJ Williams  
R Williams  
E D Winstanley  
T Wood

COUNCIL - WEDNESDAY, 9 MARCH 2022

MINUTES OF A MEETING OF THE COUNCIL HELD REMOTELY - VIA MICROSOFT TEAMS  
ON WEDNESDAY, 9 MARCH 2022 AT 15:00

Present

Councillor JC Spanswick – Chairperson

S Aspey	SE Baldwin	TH Beedle	JPD Blundell
NA Burnett	MC Clarke	N Clarke	RJ Collins
HJ David	P Davies	SK Dendy	DK Edwards
J Gebbie	RM Granville	CA Green	DG Howells
M Hughes	A Hussain	RM James	B Jones
M Jones	MJ Kearn	DRW Lewis	JE Lewis
JR McCarthy	D Patel	RL Penhale-Thomas	AA Pucella
JC Radcliffe	B Sedgebeer	RMI Shaw	CE Smith
SG Smith	RME Stirman	G Thomas	T Thomas
E Venables	MC Voisey	LM Walters	KJ Watts
DBF White	A Williams	AJ Williams	HM Williams
JE Williams	RE Young		

Apologies for Absence

PA Davies, JH Tildesley MBE and CA Webster

Officers:

Mark Galvin	Interim Democratic Services Manager
Claire Marchant	Corporate Director Social Services and Wellbeing
Janine Nightingale	Corporate Director - Communities
Michael Pitman	Democratic Services Officer – Committees
Mark Shephard	Chief Executive
Kelly Watson	Chief Officer – Legal, Regulatory, Human Resources and Corporate Policy
Lindsay Harvey	Corporate Director – Education and Family Support
Carys Lord	Chief Officer – Finance, Performance and Change

645. DECLARATIONS OF INTEREST

All Officers other than the report Presenting Officer and Democratic Services Officers supporting the meeting, declared a prejudicial interest in Agenda item 7. and left the meeting whilst this item was being considered.

646. APPROVAL OF MINUTES

RESOLVED: That the minutes of Council dated 9 February 2022, be approved as a true and accurate record.

647. PRESENTATION TO COUNCIL BY REPRESENTATIVES OF THE SOUTH WALES  
FIRE AND RESCUE SERVICE

The Chief Executive presented a report, which introduced representatives Huw Jakeway and Chris Barton from the South Wales Fire and Rescue Service to Council, for them to give an update on the work of the Service, etc.

Mr Jakeway firstly gave a brief introduction of the South Wales Fire Service, following which he passed over to Mr. Barton to give some financial context in terms of their submission.

He advised that the South Wales Fire Service covered the following County Borough's with it detailed in brackets, how many Fire Stations/establishments that existed in each of these areas:-

- Bridgend (8)
- Rhondda Cynon Taf (9)
- Vale of Glamorgan (4)
- Caerphilly (5)
- Merthyr Tydfil (2)
- Blaenau Gwent (4)
- Torfaen (4)
- Monmouth (5)
- Cardiff (4)
- Newport (3)

He confirmed that each of the constituent Authorities committed a budget towards the operation of the South Wales Fire Service that was in proportion of the population of each of the areas, and in terms of Bridgend, this equated to £7.5m (9.5%) of the overall £79m budget. The Service also was supported financially by a nominal amount of grant funding allocation. 80% of this budget he explained, went to employers and included resource for the likes of Transport, Supplies, Training, Premises, Pensions and Capital Finance.

The revenue budget of the Service had increased over the last 10 years, though this was still well below inflation. South Wales Fire Service was one of 3 Fire Authorities in Wales, together with the Services in Mid and West and North Wales, both of which received larger budgets than the South Wales region.

In terms of budget pressures this year, a 1.5% pay award had been awarded, however, this came with some risks given the current RPI. All other inflation costs were absorbed within the Services existing Budgets including its Reserves. Though there was presently a projected underspend in the Service, this would be allocated to offset any risks associated with pay inflation. Grant funding from Welsh Government it was assumed would continue.

Mr. Jakeway then referred to the operational issues of the South Wales Fire Service, where he advised that all the investment that was made went towards making communities safe.

Prevention was considered extremely important, where a considerable financial commitment was made towards educating the public about areas of fire safety.

20,000 checks of homes were carried out annually, with assistance from other Utility companies, with homes of those deemed the most vulnerable being risk assessed in order to ensure they were safe. Checks in relation to fire safety were made, as were other checks at homes to prevent problems such as human trafficking and sexual or domestic abuse situations. Homes were also checked in terms of the most vulnerable, so that there was nothing in the areas that could exacerbate any accidents, ie trips and falls.

With support from Public Health Wales, smoke detectors were also fitted at homes where residents were also given anti-crime advice.

The South Wales Fire Service also integrated with Schools in terms of learning and development to educate young people, as part of the curricula Schools Programme(s). Their advice was given on the likes of fire safety and how to be a responsible road user. The Police and other key stakeholders assisted in the support of these initiatives.

There were also a number of Fire Cadet branches situated across the South Wales Fire Authority regions, he added.

He paid tribute to the Operational side of the service, which was often unseen when compared to Fire Fighters.

The Control Room was where incidents were first reported, where the base there was connected to other emergency services such as the Police and the Mid and West Fire Authority.

He wished to make it known, that 80% of fires that the Authority extinguished were deliberately set. Therefore, educating the public and advising that this was illegal and a criminal offence, was extremely important.

The South Wales Fire Authority also supported incidents of flooding and inland water and animal rescues. The Service also concentrated on high rise building and the safety of residents there (mainly in Cardiff and Newport) where some of these buildings had deficiencies such as failed cladding which was an ongoing fire risk concern.

When comparing data and statistics from 2003 and 2021, the Service had improved in all key areas of performance, other than attending Special Service Calls and 'other' classed Special Service Calls, which had increased by 9% and 37%, respectively. These were instances whereby the South Wales Fire Service assisted other agencies with rescues, such as the Ambulance Service and other medical assistance calls.

Rather than cover all the presentation slides that had been shared with Members, in order to receive any questions, he culminated the presentation by commending the efforts and work of employees of the Service throughout the pandemic, who had remained on the front-line taking risks by supporting others in what had been a very uncertain environment over what was almost a 2 year period. During this time, all the Fire Stations in each of the ten regions had been operational throughout the Covid-19 era. Staff had also supported other emergency services and key agencies within this time Mr. Jakeway added, not to mention also helping to support the Covid-19 vaccine programme.

**RESOLVED:** That the report and the presentation by the South Wales Fire Service, be noted.

648. **TO RECEIVE ANNOUNCEMENTS FROM:**

**Mayor**

Over the past few weeks I have been visiting a number of individuals and groups to present them with their Mayors Citizenship Awards and it has been a pleasure meeting them all. There are still a number to be presented and will all be completed in the next week or so.

## COUNCIL - WEDNESDAY, 9 MARCH 2022

Next Monday I will be officially opening the Miners Memorial in Nantymoel adjacent to the site of the now demolished Berwyn Centre and I am sure this will be one of the highlights of my year as Mayor. Having grown up in Nantymoel it will be an honour to return to mark this special event and pay tribute to the many miners (my father being one of them) who spent many hours each day in the darkness underground but were the real building blocks of the valley.

It has been an experience and a pleasure the Chair these Council meetings over the past year, even if a little disappointing that we have not managed to get back into the Council chamber on a hybrid basis, but hopefully this will change soon. I would like to thank you all for not giving me too hard a time at these meetings, but I suppose we have not got through today as yet so who knows what may be in store.

As this will be the last Council meeting before the election I thought it worth just asking you all once more to make a donation to the two groups I am raising funds for this year - Lads & Dads and Bridgend Carers Centre. I will be participating in the Welsh 3 Peaks challenge on Saturday 2 April along with 21 other people who have signed up and we are all looking to try and raise funds for these two groups. The event will start around 4.00am on the Saturday and its likely we will be completing the event at Snowdon in the dark but all within 24 hours. Please make a donation via the BCBC Website on the Mayors page if you are able to and many thanks in anticipation of your support.

Finally, as Members may be aware, the following Committee meetings have been cancelled due to the pre-election period commencing on 21 March 2022:-

Democratic Services Committee – 24 March  
Standards Committee – 29 March  
Governance and Audit Committee – 31 March

The Governance and Audit Committee has been brought forward to the 15 March at 2pm with the agreement of the Chairperson. Regulatory Committees are permitted to be held within the pre-election period.

Democratic Services staff will remove the above appointments from Members and Officers calendars accordingly. The revised date for the Governance and Audit Committee has already been placed in Members/Officers calendars

### Deputy Leader

Members may wish to warn their constituents that we are once again receiving calls from worried householders who have been targeted by scammers.

These criminals are issuing emails and are making direct phone calls to wrongly tell people that they are entitled to big pay-outs and rebates on their council tax.

The scammers then offer to arrange for the money to be paid back to residents in exchange for a fee of around £140.

This is a scam, and householders are being advised to remain alert for it.

You can find out more about how the council handles council tax payments and refunds at the corporate website or via My Account.

### Cabinet Member – Communities

There is a project underway in South Cornelly which I am sure will be of interest to members as it is set upon creating the first low-carbon village in Wales.

Launched by Bridgend County Borough Council in association with Challoch Energy, NuVision Energy Wales Ltd, Passive UK and Welsh Government, the project comprises of a pioneering initiative that aims to share green energy between local homes.

This is achieved by fitting houses with a combination of solar panels, solar ventilation and energy batteries, all linked together so that the energy can be distributed throughout the community.

The scheme is one of many projects that the council is working on as part of our overall Bridgend 2030 decarbonisation strategy.

If the trial continues to deliver positive results, we could soon start rolling the technology out to other communities within the county borough.

#### **Cabinet Member – Social Services and Early Help**

As this will be the last meeting of full Council until after the May elections, I want to make members aware that we will shortly be opening a new centre where our East Hub early help and children's social services teams will be based.

The creation of our hubs date back to 2015 when we established three multi-disciplinary teams capable of sharing skills and resources to provide more effective support for local children and their families.

Coleg Cymunedol Y Dderwen provided a suitable home for the North Hub team, and the West Hub team were set up within Pyle Life Centre.

The Civic Offices has served as a temporary base for the East Hub team while we have searched for appropriate accommodation.

Thanks to the efforts of our partners and especially the head teacher, staff, pupils and governing body of Brynteg Comprehensive, an all-new detached single-storey building has now been designed and constructed within the grounds of the school and stands ready to welcome not only the early help team members, but also our locality team for children's social services, too.

Both teams do sterling work for the community, and the new building will bring together experts in family, parenting and engagement support, educational welfare, psychology and counselling, police community support and liaison, safeguarding, health and more.

By co-locating them together, this creates excellent opportunities for enhanced joint working between our statutory safeguarding teams.

The East Hub is going to be a fantastic new facility which will have a positive impact upon the lives of local people, so well done to everyone who has made it possible.

#### **Cabinet Member – Future Generations and Wellbeing**

Young people aged 16-18 who live in the Ogmore, Garw and Llynfi valleys can take advantage of 8 weeks of free gym membership as part of the Winter of Wellbeing initiative.

Funded by Welsh Government and provided by Halo Leisure and Bridgend County Borough Council, the programme is designed to encourage young people to live active and healthier lives.

To find out more information, you can visit the Halo website or call or visit one of the participating venues before the deadline of 31 March 2022.

**Cabinet Member – Education and Regeneration**

I'm sure that members will be pleased to note that Bridgend College has now formally submitted a pre-application planning proposal for establishing a new, multi-million pound campus at the heart of Bridgend town centre.

As you know, the proposal is part of the council's Regeneration Masterplan which identifies a series of ambitious and deliverable projects over the next 10 years that will support future economic growth and secure greater benefits and opportunities.

The college wants to develop an all-new learning and skills campus at Cheapside using land currently occupied by the town centre police station, which has already been purchased by the council for this purpose, and the nearby former multi-storey car park which had to close in April 2021 due to serious structural faults.

With police activities at the site moving to alternative town centre premises and their main offices on Cowbridge Road, we are working closely with the college as this new learning and skills campus promises to act as an anchor project within the regeneration plans, and to make Bridgend town a unique destination for state-of-the-art learning and training opportunities.

Taking advantage of parallel plans for developing enhanced public transport links within the town centre which will make it easier for people to access its facilities, the new campus is intended to support local businesses and generate fresh investment by significantly increasing footfall.

Ultimately, this proposal seeks to bring higher and further education into the town centre where it will be closer to retail, leisure and transport hubs, and represents a cornerstone of our regeneration strategy which promises to deliver longstanding positive change.

The masterplan ambition and vision is that Bridgend is a true County Town. This aspect of the masterplan confirms Bridgend as a place for technical education, a place for skills and lifelong learning and, in effect, a university town.

**Chief Executive**

I am sure that members will be very aware that this is the last meeting of full Council before the local government elections take place in May.

As Chief Executive, I have always valued the constructive working relationships that we have in place here at Bridgend County Borough Council, and of the mutual respect that is in place between officers and members.

I know that some of you have already made the decision not to stand at the forthcoming elections, and politics being what it is, we may also see other new faces the next time we meet in this chamber.

I would like to take this opportunity to thank you on behalf of all officers for your efforts, your commitment and your dedication towards the communities which you represent.



I would also like to wish Members all the very best of luck and good wishes in the future.

649. **TO RECEIVE ANNOUNCEMENTS BY THE LEADER**

I know that all members are saddened and appalled by the Russian invasion of Ukraine, causing a devastating humanitarian crisis that is unfolding, daily, live on our television screens.

The people of Bridgend County Borough and this Council continues to stand in solidarity with the people of Ukraine as they bravely resist Putin's armed forces.

As an area which already provides a home for both Russian and Ukrainian nationals, we stand together with our Ukrainian neighbours, and cannot imagine how they are feeling and coping, not knowing if their loved ones in Ukraine are safe and will survive the bombs and shells.

We also value and support our Russian residents who, like us, have condemned the illegal un-provoked aggression instigated by President Putin and continue to stand with Ukraine.

Just as Wales is a nation of sanctuary, so is Bridgend County Borough a place of sanctuary, and it has been heartening to see our local communities coming together to offer their support to the people of Ukraine with their messages, prayers and donations of money, medicine and other essential items.

An emotional public vigil took place at Dunraven Place in Bridgend town centre last Friday and was very well supported with very moving contributions from Ukrainians living in Wales, A second vigil is set to take place at Maesteg market square this Saturday 12 March at 10.00am.

Numerous local communities are organising their own collections for food, medicines and other essential items, and the Bridgend Association of Voluntary Organisations has been accepting drop-off donations of toiletries, personal hygiene and medical items at its community hub.

Alternatively, and this is the most effective way to help, people can donate funds to the Disasters Emergency Committee so that items can be purchased for Ukraine without the need to transport them from the UK. Our people have shown their generosity, kindness and willingness to act even offering their own homes for the refugees fleeing the terror of war. We need the UK government to match the people's commitment.

Last week all Council Leaders in Wales through the Welsh Local Government Association met with Welsh Government Ministers to discuss our joint response to the humanitarian crisis in the country that grows by the day. Leaders confirmed that all local councils in Wales are ready to do whatever we can to help those fleeing the conflict in Ukraine and are making preparations, however our preparations are limited, as we have not received the information we urgently need from UK Government.

Over the weekend our WLGA Leader, Andrew Morgan wrote to the Prime Minister about the conflict, and this week as Presiding Officer together with all Group Leaders in a unanimous cross-party response reiterated the call for the UK Government to provide much more clarity and act with far greater urgency in responding to the refugee crisis. We have called for the current restrictive and bureaucratic visa scheme to be scrapped and scrapped now to enable those people trying to escape the war in Ukraine to come to Wales and find a safe place as easily and as quickly as possible.

Our European neighbours have moved at great speed, streamlining processes and rules and have opened their doors, opened their borders, open their homes to Ukrainian refugees. The UK Government should do the same and do it now. We will be ready when it does.

As we approach the second anniversary of the coronavirus pandemic in Wales, First Minister Mark Drakeford has announced that major changes to coronavirus restrictions will be made later this month.

Introduced as a result of high vaccination rates and low infection levels, the changes will mean that from 28 March, local residents will no longer need to wear face coverings in most places or practice self-isolation.

While businesses and employers will remain subject to health and safety laws, they will no longer be legally required to carry out specific covid risk assessments, or to take reasonable prevention measures.

Schools will continue to operate using the national framework and will be able to determine their own procedures for the use of face coverings in indoor communal areas.

The routine use of PCR tests for the general public will end, and mobile testing sites will be gradually shut down in the run-up to this.

Testing will remain in place for people admitted to hospital, care home residents, prisoners with symptoms and health and social care staff.

Lateral flow tests will also continue to be available for anyone with symptoms and will be free to obtain.

These changes represent the efforts that people have made in coming together as a single community and doing all that we can to prevent the spread of the coronavirus.

While this does not mean that the pandemic is over, it is a welcome return to normality.

Finally, we have received some positive news which I would like to share with members.

Bridgend County Borough Council has now been officially recognised as a Real Living Wage accredited employer by the Living Wage Foundation, an organisation which uses wider cost of living factors to calculate more realistic hourly rates of pay for people aged 23 and over.

Intended to provide employers with a voluntary benchmark so that staff can earn a wage they can live on, the Living Wage Foundation estimates that almost a fifth of all workers in Wales currently earn less than they need to get by, and that around 223,000 jobs pay less than the real Living Wage.

Employers who sign up to the Real Living Wage agree to pay their staff a minimum of £9.90 an hour instead of the £8.91 national rate.

While this council first made a commitment towards paying the Real Living Wage more than two years ago, gaining official accreditation sends a signal to prospective employees that we are a responsible employer.

The accreditation follows a great deal of hard work carried out alongside Cynnal Cymru.

It reflects our desire to improve terms and conditions, and to ensure that staff are treated properly for delivering important public services, often to the most vulnerable members of the community.

By leading by example, we are encouraging our contractors and suppliers to also pay the Real Living Wage in line with our commitments under the Ethical Employment in Supply Chains Code of Practice.

I am sure that Members will want to join me in congratulating everyone who has helped the council to gain this accreditation.

The Group Leader – Independent Alliance advised that he would like to associate the Group with the words of the Leader in providing our unified support in solidarity with the people of Ukraine as they suffer this brutal and unprovoked Russian incursion into their independent democratic nation.

We must condemn the actions of President Putin in the strongest of terms but also support the bravery of those Russian people who have had the moral decency to call him out on his inhumanity.

I would also like to congratulate all of the community leaders including Cllr. David White and others for their work in arranging the vigil which took place last week in Bridgend and say thank you to all of those residents who have shown such kindness in generously donating essential supplies through the Disasters Emergency Committee and other charities such as the British Red Cross.

The scenes from Ukraine have been heart-breaking which makes the UK Government's dithering and bureaucracy in Calais all the more shameful as we witness the effective closure of our borders to Ukrainian people in their hour of need while innocent people die in their homeland.

I would urge us as "One Council" to compel the UK Government to make every effort to relax immigration conditions immediately and lead the world (rather than follow) when it comes to receiving Ukrainian refugees fleeing persecution, as well as providing more humanitarian support to the courageous and defiant people who remain in Ukraine, demonstrating incredible resolve.

If the UK Government does eventually step up to the plate, we could see many thousands of refugees landing in Cardiff so it would be useful if an accurate assessment could be made of how many Ukrainian refugees we can take and ensure that we in Bridgend County Borough are in a position to lead Wales in this effort. Foreign Office Civil servants and officers have learned a lot by developing skills and networks in supporting Afghans who have come to Bridgend which could be put to good use in supporting Ukrainians seeking safety from persecution. I also support the Leader in his assurances that we will do all we can to support the existing but limited Ukrainian diaspora here in the County Borough.

We are all standing with Ukraine now and to paraphrase the Ukrainian National Anthem: "Ukraine has not yet died, nor her glory, nor her freedom. Fate shall smile on her once more. Her enemies will vanish, like the dew in the sun, and she too shall rule, in a free land of her own."

The Group Leader – Llynfi Independents stated that he wished to associate himself and members of his group with the comments and sentiments of the Leader.

In doing so, we recognised a deep unity of purpose not just here in Bridgend, or Wales, or the UK, but globally. That purpose being support for and solidarity with the people of Ukraine.

I was heartened to attend the vigil in Bridgend town centre on Friday evening where at least a couple of hundred people packed the pavements to stand side by side with our Ukrainian neighbours. I'm confident of a similar level of support in Maesteg this coming Saturday morning.

From war emerges both the worst of humanity, but the best of it too, and I've received phone calls and messages from residents in my ward over the last few days keen to host Ukrainian refugees in their own homes. That speaks volumes as to the welcoming communities that make up our County Borough.

That sentiment unfortunately meets barriers when you consider the woefully inadequate and seemingly indifferent response of the UK Government, we are the embarrassment of Western Europe where sanctuary is being offered to refugees with open arms.

But let us not forget the many millions of Russians for whom this war is the antithesis of their beliefs and, for whom, the economic consequences in particular will be dire.

History looks perilously close to repeating itself in Eastern Europe, but as we hope and pray for further diplomatic efforts and a de-escalation of the war, I am proud to be a member of a Council that stands ready to act in the interests of humanity and compassion as we have done with Afghan and Syrian refugees in the not too distant past.

Slava Ukraini.

The above sentiments were echoed by both the Leaders of the Conservative and Plaid Cymru groups.

650. **PAY POLICY STATEMENT - 2022/2023**

The Chief Executive presented a report, the purpose of which, was to seek Council approval for the Pay Policy Statement for 2022/2023 (Appendix 1 to the report). This is in response to legislative requirements and to provide openness and accountability in relation to how the Council rewards its staff.

The Human Resource Service Centre Manager, advised that the Council has a statutory requirement under the Localism Act to prepare a Pay Policy Statement for the new financial year, which needs to be approved and published by 31 March 2022.

The timing of the report ensures that the information is as up to date as is possible. This includes the NJC Pay Agreement effective from 1st April 2021, which has been agreed as recently as 28th February 2022.

The Pay Policy Statement provides the framework for decision making on pay and, in particular, decision making on senior pay.

He confirmed therefore, that whilst the Localism Act requires all authorities to develop and make public their policy on all Chief Officer remuneration, to achieve that transparency, pay details for all relevant groups are included.

In terms of Appendix 1 of the report, ie the Pay Policy Statement, the Human Resource Service Centre Manager statements, drew Members attention to Paragraph 6.6, that

outlined the introduction of the Market Supplement Policy which as Members were aware, was approved at Council since the last Pay Policy Statement.

Paragraph 8 of the report then gave information upon Pay Relativities which the Authority are obliged to publish as part of the report. These have been updated from the previous year in line with salaries revised following the 2021 pay award, he added. A Member noted that a Town Councillor had recently said publicly, that BCBC paid male and females doing the same job different rates of pay. He asked the Human Resource Service Centre Manager if this statement was correct and also to expand upon or explain the difference between unequal pay and the gender pay gap

The Human Resource Service Centre Manager, advised that the Council are required to report their gender pay gap on an annual basis. The gender pay gap is the difference between the average (mean or median) earnings of men and women across a workforce.

At the last report submitted 31 March 2022, showed 13% pay gap which comparing median pay.

The gender pay gap is a measure of the difference in average pay of men and women, irrespective of their work, across the organisation. It is different from equal pay, which compares how men and women are paid for carrying out the same or comparable roles.

The Council seeks to maintain the equal pay requirements within the Pay and Grading Structure by evaluating any new or changed roles through its Job Evaluation Scheme. This will ensure that all pay differentials can be objectively justified.

The Council does have a pay gap which is influenced by a number of factors including the composition and distribution of the workforce, as opposed to pay inequality.

To clarify therefore, employees in the same roles get the same pay, ie for the same job, so the statement made by the Town Councillor as expanded upon in the Members question, was inaccurate.

**RESOLVED:** That Council approved the Pay Policy Statement 2022/2023 attached at Appendix 1 to the report.

651. **OUTDOOR RECREATION FACILITIES AND NEW HOUSING DEVELOPMENT SUPPLEMENTARY PLANNING GUIDANCE**

The Corporate Director – Communities submitted a report, in order to seek Members approval to adopt SPG5 - Outdoor Recreation Facilities and New Housing Developments as Supplementary Planning Guidance (SPG) to the Bridgend Local Development Plan (LDP).

As part of some background information, the Strategic Planning Team Leader advised that recreational areas are vital for our health, well-being and amenity and contribute to an area's green infrastructure. They provide a place for play, sport, healthy physical activity and relaxation often in the presence of nature.

The development of new housing in the County Borough, and the resulting population increase, creates a demand for the improvement of existing and provision of new recreational facilities, he confirmed.

The Strategic Planning Team Leader confirmed that SPG5 will act as a key tool in meeting that demand, by providing advice and guidance to developers on how the standards required by the Local Development Plan policy can be met.

In summary the SPG sets out:

- The national and local Planning Policy context to outdoor recreational provision;
- The Council's policy and practice relating to recreational spaces;
- Guidance notes explaining the circumstances, mechanisms, types and amount of recreational space that will be sought on residential developments;
- Explanation of the circumstances where financial contributions towards recreational facilities may be sought;
- Encouragement for developers and prospective applicants to engage the Planning Department in pre-application discussions; and
- Guidance on how the policy will be administered.

On the 16 January 2020 the Development Control Committee approved a draft version of the SPG as the basis for public consultation; authorised officers to make appropriate arrangements for public consultation; and agreed to await a further report on the outcome of the consultation process.

A 6-week period of public consultation was held between 21 February and 3 April 2020. The consultation was advertised in accordance with the provisions of paragraph 4.2 of the report.

By the end of the consultation period nine representations were received on the draft SPG. These representations have been summarised in Appendix 1 to the report.

On 3 March 2022, the Development Control Committee considered all of the representations and agreed changes to be made to the document in light of the comments received. These were incorporated as amendments to the SPG attached at Appendix 2 of the report.

The Strategic Planning Team Leader stated that, Members will note from the bullet points at paragraph 4.4 of the report, that the proposed amendments are limited to relatively simple points of clarification and he added that this reflected the amount of work that went into the draft SPG in the first place. He acknowledged the input of the Mayor in this, who has called for the introduction of this SPG for a number of years and his personal and professional input had been invaluable and ensured that all County Borough Members have had a voice in the process.

The Officer concluded his submission, by adding that the SPG expands upon the existing land-use planning policy framework contained within the LDP, giving the public and developers certainty in the Council's expectations in relation to achieving an appropriate level of Outdoor Recreation Facilities which will serve new residential development.

Members asked questions on the report, that were responded to by the Corporate Director – Communities and Officers from the Council's Planning Department following which, it was

**RESOLVED:**

That Council :

1. Adopted SPG 5 – Outdoor Recreation Facilities and New Housing Development (Appendix 2 to the report) as Supplementary Planning Guidance to the adopted Bridgend Local Development Plan.
2. Authorised the Group Manager Planning and Development Services to make minor presentational amendments prior to publishing the SPG on the Council's website.

652. **THE PLACEMAKING CHARTER WALES**

The Corporate Director – Communities submitted a report, the purpose of which, was to seek Council's approval that Bridgend County Borough Council endorses and becomes a signatory to the Placemaking Charter Wales.

By way of background information, the Group Manager, Planning and Development Services, advised that Placemaking is a proactive and collaborative process of creating and managing places. Although the Local Planning Authority may be considered as the main proponent, the placemaking agenda goes effectively beyond the Planning and related functions of the Council which has cross-disciplinary connections to multiple service areas across local government and its related partners in order to contribute to the effective creation and management of places.

The Placemaking Wales Charter, launched in September 2020, has been developed by Welsh Government and the Design Commission for Wales in collaboration with the Placemaking Wales Partnership. This consists of stakeholders representing a wide range of interests and organisations working within the built and natural environment. The Charter is intended to reflect the collective and individual commitment of these organisations to support the development of high-quality places across Wales for the benefit of communities.

He continued by confirming that, signatories to the Placemaking Wales Charter agree to promote the following principles in the planning, design and management of new and existing places:-

- People and community;
- Location;
- Movement;
- Mix of uses;
- Public Realm, and;
- Identity

A descriptor in terms of expanding upon each of these, was detailed in the Officer's report.

The Group Manager, Planning and Development Services continued by stating, that in terms of its function, as a signatory to the Placemaking Charter the Council would pledge to:

- Involve the local community in the development of proposals;
- Choose sustainable locations for new development;
- Prioritise walking, cycling and public transport;

- Create inclusive, well defined, safe and welcoming streets and public spaces;
- Promote a sustainable mix of uses to make places vibrant;
- Value and respect the positive distinctive qualities and identity of existing places.

He added that the Welsh Government's 'Future Wales 2040' document provides the National Development Plan and contains a specific policy requiring the public sector to show leadership and apply placemaking principles to support growth and regeneration for the benefit of communities. It states under Policy 2: "The public sector must lead by example and apply placemaking principles to create exemplar developments. In particular, (it) must prioritise design quality, innovation and sustainability."

The Group Manager, Planning and Development Services, stated that Placemaking is now recognised as a function of the Planning and Development Services Group in the Communities Directorate Business Plan 2021/22. Both the Development Control Committee and the Planning Service are best placed to act as the Council's placemaking champions to ensure new development complies with the principles set out in the Charter. There is aspiration to set up a 'Placemaking Unit' within the team drawing from existing expertise as well as taking on additional resource and suitable training in order to provide the necessary placemaking input into new schemes. This would include the Council's own projects as well as any future public sector partner and private sector development.

In practical terms this could involve, amongst other things, the requirement for developers to have a Placemaking expert on board at pre-application stage and developing a suite of up to date Supplementary Planning Guidance documents. This will enable Bridgend to become an exemplar Authority in terms of placemaking.

He concluded the report, by advising that becoming a signatory to the Placemaking Charter therefore provides an opportunity for the Council to confirm its commitment to delivering quality places and recognising the key role that this plays in enhancing the health and wellbeing of its communities and residents for the long-term future. This will require a 'one Council' approach and agreement which has already been endorsed in principle by the Development Control Committee.

The Cabinet Member – Communities confirmed that the Placemaking Charter would fit in appropriately with a number of the Council's plans and strategies, particularly such as those that relate to economy and in particular, the Local Development Plan with which it had a direct correlation. The Charter would also support positive initiatives such Active Travel and healthier lifestyles.

A Member supported the Charter and hoped that it would resolve issues such as when new developments are being constructed and completed without essential requirements being included, for example footpaths linking other areas of the overall community, local shops and children's play areas etc. She emphasised that these should be part of new developments in the initial constructions works.

The Group Manager, Planning and Development Services confirmed that the Charter's principles would help ensure that examples such as the above would apply in future for new developments, together with the fact that the Charter would be supported by Master Plans and legal agreements, etc, to reinforce this.



A Member stated that she hoped that the Placemaking Charter would also apply to Town and Community Councils.

The Group Manager, Planning and Development Services confirmed that Town and Community Councils could sign up to the Charter, together with other public sector organisations and residents from the Development industry.

**RESOLVED:** That Council approved that Bridgend County Borough Council endorses and becomes a signatory to the Placemaking Charter Wales.

653. **RELATED PARTY TRANSACTIONS 2021-22 & STATEMENT OF ACCOUNTS**

The Chief Officer – Finance, Performance and Change presented a report, in order to inform Council of the requirement for Members to formally declare any related party transactions for the financial year 2021-22 by completing the declaration attached at Appendix A, even if it is a nil return. This must also be completed no earlier than 31 March 2022 and returned by Friday 8 April 2022.

She explained that the preparation of the Statement of Accounts is a requirement of the Accounts and Audit (Amendment) (Wales) Regulations 2014 (as amended) and its content is defined by the Chartered Institute of Public Finance and Accountancy (CIPFA's) 'Code of Practice on Local Authority Accounting in the United Kingdom' 2021-22 (the Code).

The Code 2021-22 states that "Authorities shall identify related party relationships and transactions, identify outstanding balances between the authority and its related parties, and identify the circumstances in which disclosures are required". Any related party transactions must then be disclosed within the Statement of Accounts.

The requirement to declare related party transactions is not new within the Statement of Accounts, the Chief Officer – Finance, Performance and Change announced.

This report was therefore to inform Members of the requirement to complete the declaration attached at Appendix A with reference to the guidance attached at Appendix B by Friday 8 April 2022. It is essential that this form is completed as at 31 March 2022 and covers the full financial year or period for which the individual was a Member of the Council. Members should note that a copy of this declaration will be emailed separately to their Bridgend County Borough Council email address for completion and return.

**RESOLVED:** That Council noted the requirement for Members to:

- Formally declare any related party transactions for the financial year 2021-22;
- Complete and date the return no earlier than 31 March 2022;
- Submit the return by Friday 8 April 2022

654. **PETITION SCHEME**

The Monitoring Officer submitted a report, seeking Council approval and adoption of the Petition Scheme attached thereto at Appendix 1.

The Local Government and Elections (Wales) Act 2021 received Royal Assent on 20 January 2021 and places specific duties on local authorities including, under Section 42, the duty to make a Petition Scheme including provision of a facility for electronic petitions (e-petitions). This provision comes into force in May 2022.

Under the 2021 Act, she explained that the Council must publish a Scheme setting out how it intends to handle and respond to petitions.

The Monitoring Officer explained, that petitioning is one way that individuals, community groups and organisations can participate in the democratic process, by raising issues of public concern with the Council and allowing Elected Members to consider the need for change within the County Borough. It is acknowledged that petitions can have positive outcomes that lead to change or inform debate.

The Scheme attached at Appendix 1 (to the report), demonstrated this by setting out that petitions received from those who are resident, working or studying in the Borough, regardless of the number of signatures, will receive a response providing they follow the guidelines set out in the Scheme. The purpose of this Scheme is to establish a clear process for petitions submitted to the Council to be handled in accordance with the relevant legislation.

The Scheme provides that if a petition has received more than 750 signatures the petition will be considered at a meeting of the full Council. The petition organiser will be informed in writing about when the debate will be held and with sufficient notice to enable their attendance.

The Council will host an e-petition facility on its website, provided by Mod.gov, which is the most widely used local authority committee management system. The Scheme stipulates that e-petitions must follow the same guidelines as paper petitions. An e-petition organiser must provide their name, address, a valid postcode and email address. The same information is required for any person supporting the petition, the Monitoring Officer added.

To conclude her report, the Monitoring Officer advised that in accordance with the 2021 Act, the Council must review the Scheme from time to time and, if it considers it appropriate, revise the Scheme. If the Council revises or replaces a Scheme, the revised or new Scheme will be published on the Council's website.

A Member referred to page 145 of the report and asked why a petitioners address was required on future e:petitions.

The Monitoring Officer confirmed that some of the contents of e:petitions were subject to legislative requirements, however, the e:petition content could be reviewed in future and modified accordingly if Members felt there may be a future requirement to do this.

A Member was aware that e:petitions could be submitted through a system known as Change.Org and he asked if the Council could accept this through this method as well as through the Council's own database system of Modern.Gov.

The Monitoring Officer did not believe that these two systems could be integrated, but she advised that she would check with the Council's ICT and Democratic Services sections, to establish if this was achievable and come back to the Member accordingly, outside of the meeting.

A Member asked if a there was both a paper and electronic version of the same petition, could these be submitted jointly as one.

The Monitoring Officer confirmed that this would be accommodated.

A Member asked if for privacy reasons, a petitioner did not provide their address, would they be able to sign an e:petition.

The Monitoring Officer confirmed that the Policy did have some discretion here, but the main reason for a signatory providing their address, was to ensure they were a valid signatory as opposed to a fake 'added one.'

**RESOLVED:** That Council approved and adopted the Petition Scheme attached at Appendix 1 to the report.

655. **INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT 2022/23**

The Monitoring Officer presented a report, that advised Council of the Annual Report of the Independent Remuneration Panel for Wales ("the Panel") in respect of the level and range of remuneration the Authority must make available to its elected members for the 2022/23 municipal year.

As part of some background information, she confirmed that the Local Authorities (Allowances for Members) (Wales) Regulations 2007 provided for the establishment of the Independent Remuneration Panel for Wales.

This was the fourteenth Annual Report of the Panel, and the eleventh published under the requirements of the Local Government (Wales) Measure 2011 (attached as Appendix 1 to the report). The Measure extended the responsibilities of the Panel and its powers under Section 142 to decide (prescribe) payments to members of relevant authorities.

The Panel's Determinations for 2022/23 were shown at Annex 1 of the Annual Report (page 61 onwards). Section 153 of the Measure empowers the Panel to require a relevant authority to comply with the requirements imposed on it by the Annual Report.

The Monitoring Officer confirmed that the Panel's Annual Report 2022/23, proposed some changes to the current remuneration prescribed for elected members at Principal (County Borough) and Town and Community Council levels.

The paragraphs in the report from 4.2 to 4.17, summarised the key elements of the overall Report and the Monitoring Officer expanded upon some of this information, for the benefit of Members.

The Local Government (Wales) Measure 2011 requires the Panel's Annual Report to take effect from 1 April. In most years, this is in line with financial and administrative arrangements of all authorities. However, when new councils are elected some of the Panel's determinations are to be effective for the new municipal term. On 9 May 2022, new municipal arrangements will come into effect following local government elections. This Annual Report therefore has two different effective dates as set out below:

- For the period 1 April 2022 to 8 May 2022, all of the Determinations contained in the Independent Remuneration Panel for Wales' Annual Report 2021/22 will continue to apply in respect of principal councils and Community and Town Councils;
- With effect from 9 May 2022, (the new municipal year) the Determinations set out in this Annual Report 2022/23 in the sections on principal councils and community and town councils will apply.

A Member asked when the opportunity would arise, to discuss what senior salaries would possibly apply to the various political positions in the Authority following the forthcoming Local Government elections.

The Monitoring Officer confirmed that this would take place at the Annual meeting of Council in May.

**RESOLVED:** That Council noted the Annual Report for 2022/23 and approved:

1. The adoption of the relevant Determinations of the Panel contained within the Annual Report (attached as Appendix 1);
2. Those posts (shown in the revised Members' Schedule of Remuneration at Schedule 1 of Appendix 2) who will receive a senior / civic salary;
3. The revised Members' Schedule of Remuneration (Appendix 2) and for it to become effective from 9 May 2022;
4. That the Members' Schedule of Remuneration be updated with any changes to senior / civic salary positions subsequently made by Council during the 2022/23 municipal year.

656. **INFORMATION REPORTS FOR NOTING**

The Chief Officer Legal and Regulatory Services, HR and Corporate Policy (and Monitoring Officer), reported on the Information Reports which had been published since the last meeting of Council.

**RESOLVED:** That Council acknowledged the publication of the documents listed in the report.

657. **TO RECEIVE THE FOLLOWING QUESTION FROM COUNCILLOR ALTAF HUSSAIN TO THE DEPUTY LEADER/CABINET MEMBER - COMMUNITIES:**

**Question**

Councils are the first line of support for building self-employed businesses back up after the pandemic. For many self-employed people, the pandemic has been not only a health crisis but also an income crisis. Many freelancers in Wales did not get financial support from government and IPSE research found one in four burned through all their savings.

How is the Bridgend Local Authority investing in our areas' smallest businesses and what help is there for freelancers?

**Response**

Bridgend County Borough Council offers a range of business support and is committed to supporting business growth. Officers have the knowledge and experience to help those who are planning to set up or expand a business in Bridgend County from all sizes of organisations such as small start-up projects to large multi-national companies. Officers convert as many enquiries as possible into business success and continue to help the business grow and develop.

The Enterprise team can provide ongoing business advice and support including:

- New premises support

- Networking opportunities via the Bridgend Business Forum
- Recruitment
- Skills
- Training

Employability Bridgend work with both employed and unemployed people across Bridgend County Borough and can provide free training and mentoring support. Including for people in employment wanting to improve their employment situation they can provide support to increase working hours, move into a different job, progress into a better job, and achieve a higher income. Once a business is trading then the project can help with recruitment and also with skills for the owner and staff.

The Rebel Business Schools (Pop-Up Business School) consist of 5 full-day sessions supporting people into self-employment and teaching them how to set up a business for free, usually this is run annually. Rebel Business Schools are also developing a 1-day course to run a few times a year. The approach is very engaging and gives wary people confidence to make the first steps.

The Council's Economic Futures Fund supports start-ups and adaptations to business properties which help support the economy both during the coronavirus pandemic and beyond.

They include:

Bridgend Business Start Up funding providing grants of between £250 and £4,000 to new start-ups and businesses within the first 3 years of trading. Initially £150,000 will be available in 2021/2022.

Covid-19 Outdoor Improvement Recovery Fund providing grants of up to £10,000 for business premises adaptations that respond to restrictions arising from the coronavirus pandemic and develop future resilience. Initially £350,000 will be available for this Fund in 2021/2022.

The Council also offers a flexible grant scheme delivered through a partnership with UK Steel Enterprise and Bridgend County Borough Council. It provides financial assistance to new or existing micro-businesses that are located, or are planning to locate, in Bridgend County Borough. The grant can provide up to 50% of eligible projects costs. The minimum grant is £250 and the maximum grant available is £4,000 so the maximum project cost is £8000.

**Supplementary question from Councillor Altaf Hussain**

How many freelancers in Bridgend have applied for financial grant so far? How many have received £250 grant and what business they started with this sum and is the grant now closed to new applicants?

**Response**

It was agreed that a response to this question would be provided outside of the meeting.

658. **URGENT ITEMS**

None.

The meeting closed at 18:00

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MINUTES OF A MEETING OF THE COUNCIL HELD REMOTELY - VIA MICROSOFT TEAMS  
ON WEDNESDAY, 18 MAY 2022 AT 15:00

Present

Councillor JC Spanswick – Chairperson

S Aspey	H T Bennett	A R Berrow	F D Bletsoe
S J Bletsoe	JPD Blundell	E L P Caparros	RJ Collins
HJ David	C Davies	C L C Davies	P Davies
M J Evans	N Farr	P Ford	J Gebbie
W R Goode	RM Granville	H Griffiths	S J Griffiths
D T Harrison	M L Hughes	D M Hughes	RM James
P W Jenkins	M R John	M Jones	MJ Kearns
W J Kendall	M Lewis	J Llewellyn-Hopkins	RL Penhale-Thomas
J E Pratt	E Richards	R J Smith	I M Spiller
T Thomas	JH Tildesley MBE	G Walter	A Wathan
A Williams	AJ Williams	HM Williams	I Williams
MJ Williams	R Williams	E D Winstanley	T Wood

Apologies for Absence

N Clarke

Officers:

Julie Ellams	Democratic Services Officer - Committees
Mark Galvin	Interim Democratic Services Manager
Lindsay Harvey	Corporate Director Education and Family Support
Rachel Keepins	Democratic Services Officer - Scrutiny
Meryl Lawrence	Senior Democratic Services Officer - Scrutiny
Carys Lord	Chief Officer - Finance, Performance & Change
Claire Marchant	Corporate Director Social Services and Wellbeing
Janine Nightingale	Corporate Director - Communities
Michael Pitman	Democratic Services Officer - Committees
Mark Shephard	Chief Executive
Kelly Watson	Chief Officer Legal, HR and Regulatory Services

660. DECLARATIONS OF INTEREST

None.

661. TO RECEIVE ANY ANNOUNCEMENTS FROM THE MAYOR, COUNCILLOR JC SPANSWICK

The Mayor's announcements were as follows:

Firstly, I would like to extend a warm welcome to all the newly elected Councillors here today and also to those who were returned for another term of office to serve their respective communities over the next 5 years.

It has been an honour and privilege to serve as Mayor of the County Borough of Bridgend for the past year, and I must say a big thank you to my dear wife and Mayoress, Susan Spanswick, who has been at my side at numerous events and has kept me well and truly in line most of the time.

While we have emerged from the pandemic it has been a pleasure to attend an increasing number of events and functions and there has been in excess of 100 engagements over this time.

Some of the highlights of the year have definitely been meeting people to present them with their Citizenship Award and there have been some really deserving recipients this year and hopefully there will be even more during the forthcoming year. So please keep a look out in your communities in readiness for making some nominations later in the year.

I would also like to thank the Democratic Services staff for helping with the administration of the role, but a big thank you must go to Roger Harrison as the Mayors chauffeur, organiser, advisor and time-keeper and many other roles (in fact a Swiss army knife for Mayors).

On the Mayor's charity fundraising front I am pleased to announce that in excess of £7,000 has been raised in total and will now be shared equally between Lads & Dads and Bridgend Carers Centre. This has not been an easy task and the final event last month where 20 people (including myself) took part in the Welsh 3 Peaks over 24 hours was a gruelling challenge and one that tested me to my limits.

Our final engagement last week was to attend the Royal Garden Party at Buckingham Palace, but unfortunately the weather was not great and after queuing for almost 2 hours in the rain we finally got in (soaking wet) and just about managed to see Prince Charles and several other royals leaving the party. It was still a great event but a tip for future Mayors is to start queuing at least an hour before the gates open.

Finally, I would like to thank the Deputy Mayor, Councillor Martyn Jones, for his support and assistance over the past year and wish him a successful year ahead and one that continues to represent the County Borough of Bridgend and the people who live here in the best light possible.

662. TO ELECT THE MAYOR FOR THE PERIOD TO MAY 2023 IN ACCORDANCE WITH SECTION 23(1) OF THE LOCAL GOVERNMENT ACT 1972.

RESOLVED: That Councillor M Jones be elected as Mayor for the ensuing year, to May 2023 (as unopposed).

663. TO ANNOUNCE THE MAYOR'S CONSORT

Councillor Jones advised that he had no Consort for the ensuing year, however, he would be inviting relevant Ward Members with him periodically, to functions and events that take place within their areas during the course of his Mayoral term.

664. TO ELECT THE DEPUTY MAYOR FOR THE PERIOD TO MAY 2023 IN ACCORDANCE WITH SECTION 24(1) OF THE LOCAL GOVERNMENT ACT 1972

There were two nominations received, both moved and seconded, for Deputy Mayor for the ensuing year, namely Councillors W Kendall and T Thomas.

A vote was therefore conducted, the result of which was as follows:-



**Councillor Kendall**

Councillors H Bennett, JP Blundell, E Caparros, R Collins, HJ David, Colin Davies, P Davies, M Evans, N Farr, P Ford, J Gebbie, R Goode, RM Granville, H Griffiths, S Griffiths, M Hughes, M Jones, M Kearn, W Kendall, M Lewis, J Llewellyn-Hopkins, JC Spanswick, JH Tildesley, G Walter, H Williams, R Williams, E Winstanley = **27 votes**

**Councillor Thomas**

Councillors S Aspey, A Berrow, F Bletsoe, S Bletsoe, Chris Davies, D Harrison, D Hughes, RM James, P Jenkins, M John, J Pratt, E Richards, R Smith, I Spiller, R Penhale-Thomas, T Thomas, A Wathan, Alex Williams, Amanda Williams, I Williams, M Williams, T Wood = **22 votes**

**RESOLVED:** That Councillor W Kendall be elected as Deputy Mayor for the ensuing year, to May 2023.

665. **TO ANNOUNCE THE DEPUTY MAYOR'S CONSORT**

Councillor W Kendall announced that his Consort for the forthcoming year would be his wife June Kendall.

666. **TO ELECT THE LEADER OF BRIDGEND COUNTY BOROUGH COUNCIL**

There were two nominations received for the Leader for the ensuing year, that were both moved and seconded, namely Councillors HJ David and R Penhale-Thomas.

A vote was therefore conducted, the result of which was as follows:

**Councillor HJ David**

Councillors S Aspey, H Bennett, JP Blundell, E Caparros, R Collins, HJ David, Colin Davies, P Davies, M Evans, N Farr, P Ford, J Gebbie, R Goode, RM Granville, H Griffiths, S Griffiths, M Hughes, M Jones, M Kearn, W Kendall, M Lewis, J Llewellyn-Hopkins, JC Spanswick, JH Tildesley, G Walter, H Williams, R Williams, E Winstanley = **28 votes**

**Councillor R Penhale-Thomas**

Councillors A Berrow, F Bletsoe, S Bletsoe, Chris Davies, D Harrison, D Hughes, RM James, P Jenkins, M John, J Pratt, E Richards, R Smith, I Spiller, R Penhale-Thomas, T Thomas, A Wathan, Alex Williams, Amanda Williams, I Williams, M Williams, T Wood = **21 votes**

**RESOLVED:** That Councillor HJ David be elected as Leader of Bridgend County Borough Council for the ensuing year, to May 2023.

667. **TO RECEIVE THE REPORT OF THE LEADER**

The Leader had no report to share with Members, however, he added that he was extremely proud to be elected once more as Leader of Bridgend County Borough Council, as he had been in the previous term of office. He added that he would work tirelessly with all Members, in order to improve the County Borough of Bridgend for both its constituents and visitors alike.

668. **TO AGREE THE NUMBER OF MEMBERS TO BE APPOINTED TO THE CABINET**

It was announced by the Leader that the Council's Cabinet would consist of a total of 7 County Borough Members.

669. **THE LEADER TO APPOINT MEMBERS OF THE CABINET**

The Leader confirmed that the Cabinet would comprise of the following Members:-

Councillor HJ David  
Councillor J Gebbie  
Councillor HM Williams  
Councillor N Farr  
Councillor JP Blundell  
Councillor JC Spanswick  
Councillor R Goode

670. **THE LEADER MAY ANNOUNCE THE DEPUTY LEADER OF BRIDGEND COUNTY BOROUGH COUNCIL FROM THOSE MEMBERS APPOINTED TO THE CABINET AND MAY ANNOUNCE THE APPOINTMENT OF CABINET MEMBERS TO PORTFOLIOS.**

Councillor HJ David announced the above appointments together with himself as Leader, as follows:-

Councillor J Gebbie – Deputy Leader/Cabinet Member for Social Services and Early Help  
Councillor JP Blundell – Cabinet Member for Education  
Councillor H Williams – Cabinet Member for Resources  
Councillor N Farr – Cabinet Member for Regeneration  
Councillor R Goode – Cabinet Member for Future Generations and Wellbeing  
Councillor JC Spanswick – Cabinet Member for Communities

671. **APPOINTMENTS TO THE COUNCIL COMMITTEES AND OTHER COUNCIL BODIES**

The purpose of the report was to seek Council approval for the appointment of Overview and Scrutiny Committees and such other Committees, Sub-Committees, Panels and bodies as the Council considers appropriate, to deal with matters which are neither reserved to full Council nor are executive functions.

The report attached the following supporting Appendices:-

- Remit and functions of Committees and other Bodies of the Council – Appendix 1;
- The proposed political balance of Committees, etc – Appendix 2
- Proposed Committee structure – Appendix 3

Paragraph 4.12.1 of the report, outlined some other information in relation to the Council's Constitution, which the Monitoring Officer expanded upon for the benefit of Council.

**RESOLVED:** That Council :-

- (1) Appointed the Overview and Scrutiny Committees and such other Committees as the Council considered appropriate to deal with matters which are neither reserved to the Council nor are executive functions;
- (2) Determined the size and terms of reference for those Committees as set out in Appendix 1 of the report;
- (3) Determined the allocation of seats to political groups in accordance with the political balance rules as set out in Appendix 2 of the report;
- (4) Determined which political groups represented at Council are entitled to make which appointments of Overview and Scrutiny Committee Chairpersons;
- (5) Received nominations and appointed Councillors to serve on each of the Committees, Panels and other bodies (as indicated), as attached as an Appendix to these minutes:-

- Appeals Panel
- Appointments Committee
- Governance and Audit Committee
- Democratic Services Committee
- Development Control Committee
- Licensing Committee
- Licensing Act 2003 Committee
- Town and Community Council Forum
- Subject Overview and Scrutiny Committee 1
- Subject Overview and Scrutiny Committee 2
- Subject Overview and Scrutiny Committee 3
- Corporate Overview and Scrutiny Committee

- (6) Received nominations and appointed the Chairpersons and Vice-Chairpersons of the following Committees, Panels and other bodies (as indicated), with it being noted that the Governance and Audit Committee at its first scheduled meeting will appoint a Chairperson and Vice-Chairperson, from its Lay Members:

- Appeals Panel – Chairperson – Councillor H Bennett and Vice-Chairperson – Councillor E Caparros (both unopposed)
- Appointments Committee – Chairperson - Councillor HJ David and Vice-Chairperson – Councillor J Gebbie – (both unopposed)
- Democratic Services Committee - Chairperson – Councillor T Thomas (unopposed)
- Development Control Committee - Chairperson and Vice-Chairperson

Two nominations were received for the appointment of Chairperson of the Development Control Committee, that were both duly moved and seconded, namely Councillor RM Granville and Councillor M Williams.

A vote was therefore conducted, the result of which was as follows:-

Councillor RM Granville

Councillors H Bennett, JP Blundell, E Caparros, R Collins, HJ David, Colin Davies, P Davies, M Evans, N Farr, P Ford, J Gebbie, R Goode, RM Granville, H Griffiths, S Griffiths, M Hughes, M Jones, M Kearn, W Kendall, M Lewis, J Llewellyn-Hopkins, JC Spanswick, JH Tildesley, G Walter, H Williams, R Williams, E Winstanley = **27 votes**

Councillor M Williams

Councillors S Aspey, A Berrow, F Bletsoe, S Bletsoe, Chris Davies, D Harrison, D Hughes, RM James, P Jenkins, M John, J Pratt, E Richards, R Smith, I Spiller, R Penhale-Thomas, T Thomas, A Wathan, Alex Williams, Amanda Williams, I Williams, M Williams, T Wood = **22 votes**

**RESOLVED:** That Councillor RM Granville be appointed as Chairperson of the Development Control Committee for the ensuing year, to May 2023.

Two nominations were received for the appointment of Vice-Chairperson of the Development Control Committee, that were both duly moved and seconded, namely Councillor H Griffiths and Councillor M Williams.

A vote was therefore conducted, the result of which was as follows:-

Councillor H Griffiths

Councillors H Bennett, JP Blundell, E Caparros, R Collins, HJ David, Colin Davies, P Davies, M Evans, N Farr, P Ford, J Gebbie, R Goode, RM Granville, H Griffiths, S Griffiths, M Hughes, M Jones, M Kearn, W Kendall, M Lewis, J Llewellyn-Hopkins, JC Spanswick, G Walter, H Williams, R Williams, E Winstanley = **26 votes**

Councillor M Williams

Councillors S Aspey, A Berrow, F Bletsoe, S Bletsoe, Chris Davies, D Harrison, D Hughes, RM James, P Jenkins, M John, J Pratt, E Richards, R Smith, I Spiller, R Penhale-Thomas, T Thomas, JH Tildesley, A Wathan, Alex Williams, Amanda Williams, I Williams, M Williams, T Wood = **23 votes**

**RESOLVED:** That Councillor H Griffiths be appointed as Vice-Chairperson of the Development Control Committee for the ensuing year, to May 2023

Two nominations were received for the appointment of Chairperson of the Licensing Committee & Licensing Act 2003 Committee, that were both duly moved and seconded, namely Councillor M Lewis and Councillor I Williams.

A vote was therefore conducted, the result of which was as follows:

Councillor M Lewis

Councillors S Aspey, H Bennett, A Berrow, JP Blundell, E Caparros, R Collins, HJ David, Colin Davies, P Davies, M Evans, N Farr, P Ford, J Gebbie, R Goode, RM Granville, H Griffiths, S Griffiths, M Hughes, M Jones, M Kearn, W Kendall, M Lewis, J Llewellyn-Hopkins, J Pratt, JC Spanswick, G Walter, H Williams, R Williams, E Winstanley = **29 votes**

Councillor I Williams

Councillors F Bletsoe, S Bletsoe, Chris Davies, D Harrison, D Hughes, RM James, P Jenkins, M John, E Richards, R Smith, I Spiller, R Penhale-Thomas, T Thomas, JH Tildesley, A Wathan, Alex Williams, Amanda Williams, I Williams, M Williams, T Wood = **20 votes**

**RESOLVED:** That Councillor M Lewis be appointed as Chairperson of the Licensing Committee & Licensing Act 2003 Committee, for the ensuing year, to May 2023

- Licensing Committee & Licensing Act 2003 Committee - Vice-Chairperson – Councillor R Williams (unopposed).
  - Town and Community Council Forum – Chairperson Councillor HJ David - Vice-Chairperson – Councillor J Gebbie (both unopposed)
- (7) Received nominations and appointed the Chairpersons of the following Overview and Scrutiny Committees in accordance with the provisions of paragraph 4.3 of the report, as follows:
- Subject Overview and Scrutiny Committee 1 – Councillor Alex Williams (unopposed)
  - Subject Overview and Scrutiny Committee 2 – Councillor F Bletsoe (unopposed)
  - Subject Overview and Scrutiny Committee 3 – Councillor P Davies (unopposed)
- (8) Approved the appointment of the four Lay Members to serve on the Governance and Audit Committee for a term of office, as outlined at paragraph 4.2.3 of the report.
- (9) Approved the amendments to the Constitution as set out via tracked changes in Appendix 1 (to the report) to reflect the revised composition of the Subject Overview and Scrutiny Committees, the Governance and Audit Committee and Appointments Committee;
- (10) Noted that the recruitment and appointment of replacement Registered Representatives will be undertaken in accordance with the provisions of paragraph 4.4.1 of the report.

672. **PROPOSED PROGRAMME OF ORDINARY MEETINGS OF THE COUNCIL AND COUNCIL COMMITTEES**

The Monitoring Officer presented a report, the purpose of which, was to propose a programme of ordinary meetings of the Council and Council Committees for May 2022 - April 2023 for approval (Appendix 1 to the report) and to note the proposed programme of meetings for the municipal year May 2023 – April 2024 (at Appendix 2).

She advised that the approval of the programme of ordinary meetings of Council and Council Committees is required in accordance with the Council's Constitution.

Provisional appointments would be placed in the Members/Cabinet Committee electronic calendar and expanded as necessary to all individual Members' calendars, when the schedule is approved and as soon as the composition of all Council bodies is known, based on the political balance of the Authority.

Under the Local Government (Wales) Measure 2011, the Council is required to undertake a survey of the timings of all Committee meetings as soon as possible in a

new term of office. It is proposed explained the Monitoring Officer, that the survey will be carried out imminently, with the outcomes of this reported back to Council in July with full implementation to take effect from September. Therefore, whilst the dates of Committee meetings were shown in the attached Appendices, the timings of these will be added following the outcome of this survey, other for the exceptions to meetings scheduled this month.

The Monitoring Officer confirmed, that in order to assist with future planning, a draft programme of meetings for the 2023/24 Municipal Year is attached at Appendix 2 of the report for noting. This programme may be subject to some further amendments, prior to it being approved at next year's Annual Meeting of Council.

**RESOLVED:** That Council:-

- a. Approved the proposed programme of Council meetings for 2022/23 set out in paragraph 4.1 of the report;
- b. Approved the proposed programme of meetings of Council Committees set out in Appendix 1 of the report;
- c. Noted the provisional draft programme of meetings of Council and Council Committees for 2023/24 set out in Appendix 2 to the report;
- d. Noted the proposed dates of Cabinet, any Cabinet Committees and the Coychurch Crematorium Joint Committee which were also set out in Appendix 1 and 2 to this report, for information purposes.
- e. Noted that the timings of meetings shown in Appendix 1 and 2 will be confirmed upon the completed outcome of the Timings of Meetings survey to be undertaken by Members and further reported to Council.

**673. REPRESENTATION ON OUTSIDE BODIES AND OTHER COMMITTEES**

The Monitoring Officer submitted a report, the purpose of which, was to seek Council's approval for the appointment of Members to the South Wales Police and Crime Panel, Cardiff Capital Region City Deal Joint Scrutiny Committee and the South-East Wales Strategic Planning Group as set out in the report at Appendix 1, for the ensuing year, to May 2023.

The following nominations, both moved and duly seconded, for appointment to the Cardiff City Deal Joint Scrutiny Committee were received:

Councillor P Davies and Councillor I Williams.

A vote was therefore conducted on this appointment as follows:

**Councillor P Davies**

Councillors H Bennett, JP Blundell, E Caparros, R Collins, HJ David, Colin Davies, P Davies, M Evans, N Farr, P Ford, J Gebbie, R Goode, RM Granville, H Griffiths, S Griffiths, M Hughes, M Jones, M Kearns, W Kendall, M Lewis, J Llewellyn-Hopkins, J Pratt, JC Spanswick, G Walter, H Williams, R Williams, E Winstanley = **27 votes**

**Councillor I Williams**

**COUNCIL - WEDNESDAY, 18 MAY 2022**

Councillors S Aspey, A Berrow, F Bletsoe, S Bletsoe, D Harrison, RM James, M John, E Richards, R Smith, I Spiller, A Wathan, Amanda Williams, I Williams, M Williams, T Wood = **15 votes**

**Abstentions**

Councillors Chris Davies, D Hughes, P Jenkins, R Penhale-Thomas, Alex Williams = **5 votes**

- RESOLVED:**
- (1) That Councillor P Davies be appointed to the Cardiff City Deal Joint Scrutiny Committee and Councillor S Griffiths be appointed the Deputy Member.
  - (2) That Councillor J Llewellyn-Hopkins be appointed to the South Wales Police and Crime Panel.
  - (3) That the Chairperson of the Development Control Committee (Councillor RM Granville) be appointed to the South East Wales Strategic Planning.

674. **TO INVEST THE MAYOR OF BRIDGEND COUNTY BOROUGH COUNCIL FOR 2022/23**

Following Council having approved the nomination of Councillor M Jones as Mayor of Bridgend County Borough for the year 2022/2023, Councillor Jones was invited by the outgoing Mayor, to formally accept the Office of Mayor. Councillor Jones verbally accepted the office of Mayor and recited the following oath :-

"I Martyn Jones do swear that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second."

Councillor JC Spanswick extended his congratulations to the incoming Mayor.

675. **TO INVEST THE MAYOR'S CONSORT**

The Deputy Mayor as announced earlier in proceedings, did not have a Consort for the ensuing year.

676. **TO RECEIVE ANY ANNOUNCEMENT FROM THE NEWLY ELECTED MAYOR**

The incoming Mayor Councillor M Jones, extended his thanks to the outgoing Mayor and his Consort and in particular, to the advice and guidance Councillor Spanswick had given him this last 12 months. It had been an honour and a privilege to deputise for him, he added.

As the first citizen of the County Borough of Bridgend, he was very proud for both himself, his family and for the Bettws community for whom he had served as a County Borough Councillor for the last 10 years.

He was following a tradition, in that previous Councillors from Bettws, such as Councillor Vernon Chilcott and Councillor Chris Michaelides, had also previously been Mayor's of BCBC and these would be big acts to follow.

The Mayor extended his congratulations to Councillor W Kendall and his wife June, in their role as Deputy Mayor and Consort for the ensuing year, particularly as Councillor Kendall had also been raised in Bettws.

In terms of his Charity for the year ahead, Councillor Jones advised that he would be seeking a collective and collaborative approach to this with fellow Mayor's of the four towns of Bridgend, Porthcawl, Maesteg and Pencoed and other Community Council's also, to support the people of Ukraine, who had been subjected to a war at the hands of Russia. This was a terrible tragedy he felt and any support to victims would be a very worthwhile cause.

677. **TO INVEST THE DEPUTY MAYOR OF BRIDGEND COUNTY BOROUGH COUNCIL FOR 2022/23**

The outgoing Mayor Councillor JC Spanswick confirmed that earlier Council had approved the nomination of Councillor W Kendall as Deputy Mayor of Bridgend County Borough Council for the year 2022-23. He therefore invited Councillor Kendall to accept this offer in office.

Councillor Kendall duly accepted the offer of Deputy Mayor and said that he looked forward to supporting the newly elected Mayor, Councillor M Jones and to support the citizens of the County Borough in this prestigious role.

Councillor Kendall further added, that he was looking forward to the forthcoming year with both enthusiasm and ambition, adding that the role was a great honour for both him and his family.

678. **TO INVEST THE DEPUTY MAYOR'S CONSORT**

That Mrs. June Kendall be invested as the Deputy Mayor's Consort for the ensuing year.

The meeting closed at 16:30



**CURRENT COMMITTEE MEMBERSHIP**

<b>Appeals Panel</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Mark John	Bridgend County Independents	
2.	Anthony Berrow	Bridgend County Independents	
3.	Alan Wathan	Bridgend County Independents	
4.	Ross Thomas	Democratic Alliance	
5.	Norah Clarke	Democratic Alliance	
6.	Jeff Tildesley	Independent	
7.	Heidi Bennett	Labour	Chairperson
8.	Eugene Caparros	Labour	Vice-Chairperson
9.	Heather Griffiths	Labour	
10.	William Kendall	Labour	
11.	Maxine Lewis	Labour	
12.	Graham Walter	Labour	

<b>Appointments Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Ian Spiller	Bridgend County Independents	
2.	Tim Wood	Bridgend County Independents	
3.	Ross Thomas	Democratic Alliance	
4.	Malcolm James	Democratic Alliance	
5.	Huw David	Labour	Chairperson
6.	Paul Davies	Labour	
7.	Jane Gebbie	Labour	Vice-Chairperson
8.	Cabinet Member with relevant portfolio for post being recruited	Labour	

<b>Governance and Audit Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Steven Bletsoe	Bridgend County Independents	
2.	Alan Wathan	Bridgend County Independents	
3.	Alex Williams	Democratic Alliance	
4.	Della Hughes	Democratic Alliance	
5.	Colin Davies	Labour	
6.	Richard Granville	Labour	
7.	Simon Griffiths	Labour	
8.	Martin Hughes	Labour	
9.	Gareth Chapman	Lay Member	
10.	Andrew Bagley	Lay Member	
11.	Sue Davies	Lay Member	
12.	Abiodun Olorunnisola	Lay Member	

<b>Democratic Services Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Tim Thomas	Bridgend County Independents	Chairperson
2.	Ian Spiller	Bridgend County Independents	
3.	David Harrison	Bridgend County Independents	
4.	Malcolm James	Democratic Alliance	
5.	Sean Aspey	Independent	
6.	Robert Smith	Independent	
7.	Paula Ford	Labour	
8.	Richard Granville	Labour	
9.	Martin Hughes	Labour	
10.	Graham Walter	Labour	
11.	Elaine Winstanley	Labour	

<b>Development Control Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Mark John	Bridgend County Independents	
2.	Martin Williams	Bridgend County Independents	
3.	Anthony Berrow	Bridgend County Independents	
4.	David Harrison	Bridgend County Independents	
5.	Chris Davies	Democratic Alliance	
6.	Della Hughes	Democratic Alliance	
7.	Norah Clarke	Democratic Alliance	
8.	Jonathan Pratt	Conservative	
9.	Sean Aspey	Independent	
10.	Richard Collins	Labour	
11.	Colin Davies	Labour	
12.	Richard Granville	Labour	Chairperson
13.	Heather Griffiths	Labour	Vice-Chairperson
14.	Simon Griffiths	Labour	
15.	Martin Hughes	Labour	
16.	Mike Kearn	Labour	
17.	William Kendall	Labour	
18.	Richard Williams	Labour	

<b>Licensing Committee &amp; Licensing Act 2003 Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Steven Bletsoe	Bridgend County Independents	
2.	Anthony Berrow	Bridgend County Independents	
3.	Ian Williams	Bridgend County Independents	
4.	Malcolm James	Democratic Alliance	
5.	Philip Jenkins	Democratic Alliance	
6.	Jonathan Pratt	Conservative	
7.	Robert Smith	Independent	
8.	Heidi Bennett	Labour	
9.	Richard Collins	Labour	
10.	Heather Griffiths	Labour	
11.	Mike Kearn	Labour	
12.	Maxine Lewis	Labour	Chairperson
13.	Johanna Llewellyn-Hopkins	Labour	
14.	Richard Williams	Labour	Vice-Chairperson

<b>Town &amp; Community Council Forum</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Mark John	Bridgend County Independents	
2.	Martin Williams	Bridgend County Independents	
3.	Ian Spiller	Bridgend County Independents	
4.	Tim Wood	Bridgend County Independents	
5.	Chris Davies	Democratic Alliance	
6.	Ellie Richards	Democratic Alliance	
7.	Philip Jenkins	Democratic Alliance	
8.	Jeff Tildesley	Independent	
9.	Robert Smith	Independent	
10.	Heidi Bennett	Labour	
11.	Eugene Caparros	Labour	
12.	Huw David	Labour	Chairperson
13.	Colin Davies	Labour	
14.	Melanie Evans	Labour	
15.	Paula Ford	Labour	
16.	Richard Granville	Labour	
17.	Jane Gebbie	Labour	Vice-Chairperson
18.	Martyn Jones	Labour	
19.	Elaine Winstanley	Labour	

<b>Subject Overview and Scrutiny Committee 1</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Amanda Williams	Bridgend County Independents	
2.	David Harrison	Bridgend County Independents	
3.	Tim Thomas	Bridgend County Independents	
4.	Alex Williams	Democratic Alliance	Chairperson
5.	Ellie Richards	Democratic Alliance	
6.	Jeff Tildesley	Independent	
7.	Richard Collins	Labour	
8.	Melanie Evans	Labour	
9.	Heather Griffiths	Labour	
10.	Martyn Jones	Labour	
11.	Johanna Llewellyn-Hopkins	Labour	
12.	Elaine Winstanley	Labour	

<b>Subject Overview and Scrutiny Committee 2</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Freya Bletsoe	Bridgend County Independents	Chairperson
2.	Alan Wathan	Bridgend County Independents	
3.	Amanda Williams	Bridgend County Independents	
4.	Ross Thomas	Democratic Alliance	
5.	Della Hughes	Democratic Alliance	
6.	Sean Aspey	Independent	
7.	Eugene Caparros	Labour	
8.	Paul Davies	Labour	
9.	Paula Ford	Labour	
10.	Maxine Lewis	Labour	
11.	Johanna Llewellyn-Hopkins	Labour	
12.	Richard Williams	Labour	

<b>Subject Overview and Scrutiny Committee 3</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Steven Bletsoe	Bridgend County Independents	
2.	Ian Williams	Bridgend County Independents	
3.	Martin Williams	Bridgend County Independents	
4.	Norah Clarke	Democratic Alliance	
5.	Philip Jenkins	Democratic Alliance	
6.	Jonathan Pratt	Conservative	
7.	Colin Davies	Labour	
8.	Paul Davies	Labour	Chairperson
9.	Melanie Evans	Labour	
10.	Mike Kearn	Labour	
11.	William Kendall	Labour	
12.	Graham Walter	Labour	

<b>Corporate Overview and Scrutiny Committee</b>			
<b>Ser</b>	<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
1.	Freya Bletsoe	Bridgend County Independents	
2.	Amanda Williams	Bridgend County Independents	
3.	Tim Thomas	Bridgend County Independents	
4.	Ross Thomas	Democratic Alliance	
5.	Alex Williams	Democratic Alliance	
6.	Heidi Bennett	Labour	
7.	Paul Davies	Labour	
8.	Richard Granville	Labour	
9.	Simon Griffiths	Labour	
10.	Martin Hughes	Labour	
11.	Martyn Jones	Labour	
12.	Graham Walter	Labour	

<b>Standards Committee</b>		
<b>Councillor</b>	<b>Group</b>	<b>Notes</b>
Graham Walter	Labour	
Martin Williams	Bridgend County Independents	

- The Leader may not be a member of the above Committee;
- Not more than one Cabinet Member may be a member of the Committee;
- A County Borough Council Member can only be re-appointed for one further term;
- Membership is not subject to political balance requirements.
- To include in overall membership, 4 lay members and 1 Town/Community Cllr

<u>Committee/Panel</u>	<u>Current Chairperson</u>	<u>Current Vice Chairs*</u>	<u>Notes</u>
Appeals Panel	Heidi Bennett	Eugene Caparros	
Appointments Committee	Leader	Deputy Leader	
Democratic Services Committee	Tim Thomas		No Senior Salary allocated
Development Control Committee	Richard Granville	Heather Griffiths	
Licensing Committee	Maxine Lewis	Richard Williams	
Licensing Act 2003 Committee			
Standards Committee	Mr Cliff Jones		
Town and Community Council Forum	Leader	Deputy Leader	
Scrutiny Subject Committee 1	Alex Williams		
Scrutiny Subject Committee 2	Freya Bletsoe		
Scrutiny Subject Committee 3	Paul Davies		

\* Vice Chairs are not remunerated

**Not appointed by Council**

Governance and Audit Committee			To be appointed by the Committee
Corporate Overview and Scrutiny Committee			To be appointed by the Committee

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO COUNCIL

15 JUNE 2022

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

##### REVENUE BUDGET OUTTURN 2021-22

### 1. Purpose of report

- 1.1 The purpose of this report is to provide Council with an update on the Council's revenue financial performance for the year ended 31st March 2022, and to seek approval for budget virements between £100,000 and £500,000, as required by the Council's Financial Procedure Rules.

### 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 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 The allocation of budget determines the extent to which the Council's well-being objectives can be delivered.

### 3. Background

- 3.1 On 24th February 2021, Council approved a net revenue budget of £298.956 million for 2021-22. As part of the Performance Management Framework, budget projections are reviewed regularly and reported to Cabinet on a quarterly basis. The delivery of agreed budget reductions is also kept under review and reported to Cabinet as part of this process.

## 4. Current situation/proposal

### 4.1 Summary financial position at 31st March 2022

- 4.1.1 The 2021-22 financial year has continued to be a complex year in managing the financial position of the Council, primarily as a result of the Covid-19 pandemic. Significant changes have occurred throughout the year as circumstances altered and services were supported in different ways to deliver outcomes in the best way possible.

The Welsh Government (WG) allocated £206.6 million in its budget to the Hardship Fund to support local government for the first six months of 2021-22. In addition, £23.3 million was allocated to support free school meals during the school holidays. WG subsequently confirmed a further allocation of £97.5 million for the remainder of the 2021-22 financial year with revised principles for claims and tapering of support for social care uplifts and void payments. Finally, three new allocations were added to the Hardship Fund in quarter 3 - £38 million for winter fuel support, £600,000 for community hubs and £2 million for homelessness support. The process for drawing down the money continued to be the submission of complex claims, covering a wide range of costs and loss of income without knowing with any certainty whether those claims would be successful.

The outcome of these claims have been reported to Cabinet on a quarterly basis and have impacted favourably on the end of year position. Our claims against the WG Hardship fund totalled £16.510 million, of which only £66,000 were disallowed.

Furthermore, once again significant grants were received in the last quarter of the financial year, £3.341 million of directorate grants and £6.041 million for schools, resulting in a change in the financial position between quarter 3 and quarter 4. These will be spent in 2022-23 in accordance with the conditions applied to the grants and will be closely monitored to ensure their effective use.

The other significant changes between quarter 3 and quarter 4 were:

- the £1.151 million contribution from WG in March 2022 in recognition of the reduced council tax collection rates experienced by Councils in 2021-22, as a consequence of the Covid-19 pandemic, and;
- the one-off increase to the Revenue Support Grant of £2.703 million against the context of inflationary and service pressures, the ending of the WG Hardship Fund as well as continuation of decarbonising services and responding to the climate and nature emergency, increasing the Council's net budget from £298.956 million to £301.659 million for 2021-22 (Table 1).

Given the changes that have occurred which have resulted in a better financial position at the end of 2021-22, the Council is able to apply some of this funding to investments to support its residents. A more detailed review of Earmarked reserves is provided in section 4.4 of the report and **Appendix 4** and another report on this agenda and the Council agenda on 15th June to seek approval for a range of capital schemes to be funded from this year's under spend.



4.1.2 The Council's net revenue budget and final outturn for 2021-22 is shown in Table 1 below.

**Table 1 - Comparison of budget against actual outturn at 31st March 2022**

Directorate/Budget Area	Original Budget 2021-22 £'000	Current Budget 2021-22 £'000	Final Outturn Q4 2021-22 £'000	Final Over / (Under) Spend 2021-22 £'000	Projected Over / (Under) Spend Qtr 3 2021-22 £'000
<b>Directorate</b>					
Education and Family Support	127,055	128,292	128,119	(173)	1,019
Social Services and Wellbeing Communities	74,043	75,239	69,848	(5,391)	(1,093)
Chief Executive's	28,137	28,654	28,456	(198)	90
	21,304	21,801	18,731	(3,070)	(2,088)
<b>Total Directorate Budgets</b>	<b>250,539</b>	<b>253,986</b>	<b>245,154</b>	<b>(8,832)</b>	<b>(2,072)</b>
<b>Council Wide Budgets</b>					
Capital Financing	7,329	7,329	8,447	1,118	1,000
Levies	7,783	7,797	7,775	(22)	(22)
Apprenticeship Levy	650	650	682	32	23
Council Tax Reduction Scheme	15,654	15,654	15,239	(415)	(150)
Insurance Premiums	1,363	1,363	2,840	1,477	62
Repairs & Maintenance	670	506	37	(469)	(150)
Pension Related Costs	430	430	426	(4)	0
Other Council Wide Budgets	14,538	11,241	2,094	(9,147)	(8,220)
<b>Total Council Wide Budgets</b>	<b>48,417</b>	<b>44,970</b>	<b>37,540</b>	<b>(7,430)</b>	<b>(7,457)</b>
<b>Accrued Council Tax Income</b>			<b>(2,463)</b>	<b>(2,463)</b>	<b>0</b>
<b>Appropriation to Earmarked Reserves</b>	<b>0</b>	<b>2,703</b>	<b>21,097</b>	<b>18,394</b>	<b>7,004</b>
<b>Transfer to Council Fund</b>			<b>331</b>	<b>331</b>	
<b>Total</b>	<b>298,956</b>	<b>301,659</b>	<b>301,659</b>	<b>0</b>	<b>(2,525)</b>

4.1.3 The overall outturn at 31st March 2022 is a net under spend of £331,000 which has been transferred to the Council Fund, bringing the total Fund balance to £10.103 million in line with Principle 9 of the Medium Term Financial Strategy (MTFS). Total Directorate budgets provided a net under spend of £8.832 million, and Council Wide budgets a net under spend of £7.430 million. As a result of effective financial management across the Council through the pandemic, along with ensuring that eligible monies have been claimed from the WG Hardship and Loss of Income funds, and additional one-off funding from WG to support pressures in Social Services and Wellbeing and Council Tax, the Council is in a position to invest in services and facilities for its residents and to mitigate future risks and expenditure commitments. The outturn position also takes into account a net under spend of £2.463 million on council tax income during the financial

year (see paragraph 4.1.7 for detail) and additional RSG income of £2.703 million (see paragraph 4.1.8 for detail).

4.1.4 Table 1 highlights a £6.760 million movement since quarter 3 on total Directorate Budgets. Table 2 below highlights the main reasons for the change, including additional funding received by the Council since quarter 3, that support the changed outturn position. Since quarter 3, the Authority has successfully claimed £1.095 million of Hardship funding to support additional expenditure and loss of income experienced by the Authority as a result of the Covid-19 pandemic.

**Table 2 – Movements since quarter 3 2021-22**

Directorate/Budget Area	Rebates from Regional Service	WG Hardship Claims	Reallocation of Existing Grants	Additional Grants
	£'000	£'000	£'000	£'000
Education and Family Support	0	26	418	400
Social Services & Wellbeing	0	411	1,824	3,031
Communities	0	240	0	0
Chief Executives	129	418	354	0
<b>Total Directorate Budgets</b>	<b>129</b>	<b>1,095</b>	<b>2,596</b>	<b>3,431</b>
<b>Revenue Support Grant (see Earmarked Reserve line in Table 1)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,703</b>
<b>Council Tax</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,151</b>

4.1.5 The outturn position has also been impacted by unexpected grant funding and maximisation of grant funding streams since quarter 3 in Directorate budgets of over £6.027 million and £2.703 million in Council Wide Budgets - £8.730 million in total. It is important to note that the Authority would not have been aware of these funding streams when setting and approving its 2021-22 budget and the majority of the additional grants are one-off as a result of the Covid-19 pandemic.

4.1.6 Further detail is provided on the movements since quarter 3 at individual directorate level and on Council wide budgets in section 4.3.

4.1.7 The outturn position also takes into account the net under spend on council tax income of £2.463 million during the financial year. The end of year position on council tax comprises £1.312 million of additional council tax income collected along with a contribution from WG of £1.151 million in March 2022 in recognition of the general reduced collection rates experienced by Councils in 2021-22 as a consequence of the Covid-19 pandemic.

- 4.1.8 The net position also takes into account a one-off increase to the Revenue Support Grant for 2021-22 from WG of £2.703 million, provided to give support to manage budgets more effectively over the period 2021-22 to 2024-25 against the context of inflationary and service pressures, and the ending of the Local Government Hardship Fund, as well as helping to continue work to decarbonise services and respond to the climate and nature emergency.
- 4.1.9 The under spend on the Council budget significantly masks the underlying budget pressures in some service budgets which were reported during the year and still persist. The main financial pressures are in the service areas of Social Services and Wellbeing, Homelessness, Waste and Home to School Transport (HtST). It should be noted that these budget areas can be volatile and small changes in demand can result in relatively high costs being incurred.
- 4.1.10 It is forecast that the long-term impact of Covid-19, alongside the already known pressures of an ageing population, increasing dementia rates and more complex and challenging needs is going to result in increasing demands on already pressurised services in the Social Services and Wellbeing Directorate. The underlying pressure on the budget is masked by one off grant funding of £5.581 million from WG, £770,000 contribution from the WG Hardship fund supporting BCBC social care core budgets, maximisation of Housing Support Grant (£717,000) along with under spends on staffing budgets due to difficulties in recruitment, which subsequently impacts on the ability to meet demands for packages of care.
- 4.1.11 Whilst budget growth of £2.192 million was approved by Council as part of the Medium Term Financial Strategy (MTFS) budget setting process in February 2021, to continue the commitment to focus support for homeless individuals, the Council has seen a significant increase in the provision of temporary accommodation. Welsh Government has confirmed support for the first six months of 2022-23 to support homeless individuals but given the increase in provision the budget growth might be insufficient to meet the increase in demand going into 2022-23 and will require close monitoring.
- 4.1.12 Waste tonnages increased in 2020-21, primarily due to lockdowns and more residents working from home in general, and this trend has continued into 2021-22. Support was received in 2020-21 and in the first half of 2021-22 from the WG Hardship Fund towards these increased costs. Support continued for the second half of 2021-22, albeit that funding was reduced to 50% of the increased costs. As the Hardship Fund will not be in place beyond the 31st March 2022, Council approved a budget pressure of £387,000 as part of the MTFS 2022-23 to 2025-26 to support the continuing increase in disposal costs of Kitchen Waste, Street Litter and Blue Bag waste.
- 4.1.13 There is an over spend on Home to School Transport (HtST) of £948,000 in 2021-22. This is on top of the underlying pressure on the HtST budget which has been supported in 2021-22 by a one-off MTFS Budget Pressure of £1.210 million that was approved by Council in February 2021 to support the increased costs of HtST and the increased provision of taxis and minibuses for those pupils with additional learning needs. An MTFS Budget pressure of £2.472 million was approved by Council in February 2022 to support the ongoing pressures on the HtST budget.

4.1.14 In addition, given the potential for significant funding being required to meet pay and price costs in 2022-23, along with any ongoing budget pressures arising as a result of the pandemic, uncertainties around the end of the Brexit transition period and soaring inflationary levels for 2022-23 any uncommitted funding in 2021-22 will be required to meet these pressures in the new financial year. There are also potential pressures on council tax collection and an increase in eligibility for council tax support through the Council Tax Reduction Scheme (see paragraph 4.3.5) with no ongoing support from WG confirmed for 2022-23. Therefore, any uncommitted funding from other council wide budgets will be carried forward to meet those pressures in the new financial year.

### **Budget virements/technical adjustments**

4.1.15 There have been a number of budget virements and technical adjustments between budgets since the quarter 3 Revenue Forecast was presented to Cabinet in January 2022. The outturn position is reported on the assumption that these virements will be approved. The main virements and technical adjustments in quarter 4 are outlined below:

#### **Budget Virements**

<b>Service vired from / to</b>	<b>Amount</b>
A centrally retained allocation for the provision of additional 1:1 support in special schools has been transferred from Schools to the Education and Family Support Directorate budget (Recoupment) in line with the responsibility for the provision of this specialised service.	£185,000

#### **Technical Adjustments**

<b>Service vired from / to</b>	<b>Amount</b>
Allocation of funding retained centrally in respect of NJC pay award 2021-22 - confirmed in March 2022	£1,826,134
Allocation of funding retained centrally in respect of JNC pay award 2021-22 for Chief Officers - confirmed in March 2022	£33,890
Allocation of funding retained centrally in respect of Soulbury pay award 2021-22 - confirmed in March 2022	£8,440
Allocation of corporately held funding for Feasibility works in line with spend	175,824
Allocation of corporately held funding for Revenue minor works in line with spend	64,152

4.1.16 The net budget for the financial year was set assuming full implementation of the approved budget reduction requirements across the Council's budget, which amount to £1.760 million. Where proposals to meet this requirement have been delayed or are not achievable directorates have been tasked with identifying alternative proposals to meet their requirements such as vacancy management or bringing forward alternative budget reduction proposals. These are set out in paragraph 4.2.4.

## **Covid-19**

4.1.17 When the UK was put into lockdown WG established a Covid Hardship Fund to give special financial assistance to local authorities to meet the additional costs incurred as a result of the pandemic which the Council was able to draw on for financial support. Bridgend successfully claimed over £15 million in expenditure claims and over £5.5 million in loss of income claims in 2020-21. The WG allocations to the Hardship Fund in 2022-23 are set out in 4.1.1.

4.1.18 The Hardship Fund was established to meet the additional costs and loss of income arising from Covid 19 ended on the 31 March 2022. However local authorities continue to administer three elements that were paid through the Hardship fund on behalf of WG – Self Isolation Payments (to end of June 2022), Statutory Sick Pay enhancement scheme (to end of June 2022) and Free School Meal payments (to end of summer 2022 school holiday).

4.1.19 Cabinet and Corporate Management Board (CCMB) agreed to establish a £1 million Covid-19 Recovery Fund in 2020-21 to provide funding for conscious and proactive decisions aimed at boosting recovery that were unlikely to be paid for by WG. The recovery fund was utilised in 2021-22 to support a phased return to historic rental income levels for Bridgend County Borough Council (BCBC) owned premises following the rental holiday periods supported during the pandemic. The balance of £443,865 on the Covid-19 Recovery Fund will be carried into 2022-23 with further proposals to boost recovery considered by CCMB.

### **Cost of the Council's response to the Covid-19 pandemic**

4.1.20 Welsh Government has provided specific eligibility criteria for each of its funding streams, and all directorates were made aware of them, and captured costs accordingly. Covid-19 costs which were not reimbursed by WG have been funded from the normal service budgets or established earmarked reserves. WG Hardship Expenditure claims submitted to Welsh Government in 2021-22, and the outcome of these claims, are shown in Table 3.

**Table 3 – Covid-19 expenditure claims 2021-22**

<b>Specific Hardship Fund</b>	<b>Claimed</b>	<b>Paid</b>	<b>Disallowed</b>	<b>Movement since Qtr 3 – excl disallowed</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
General	752	687	65	186
Homelessness	2,794	2,794	0	178
Free School Meals	1,182	1,182	0	368
Schools	1,515	1,514	1	692
Adult Social Services	4,483	4,483	0	877
Visitor Economy	86	86	0	2
Winter Fuel	1,820	1,820	0	1,820
Self Isolation Payments (SIP)/ Statutory Sick Pay Enhancements (SSP)	2,116	2,116	0	1,258
<b>Total</b>	<b>14,748</b>	<b>14,682</b>	<b>66</b>	<b>5,381</b>

4.1.21 The majority of the disallowed expenditure (£55,334) related to the fact that WG only supported 50% of the increased costs associated with increased waste tonnages for the second half of 2021-22. £9,701 was also disallowed as it related to costs incurred by the Council in continuing to support home working arrangements. The WG hardship panel agreed that these costs may be additional and not within the Council's financial plans, however they also felt that having such assets in place provides longer term benefits to local authorities. Again, a contribution of 50% was agreed to be funded by WG.

4.1.22 The overall increase in claims paid since quarter 3 of £5.381 million does not all relate to reimbursement of expenditure incurred by the local authority, and therefore does not fully match the figures in Table 2. For example, adult social services mostly represents claims made by independent and third sector providers to meet the additional costs of providing care and support for voids in care homes and the Winter Fuel and Self Isolation Payments / Statutory Sick Payments (SIP/SSP) are administered by local authorities on behalf of WG.

4.1.23 The Council has also submitted claims for loss of income to Welsh Government in 2021-22 totalling £1.762 million as shown in Table 4. £608,000 of the claims were paid in quarter 4.

**Table 4 – Covid-19 loss of income claims 2021-22**

Directorate	Claims 2021-22	Paid	Main areas funded
	£'000	£'000	
Education and Family Support	74	74	£74k - School meal income
Schools	155	155	£97k - school meal income, £58k - loss of income from hire of school premises
Social Services & Wellbeing	1,034	1,034	£1.007m – contribution to Council's leisure service provider, £27k – dual use sites where facilities are managed for community use outside of school hours
Communities	344	344	£216k - Car Park Income, £45k pitch and pavilion hire, £67k – civil enforcement income
Chief Executive's	155	155	£85k – Legal, democratic and regulatory services £41k – Housing £14k - Finance
<b>Total</b>	<b>1,762</b>	<b>1,762</b>	

4.1.24 All of the loss of income claims in 2021-22 have been approved by WG.

## Ongoing impact of Covid-19 pandemic in 2022-23

- 4.1.25 The Local Government Hardship fund, established to meet the additional costs and loss of income arising from Covid-19, ended on the 31 March 2022. However, as noted in 4.1.18 local authorities continue to administer three elements that were paid through the hardship fund on behalf of Welsh Government – Self Isolation Payments, SSP enhancement scheme and Free School Meal payments. No commitment for support from WG beyond this period has been given at present.
- 4.1.26 As part of the MTFs Budget setting process 2022-23 to 2025-26 in February 2022, Council approved a budget pressure of £1 million following the end of the WG Hardship Fund. This has been set aside to meet any ongoing pressures as a result of the Covid-19 pandemic, both in respect of additional cost pressures and ongoing loss of income. The budget pressure will be allocated out during the 2022-23 financial year in line with need and will be reviewed annually to determine whether or not it is still required.

## 4.2 Monitoring of Budget Reduction Proposals

### Prior Year Budget Reductions

- 4.2.1 As outlined in previous monitoring reports during the year there were still £2.376 million of outstanding prior year budget reduction proposals that had not been met in full. Directors have been working to realise these savings during the 2021-22 financial year. A summary of the latest position is attached as **Appendix 1** with a summary per directorate provided in Table 5. Of the £2.376 million of prior year budget proposals outstanding, £2.276 million has been realised, leaving a balance of £100,000.

**Table 5 – Outstanding Prior Year Budget Reductions**

	<b>Total Budget Reductions Required</b>	<b>Total Budget Reductions Achieved</b>	<b>Shortfall</b>
<b>DIRECTORATE /BUDGET REDUCTION AREA</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Education and Family Support	344	344	0
Social Services and Wellbeing	185	185	0
Communities	1,847	1,747	100
<b>TOTAL</b>	<b>2,376</b>	<b>2,276</b>	<b>100</b>

4.2.2 The proposal still not achieved is:

- COM19 – Streetworks review (£100,000) – the final business case was submitted to WG in quarter 3 of 2021-22. The service area has linked in on several occasions with WG who are required to provide approval for the scheme to progress before steps can be taken towards implementation. To date no official response has been received. Whilst the Highways network budget area is committed to stay within budget through the implementation phase it is recognised that having to underwrite this saving has put pressure on the service by having to cut back maintenance operations. If a response is not forthcoming from WG in the first quarter of 2022-23, the Communities Directorate will identify alternative budget reduction proposals.

**Budget Reductions 2021-22**

4.2.3 The budget approved for 2021-22 included budget reduction proposals totalling £1.760 million, which is broken down in **Appendix 2** and summarised in Table 6 below. The end of year position is a shortfall on the savings target of £65,000, or 3.7% of the overall reduction target.

**Table 6 – Monitoring of Budget Reductions 2021-22**

	<b>Total Budget Reductions Required</b>	<b>Total Budget Reductions Likely to be Achieved</b>	<b>Shortfall</b>
<b>DIRECTORATE /BUDGET REDUCTION AREA</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Education and Family Support	116	116	0
Schools	0	0	0
Social Services and Wellbeing	315	315	0
Communities	823	758	65
Chief Executive's	130	130	0
Council Wide Budgets	376	376	0
<b>TOTAL</b>	<b>1,760</b>	<b>1,695</b>	<b>65</b>

4.2.4 The most significant budget reduction proposal not achieved in full is COM 2 – Re-location of Community Recycling Centre from Tythegston to Pyle resulting in cessation of lease payments at existing site (£60,000). The new site in Pyle is anticipated to open in 2022-23, with both sites being maintained until the new site is fully operational, therefore the saving will not be achieved in full until 2023-24. The saving will therefore have to met through alternative one-off efficiencies in 2022-23 in order to deliver a balanced budget position.



4.2.5 As outlined in the MTFS reports to Cabinet and Council, MTFS Principle 7 states that “Savings proposals are fully developed and include realistic delivery timescales prior to inclusion in the annual budget. An MTFS Budget Reduction Contingency Reserve will be maintained to mitigate against unforeseen delays”. An MTFS Budget Reduction Contingency reserve was established in 2016-17. This reserve has been used to meet specific budget reduction proposals in previous years on a one-off basis pending alternative measures. It has not been used in 2021-22 to mitigate on-going shortfalls as service areas committed to identify alternative one-off under spends in the service areas affected.

### 4.3 Commentary on the financial position at 31st March 2022

A summary of the financial position for each main service area is attached as **Appendix 3** to this report and comments on the most significant variances are provided below.

#### 4.3.1 Education and Family Support Directorate

The net budget for the Directorate for 2021-22 was £128.292 million and the actual outturn was £128.119 million, following draw down of £1.054 million from earmarked reserves, resulting in an under spend of £173,000. The outturn has improved since the projected over spend at quarter 3 of £1.019 million due primarily to:-

- New grant funding - £400,000 (Additional Learning Needs (ALN) grant - £329,000, Counselling Intervention grant - £71,000)
- Re-allocation of existing grants - £418,000 (Families First and Flying Start - £231,000, Children and Communities Grant - £187,000)
- Successful WG Loss of income claims in the Catering Service - £26,000

The most significant variances were:

<b>EDUCATION &amp; FAMILY SUPPORT DIRECTORATE</b>	<b>Net Budget</b>	<b>Actual Outturn</b>	<b>Actual Variance Over/(under) budget</b>	<b>% Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
Learner Support	2,848	3,015	167	5.9%
Youth Development Service	469	328	(141)	-30.1%
Business Support	525	428	(97)	-18.5%
Home-to-School Transport	6,739	7,687	948	14.1%
Catering Service	1,117	963	(154)	-13.8%
Family Support	1,406	1,188	(218)	-15.5%
Early Help	40	(58)	(98)	-245.0%
Youth Justice Service	319	237	(82)	-25.7%
Historic pension and redundancy costs	983	813	(170)	-17.3%
Corporate Health & Safety Unit	387	216	(171)	-44.2%

## Schools' Delegated Budgets

Total funding delegated to schools in 2021-22 was £110.980 million (including Post-16 grant funding of £6.705 million).

The schools' delegated budget is reported as balanced in any one year as any under or over spend is automatically carried forward, in line with Welsh Government legislation, into the new financial year before being considered by the Corporate Director - Education and Family Support in line with the 'Guidance and Procedures on Managing Surplus School Balances', as set out in the Financial Scheme for Schools.

The year-end position for 2021-22 was:-

- Net overall school balances totalled £8.490 million at the start of the financial year. During 2021-22 school balances increased by £4.004 million to £12.494 million at the end of the financial year, representing 11.26% of the total funding allocated in 2021-22.
- Out of a total of 59 schools, there are no schools with a deficit balance and 53 schools (42 primary, 9 secondary, and 2 special school) have balances in excess of the statutory limits (£50,000 primary, £100,000 secondary and special schools) in line with the School Funding (Wales) Regulations 2010. These balances will be analysed in line with the agreed 'Guidance and Procedures on Managing Surplus School Balances'.
- A summary of the position for each sector and overall is provided below:-

	<b>Balance brought forward</b>	<b>Funding allocated in 2021-22</b>	<b>Total Funding available</b>	<b>Actual Spend</b>	<b>Balance at year end</b>
	£'000	£'000	£'000	£'000	£'000
Primary	4,550	50,468	55,018	48,024	6,994
Secondary	2,978	50,384	53,362	48,572	4,790
Special	962	10,128	11,090	10,380	710
<b>Total</b>	<b>8,490</b>	<b>110,980</b>	<b>119,470</b>	<b>106,976</b>	<b>12,494</b>

It must be noted that there has been a significant improvement from the projected outturn position for schools of a £3.93 million surplus at quarter 3.

The main reason for this is additional schools' revenue funding announced late in 2021-22 through the following grants:-

<b><u>Name of grant</u></b>	<b><u>Additional Value</u> <u>£'000</u></b>
Supplementary Recruit, Recover, Raise Standards (RRRS) – to further support learning recovery and progression in schools	1,376
School Revenue Maintenance Grant - the purpose of this funding is to cover school revenue maintenance costs	2,153
Additional Regional Consortia School Improvement Grant (RCSIG) to support pupils in the Foundation Phase years	444
Additional Learning Needs (ALN) New Systems - this funding is intended to support maintained schools and special schools to prepare for the phased commencement and full implementation of the Additional Learning Needs and Education Tribunal (Wales) Act 2018.	268
Additional ALN - additional grant funding for special schools and schools with specialist ALN classes/units. The purpose of the funding is to reimburse schools for increased costs incurred in 2021-22 (due to the impacts of the pandemic) to provide high quality support for children and young people with ALN.	180
Additional Post-16 funding to support transition in Years 11, 12 and 13	197
'Winter of Wellbeing' - to support schools to provide additional opportunities for learners to play, and to engage in social, cultural and physical activities and experiences outside of formal learning.	252
Allocation of funding to schools from the Central South Consortium (CSC) for quarter 4 (for example, collaboration and curriculum reform, support for learners in examination years and the curriculum design programme)	1,171
<b>Total</b>	<b>6,041</b>

The year-end balances have also improved due to the following:-

<b><u>Other Movements</u></b>	<b><u>£'000</u></b>
Additional funding distributed to schools to cover costs of increased numbers of pupils entitled to free school meals during 2021-22	307
Successful claims from WG Hardship Additional Expenditure Fund since quarter 3 – staff costs (£609K), non-staffing costs (£83K) - Table 3	692
Successful claims from WG Hardship Loss of Income fund since quarter 3 – school meal income (£32K), Hire of school premises (£13K) - Table 4	45
<b>Total</b>	<b>1,044</b>

In addition, schools have seen delays in securing goods and services, including building materials, as a direct consequence of the pandemic and Brexit. This has resulted in delayed or unachievable planned projects which had been budgeted for in 2021-22. General and agency staff shortages have also meant that schools have been unable to fill vacant posts and therefore have experienced under spends on staffing budgets. These have all contributed to the significant and unpredicted increase in year-end school balances.

### **Central Education and Family Support budgets**

#### Learner Support

- The over spend of £167,000 primarily relates to the shortfall in income from other local authority (LA) placements at Heronsbridge School and Ysgol Bryn Castell. A budget pressure of £500,000 was agreed by Council as part of the MTFS in February 2021, but there has been a further reduction in the number of other LA pupils in Bridgend schools. The position has improved since quarter 3 due to receipt of additional ALN Grant of £328,638 and Counselling Intervention Grant of £71,290. Without these, the underlying pressure would have been £566,928. A Budget Pressure of £200,000 was approved by Council in February 2022 as part of the MTFS 2022-23 to 2025-26 to address the underlying recoupment income shortfall. This budget pressure will address the over spend position only if grant funding levels are maintained for 2022-23.

#### Youth Development Service

- The under spend of £141,000 relates primarily to maximisation of Families First grant funding (£199,275) and is therefore not a recurring under spend for 2022-23.

#### Business Support

- The under spend of £97,000 relates primarily to staff vacancy management. The service area is looking to recruit and fill the vacancies therefore this saving will not be recurring in 2022-23.

### Home-to-school transport (HtST)

- There is an over spend on the Home to School Transport of £948,000 in 2021-22. This is on top of the underlying pressure on the HtST budget which has been supported by a one-off MTFs Budget Pressure of £1.210 million, approved by Council in February 2021, to support the increased costs of HtST and the increased provision of taxis and minibuses for those pupils with additional learning needs.
- In addition to the historic pressures, Cabinet and Corporate Management Board also determined in 2020-21 that in order to ensure the safety of nursery pupils on school transport vehicles, those previously transported on big buses should be transported in either dedicated minibuses or taxis or in existing taxis and minibuses. This is an additional requirement for the 2021-22 school year onwards and has increased costs annually by an estimated £170,000.
- School transport operators have been significantly impacted by the pandemic and have passed many of the risks associated with continuing to operate including, for example, driver retention, relatively low paid jobs and ongoing insecurity in the market, on to the local authority. For example, the cost of drivers and escorts has increased significantly.
- A retendering exercise has also been completed on home to school transport contracts, principally big buses and minibuses, with an annual increase of £752,000.
- A further procurement exercise has been undertaken for special taxis, taxis, and minibus contracts which will put further pressure on the HtST budget in 2022-23.
- By combining the final over spend of £948,000 with the one-off support of £1.210 million, the underlying budget pressure on the HtST budget amounts to £2.158 million. An MTFs Budget pressure of £2.472 million was approved by Council in February 2022 to support the increased costs of HtST. The budget will need close monitoring given that the outcome of the recent procurement exercise for special taxis, taxis, and minibus contracts will impact on the costs in 2022-23.

### Catering Service

- The under spend of £154,000 in the Catering Service has primarily arisen as a result of a £201,000 under spend on the Free Breakfast Club core budget due directly to Covid-19 restrictions continuing to limit the ability to provide the service at full capacity in 2021-22.
- WG have confirmed that funding is available in the WG Hardship Fund to cover free school meal provision within school holidays up to the end of the summer 2022 school holiday.

### Family Support

- The £218,000 under spend within the Family Support Group is primarily due to maximisation of Children and Communities grant funding and is therefore not a recurring under spend for 2022-23.

### Early Help

- The £98,000 under spend within Early Help relates primarily to the maximisation of the Families First and Flying Start Grants.

#### Youth Justice Service

- The under spend of £82,000 within the Youth Justice Service is primarily due to staff vacancies experienced within the service. Following a re-structure of the service a strategic service manager has been appointed. This appointment, together with the vacant posts expected to be filled in 2022-23, should mean that there will not be an under spend in 2022-23.

#### Historic pension and redundancy costs

- The £170,000 under spend is due primarily to a reduction in redundancy costs requiring funding in 2021-22. Due to the reduction in schools in a deficit position since 2020-21, fewer staffing restructures have been required in 2021-22. There has also been a reduction in the costs of supporting historic employee pension costs - there will be an incremental reduction each year as members pass away. The budget will be monitored in 2022-23 to determine if any of these savings can be proposed for future MTFs savings.

#### Corporate Health & Safety Unit

- The £171,000 under spend within the Corporate Health and Safety Unit is due to staff vacancy management. The vacant posts are expected to be filled in 2022-23 therefore this saving should not be recurring in 2022-23.

### 4.3.2 **Social Services and Wellbeing Directorate**

The net budget for the Directorate for 2021-22 was £75.239 million and the actual outturn was £69.848 million following draw down of £48,000 from earmarked reserves, resulting in an under spend of £5.391 million. The outturn has significantly improved since the projected under spend at quarter 3 of £1.093 million. This is mainly due to notification in February 2022 of £2.221 million in Grant funding from the Welsh Government Social Care Pressures Grant. This grant was to support local authorities with social care pressures from over spends and winter pressures and is reflected in the individual budget areas in the narrative below. The improvement in the outturn position is also due to:-

- Maximising Social Care Recovery Grant - £725,000. As noted in the quarter 3 budget monitoring report, this grant had received a further allocation of £1.139 million increasing the overall 2021-22 Social Care Recovery Grant to £2.916 million. It was also noted at quarter 3 that whilst a significant amount of the grant was planned to be used on staffing to provide additional support in key areas throughout the directorate, due to difficulties in recruitment, the grant would continue to be, and was, maximised in the final quarter of 2021-22.
- Re-allocation of existing Housing Support Grant - £717,000
- New funding from WG to promote the independence of people with care and support needs or in an early intervention and prevention context to maintain people in their own homes - £444,000
- Successful WG Hardship claims for internal BCBC social care services - £411,000
- Maximisation of Winter Pressures Grant - £382,000
- Additional Integrated Care Fund (ICF) Funding - £271,000. (Multi Agency Permanence Support Service (MAPPS) - £162,000. A new residential 'Pop up' service that can be made operational at short notice to provide accommodation to a young person/young adult who, due to their complex needs, cannot be placed alongside others - £109,000).
- New funding within Prevention and Wellbeing services - £95,000

The most significant variances are:

<b>SOCIAL SERVICES AND WELLBEING DIRECTORATE</b>	<b>Net Budget</b>	<b>Actual Outturn</b>	<b>Actual Variance Over/(under) budget</b>	<b>% Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
Adult Social Care	50,362	46,113	(4,249)	-8.4%
Prevention and Wellbeing	5,340	5,111	(229)	-4.3%
Children's Social Care	19,537	18,624	(913)	-4.7%

### Adult Social Care

There is a net under spend of £4.249 million on the Adult Social Care budget. The most significant variances contributing to this under spend were:-

<b>ADULT SOCIAL CARE</b>	<b>Actual Variance Over/(under) budget</b>
	<b>£'000</b>
Residential Care for Older People	(321)
Homecare	(1,842)
Direct Payments	(385)
Residential Care – Physical Disability/Sensory Impairment	(111)
Equipment and Adaptions	(358)
Supported and Other Accommodation – Mental Health	(206)
Residential Care - Mental Health	(251)
Assessment and Care Management	(473)

- Residential Care for Older People – the under spend of £321,000 can be attributed to external care home provision (£150,000) and BCBC managed care home provision (£171,000). External care homes have seen an increase to the average resident's contribution received in 2021-22 and reduced residential/nursing placements. All contributions are financially assessed in accordance with the Social Services and Wellbeing (Wales) Act 2014 but the average income received each year will vary in total depending on the financial position of the persons needing care during the financial year – e.g. if there are a small number of people who have savings or assets, and are paying their contribution in full or have a high contribution then this will increase the overall average. Secondly, whilst residential/nursing are recovering from their lowest vacancy rate of around 19% earlier in the pandemic (currently around 7.4%), increases are still at a slow rate, but improving month on month. Nursing placements have limited capacity due to nursing staff shortages. The BCBC Managed Residential Care Homes under spend is mainly due to successful claims to the WG Covid Hardship Fund.
- Homecare – at quarter 3 a projected over spend of £168,000 was reported within the homecare service in Adult Social Care which was due to an increase in the number of people receiving domiciliary care within a home setting or supported accommodation within Learning Disabilities and an increasing number of placements requiring complex packages of support within Mental Health Services.

Since quarter 3, significant amounts of grant funding have been maximised to offset these pressures – Social Care Pressures Grant (£1.348 million) and Housing Support Grant (£648,000).

- There is an under spend on Direct Payments of £385,000. As reported in quarter 3 this is mainly due to the one-off reimbursement from the previous provider. The local authority undertook a procurement exercise during 2021-22 which resulted in a change of provider for payroll/managed accounts services and advisor support as part of the Direct Payments service. Managed direct payment accounts are constantly under review and reimbursements actioned periodically in line with contract requirements where accounts are under spent due, for example, to under-utilisation of hours or no cover arrangements being required. These circumstances have been more prevalent during the pandemic, due primarily to Welsh Government restrictions. During quarter 3 a one-off transfer of reimbursements was actioned upon the cessation of the contract with the previous provider.
- Residential Care – Physical Disability/Sensory Impairment – the under spend of £111,000 is mainly due to a reduction in the number of packages in line with the current practice outcome focussed model. This budget area will be closely monitored with a view to determining whether the under spend is recurring, with potential re-alignment to other budgets facing projected over spends within Physical Disability/Sensory Impairment service areas in 2022-23.
- Equipment and Adaptions – this service area has seen a significant increase in spend on equipment due to the need to support individuals in line with Welsh Government's rehabilitation and recovery model. However, grant funding has been maximised to offset these pressures - Independence of People with Care and Support Needs funding (£444,000), Winter Pressures Grant (£235,000) and Social Care Workforce Grant (£80,000). Without this additional funding there would have been a £401,000 over spend and recurrent budget pressure in this service area.
- Supported and Other Accommodation – Mental Health – the under spend of £206,000 is primarily due to maximisation of Innovation Grant funding received in 2021-22 of £262,000.
- Residential Care Mental Health – the under spend of £251,000 is primarily due to a reduction in placements – there were 45 placements as at 31 March 2022 compared with 51 as at 31 March 2021. This is primarily due to alternative service solutions being provided that were more suitable for people and adaptable to Covid-19 circumstances. Close monitoring of this budget will be required in 2022-23, with a view to potential budget virements within Mental Health if these alternative solutions continue to prove beneficial. Considerable pressure on the overall Mental Health Budget is anticipated as a result of the medium to long term impact of the pandemic on individuals.
- Assessment and Care Management – there is an under spend of £473,000 across all service areas due to a continuing challenging recruitment environment for qualified social workers and maximisation of grant income to offset staffing costs. The position reflects grant funding from Winter Pressures (£31,000), Integrated Care Fund (ICF) (£210,000) and Social Care Recovery Grant (£48,000). Various recruitment activities have been actioned in order to fill vacant posts.



## Prevention and Wellbeing

- There is an under spend of £229,000 in 2021-22 which has improved by £116,000 since quarter 3. This is primarily due to £21,000 being successfully claimed from the Covid loss of income fund since quarter 3 for dual use sites where facilities are managed for community use outside of school hours along with £95,000 from various grants - Local Authority Partnership Agreement (LAPA) £16,000, Play Sufficiency £34,000 and maximisation of grants from Sports Wales - £45,000.
- The Council received WG funding of £1.007 million in 2021-22 for the loss of income experienced by Halo in running the leisure services due to Covid-19. The financial impact of this will have to be closely monitored in the first half of 2022-23 as income is not projected to return to pre-pandemic levels for the first 2 quarters of 2022-23 as a minimum.

## Children's Social Care

There is a net under spend of £913,000 on Children's Social Care which has improved from a projected over spend at quarter 3 of £505,000. Whilst there has been an increase in spend of £868,000 in targeted areas in quarter 4 to address service pressures (additional staff - £557,000, increased placement costs - £311,000), these have been offset by the Social Care Pressures grant. The underlying movement in quarter 3 is due to other new funding streams and maximisation of grant funding. The outturn includes re-allocation of Social Services Workforce Grant to Children's Services (£379,000), Residential Pop Up Grant (£109,000), ICF (£36,000), MAPPS (therapeutic behaviour funding) (£162,000), Housing Support Grant (£69,000), Covid Hardship (£46,000) and Social Care Recovery Funding (£669,000). Without the one-off grant funding streams, Children's Social care would have had an over spend of £848,000.

- The Care Experienced population at the end of 2020-21 was 390. Movements in year has resulted in 385 at quarter 1, 388 at quarter 2, 378 at quarter 3 and 374 at quarter 4.
- At the end of quarter 3 there were 11 children in independent residential placements (in and out of authority) and 3 in BCBC 39 week local authority education provision. At the end of quarter 4 the numbers have decreased in independent residential placements to 9 but stayed at 3 in BCBC local authority education provision. Going forward, it is hoped the Residential Pop Up Service will be utilised to prevent children going into high cost residential out of county placements. In addition, a high-cost one-to-one residential placement is due to cease in 2022-23, which will further reduce the pressure on this budget area.
- There is an under spend on Independent Fostering Agency placements of £310,000 and Fostering of £365,000. This is due to alternative placement options being utilised, including In-House residential provision and Special Guardianship Orders. These budgets will be monitored closely in 2022-23 and budgets vired as appropriate within Children's Services.
- A key piece of Bridgend's Care Experienced Children's strategy action plan is to increase the revocation of care orders for children placed with relatives/ friends or parents, increase the number of care order discharges, and increase the use of alternative orders such as Special Guardianship Orders. A key part of this strategy is the utilisation of Reunification Workers, funded via Regional Funding in 2021-22, which will continue into 2022-23. The service will continue with the initiatives and

actions in line with the services key aim to reduce the number of children placed within the Looked After system as required in the Children’s Social Care Strategic Plan 2022-25.

- Successful claims of £67,000 from the WG Covid-19 Hardship fund have been made since quarter 3 along with additional Housing Support Grant of £64,000.
- Commissioning and Social Work – there is an under spend of £133,000, however this includes Unaccompanied Asylum Seekers Grant funding of £103,000. This is a Home Office funded initiative which is confirmed on a year by year basis, and therefore may not be recurring in 2022-23.
- An overall Budget Pressure of £1.026 million was approved in February by Council as part of the MTFs 2022-23 to 2025-26 to mitigate the workforce pressure being experienced in Children’s Services.

#### 4.3.3 Communities Directorate

The net budget for the Directorate for 2021-22 was £28.654 million and the actual outturn was £28.456 million following draw down of £1.884 million from earmarked reserves, resulting in an under spend of £198,000. The outturn has improved since the projected over spend at quarter 3 of £90,000 primarily due to successful claims from the WG Hardship fund of £240,000 in the final quarter.

The main variances are:

<b>COMMUNITIES DIRECTORATE</b>	<b>Net Budget</b>	<b>Actual Outturn</b>	<b>Actual Variance Over/(under) budget</b>	<b>% Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
Development Control	(223)	26	249	-111.7%
Policy and Development	(275)	(30)	245	-89.1%
Waste Disposal and Collection	9,004	9,197	193	2.1%
Highways	7,266	6,878	(388)	-5.3%
Fleet Services	16	381	365	2281.3%
Traffic and Transport	747	418	(329)	-44.0%
Engineering Services	90	(98)	(188)	-208.9%
Corporate Landlord	2,825	3,480	655	23.2%
Public Realm	1,036	370	(666)	-64.3%

#### Development Control

- The over spend in Development Control of £249,000 is primarily due to a downturn in planning application income. Fee income is subject to considerable fluctuations between years, depending on number and types of applications. For example in 2020-21 the service generated a surplus of £14,000.

### Policy and Development

- The over spend of £245,000 within the Policy and Development Section is due to a shortfall in income linked directly to the amount of Section 38 fees received. These fees are charged to developers and relate to assessments and inspection of new street works. Due to the nature of Section 38 fees, income can be subject to considerable fluctuations between years depending on number and type of applications.

### Waste Disposal and Collection

- There is an over spend of £193,000 on the Waste Disposal and Collection budget. £60,000 of this is due to the delay in the achievement of COM 2 - Re-location of Community Recycling Centre from Tythegston to Pyle resulting in cessation of lease payments at the existing site. The new site in Pyle is anticipated to open in 2022-23, with both sites being maintained until the new site is fully operational, therefore the saving will not be achieved in full until 2023-24.
- The balance of the over spend is due to continued increased tonnages of residual waste being experienced by the service. Tonnages increased in 2020-21, primarily due to lockdowns and more residents working from home in general and this trend continued into 2021-22. The figures include successful claims of £267,161 from the WG Hardship fund, albeit funding was reduced to 50% of the increased costs for the second half of 2021-22. A budget pressure of £387,000 was approved by Council in February 2022 to mitigate the increased disposal costs due both to an increase in the number of households in the borough and lifestyle changes due to the pandemic – more people working from home and hence producing more domestic waste as a result.

### Highways

- There is a net under spend on Highways of £388,000 which is made up of an under spend of £271,000 on Street lighting energy, an under spend of £364,000 on the Highways DSO budget, offset by expenditure on highways maintenance borne by the directorate.
- Street lighting energy - due to a change in energy providers in 2021-22, the kilowatt per hour charge decreased by 7% which, based specifically on the energy budget for street lighting, led to a reduction in costs of circa £63,000. In addition, there is an under spend of £73,000 due to financial profiling of the annual loan repayments to Salix - the LED replacement programme was funded through Salix Finance who provide interest-free government funding to the public sector to improve energy efficiency. The LED replacement programme has generated the balance of the saving due to reduced energy consumption. This budget area will be closely monitored throughout 2022-23 especially in light of the high inflationary uplifts currently being experienced in the energy market, to determine the element of under spend that is recurring, with potential re-alignment to other budgets facing projected over spends within the Communities Directorate in 2022-23. The project demonstrates a successful outcome of an invest to save programme within the Council.
- Highways Services DSO - is primarily due to members of staff working on, and hence charging their time to, the SALIX capital scheme to enable the replacement of street lighting with new energy efficient LED units. Whilst the scheme was anticipated to be completed in quarter 2 of 2021-22 it was extended by SALIX to the end of March 2022 to maximise the budget on LED/energy saving works. This is not a recurring saving as the SALIX Scheme has now been completed.

### Fleet Services

- There is a £365,000 over spend on Fleet services. Whilst the service underwent a review in 2019-20 which resulted in an increase to charge out rates to recover fixed costs, the pandemic impacted on productivity rates, primarily due to social distancing requirements in the workplace. Whilst the outturn for Fleet Services includes £24,000 claimed for Fleet Services from the WG Loss of Income fund due to loss of external income, internal recharges impacted by Covid were not eligible to be claimed from the WG Hardship fund. Reduced spend will have been incurred on Hire and Servicing budgets across the service departments and included in the year end positions for service areas.

### Traffic and Transport

- There is an under spend of £329,000 within Traffic and Transport Services. Parking Services is showing an under spend of £154,000. This is primarily due to better than forecast levels of income received in some car parks. This additional income is contributing to running parking services and pressures within the overall transport budget, e.g. Fleet services, shop mobility.
- There is an under spend within Traffic Management and Road Safety of £104,000. This budget area had an allocation from the Public Realm fund of £80,000 to progress junction traffic assessments. The work was delayed and is now planned to take place in 2022-23, with additional external funding confirmed to widen the assessment brief.
- The remainder of the under spend relates to staff vacancies and maximisation of grant funding streams.

### Engineering Services

- The under spend of £188,000 within Engineering Services is primarily due to an increase in the level of fee earning jobs (grant funded/non grant funded projects) and the differing chargeable rates allowed on the schemes.

### Corporate Landlord

- There is an over spend of £655,000 against Corporate Landlord for 2021-22. The outturn position includes £175,000 in support from the Covid-19 Recovery Fund towards a phased return to historic rental income levels for BCBC owned premises following the rental holiday periods supported during the pandemic.
- There are other shortfalls in income generated from properties run by the Council that are not necessarily Covid-19 related but relate to occupancy shortfall. These include:-

<b>Property</b>	<b>Income Shortfall</b>	<b>Narrative</b>
Science Park	£30,000	Shortfall anticipated to be one-off in 2021-22
Innovation Centre	£124,000	During the pandemic the Innovation Centre has been used to store PPE and relocate furniture from Ravens court to facilitate the vaccination centre being located there. The strategy for the asset is under review to reduce the income shortfall in the longer term.
Bridgend Market	£256,000	A new Bridgend Market strategy is being developed to reduce the income shortfall in the longer term.

- The Corporate Landlord service area has also incurred additional one-off Health and Safety demolition costs of £104,000 which are reflected in the outturn position.

#### Public Realm Infrastructure

- CCMB approved a list of schemes to be funded from this budget in 2021-22, with the majority of schemes being completed. A small number of schemes were impacted by the pandemic, either through an unanticipated delay to the commencement date or having to go to out to re-tender. These projects have been re-profiled to be completed in 2022-23.

#### 4.3.4 **Chief Executive's**

The net budget for the Directorate for 2021-22 was £21.801 million and the actual outturn was £18.731 million following draw down of £774,000 from earmarked reserves, resulting in an under spend of £3.070 million. The projected under spend at quarter 3 was an under spend of £2.088 million. However, the Directorate has been successful in claiming £418,000 from the WG Hardship Fund since quarter 3, has had a rebate of £129,329 from the Regional Internal Audit Service and has re-allocated existing grants of £354,000.

The most significant variances are:

<b>CHIEF EXECUTIVE'S</b>	<b>Net Budget</b>	<b>Actual Outturn</b>	<b>Actual Variance Over/(under) budget</b>	<b>% Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
Housing & Homelessness	3,375	821	(2,554)	-75.7%
Finance	3,761	2,957	(804)	-21.4%
ICT	3,964	4,133	169	4.3%
Legal, Democratic & Regulatory	4,960	5,530	570	11.5%
Partnerships	2,086	1,658	(428)	-20.5%

#### Housing & Homelessness

- Budget growth of £2.192 million was approved by Council as part of the MTFS budget setting process in February 2021 to continue the commitment to focus support for homeless individuals, providing them with accommodation. The budget was approved prior to confirmation from WG that the Covid Hardship Fund was to be extended for the first six months of 2021-22, and later in the year, confirmed that it would be in place for the remainder of 2021-22. Successful claims to the WG Hardship fund of £2.794 million significantly supported these services throughout 2021-22 and make up the majority of the under spend. £178,000 was successfully claimed since quarter 3 and has improved the under spend from the £2.294 million projected at quarter 3.
- The Council has seen a significant increase in the provision of temporary accommodation. At quarter 4, the service is providing temporary accommodation for 309 individuals, compared with 269 individuals in temporary accommodation in March 2021.

### Finance

- The improvement from the quarter 3 projected year-end position of an under spend of £118,000 is primarily due to successful claims from the WG Hardship Fund for the administration of the Winter Fuel and Self Isolation Payment Schemes (£240,000). There was also a £162,000 improvement in relation to court cost income as there was a one-off reimbursement of excess court costs charged by the courts over a period of years of £84,000 and a general recovery of court cost income due to additional court hearings taking place in 2021-22. Finally, there was a rebate of £129,329 from the Regional Internal Audit Service (RIAS) in respect of a reduced number of audit days received in the 2020-21 financial year as a result of staff vacancies within the service. The restructure of the RIAS was completed in 2021-22 and the service are actively recruiting to fill, or have already filled, vacant posts therefore this saving will not be recurring in 2022-23.

### ICT

- There is a net over spend of £169,000 across ICT budgets. This was largely due to the costs of implementing the Hwb infrastructure works (a centrally managed WIFI solution) at all the Primary, Secondary and Special Schools in Bridgend, which exceeded the grant allocation provided by WG by £278,000. This was mainly due to the fact that the grant assumed an average cost per school for infrastructure works which was insufficient to ensure infrastructure of equitable quality was provided across all schools in Bridgend. Unforeseen costs arose based on specific circumstances in schools – e.g installation across older school sites where there was no previous infrastructure, and this shortfall has been funded by a revenue contribution from ICT services. This has been offset by a £100,000 under spend on staff budgets due to vacancies. Most of these vacancies have now successfully been filled, so this under spend will not be recurring in 2022-23.
- Additional costs of £30,000 were also incurred on postage budgets as a consequence of providing support for staff working from home. A budget pressure of £30,000 was approved by Council in February 2022 to mitigate the increased costs incurred as a result of the Covid-19 pandemic and resulting change in work practices to accommodate this scenario.

### Legal, Democratic & Regulatory

- There is over spend of £570,000 within Legal, Democratic and Regulatory services. This is primarily due to the over spend of £591,000 on childcare legal costs. There has been an unprecedented increase in public and private law childcare cases. The volume has increased considerably since the start of the pandemic, along with an increase in volume of complex cases that have required Senior Counsel.
- The over spend has been mitigated by a rebate of £102,000 relating to Shared Regulatory Services as service level delivery has been impacted by the pandemic resulting in an under spend.
- Included in the final figures are successful claims of £88,000 from the WG Loss of Income fund to support lower levels of income being experienced for licencing fees and public health fees.

### Partnerships

- This service area includes Transformation, Partnerships and Customer Services and Engagement. The under spend of £428,000 relates primarily to maximisation of Housing Support Grant - £354,000 and is therefore not a recurring under spend for 2022-23. The balance is due to staff vacancies. Various recruitment activities have been actioned in order to fill vacant posts, but appointments have been affected by Covid-19 and challenging recruitment market conditions.

### 4.3.5 Council Wide budgets

This section includes budgets, provisions and services which are Council wide, and not managed by an individual directorate. The budget for 2021-22 was £44.970 million and the actual outturn was £37.540 million, resulting in an under spend of £7.430 million.

The most significant variances were:-

<b>COUNCIL WIDE BUDGETS</b>	<b>Net Budget</b>	<b>Actual Outturn</b>	<b>Actual Variance Over/(under) budget</b>	<b>% Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
Capital Financing	7,329	8,447	1,118	15.3%
Council Tax Reduction Scheme	15,654	15,239	(415)	-2.7%
Insurance Premiums	1,363	2,840	1,477	108.4%
Repairs and Maintenance	505	37	(469)	-92.7%
Other Council Wide Budgets	11,241	2,094	(9,147)	-81.4%

### Capital Financing

- The over spend of £1.118 million on capital financing costs is due to utilising the budget in 2021-22 to pay off historic prudential borrowing costs, where feasible, which will have a long term revenue cost saving benefit for the Council.

### Council Tax Reduction Scheme

- There is an under spend of £415,000 on the Council Tax Reduction Scheme. This is a demand led budget and take-up is difficult to predict with £400,000 vired from the central price inflation budget in anticipation of increased demand in 2022-23. The take up has remained similar to 2021-22 when the gross spend in this budget area was £15.299 million. The budget will be closely monitored in 2022-23 as it is likely that there will be an additional call on the council tax reduction scheme in view of the impact of the pandemic and the cost of living crisis on personal financial circumstances and a likely increase in the number of benefit claimants.

### Insurance Premiums

- There is an over spend of £1.477 million on the insurance premium budget. The insurance budget has experienced an increase in the level of claims in 2021-22 of 56% compared with 2020-21. It is anticipated that this is a one-off pressure due to the first year of the Covid pandemic experiencing an unusually low claim value (2020-21 saw an under spend on the insurance budget of £1.314 million). The insurance budget will be monitored closely in 2022-23 and any early indication of

any ongoing significant changes will be reported to Cabinet through the quarterly budget monitoring reports.

#### Repairs and Maintenance

- There is an under spend of £469,000 which is as a result of slippage on some minor works schemes and feasibility studies, which will now be completed in 2022-23. An earmarked reserve has been established to meet these costs in the next financial year.

#### Other Council wide Budgets

- Other Council wide budgets includes funding for pay, price and pension increases along with funding to deal with unexpected costs unforeseen when the budget was set. There is a net under spend of £9.147 million on other council wide budgets. The main areas contributing to this under spend are:-
  - When the MTFS was approved in February 2021, the pay increases for NJC, JNC employees, Soulbury and teachers had not been finalised. Provision was made in the budget based on previous years' increases with an element of contingency built in. The agreed pay awards were lower than anticipated. Even a variance of 1% on the pay settlement for NJC staff alone can result in a swing of required funding of over £1 million per annum.
  - Inflation rates have fluctuated since the budget was set - CPI was 0.7% in February 2021, had increased to 3.2% in August, 5.1% in November increasing further to 7% in the 12 months to March 2022. The majority of the budget estimated for price inflation is retained centrally within Council wide budgets and allocated to directorates/ schools as further information is known about specific contractual price increases e.g. for energy. Part of the under spend relates to projected reductions in requirements to allocate price budgets to service areas in-year as the Council has not seen the estimated increases in CPI impact on contractual arrangements to date in 2021-22. However, given the uncertainty around Brexit and Covid-19 and the possible economic fallout arising from these, along with the rising energy and supply costs it is likely that the provision set aside in the MTFS for 2022-23 will need to be supplemented by any funding not committed from the council wide budgets this financial year.
  - The Covid-19 pandemic has also impacted on projected spend on other Council wide budgets, for example, there has been reduced spend on feasibility as projects have been delayed and reduced corporate support required to enable restructures to be undertaken as these have also been delayed by the pandemic.



#### 4.4 Review of Earmarked Reserves

4.4.1 The Council is required to maintain adequate financial reserves to meet the needs of the organisation. The MTFs includes the Council's Reserves and Balances Protocol which sets out how the Council will determine and review the level of its Council Fund balance and earmarked reserves. During 2021-22 Directorates drew down funding from specific earmarked reserves and these were reported to Cabinet through the quarterly monitoring reports. The final draw down from reserves was £8.995 million and is summarised in Table 7 below. A more detailed review of draw-down of reserves is outlined in **Appendix 4**.

**Table 7 – Draw Down from Earmarked Reserves during 2021-22**

	<b>Draw down from Earmarked Reserves 2021-22</b>
	<b>£'000</b>
<b>Education &amp; Family Support</b>	1,054
<b>Social Services &amp; Wellbeing</b>	48
<b>Communities</b>	1,884
<b>Chief Executives</b>	774
<b>Corporate/Equalisation</b>	5,235
<b>Total</b>	<b>8,995</b>

4.4.2 The year end review also examined:-

- commitments against existing reserves and whether these were still valid;
- earmarked reserve requests from Directorates as a result of emerging issues and;
- emerging risks for the Council as a whole.

Table 8 below details the creation of new earmarked reserves, increases to existing earmarked reserves and amounts that have been unwound from reserves. The net additions to reserves for the whole of 2021-22 is £32.852 million which includes the £4.004 million increase to School Balances set out in paragraph 4.3.1, along with £11.122 million to fund new capital projects. The final column shows that there have been net additions of £17.240 million in the last quarter of the financial year.

**Table 8 – Net appropriation to/from Earmarked Reserves 2021-22**

	Unwound 2021-22 £'000	Net Additions to Reserves 2021-22 £'000	TOTAL £'000	Increase/ (Decrease) Qtr 4 only £'000
<b>Corporate Reserves:</b>				
Education & Family Support	(6)	1,309	1,303	1,029
Social Services & Wellbeing	-	-	-	(17)
Communities	(284)	(451)	(735)	(1,019)
Chief Executives	-	10,100	10,100	2,961
Non-Directorate	(1,413)	2,937	1,524	(2,559)
<b>Total Corporate Reserves</b>	<b>(1,703)</b>	<b>13,895</b>	<b>12,192</b>	<b>395</b>
<b>Directorate Earmarked Reserves:</b>				
Education & Family Support	(12)	406	394	369
Social Services & Wellbeing	(42)	5,563	5,521	5,655
Communities	(186)	2,050	1,864	1,410
Chief Executives	(1,000)	2,748	1,748	1,558
<b>Total Directorate Reserves</b>	<b>(1,240)</b>	<b>10,767</b>	<b>9,527</b>	<b>8,992</b>
<b>Equalisation &amp; Grant Earmarked Reserves:</b>				
Education & Family Support	-	2,160	2,160	2,165
Social Services & Wellbeing	-	(243)	(243)	458
Communities	-	1,806	1,806	1,453
Chief Executives	-	(393)	(393)	62
Non-Directorate		856	856	(289)
<b>Total Equalisation &amp; Grant Reserves</b>	<b>-</b>	<b>4,186</b>	<b>4,186</b>	<b>3,849</b>
<b>School Balances</b>	<b>-</b>	<b>4,004</b>	<b>4,004</b>	<b>4,004</b>
<b>TOTAL RESERVES</b>	<b>(2,943)</b>	<b>32,852</b>	<b>29,909</b>	<b>17,240</b>

4.4.3 A full breakdown of the total movement on earmarked reserves at 31st March 2022 is provided in **Appendix 4**. Table 9 below summarises the final position on all useable reserves for the year.

**Table 9 – Summary of Movement on Earmarked Reserves 2021-22**

Opening Balance 1 April 2021 £'000	Reserve	Movement at Quarter 4		Closing Balance 31 March 2022 £'000
		Additions/ Reclassification £'000	Drawdown £'000	
<b>9,772</b>	<b>Council Fund Balance</b>	<b>331</b>	<b>-</b>	<b>10,103</b>
52,620	Corporate Reserves	13,895	(7,321)	<b>59,194</b>
15,423	Directorate Reserves	10,767	(2,125)	<b>24,065</b>
6,315	Equalisation & Grant Reserves	4,186	(2,492)	<b>8,009</b>
8,490	School Balances	4,004	-	<b>12,494</b>
<b>82,848</b>	<b>Total Earmarked Reserves</b>	<b>32,852</b>	<b>(11,938)</b>	<b>103,762</b>
<b>92,620</b>	<b>Total Reserves</b>	<b>33,183</b>	<b>(11,938)</b>	<b>113,865</b>

4.4.4 In terms of financial reserves, the Council Fund balance represents 3.35% of the net revenue budget for 2021-22, or 5.12% of the net revenue budget, excluding schools. This aligns with MTFs Principle 9 which states that:-

*The Council Fund balance should be set at a prudent but not excessive level. This will normally be maintained at a level of 5% of the Council's net budget, excluding schools.*

4.4.5 The main addition in quarter 4 highlighted in Table 8 is a £5.655 million addition to the Social Services and Wellbeing Directorate. As noted in 4.1.10, the Directorate received a significant amount of one-off funding from WG with £2.221 million from the Welsh Government Social Care Pressures Grant notified in February 2022. The earmarked reserves will enable continuation of support with social care pressures from over spends and winter pressures in 2022-23.

4.4.6 As noted in 4.4.2 there have been additions to the Capital Programme Contribution earmarked reserves of £11.122 million in 2021-22. The Capital Programme Contribution reserve was established to avoid the Council needing to borrow, which would result in consequential borrowing costs on the revenue budget, and will be used to fund schemes within the capital programme, both current and future capital pressures. The reserve supplements the funding we receive from WG and via capital receipts to fund our capital programme. Currently we have a balance of £40.195 million of funding in this reserve which constitutes 38.65% of our overall earmarked reserves balance. This will be used to fund a wide range of schemes in the capital programme.

4.4.7 The School balances reserve increased significantly from £8.490 million at the end of 2020-21 to £12.494 million at the end of 2021-22 due primarily to additional school grant funding announced late in 2021-22.

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

- 5.1 As required by section 3 (budgetary control) of the Financial Procedure Rules; Chief Officers in consultation with the appropriate Cabinet Member are expected to manage their services within the approved cash limited budget and to provide the Chief Finance Officer with such information as is required to facilitate and monitor budgetary control.

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

## **8. Financial implications**

- 8.1 These are reflected in the body of the report.

## **9. Recommendations**

- 9.1 Council is recommended to:

- note the revenue outturn position for 2021-22
- approve the virements between £100,000 and £500,000 as outlined in paragraph 4.1.15

**Carys Lord**  
**Chief Officer – Finance, Performance and Change**  
**June 2022**

**Contact Officer:** Joanne Norman  
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**Background documents:** Individual Directorate Monitoring Reports

## PRIOR YEAR BUDGET REDUCTIONS CARRIED FORWARD INTO 2021-22

Ref.	Budget Reduction Proposal		Original Reduction and RAG £000	Revised RAG £000	Total amount of saving achieved in 2021-22 £000	Reason why not achieved	Proposed Action in 2022-23 to achieve
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RAG STATUS KEY	
<b>RED</b>	Not likely to be achieved at all in this financial year or less than 25%.
<b>AMBER</b>	Reduction not likely to be achieved in full in financial year but greater than 25%
<b>GREEN</b>	Reduction likely to be achieved in full

**EDUCATION & FAMILY SUPPORT**

EFS1 (2017-18)	Phased implementation of Learner Transport Policy regarding statutory distances for free travel.		20		20	Cabinet deferred the decision to amend the Local Authority's Learning Travel Policy until after the review of the current statutory distances by Welsh Government. In the meantime, a one-off Budget Pressure was approved by Council as part of the Medium Term Financial Strategy 2021-22 to 2024-25 in February 2021 to support the increased costs of Home to School Transport and the increased provision of taxis and minibuses for those pupils with additional learning needs.	A Budget Pressure was approved by Council as part of the Medium Term Financial Strategy 2022-23 to 2025-26 in February 2022. No further action required.
EFS2 (2017-18)	School transport route efficiencies.		40		40	Cabinet deferred the decision to amend the Local Authority's Learning Travel Policy until after the review of the current statutory distances by Welsh Government. In the meantime, a Budget Pressure was approved by Council as part of the Medium Term Financial Strategy 2021-22 to 2024-25 in February 2021 to support the increased costs of Home to School Transport and the increased provision of taxis and minibuses for those pupils with additional learning needs.	A Budget Pressure was approved by Council as part of the Medium Term Financial Strategy 2022-23 to 2025-26 in February 2022. No further action required.
EFS1 (2018-19)	Phased implementation of Learner Transport Policy regarding statutory distances for free travel.		67		67	Cabinet deferred the decision to amend the Local Authority's Learning Travel Policy until after the review of the current statutory distances by Welsh Government. In the meantime, a Budget Pressure was approved by Council as part of the Medium Term Financial Strategy 2021-22 to 2024-25 in February 2021 to support the increased costs of Home to School Transport and the increased provision of taxis and minibuses for those pupils with additional learning needs.	A Budget Pressure was approved by Council as part of the Medium Term Financial Strategy 2022-23 to 2025-26 in February 2022. No further action required.
EFS27 (2018-19)	Review arrangements for Special Schools Home to School Transport with a view to achieving efficiency savings		75		75	A Budget Pressure was approved by Council as part of the Medium Term Financial Strategy 2021-22 to 2024-25 in February 2021 to support the increased costs of Home to School Transport and the increased provision of taxis and minibuses for those pupils with additional learning needs.	A Budget Pressure was approved by Council as part of the Medium Term Financial Strategy 2022-23 to 2025-26 in February 2022. No further action required.
EFS 1 (2019-20)	Phased implementation of Learner Transport Policy regarding statutory distances for free travel.		67		67	Cabinet deferred the decision to amend the Local Authority's Learning Travel Policy until after the review of the current statutory distances by Welsh Government. In the meantime, a Budget Pressure was approved by Council as part of the Medium Term Financial Strategy 2021-22 to 2024-25 in February 2021 to support the increased costs of Home to School Transport and the increased provision of taxis and minibuses for those pupils with additional learning needs.	A Budget Pressure was approved by Council as part of the Medium Term Financial Strategy 2022-23 to 2025-26 in February 2022. No further action required.
EFS 1 (2020-21)	Phased implementation of Learner Transport Policy regarding statutory distances for free travel.		75		75	Cabinet deferred the decision to amend the Local Authority's Learning Travel Policy until after the review of the current statutory distances by Welsh Government. In the meantime, a Budget Pressure was approved by Council as part of the Medium Term Financial Strategy 2021-22 to 2024-25 in February 2021 to support the increased costs of Home to School Transport and the increased provision of taxis and minibuses for those pupils with additional learning needs.	A Budget Pressure was approved by Council as part of the Medium Term Financial Strategy 2022-23 to 2025-26 in February 2022. No further action required.
<b>Total Education &amp; Family Support Directorate</b>			<b>344</b>		<b>344</b>		

Ref.	Budget Reduction Proposal		Original Reduction and RAG £000	Revised RAG £000	Total amount of saving achieved in 2021-22 £000	Reason why not achieved	Proposed Action in 2022-23 to achieve
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**SOCIAL SERVICES & WELLBEING**

SSW19	Further review of HALO partnership contract, including the Council taking over the management and payment of utility bills currently incurred by HALO. This will result in VAT efficiencies for HALO and contribute towards the reduction in the management fee		40		40	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
SSW20	Identify further savings from library and cultural facilities and related services including reviewing the numbers of facilities (libraries, community centres) and also reductions in services or opening hours.		70		70	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
SSW27	Increase income generation from mobile response and telecare charging		75		75	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
	<b>Total Social Services &amp; Wellbeing Directorate</b>		<b>185</b>		<b>185</b>		

**COMMUNITIES**

COM19 (2017-18)	Permitting Scheme road works net of existing income of £95,000		100		0	The final business case was submitted to WG in quarter 3 of 2021-22. The service area have linked in on several occasions with WG who are required to provide approval for the scheme to progress before steps can be taken towards implementation. To date no official response has been received.	Whilst the Highways network budget area is committed to stay within budget through the implementation phase it is recognised that having to underwrite this saving has put pressure on the service by having to cut back maintenance operations. If a response is not forthcoming from WG in the first quarter of 2022-23, the Communities Directorate will identify alternative budget reduction proposals.
COM 4 (2019-20)	Review of School Crossing Patrol service in line with GB standards		10		10	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
COM 26 (2019-20)	Investigate the introduction of charging to users of the Shopmobility facility in Bridgend Town Centre to reduce/remove the current level of subsidy		5		5	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
COM 52 (2019-20)	Reductions to the budget for the Materials Recovery and Energy Centre (MREC) to be achieved through the current procurement being undertaken with Neath Port Talbot CBC for the provision of new operator arrangements for the MREC facility at Crumlyn Burrows		1,300		1,300	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
COM 55 (2019-20)	Increase charge for Green Waste Service from £28.30 per household to £38.30		25		25	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
COM 26 (2020-21)	Investigate the introduction of charging to users of the Shopmobility facility in Bridgend Town Centre to reduce/remove the current level of subsidy		18		18	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
COM51	The savings will be delivered in a number of ways including operational efficiencies, streamlined business processes, IT investment, improved procurement and contract management, and some deletions of vacant posts.		350		350	Service area has identified efficiencies to meet the shortfall in 2021-22 with budget re-alignment taken place as part of the budget setting process for 2022-23	None required - saving made in full in 2021-22
COM 55 (2020-21)	Increase charge for Green Waste Service from £28.30 per household to £38.30		25		25	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
COM96	WG National AHP Waste Programme - capital contribution from WG towards 7.5 tonne vehicle to collect AHP recycling		14		14	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
	<b>Total Communities Directorate</b>		<b>1,847</b>		<b>1,747</b>		
<b>GRAND TOTAL OUTSTANDING REDUCTIONS</b>			<b>2,376</b>		<b>2,276</b>		
<b>REDUCTIONS SHORTFALL</b>					<b>100</b>		

**MONITORING OF 2021-22 BUDGET REDUCTIONS**

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Wellbeing of Future Generations Act	Budget Reductions 2021-22 £'000	Value of Saving Achieved 2021-22 £'000	Reason why not achieved	Proposed action in 2022-23 to achieve
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**EDUCATION & FAMILY SUPPORT**  
**CENTRAL EDUCATION & FAMILY SUPPORT**

EFS2	Removal of a vacant post within Cognition and Learning Team	Potential reduction in support for a vulnerable group, however it is anticipated that this has been mitigated by a change in working practices by the team as a result of the ALN reform	61	61	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
EFS3	Reconfiguration of the team providing support to Gypsy, Roma and Traveller learners to create a more efficient service	Whilst the impact is more on the management and leadership of the team, this may result in some slight reduction in the service offered to this vulnerable group but there will still be a service offering support	50	50	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
EFS4	Reduction in Central South Consortium (CSC) Budget of 1%	Reduction is achievable within the overall CSC budget and will be mainly achieved through efficiency savings	5	5	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
<b>Total Education and Family Support</b>			<b>116</b>	<b>116</b>		

**SOCIAL SERVICES & WELLBEING**

SSW1	Remodelling day service provision for older people and learning disability services	Full review of services which could mean alternative methods of service delivery	90	90	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
SSW2	Across Adults and Children's services embed and consolidate outcome focussed practice and commissioning for all service areas	This will support people to live their lives and will require our systems to be adapted to support the changes in practice. There will be a shift to embed outcome focussed practice which will have a focus on targeted prevention initiatives and by developing collaborative, long term relationships with providers as well as maximising the opportunities of the use of technology. this will be underpinned by planning accommodation, care and support together and listening to people who are experts in their own lives and acting upon what will make a difference.	225	225	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
<b>Total Social Services &amp; Wellbeing Directorate</b>			<b>315</b>	<b>315</b>		

MONITORING OF 2021-22 BUDGET REDUCTIONS

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Wellbeing of Future Generations Act	Budget Reductions 2021-22 £'000	Value of Saving Achieved 2021-22 £'000	Reason why not achieved	Proposed action in 2022-23 to achieve
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COMMUNITIES

COM1	Transfer of pitches/pavilions through Community Asset Transfer. Increased charges for end-users to achieve full cost recovery for pitches/pavilions that do not transfer. Reduction of grass cut areas and areas within maintained parkland.	The savings identified will see the removal of the remaining seasonal operatives' budget with corresponding cuts to plant, equipment and materials. Where asset transfers occur the respective club (rugby, football, bowls and cricket etc) will be expected to fully fund the ongoing maintenance of the asset. The remaining parks budget will be used to maintain the Council's main parks, including children's play areas, highway grass cutting which is safety related, and to secure the ongoing site management and safety of the sites that will remain in Council ownership. the level of funding will also dictate the standard of open space maintenance and may result in a further reduction of grass cut areas if the proposed savings are not forthcoming through the asset transfer process.	300	300	The full saving in 2021-22 has been achieved as the seasonal operative budget has been capped at a level to ensure the Parks and Playing Fields expenditure does not exceed available budget. Successful CAT transfers have taken place to date, and will continue to be progressed by the CAT Officer.	In addition to the Community Asset Transfers already completed, the Corporate Landlord and Legal Services have, or are in the process of, issuing licences to sports clubs to undertake the day to day management of playing surfaces before the commencement of the new season under an initial License to Use as the first stage of CAT while long-term leases for whole sites are being finalised. Playing Field and Green Spaces being maintained by Town and Community Councils are also progressing. The Seasonal operative budget continues will continue to be capped as further CAT transfers take place.
COM2	Re-location of Community Recycling Centre from Tythegston to Pyle resulting in cessation of lease payments at existing site	Construction of the new site will mean that this saving will not be effective until 2021/22	60	0	The new site in Pyle is anticipated to open in 2022-23, with both sites being maintained until the new site is fully operational, therefore the saving will not be achieved in full until 2023-24.	The saving will be met through alternative one off efficiencies in 2022-23 to deliver a balanced budget position.
COM5	The lease for Sunnyside House expires on 31/03/21 - savings will be made from this date.	No impact on service provision	309	309	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
COM6	One off capital payment for the fire suppression system required at Tondu. Revenue cost of system is included in the annual contract price with Kier.	Minimal impact. The fire system will be provided and if paid from the Capital Asset Management Fund as opposed to the revenue budget, the £60K per annum can be saved.	60	60	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
COM7	WG National AHP Waste Programme - capital contribution from WG towards 7.5 tonne vehicle to collect AHP recycling	A Contract Variation will be progressed with Kier to achieve the saving levels proposed based on a reduction in costs in relation to the current AHP vehicle that is leased.	19	14	New vehicle purchased part-way through 2021-22 therefore only partial saving achieved.	None required - saving will be made in full in 2022-23
COM8	Reduction to energy budget for Street Lighting - savings due to replacement with more efficient LED	Reduction will have limited impact	75	75	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
<b>Total Communities Directorate</b>			<b>823</b>	<b>758</b>		





**MONITORING OF 2021-22 BUDGET REDUCTIONS**

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Wellbeing of Future Generations Act	Budget Reductions 2021-22 £'000	Value of Saving Achieved 2021-22 £'000	Reason why not achieved	Proposed action in 2022-23 to achieve
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**CHIEF EXECUTIVES**

CEX1	Reduction of the ICT Telephony Budget	No impact on the communications infrastructure and maintenance	41	41	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
CEX2	Reduction of HR Staffing Budget	Reduction of a post and increased workload. Where possible savings will be made from vacant posts.	24	24	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
CEX3	Reduction of Finance staffing budgets	Reduction in capacity across the finance service following proposed restructure, which could impact on time taken to undertake functions. Will endeavour to make savings from vacant posts where possible	65	65	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
<b>Total Chief Executive's Directorate</b>			<b>130</b>	<b>130</b>		

**CORPORATE / COUNCIL WIDE**

CWD1	Reduction in insurance budget through on-going efficiencies in managing the insurance contract.	No impact as favourable insurance contract renewals have been achieved, however no mitigation available for potential increases to premiums in future years.	75	75	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
CWD2	Savings on building maintenance prudential borrowing budget	No impact - capital financing budget was utilised in 2019-20 to pay off prudential borrowing associated with Minor Works with a long term cost saving benefit for the Council.	120	120	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
CWD3	Reduce provision made for pay and prices following Chancellor's announcement of pay freeze, and lower than anticipated current inflation rate.	Impact will need to be kept under review, and may be risk depending on final pay awards agreed and inflation increases during the year.	181	181	Saving achieved in full in 2021-22	None required - saving made in full in 2021-22
<b>Total Corporate / Council Wide</b>			<b>376</b>	<b>376</b>		

<b>GRAND TOTAL REDUCTIONS</b>	<b>1,760</b>	<b>1,695</b>
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<b>TOTAL BUDGET REDUCTION REQUIREMENT</b>	<b>1,760</b>	<b>1,760</b>
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<b>REDUCTION SHORTFALL</b>	<b>0</b>	<b>65</b>
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740	1,681
795	19
225	60
1,760	1,760

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BRIDGEND COUNTY BOROUGH COUNCIL	Budget 2021-22			Actual Outturn	Actual Variance Over/(under) budget	% Variance
	Expenditure Budget	Income Budget	Net Budget			
	£000	£000	£000			
<b>EDUCATION AND FAMILY SUPPORT</b>						
School Delegated Budgets	125,577	(21,302)	104,275	104,275	-	0.0%
Learning	10,229	(2,398)	7,831	7,946	115	1.5%
Strategic Partnerships & Comm	25,938	(10,139)	15,799	15,682	(117)	-0.7%
Health and Safety	389	(2)	387	216	(171)	-44.1%
<b>TOTAL EDUCATION AND FAMILY SUPPORT</b>	<b>162,133</b>	<b>(33,841)</b>	<b>128,292</b>	<b>128,119</b>	<b>(173)</b>	<b>-0.1%</b>
<b>SOCIAL SERVICES AND WELLBEING</b>						
Adult Social Care	69,462	(19,100)	50,362	46,113	(4,249)	-8.4%
Prevention and Wellbeing	6,170	(830)	5,340	5,111	(229)	-4.3%
Childrens Social Care	20,621	(1,084)	19,537	18,624	(913)	-4.7%
<b>TOTAL SOCIAL SERVICES AND WELLBEING</b>	<b>96,253</b>	<b>(21,014)</b>	<b>75,239</b>	<b>69,848</b>	<b>(5,391)</b>	<b>-7.2%</b>
<b>COMMUNITIES DIRECTORATE</b>						
Planning & Development Services	2,092	(1,523)	569	1,045	476	83.7%
Strategic Regeneration	2,286	(597)	1,689	1,554	(135)	-8.0%
Economy, Natural Resources and Sustainability	8,100	(6,894)	1,206	1,206	-	0.0%
Cleaner Streets and Waste Management	12,498	(1,585)	10,913	10,992	79	0.7%
Highways and Green Spaces	22,914	(11,734)	11,180	9,913	(1,267)	-11.3%
Director and Head of Operations - Communities	272	-	272	266	(6)	-2.2%
Corporate Landlord	14,915	(12,090)	2,825	3,480	655	23.2%
<b>TOTAL COMMUNITIES</b>	<b>63,077</b>	<b>(34,423)</b>	<b>28,654</b>	<b>28,456</b>	<b>(198)</b>	<b>-0.7%</b>
<b>CHIEF EXECUTIVE'S</b>						
Chief Executive Unit	592	-	592	532	(60)	-10.1%
Finance	46,733	(42,972)	3,761	2,957	(804)	-21.4%
HR/OD	2,283	(336)	1,947	1,933	(14)	-0.7%
Partnerships	2,932	(846)	2,086	1,658	(428)	-20.5%
Legal, Democratic & Regulatory	5,938	(978)	4,960	5,530	570	11.5%
Elections	155	(49)	106	134	28	26.4%
ICT	5,090	(1,126)	3,964	4,133	169	4.3%
Housing & Homelessness	10,794	(7,419)	3,375	821	(2,554)	-75.7%
Business Support	1,121	(111)	1,010	1,033	23	2.3%
<b>TOTAL CHIEF EXECUTIVE'S</b>	<b>75,638</b>	<b>(53,837)</b>	<b>21,801</b>	<b>18,731</b>	<b>(3,070)</b>	<b>-14.1%</b>
<b>TOTAL DIRECTORATE BUDGETS</b>						
	<b>397,101</b>	<b>(143,115)</b>	<b>253,986</b>	<b>245,154</b>	<b>(8,832)</b>	<b>-3.5%</b>
Council Wide Budgets						
	45,940	(970)	44,970	37,540	(7,430)	-16.5%
Accrued Council Tax Income				(2,463)	(2,463)	0.0%
Appropriations to Earmarked Reserves	2,703	-	2,703	21,097	18,394	0.0%
Transfer to Council Fund				331	331	0.0%
<b>NET BRIDGEND CBC</b>	<b>445,744</b>	<b>(144,085)</b>	<b>301,659</b>	<b>301,659</b>	<b>0</b>	<b>0.0%</b>

NB: Differences due to rounding of £000's

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**TOTAL MOVEMENT ON EARMARKED RESERVES AS AT 31<sup>ST</sup> MARCH 2022**

Opening Balance 01 Apr 21	Reserve	Movement as at 31 March 2022		Closing Balance 31 Mar 22
		Net Additions/ Reclassification	Draw-down/ unwound	
£'000		£'000	£'000	£'000
	<b>Corporate Reserves:</b>			
1,289	Asset Management Plan	105	(482)	912
2,838	Building Maintenance Reserve	(685)	(233)	1,920
1,273	Capital Asset Management & Asbestos Fund	209	(426)	1,056
667	Capital Feasibility Fund	333	(355)	645
28,920	Capital Programme Contribution	11,122	(17)	40,025
1,424	Change Management	-	(312)	1,112
1,626	Digital Transformation, ICT & Finance Systems	-	(196)	1,430
800	Economic and Future Resilience Fund	-	-	800
2,160	Insurance Reserve	-	-	2,160
5,395	Major Claims Reserve	2,654	(3,900)	4,149
906	MTFS Budget Contingency	-	-	906
35	Property Disposal Strategy	157	-	192
4,993	Service Reconfiguration	-	(1,400)	3,593
294	Welfare Reform Bill	-	-	294
<b>52,620</b>	<b>Total Corporate Reserves</b>	<b>13,895</b>	<b>(7,321)</b>	<b>59,194</b>
	<b>Directorate Reserves:</b>			
5,199	City Deal Reserve	771	-	5,970
7,370	Directorate Issues	9,996	(2,026)	15,340
932	Highways Asset Management Reserve	-	(27)	905
578	Looked After Children	-	-	578
103	Porthcawl Regeneration	-	-	103
196	Property Reserve	-	(16)	180
11	Safe Routes to Schools	-	-	11
365	School Projects Reserve	-	(56)	309
669	Wellbeing Projects	-	-	669
<b>15,423</b>	<b>Total Directorate Reserves</b>	<b>10,767</b>	<b>(2,125)</b>	<b>24,065</b>
	<b>Equalisation &amp; Grant Reserves:</b>			
44	Building Control Reserve	-	(19)	25
82	Civil Parking Enforcement	-	(32)	50
68	Election Costs	150	(90)	128
404	HWB Schools Infrastructure	401	(13)	792
4,699	IFRS Grants	2,656	(1,467)	5,888
153	Legal Fees	-	-	153
173	Local Development Plan	-	(15)	158
692	Special Regeneration Fund	123	-	815
-	Loss of income	856	(856)	-
<b>6,315</b>	<b>Equalisation &amp; Grant Reserves:</b>	<b>4,186</b>	<b>(2,492)</b>	<b>8,009</b>
8,490	School Balances	4,004	-	12,494
<b>82,848</b>	<b>TOTAL RESERVES</b>	<b>32,852</b>	<b>(11,938)</b>	<b>103,762</b>

NB: Differences due to rounding of £000's

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO COUNCIL

15 JUNE 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 2031-32 (**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 a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people 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 its 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 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:-

- CIPFA's 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 2022-23, was approved by Council on 23 February 2022.
- 3.4 On 23 February 2022, Council also approved a capital programme covering the period 2021-22 to 2031-32 as part of the Medium Term Financial Strategy (MTFS). Since then a review has been undertaken of available capital resources, taking into consideration uncommitted funding in the capital programme, the anticipated year end revenue position for 2021-22, the position on earmarked reserves and revenue budgets available for 2022-23.
- 3.5 As a result, a number of new capital schemes have been proposed by Directorates, which have undergone rigorous review and challenge by members of Corporate Management Board, before being submitted for inclusion in the capital programme.
- 3.6 This report is only seeking approval for the inclusion of new schemes within the capital programme that was approved by Council in February 2022. In July 2022 a report will be presented to Cabinet and Council outlining the 2021-22 year end capital position, showing slippage between the 2021-22 and 2022-23 financial years, the updated capital programme for 2022-23 onwards and the outturn position on the Prudential and Other Indicators.

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

- 4.1 The capital programme approved by Council in February 2022 for the period 2021-22 to 2031-32 totalled £230.174 million, of which £123.542 million is to be met from Bridgend County Borough Council (BCBC) resources, including capital receipts and revenue contributions from earmarked reserves, with the remaining £106.632 million coming from external resources, including General Capital Grant.
- 4.2 As mentioned above, a number of proposals for new capital schemes have been received, and these have been considered and prioritised by Cabinet and Corporate Management Board, in line with the Council's Capital Strategy. Funding for these schemes has been set aside through new earmarked reserves, established during the 2021-22 year end process, from unallocated general capital funding received at the end of 2021-22 and through the 2022-23 Local Government Settlement and from revenue contributions.



- 4.3 The total cost of the new schemes is £9,755,209 and this is broken down in Table 1, with Table 2 showing the breakdown of funding for the proposed schemes:

**Table 1: Proposed new capital schemes**

<b>Directorate</b>	<b>Description</b>	<b>2022-23 £</b>	<b>2023-24 £</b>	<b>2024-25 £</b>	<b>Total £</b>
Education	Pencoed Primary School	52,500	450,000	397,500	900,000
Education	Coety Primary School	43,750	500,000	1,106,250	1,650,000
Education	Bryntirion Comprehensive School	650,000	1,102,500	47,500	1,800,000
Social Services	Telecare Transformation Project	483,142	526,895	395,172	1,405,209
Communities	CCR Metro Plus Scheme – Penprysg Road Bridge	250,000	250,000		500,000
Communities	Community Asset Transfer	500,000			500,000
Communities	Children's Playground Refurbishment	500,000			500,000
Communities	Cosy Corner	500,000			500,000
Communities	Highways Carriageway & Footway Refurbishment	1,500,000			1,500,000
Communities	Unadopted Roads	500,000			500,000
<b>TOTAL</b>		<b>4,979,392</b>	<b>2,829,395</b>	<b>1,946,422</b>	<b>9,755,209</b>

**Table 2: Funding of new capital schemes**

<b>Funding Source</b>	<b>2022-23 £</b>	<b>2023-24 £</b>	<b>2024-25 £</b>	<b>Total £</b>
Unallocated General Capital Grant	3,000,000			3,000,000
Capital Earmarked Reserves	1,024,796	1,783,787	1,694,325	4,502,908
Directorate Earmarked Reserves	248,069	148,069	148,069	544,207
Revenue Contributions	206,527	56,527	56,528	319,582
Section 106 Funding	500,000	841,012	47,500	1,388,512
<b>TOTAL</b>	<b>4,979,392</b>	<b>2,829,395</b>	<b>1,946,422</b>	<b>9,755,209</b>

- 4.4 More detail on each of these schemes is set out below.

**Pencoed Primary School (£900,000)**

Pencoed Primary School, which was built as part of Band A of the local authority's School Modernisation Programme, has proven to be extremely popular since opening. As a consequence, the school is now significantly oversubscribed and there is a need to create additional pupil places in order to address demand (even though the school was sized to the maximum that Welsh Government funding regulations would allow at the time it was built).

A two-classroom extension has been identified as being required. The Major Projects Team has calculated that the total project cost is £900,000. Approval is sought to utilise BCBC capital resources to fund the extension and to include

the scheme in the capital programme. Any subsequent Section (s) 106 funding identified for this scheme will be used to offset the cost to BCBC as the project progresses.

### **Coety Primary School (£1,650,000)**

Coety Primary School was constructed during Band A of the School Modernisation Programme. The adopted Supplementary Planning Guidance (SPG) 16, applicable at that time, was used to calculate the size of provision required. However, a review of the pupil yield rates from new housing developments demonstrated a significant demographic change in population for new developments. The SPG16 has since been updated to reflect the revised rates.

More housing has also been built at Parc Derwen, which was not planned as part of the original section s106 for the development. The local authority has entered into a separate s106 agreement in respect of this addition and is awaiting payment from the developer.

There continues to be significant demand for places at Coety Primary School and the need for four additional teaching spaces to be provided has been identified. The Major Projects Team has calculated that the total project cost for a four-classroom extension is £1.65 million.

Approval is sought to utilise BCBC capital resources to fund the extension. Once the s106 contribution has been received (circa £300,000 total), this funding will displace some of the BCBC funding.

### **Bryntirion Comprehensive School (1,800,000)**

Planned housing developments are under construction within Bryntirion Comprehensive School's catchment area. The school is at capacity and additional places are required to accommodate the pupil yield from these developments. A feasibility study has demonstrated the need for a six-classroom block in order to meet this increasing demand. The total project cost is estimated at £1.8 million.

The local authority has entered into a number of s106 agreements with developers to secure funding contributions. Table 3 sets out payments received to-date plus anticipated future payments.

**Table 3: Section 106 Funding**

<b>Development</b>	<b>Developer</b>	<b>Received</b>	<b>Remaining</b>
Land at Heol Ty Maen, Cefn Glas	Barratt Homes	£713,116	
Land at former OCLP Club, Bryntirion	Hafod Housing	£18,616	
Former Sunnyside site	Linc	-	£115,669
Former Ysgol Bryn Castell site (Phase 2)	Persimmon	-	£541,111
<b>TOTAL</b>		<b>£731,732</b>	<b>£656,780</b>

In addition, the school has confirmed a financial contribution of £150,000 from the school's delegated budget. Therefore, £261,488 of capital funding is required to meet the projected shortfall to deliver the scheme.

Council will need to be aware that there is a risk in the outstanding s106 contributions not being received. However, this risk is considered to be relatively low. Conversely, there is also a risk of not being able to deliver pupil places to fulfil the local authority's statutory duty should a scheme not be progressed.

### **Telecare Transformation Project (£1,405,209)**

In 2017 BT announced plans to switch off their analogue telephone network (PSTN) by 2025 and replace it with an 'all-IP' digital solution. From as early as 2023, people may no longer be able to purchase an analogue telephone connection. From the time of switchover from analogue to digital, emergency Telecare alarm calls will no longer be received in the traditional analogue method but instead will rely on a digital network. Therefore for any telecare equipment relying on the old analogue lines to connect to the digital lines within the Call Monitoring Centre, the emergency call could fail to connect, become corrupted or get lost entirely. Therefore analogue telecare equipment cannot be relied upon to operate safely and reliably over a digital network.

Telecare is a successful preventative service, one that supports the objectives of the integrated community services of extending an individual's stay at home and supporting earlier hospital discharge. It also has an important role in supporting carers and sustaining their important role. There is a requirement, eventually, to replace current analogue telecare equipment to digital on a like for like basis, as the equipment that has been provided has been prescribed from an individual assessment. The service would recommend a gradual switch over to digital equipment, initially, i.e. for new referrals and replacement of kit that is expiring. This would be followed by a more structured plan of wider scale replacement closer to the local switchover date.

The financial cost of the transition is estimated to be in the region of £1.405 million capital, with some additional revenue costs e.g. purchase of SIM cards. The costs will be met from a combination of earmarked reserves established from displaced grant funding in 2021-22 (£544,000), revenue savings arising in the early years of the project as all equipment is replaced new with digital and therefore fewer replacements for wear and tear are required (£170,000), and Council capital (£691,000).

### **Cardiff Capital Region Metro Plus – Penprysg Road Bridge (£500,000)**

The project relates to the design of a replacement substandard road bridge at Penprysg Road, Pencoed, the removal of the current pedestrian overbridge at Pencoed Station and its replacement with an active travel bridge. The project will see the closure of the existing level crossing on the mainline railway in the town. Currently the total commitment to the Metro Plus scheme from the Council

is £3.082 million. The project requires additional funding for continuing the design of Penprysg Bridge with Network Rail and to undertake additional engineering solutions as a result of the public consultation. This is imperative to get to a RIBA design position to apply for the Levelling Up (LUF) Grant Fund in June 2022.

### **Community Asset Transfer (£500,000)**

The Community Asset Transfer (CAT) programme facilitates a change in management of land, buildings and/or services from BCBC to community groups, such as town and community councils and sports clubs in order to ensure longer term viability of such facilities.

The Council established a £1 million Sports Pavilion Fund in February 2014 to encourage sports clubs to self-manage pavilions. The fund was intended to allow investment to improve the condition of such assets as part of an agreement to lease and take over the responsibility for the maintenance and repair of facilities and the payment of running costs - in line with their needs and expectations. The scope for this fund was later expanded to include all facilities suitable for community asset transfer e.g. community centres, pitches, and agreement was also given by Cabinet that the fund would be replenished as and when necessary. To date £603,461 has been expended from the CAT Fund, leaving a balance of £396,539 and therefore a further £500,000 is now sought to reflect the increased pace of the CAT Programme to achieve financial savings required under the MTFS.

### **Children's Playground Refurbishment (£500,000)**

The local authority has over 100 equipped children's play areas across the county borough. An assessment has been carried out which identifies that equipment is in need of renewal at a number of these authority-run play areas. Additional funding of £460,000 was approved by Council in June 2021 to address the works in around 30 play areas, but this additional funding will enable more play areas to be either fully or partially upgraded in play equipment and surfacing to provide safe opportunities for outdoor play.

### **Cosy Corner (£500,000)**

The Cosy Corner Porthcawl Resort Investment Focus (PRIF) project aims to re-develop the Cosy Corner site into a modern visitor and retail attraction and support enhancements to the public realm of the area. In December 2020 the following were proposed to, and agreed by, Cabinet as a set of guiding principles for the way forward for the development of Cosy Corner, based on information available at the time:

- Desire to ensure funding allocated for Cosy Corner is retained for Cosy Corner. There is potentially funding still available through the Tourism Attraction Destination (TAD) programme for Cosy Corner
- Adopting a partnership approach with key stakeholders

- Taking action in a suitable timeframe
- Minimising the period of time that Cosy Corner remains in its current condition
- Minimising the on-going maintenance requirements and costs for BCBC
- Enhancing the tourism offer of Porthcawl

The current capital budget for the scheme is £2.115 million, but an additional £500,000 is required in recognition of current price volatility, and to enable the full scope of works to be provided in respect of additional public realm, landscaping and children’s play.

**Highways Carriageway & Footway Refurbishment (£1,500,000)**

In the Medium Term Financial Strategy 2022-23 to 2025-26, which was approved by Council in February 2022, a budget of £2 million was included within the capital programme to enable the Council to continue to invest in, and proactively maintain, its highways network. This will now be supplemented by an additional £1.5 million, to enable the Council to manage the decline in the local carriageway and footway asset, and reduce subsequent needs to undertake ad hoc repairs.

**Unadopted Roads (£500,000)**

A private or unadopted road is a highway that is not maintainable at the public expense. Within the County Borough there are a large number of unadopted roads, which are in poor condition. In a recent Welsh Government pilot the Council was awarded funding to undertake work, including repairing drainage and reconstructing highways, to bring the condition of one road up to a standard that would enable the Council to take over the maintenance responsibility. This will then allow this road to receive regular maintenance and the benefits of being part of the main road network. This capital budget will allow additional streets to be brought up to an adoptable standard and then maintained going forward by BCBC.

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 As required by Financial Procedure Rule 3.5.3 within the Council’s Constitution, “The Chief Finance Officer shall report quarterly to Cabinet an update on the Capital Strategy and the Prudential Indicators.”

**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 for 2021-22 to 2031-32 (**Appendix A**).

Carys Lord  
**Chief Officer – Finance, Performance and Change**  
June 2022

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**Background documents:** None











## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO COUNCIL

15 JUNE 2022

### REPORT OF THE MONITORING OFFICER

### MULTI-LOCATION MEETINGS POLICY

#### 1. Purpose of report

- 1.1 The purpose of this report is for Council to approve the Multi-Location Meetings Policy.

#### 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 Section 4 of the Local Government (Wales) Measure 2011 makes provision to allow for “remote meetings”. At the outset of the Covid-19 Pandemic in March 2020 the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 enabled local authorities to convene meetings by remote means.
- 3.2 Under the Local Government and Elections (Wales) Act 2021, local authorities are required to put in place, and publish, arrangements for multi-location meetings, that is, formal meetings where meeting participants may not all be in the same physical place. The meeting arrangements are comprised of the rules and procedures adopted by the local authority in accordance with the statutory requirements, and should be reflected in the Council’s Constitution.

3.2 Alongside the legally mandated arrangements that authorities must make for multi-location meetings, authorities should develop a wider policy setting out the detailed systems chosen by the authority for the operation of its multi-location meetings.

#### 4. Current situation/proposal

4.1 The draft policy attached as **Appendix 1** takes account of interim statutory guidance issued by Welsh Government (WG), which sets out a number of guiding principles to be considered in developing multi-location meeting arrangements, as well as practical considerations. The guidance also lists suggested issues to be included in the policy, but indicates that the exact contents of the policy will be agreed at local level.

4.2 The WG guidance says: ‘A multi-location meetings policy may make provision that different kinds of meeting be convened, by default, with all participants joining through remote means, or with some arrangement being made for people to attend and participate and observe in person. Policies should recognise that the Act requires participants to be able to join meetings through remote means for all formal meetings. It will not be permitted for relevant authorities to decide that all meetings will be held entirely physically. Physical meetings should not be seen as representing the “gold standard” with multi-location meetings being second best. Physical meetings may be convenient and effective for those most familiar with and comfortable with how they work – but they may also be inaccessible and impractical to many.

4.3 The Council has been convening all of its meetings by remote means throughout much of 2020 and 2021. While meeting this way has proven challenging in the context of the global coronavirus pandemic, it has also resulted in a number of benefits:

- Enhancing and supporting local democracy. Having the flexibility to convene meetings in this way will reduce the barriers that might previously have been in place for explaining and demonstrating how relevant authorities do business.
- Working more productively. When participants come together by remote means, they have often been able to get more done. Multi-location meetings have also resulted in a dramatic reduction in the amount of paper needed and produced.
- Making it easier for the public to observe meetings.
- Making the Council more resilient and sustainable in how it carries out its work. The Well-being of Future Generations (Wales) Act 2015 requires relevant authorities to think about, and act on, long term needs in the way that policy is developed and made. Multi-location meetings reduce the carbon footprint of physical meetings (although digital activity is not of course carbon-neutral). They can also help relevant authorities to reduce the risk of future unexpected events, such as extreme weather, which could in future present a challenge to in-person meetings. Issues of sustainability are explored in more detail below.
- Reducing the need for travel. Significant time and cost savings for councillors, officers and other participants have arisen. In turn, this makes it easier for

participants to take part if they have professional and caring commitments potentially removing some significant barriers to standing for public office.

- Better support for members from diverse backgrounds. Just as barriers are being removed to public participation, multi-location meetings have made it easier for care providers, or disabled people, or people with other protected characteristics, to engage on an equal footing. In some cases, participants have found the formality of physical meetings to be off putting, and multi-location meetings have removed this factor.

4.4 The Council has the following committees which support its statutory, regulatory and governance arrangements and all meetings must be able to operate as multi-location meetings to ensure that participants are able to attend remotely:

- Appeals Panel
- Appointments Committee
- Cabinet, Cabinet Committee - Corporate Parenting, Cabinet Committee - Equalities
- Council
- Democratic Services Committee
- Development Control Committee
- Governance and Audit Committee
- Licensing Act 2003 Committee, Licensing Act 2003 Sub Committees A & B
- Licensing Committee, Licensing Sub Committees A & B
- Rights of Way Sub Committee
- Standards Committee
- Town and Community Council Forum
- Corporate Overview and Scrutiny Committee
- Subject Overview and Scrutiny Committees 1, 2 and 3
- Public Service Board

4.5 The Council will continue to use Microsoft Teams as its primary remote meeting platform. This will be used by Elected Members from their Council provided devices to ensure effective security. Non-Council devices may be used although the functionality available when using these “guest” devices may differ from that provided by the Council. Other participants are able to join meetings using links provided by the Council contained within the meeting invitation.

4.6 Works are ongoing in the Council Chamber to upgrade the systems to allow for hybrid meetings. It is anticipated that these works will be completed by the end of June which will allow training sessions and some meetings to take place, on a hybrid basis, in July, subject to Health and Safety guidance.

4.7 It is proposed that a review be undertaken after 12 months from the implementation of the policy.

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

5.1 If approved the policy will be published on the Council’s website.

5.2 Any necessary changes to the constitution which if this policy is approved, will be reported to Council for approval.

## **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 well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

## **8.1 Financial implications**

8.1 There is funding in place within ICT budgets for the Council's hybrid meeting system to be installed in the Council Chamber.

## **9. Recommendation**

9.1 It is recommended that Council approve the policy attached as **Appendix 1**.

**K Watson**

**Chief Officer – Legal and Regulatory Services, Human Resources and Corporate Policy and Monitoring Officer**

**8 June 2022**

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**Background documents:** None

## Multi-location Meetings Policy

### Background

Formal meetings of the Council or its committees are convened in accordance with the relevant legislative requirements for those meetings. These meetings are usually held to make formal decisions and are often held in public. Notice of these meetings is published in advance on the Council's website and includes information about the location, timing and business to be conducted. Previously these meetings would have been held with all participants being in physical attendance at a single venue.

Multi-location meetings offer the Council the potential to update and transform the way it does business. It provides opportunities for the Council to become more flexible and efficient and also raise its profile in the local community and to bring its work directly into people's homes. Public access to multi-location meetings is likely to be significantly higher than the level of audiences of formal meetings when all were held physically. This heightened public awareness and involvement is to be welcomed and further encouraged. While these meetings are still "meetings in public" rather than "public meetings" by and large the public will be able to observe but not participate they provide a crucial opportunity for accountability and transparency, and an accessible shop window for many public bodies.

Arrangements were first made in legislation to allow for "remote meetings" in Section 4 of the Local Government (Wales) Measure 2011. At the outset of the coronavirus pandemic in March 2020, the Welsh Government produced the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. These established a framework within which all relevant authorities convened meetings by remote means throughout 2020 and part of 2021. Experience of operating meetings under these Regulations has provided relevant authorities with significant expertise in understanding and managing multi-location meetings, now they have been placed on a new statutory footing. The provisions in the Local Government and Elections (Wales) Act 2021 ('the 2021 Act') can be seen as an evolution of these prior arrangements.

Under the 2021 Act Welsh Government has provided local authorities the power and freedom to convene multi-location meetings which will enable greater accessibility and public participation in local government decision making. When considering arrangements for remote attendance or 'multi-location meetings', authorities must have regard to the statutory guidance issued by the Welsh Ministers. Local Authorities are required to:

- a. Broadcast full Council meetings.
- b. Make and publish arrangements to ensure that all Council, Committee and Cabinet meetings may be attended remotely (i.e. enabling persons who are not in the same place to attend the meeting) – also referred to as 'multi-location meetings'.
  - Meetings must be capable of being held virtually, but each local authority must decide whether their meetings will be held fully virtually, partially virtually (where some participants are in the same physical location, whilst others join the meeting virtually, also referred to as 'hybrid meetings') or as physical meetings (although authorities may not mandate physical attendance at meetings).
  - Meeting participants must be able to speak to and hear each other; and for meetings which are required to be broadcast (i.e. full Council meetings), participants must also be able to see and be seen by each other.

- c. Publish all meeting documents on the Council's website, including notices, summonses, agendas, reports and background papers.
- A note of the meeting, including Members in attendance and decisions made, must be published within seven working days of the meeting.
  - Notice of meetings is no longer required to be posted at the Council's offices. However, copies of agendas and reports must be made available for the public if meetings are held physically.
  - The Council is also required to make public access provision for members of the public who cannot access electronic documents, for example, by providing access to computers, copies of documents, or making documents available for inspection.

#### Definitions of words used in this Policy

Generally, the words used in this Policy have the same meaning as they do in the 2021 Act.

A **“relevant authority”** is an organisation which is required to put in place arrangements for multi-location meetings. This covers principal councils, fire and rescue authorities, National parks authorities and port health authorities. It also includes joint committees of these bodies. The obligations of corporate joint committees (CJCs) and of community and town councils are covered in separate guidance.

A **“meeting”** is a formal meeting of a relevant authority convened in accordance with whatever the legal requirements are for such meetings. Formal meetings are usually those where formal decisions can be made; these meetings may need to be held in public and that notice is published beforehand that they are being held. This is not always the case as some meetings, or parts of meetings, are held in private due to confidentiality or exempt issues being discussed. When we talk about these meetings being “convened”, we mean the process involved in organising the meeting and setting and distributing an agenda and reports.

A **“multi-location meeting”** is a meeting of a relevant authority whose participants are not all in the same physical place. In some places these are colloquially described as “remote” meetings. The 2021 Act does not refer to these meetings as “remote”, but that they are attended by “persons who are not in the same place”. At least one participant may be joining the meeting by remote means. For example, this includes meetings of the type described below:

- Meetings of a committee where all participants are in the same physical location except one individual who joins from another location, with a physical public gallery being provided;
- Meetings of a committee where roughly equal number of members are present in a physical space and joining through remote means; those joining through remote means may include the Chair;
- Meetings of a committee where all members are joining through remote means but nonetheless a physical public gallery has been made available in authority premises;
- Meetings of a committee taking place wholly through remote means where no physical arrangements have been made.



Some have described the kinds of meetings described above as “hybrid meetings”.

The statutory guidance and the 2021 Act makes no distinction between meetings where some participants join by remote means and those where all participants do so, but the Council will need to account for the practical differences that different forms of meetings will take, and make plans accordingly.

“**Joining a meeting by remote means**” is being in a different physical location to that of other participants, and participating through an online meeting platform. Where participants are present in a committee room or other physical space which is publicised (through a formal notice) as being the location of the meeting, those participants are present physically.

A “**participant**” of a multi-location meeting is a person who takes an active part in that meeting. They might be a Member, a person giving evidence to a committee as a witness, an appellant or claimant on a regulatory matter, someone presenting a petition, or taking part formally in another way.

An “**observer**” of a multi-location meeting is a member of an audience, or otherwise spectating, a multi-location meeting. They might be in the same room that a meeting is taking place or they might be observing by remote means.

“**Meeting arrangements**” are the rules and procedures that relevant authorities adopt to act on their statutory requirements relating to multi-location meetings, and to act on the recommendations in this guidance.

#### The benefits of multi-location meetings

The Council has been convening all of its meetings by remote means throughout much of 2020 and 2021. While meeting this way has proven challenging in the context of the global coronavirus pandemic, it has also resulted in a number of benefits:

- Enhancing and supporting local democracy. Having the flexibility to convene meetings in this way will reduce the barriers that might previously have been in place for explaining and demonstrating how relevant authorities do business.
- Working more productively. When participants come together by remote means, they have often been able to get more done. Multi-location meetings have also resulted in a dramatic reduction in the amount of paper needed and produced.
- Making it easier for the public to observe meetings.
- Making the Council more resilient and sustainable in how it carries out its work. The Wellbeing of Future Generations (Wales) Act 2015 requires relevant authorities to think about, and act on, long term needs in the way that policy is developed and made. Multi-location meetings reduce the carbon footprint of physical meetings (although digital activity is not of course carbon-neutral). They can also help relevant authorities to reduce the risk of future unexpected events, such as extreme weather, which could in future present a challenge to in-person meetings. Issues of sustainability are explored in more detail below.
- Reducing the need for travel. Significant time and cost savings for Members, officers and other participants have arisen. In turn, this makes it easier for participants to take part if they have professional and caring commitments potentially removing some significant barriers to standing for public office.
- Better support for Members from diverse backgrounds, including support that recognises the social model of disability. Just as barriers are being removed to public participation, multi-

location meetings have made it easier for care providers, or disabled people, or people with other protected characteristics, to engage on an equal footing. In some cases, participants have found the formality of physical meetings to be off putting, and multi-location meetings have removed this factor.

### General Principles

The Council will be guided by the following principles when making arrangements for multi-location meetings:

#### **Transparency**

Formal meetings of the Council will be spaces in which democratic debate and decision-making happen. It is fundamental that these meetings are held in public (subject to the specific exceptions available), and that the public are able to access and engage with them.

#### **Accessibility**

Meeting arrangements will need to have regard for the protected characteristics under the Equality Act 2010, including ensuring that accessibility is considered in the context of the social model of disability, and for ensuring that the impact of its decisions on democratic arrangements are understood from these perspectives.

#### **Good conduct**

In line with the Nolan Principles, multi-location meetings, as with any other public meeting, should demonstrate high standards of conduct. The Council will have regard to the Model Code of Conduct when making meeting arrangements. Meeting arrangements shall account for the need to entrench more positive behaviours, particularly where these meetings involve a number of people together in a single physical location, where different dynamics may arise.

#### **Use of English and Welsh Languages**

Adherence to legal requirements relating to the use of the English and Welsh languages is a legal requirement. It is a fundamental element of the obligations attached to public bodies in Wales – separate legislation and guidance exists. The Council will take account of its individual Welsh Language Standards and ensure that English and Welsh are treated equally and the Welsh Language is supported and promoted.

#### **Local Needs**

The Council is a democratic institution. Decisions about local democracy and the best approaches to promote and encourage engagement in local democratic systems are best made at a local level. The Council's approach to meeting arrangements will be aligned with its plans for ensuring public participation in accordance with the 2021 Act and understanding the specific needs of a wide range of local people will be part of this.

#### **Future generations**

In agreeing arrangements for meetings, the Council will have regard to the well-being goals and ways of working as set out in the Well-being of Future Generations (Wales) Act 2015 and ensure that the principles under the Act are actively embedded in arrangements for meetings. Digitisation has the potential to significantly reduce the Council's carbon footprint and the reduction in travel will also add to the reduction in the carbon footprint.

### Meeting Environment in the Council

The Council's Chamber and Committee Rooms at Civic Offices, Angel Street will have the ability to fully support multi-location meetings. Any multi-location meeting will be facilitated by Democratic Services who will use the control systems to ensure that the full range of meeting facilities and functionality can be co-ordinated and integrated for all participants and observers to deliver effective meeting support. The control systems will provide and co-ordinate cameras, audio inputs and outputs, simultaneous translation (where requested), speaker queues, electronic voting, integration with the Council webcasting provider and to support participants and observers.

### Multi-location meeting platform

The Council's technology platform has been arranged in line with ICT and Procurement policies and provides for the following:

- The ability for participants to be able to see and hear each other, and the facility for outbound and inbound video and audio to be switched on and off either by a participant themselves or potentially also for a meeting organiser.
- The ability for participants to be named / labelled so that others can easily identify them.
- The ability for participants and observers to be able to join via mobile, or tablet, without losing significant functionality.
- The ability to provide for simultaneous translation (upon request).
- The ability to both record and broadcast the meeting and for participants and observers to know when recording and broadcasting is taking place.
- The ability to caption or subtitle, either live (which may be partially or fully automated) or through editing after the meeting has taken place.
- A "chat" facility visible only to meeting participants, and which can be turned off by the meeting organiser if necessary.
- Sufficient security measures to ensure that the meeting cannot be accessed by unauthorised persons, and to ensure that unauthorised persons can be ejected from the meeting where necessary.

The Council will continue to use Microsoft Teams as its primary remote meeting platform. This will be used by Elected Members from their Council provided devices to ensure effective security. Non-Council devices may be used although the functionality available when using these "guest" devices may differ from that provided by the Council. Other participants are able to join meetings using links provided by the Council contained within the meeting invitation.

### Determining the type of Meeting

The statutory guidance identifies that the needs of local democracy and the needs of the public in engaging with multi-location meetings are a paramount consideration in deciding where and when meetings will be convened partially or wholly by remote means. The intention of the 2021 Act is to help the public to be able to access and engage with local democratic systems. The convenience of participants and the efficient operation of the

Council is important but the needs of the public will come first when these decisions are being made.

The Council has the following committees which support its statutory, regulatory and governance arrangements and all meetings must be able to operate as multi-location meetings to ensure that participants are able to attend remotely:

- Appeals Panel
- Appointments Committee
- Cabinet, Cabinet Committee - Corporate Parenting, Cabinet Committee -Equalities
- Council
- Democratic Services Committee
- Development Control Committee
- Governance and Audit Committee
- Licensing Act 2003 Committee, Licensing Act 2003 Sub Committees A & B
- Licensing Committee, Licensing Sub Committees A & B
- Rights of Way Sub Committee
- Standards Committee
- Town and Community Council Forum
- Corporate Overview and Scrutiny Committee
- Subject Overview and Scrutiny Committees 1, 2 and 3
- Public Service Board

There are also two joint committees administered by the Council.

There is no requirement for each meeting to be held in the same way every time it meets. The Council may decide to hold some full council meetings entirely remotely and others as multi-location meetings with a number of Members (or most Members) present in the Chamber. In determining which meetings may be held wholly through remote meetings and for which physical arrangements might be made available, the Council will consider:

- The general circumstances of participants. Participants' needs and preferences may change over time. This Policy allows for arrangements to change where this happens.
- The subject matter, and number of participants attending, certain meetings. This may relate to the general matters usually under discussion at a given committee (or other body) rather than the specific agenda for an individual meeting.
- The need to ensure that meetings are fully accessible to both active participants and to observers. Accessibility may under certain circumstances require physical provision. Connected to this, whether physical provision for a public gallery, or for the attendance of certain participants, is necessary if the majority of a meeting's participants are joining through remote means.

Physical meetings should not be seen as representing the "gold standard" with multi-location meetings being second best. Physical meetings may be convenient and effective for those most familiar with and comfortable with how they work but they may also be inaccessible and impractical to many. All meetings that meet the required communication and quorate arrangements have equal status under the law.

#### Notice of meetings

Public notice of all meetings is published on the Council's website with the agendas and reports published at least three clear days before the meeting. The notice will include details of how to access the meeting if it is being held by remote means only and the place in which the meeting is being held if it is partly or wholly taking place physically. The requirement of

hard copy material being on public deposit has now been removed however the Council will put in place facilities for members of the public who are not able to access the documents electronically.

The names of those who attended the public meeting alongside apologies, declarations of interest and decisions made will be published on the Council's website within seven days of the meeting taking place.

### Attendance

The attendance of Members and participants will be recorded by Democratic Services. This will be by recording their attendance on a sign in sheet at a physical meeting or using the attendance record from the software to confirm remote attendance. These records will be combined and added into the minutes of the committee meeting.

Participants attending the meeting remotely should ensure that they have appropriate internet connectivity to join and maintain their attendance throughout. Guidance for joining a remote meeting is available at Appendix 1. The Monitoring Officer will provide consistent advice to the Chair over whether a Member should or should not be regarded as "present". This will be particularly important for the taking of votes but is also relevant for participation in meetings more generally. It is likely also to have salience if the need to determine if a Member has been present at a meeting is relevant for the purpose of determining whether they have attended a council meeting in the past six months in accordance with Section 85 of the Local Government Act 1972.

All Members are encouraged to physically attend at least one meeting every six months of each committee to which they are appointed during each municipal year where it is possible and practicable to do so. Due to physical space, technology or specific guidelines in relation to social distance due to the pandemic, the number of participants in physical attendance may be limited. The Chair of the meeting together with relevant officers will be given priority for attendance. Consideration will also be given to any external participants who may need to attend the physical meeting in order to participate. Any remaining spaces will then be allocated to the political groups in accordance with the Council's political balance. Priority should be given to any Member who has difficulty joining meetings remotely.

Where a Member is in the "waiting room" on an online platform they will not be considered as "present" as they cannot be seen and heard by others, cannot see and hear others and can play no active part in the meeting.

External participants (invitees, officers, members of the public asking questions in accordance with the Constitution and Rules of Procedure) will be contacted by Democratic Services to confirm their attendance and will be advised how they join the meeting either as a physical or remote participant and the meeting procedures. If they are joining the meeting remotely an electronic meeting invitation will be sent.

Members of the public will be able to attend the physical element of multi-location meetings from the public gallery.

### Webcasting

Webcasting provides transparency, governance and accountability by giving members of the public, elected members, officers and other parties the opportunity to observe meetings without having to attend in person and for the Council to have an official audio and visual record of its decision making process.

All of the formal committees outlined above will be either streamed live or recorded for subsequent upload onto the Council's website after the meeting.

### Use of cameras during remote meetings

The Local Government and Election (Wales) Act 2021 stipulates that participants of meetings that are broadcast must be able to “speak to and be heard by each other” and “to see and to be seen by each other”. The Chair may use their discretion whether participants are to keep their cameras on for the duration of the meeting and not just when they are speaking.

There may however be occasions when a remote participant may need to disable their camera in order to stabilise their connection to the meeting due to internet issues or because they have been temporarily interrupted by events at their location. If this occurs the participant should inform the Chair and Democratic Services Officers via the hands up function.

### The taking of votes

The voting arrangements will reflect the requirements in the Council’s Constitution.

Immediately before the vote the Chair will need to determine that all members continue to be “present”.

It is common that some committees may resolve to take certain action without a vote being recorded. In person, the Chair is able to get a sense of whether consensus exists. Special care will be taken to ensure consent is present where participants are joining through remote means.

The Council will ensure that all voters have the same opportunity to vote through the same process whether attending remotely or physically.

There are a number of different options when it comes to recording votes:

- A verbal roll call of those Members entitled to vote. If a Member cannot be contacted to provide their vote the officer will continue with the roll call vote and return to those participants who have not responded. If the Member cannot be contacted after a second attempt and there is a quorum in attendance at the meeting the participant will be considered as not in attendance.
- Dedicated voting software incorporated into the Council’s platform.

A suitable record of the vote will be captured by Democratic Services and will be confirmed in a way that is understandable to those who may be observing the meeting.

### Exempt matters

The Council will need to consider exempt matters in private. This may be for a range of reasons which are set out in Schedule 12A of the Local Government Act 1972. When such information is to be considered at a formal meeting, the agenda will schedule those items at the end of the meeting so as to minimise any inconvenience to observers who will be required to leave the meeting.

The meeting recording and webcasting will be paused and in the physical part of the meeting any observers will be requested to leave the room whilst the exempt information is being considered.

When consideration of the information has been completed and there are further public items to be considered, the recording and webcast will resume and observers or participants

attending the physical meeting will be invited to return into the meeting venue by Democratic Services.

Information provided to participants covering exempt matters will be dealt with in the same way as it would be for physical meetings.

### Training

All Elected Members will be provided with an appropriate induction to enable them to actively participate in meetings. This will include the use of the software for joining and participating in physical and remote meetings, meeting procedures and any committee specific procedures.

A guide to joining formal meetings remotely is available at Appendix 1.

### Officer support arrangements

Different meetings will require different kinds of support from Democratic Services, and others. Primary support for multi-location meetings will be provided by Democratic Services and technical support may be provided by ICT officers to ensure that the technology used during meetings operates effectively and that the meeting can be progressed as planned.

Technical support and advice for specific meetings by other officers such as Legal, Planning, Licensing who can assist the Chair, participants and observers may be provided remotely or by physical attendance. Consultation will take place with relevant officers and the Chair to ensure that appropriate service delivery and support requirements are met.

### Chairing Meetings

Chairing a multi-location meeting is very different to chairing a face-to-face meeting. Chairs will need to be supported to carry out their role in specific ways. The role will be particularly challenging where a meeting is being carried out in a physical space with only some participants joining through remote means.

Guidance for Chairs is available at Appendix 2.

### Appendix 1 - Guidance for participants joining a remote meeting

- ✓ Make sure that you set up your device in an area where you are unlikely to be disturbed. Remember that you should be the only person able to hear any confidential or exempt items being discussed.
- ✓ Ensure that your internet connection is sufficiently strong in that location to join and remain connected for the full duration of the meeting. If your broadband signal is weak you may wish to consider attending the physical meeting location. The legislation requires that you are able to be seen and heard.
- ✓ Ensure that you have the Council's corporate background and there is nothing that can be seen when you are on camera which may compromise your privacy or challenge your professionalism.
- ✓ Turn your microphone off, but be ready to activate it if you are called to speak. You should deactivate it when you have finished speaking to lessen background noise/interference for others.
- ✓ Turn off any noisy gadgets which may be distracting to yourself or other participants.
- ✓ Ensure that your device is connected to the Council's network between meetings to enable you to receive and manage the latest software and security updates.
- ✓ Check that Microsoft Teams is installed and you are able to connect to others.
- ✓ Check that your microphone is working and that the settings are correct. Too loud and there may be some feedback - too quiet and you and the observers won't be able to hear you. Consider using headphones or earphones (with a microphone).
- ✓ Ensure that the camera is positioned to provide a clear, front-on view of your face. If your camera is active during a meeting the "observers" may still be able to see you when you are using other applications on the same screen and you can't see them.
- ✓ Fully charge your equipment and ensure that you have easy access to charging facilities as remote meetings have a higher than normal power consumption.
- ✓ Ensure you know how to mute/unmute your microphone and to switch your camera on and off.
- ✓ Familiarise yourself with the Democratic Services contact details should you have any difficulties during the meeting.
- ✓ When reading the reports consider whether you have any "Declarations of Interest" that you will need to be made at the meeting. Inform Democratic Services of any declarations that you need to make (as these will be read out at the start of a remote meeting) or contact the Monitoring Officer well in advance of the meeting if you need advice. Do not wait until just before a meeting as this will be problematic to provide you with the appropriate advice. Once you have received any advice please ensure you let Democratic Services know if you will be declaring an interest.



## **Appendix 2 - Guidance for Chairs**

Chairs have a particular responsibility to prepare for the meeting, probably in a more planned and directed way than might be necessary for a physical meeting. The following principles are reproduced from the statutory guidance on multi-location meetings and incorporates Welsh Local Government Association (WLGA) and Centre for Governance and Scrutiny Guidance.

### **Prior to the meeting the Chair should:**

- confirm the purpose and outcomes for each item on the agenda.
- ensure that any information essential for consideration at the meeting, is made available to participants.
- identify where participants may wish to contribute in the meeting.
- ensure that appropriate arrangements are in place to support effective participation.
- confirm that all participants (which may include external witnesses and members of the public or others) fully understand their role and how they can actively contribute to the meeting.
- ensure that they are aware of which participants are joining remotely.
- consider the accessibility of the meeting to the public, ensuring that observers are welcomed and that the business of the meeting is explained in a way that is understandable, including the operation of the multilocation meeting itself.
- ensure that they are prepared for the meeting in a logistical sense by being aware of which members and other participants may be joining by remote means.
- provide a reminder of meeting arrangements and policies, particularly relating to conduct and behaviour, and any advice on voting arrangements.
- introduce themselves, the committee, officers present and other participants to ensure that those watching or listening to a broadcast are aware who is in attendance at the meeting.
- identify how a support officer or other member may bring their attention someone wishing to make a comment through remote means or in the committee room.
- occasionally confirm throughout the meeting that no one has been 'lost' due to technical issues and provide support to Members experiencing challenges although additional support may be needed from supporting officers.

### **During the meeting the Chair should:**

- brief witnesses on expectations.
- frame the meeting with reminders of the purpose of each agenda item, summarise decisions and actions for each item and again at the end of the meeting.
- plan for the debate to be themed or otherwise structured rather than inviting comments generally, to ensure that all participants have an opportunity to contribute.
- develop an understanding the motivations and objectives of individual participants on specific agendas items and a sense what they may want to say and ask.
- avoid people speaking over each other or long silences, ask each member in turn for their contribution to an item, based on an understanding of what members wish to contribute
- ensure that appropriate breaks are taken

- check that all Members are content, that they have been able to contribute, and if necessary, provide a reminder of any voting arrangements.